

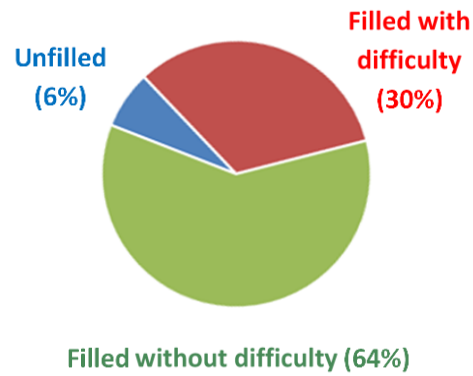


# Recruitment for Lower Skilled Occupations

There are around 3 million vacancies for lower skilled jobs in Australia each year<sup>1</sup>.

Around 30 per cent of these vacancies are filled with difficulty, while a further 6 per cent are unfilled. The most common reasons for difficulty include applicants not having the required technical or employability skills, and a lack of applicants.

**Figure 1: Proportion of vacancies filled**

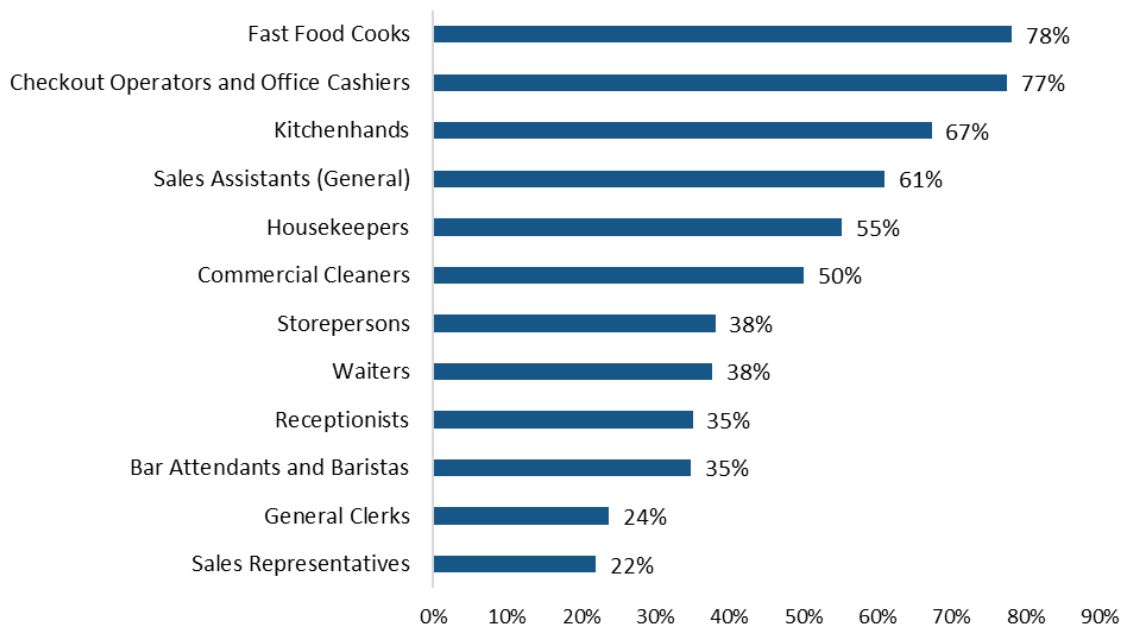


## The Role of Experience

While many employers require an experienced worker to fill their vacancy when recruiting for a lower skilled occupation, 34 per cent are willing to consider inexperienced applicants.

More than half of employers recruiting for Fast Food Cooks, Checkout Operators and Office Cashiers, Kitchenhands, Sales Assistants and Housekeepers reported a willingness to consider someone without experience, compared with just 22 per cent of employers recruiting for Sales Representatives (see Figure 2).

**Figure 2: Proportion of employers willing to consider applicants without previous work experience, selected occupations**



<sup>1</sup> Calculated from Survey of Employers' Recruitment Experiences and Internet Vacancy Index. Lower skilled occupations refer to ANZSCO skill levels 4 and 5.

## Employers value employability skills

Employers insist on workers with employability skills for their lower skilled positions, often stating that reliability, motivation, and personal presentation are essential to the job.

Additionally, 45 per cent of employers say that applicants with strong employability skills can stand out from other applicants, regardless of the other skill or experience requirements for the position. In particular, applicants who are enthusiastic with a positive attitude/personality are more likely to stand out.

Figure 3: Common employability skills required by employers



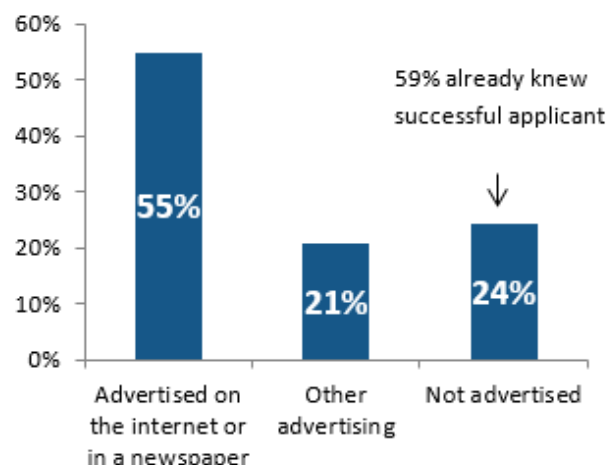
## Some employers use networks rather than advertising

More than half (55 per cent) of employers recruiting for lower skilled positions advertised their vacancy using the internet or a newspaper, which typically attract a large number of applicants.

However, 24 per cent of employers recruiting for lower skilled vacancies did not advertise their vacancies at all, instead relying entirely on word of mouth and job seekers approaching them directly about work opportunities.

These employers frequently use their networks when filling vacancies, with 59 per cent already knowing, or knowing of, the successful applicant before recruiting them. While employers commonly knew them personally or by recommendation, 39 per cent knew the successful applicant professionally, highlighting the value for job seekers to use their networks to find employment.

Figure 4: How employers advertise for lower skilled vacancies



## Vacancies are filled quickly

Most employers are able to fill their vacancies within a reasonable timeframe, with 27 per cent of lower skilled vacancies filled within a week and four in five vacancies filled within a month<sup>2</sup>.

While most (77 per cent) employers will wait to find the right person for the job when recruiting, 13 per cent said they needed to fill their vacancy as soon as possible, rather than wait for the right person, and a further 10 per cent said both were equally important. Employers in the Accommodation and Food Services industry and those recruiting for Labourers were particularly likely to prioritise filling their vacancies as soon as possible.

<sup>2</sup> Results from Sydney, Brisbane, Adelaide, Perth, Hobart and Darwin only.