

SEEK PROFILE SETUP TIPS



YOUR SEEK PROFILE INCLUDES YOUR PERSONAL SUMMARY, CAREER HISTORY, SKILLS, TAFE AND UNIVERSITY QUALIFICATIONS, LICENCES AND OTHER CERTIFICATIONS, AND IS USEFUL AS AN ADDITION TO YOUR APPLICATION.

DID YOU KNOW THAT EMPLOYERS CAN SEARCH AND VIEW YOUR PROFILE SEPARATE TO THE APPLY PROCESS? (IF YOU ALLOW THIS THROUGH YOUR PROFILE VISIBILITY SETTINGS). THIS MEANS YOUR DREAM JOB COULD COME KNOCKING, EVEN WHEN YOU'RE NOT ACTIVELY LOOKING FOR A ROLE.



A SEEK PROFILE ONLY TAKES 3 MINUTES TO GET STARTED, AND YOU'LL BE PROMPTED WITH HELPFUL INSTRUCTIONS ALONG THE WAY.



TO CREATE YOUR PROFILE, SIGN IN TO YOUR ACCOUNT. IF YOU DON'T HAVE AN ACCOUNT, REGISTER AND CREATE YOUR ACCOUNT.

NOW, HEAD TO THE PROFILE TAB. IT WILL ASK YOU TO FILL OUT SOME DETAILS AND ONCE YOU ARE DONE, SIMPLY SELECT THE APPROPRIATE PRIVACY SETTING. IT'S THAT EASY!



AS YOU GO THROUGH THE PROCESS, YOU'LL BE ASKED TO INCLUDE SIMPLE DETAILS, SUCH AS:

- INFORMATION ABOUT YOUR MOST RECENT ROLE (JOB TITLE, COMPANY, AND HOW LONG YOU WORKED THERE);
- THE INDUSTRY YOU'RE LOOKING FOR A JOB IN THE CITY/STATE/AREA YOU LIVE IN;
- EDUCATION (CURRENT OR PREVIOUS STUDY);
- YOUR CORE SKILLS;
- ROLE PREFERENCES, INCLUDING PREFERRED WORK LOCATIONS AND MINIMUM SALARY REQUIREMENTS;
- YOUR RESUME (MICROSOFT WORD DOCUMENT, ADOBE ACROBAT PDF, OR TEXT FILE).

REMEMBER, IF YOU AREN'T ABLE TO FILL OUT YOUR ENTIRE PROFILE IN ONE GO, YOU CAN ALWAYS LOG BACK IN TO SEEK TO FINISH IT, AND YOU CAN EDIT ALL DETAILS AT ANY TIME.

WHO CAN SEE YOUR SEEK PROFILE?



WHEN CREATING A PROFILE IT'S IMPORTANT TO REMEMBER THAT YOUR SEEK PROFILE IS EXACTLY THAT - YOURS. YOU CONTROL WHO SEES IT AND WHETHER POTENTIAL EMPLOYERS CAN CONTACT YOU DIRECTLY OR NOT. YOUR SEEK PROFILE IS NOT ACCESSIBLE TO THE PUBLIC AND CAN ONLY BE VIEWED BY EMPLOYERS AND RECRUITERS WHO ARE REGISTERED WITH SEEK AND ARE LOOKING FOR PEOPLE WITH YOUR SKILLS AND QUALIFICATIONS.

WHEN IT COMES TO REVIEWING YOUR PRIVACY SETTINGS, SEEK RECOMMENDS THE "STANDARD" SETTING TO HELP MAXIMISE YOUR OPPORTUNITIES.

IF YOU WANT TO IMPROVE YOUR CHANCES OF GETTING NOTICED, AND EVEN HAVE EMPLOYERS REACH OUT TO YOU, A SEEK PROFILE COULD BE YOUR TICKET TO LANDING YOUR NEXT JOB. CREATE YOUR SEEK PROFILE NOW.



ATTRACT THE RIGHT EMPLOYERS AND OPPORTUNITIES. ONLY REGISTERED EMPLOYERS CAN VIEW YOUR PROFILE AND GET IN CONTACT WITH OPPORTUNITIES THAT BEST MATCH YOUR SKILLS AND CAREER AMBITIONS.



MANAGE WHO CAN VIEW YOUR PROFILE - SELECT FROM THREE PRIVACY SETTINGS TO STAY IN CONTROL OF WHO CAN SEE YOUR PROFILE AND GET IN TOUCH WITH OPPORTUNITIES.

AS A JOB SEEKER, STANDING OUT FROM THE CROWD IS NO LONGER JUST ABOUT SUBMITTING A POLISHED RESUME AND PERSUASIVE COVER LETTER.