

# Increase your chances of gaining Employment

With high unemployment figures it can be daunting looking for a job, however key to success is ensuring that you get yourself into the marketplace and remain open to opportunities.

Rather than being focused on finding “a job”, consider “employment” in its broadest sense. Temporary roles, often secured through an agency, provide a good way to access employment, earn money, and gain skills and experience, all of which improves your chances of securing work into the future.

To help you maximise your chances of securing employment whilst minimising risks, the Department of Employment and Labour, in collaboration with the Confederation of Associations in the Private Employment Sector (CAPES), share the following tips on how to increase your chances of finding employment.

## GET REGISTERED

Work isn't going to find you sitting at home. You need to ensure that your CV is registered in as many places as possible to increase your network and improve your chances of matching to a suitable opportunity.

Register as a workseeker with the **Public Employment Services (PES)**, operated by the Department of Employment and Labour. Registration can be done online via [www.labour.gov.za](http://www.labour.gov.za) and clicking on “ESSA” option or by visiting your local labour centre where an Employment Services Practitioner can assist you.

Register with a **Private Employment Agency (PEA)** or **Temporary Employment Services (TES)** provider. Remember to work only with those who are registered with Department of Employment and Labour and a professional association under the CAPES umbrella. To find a registered agency in your area or in your skills sector, visit the association websites for a list of their members:

Allied Healthcare Agencies of South Africa (AHASA)	<a href="http://www.ahasa.org">www.ahasa.org</a>
Federation of African Professional Staffing Organisations (APSO)	<a href="http://www.apso.co.za">www.apso.co.za</a>
Construction Engineering Association (CEA)	<a href="http://www.cea.org.za">www.cea.org.za</a>
Information Technology Association (ITA)	<a href="http://www.ita.org.za">www.ita.org.za</a>

You can also register your CV on one of the many job portals which are used by recruiters and employers alike when searching for new employees.

## TOP TIPS

Remember! It is illegal for any recruitment company, job portal or employer to charge you to register or for any related recruitment services, including assessments and verifications.

Make sure that your CV is neatly laid out, contains all the most relevant information, is free from errors including spelling, grammar, typing and layout. It's your sales document and needs to cast a good first impression.

Be open-minded. Whilst we are all searching for the ‘perfect job’, it's important not to overlook work opportunities as these not only help to address the immediate need for

earning, but the additional experience, skills and growth in network, will undoubtedly make it easier to find your next opportunity. – *(The article is part of an initiative by CAPES and department's Public Employment Services branch to jointly educate workseekers about their rights and to give some practical guidance for job seeking).*