



A guide for Pacific Engagement Visa applicants:

Steps to finding a job in Australia

This checklist is designed to help Pacific Engagement Visa (PEV) applicants find a job in Australia so you can meet the employment requirement for the visa. Use this checklist to stay organised and confident as you plan, apply, and prepare for work and life in Australia.



Step 1:

Prepare your job search plan

Having a job search plan gives you focus, helps you track your progress, and makes job searching less stressful.

- Set aside regular time each day or week for job searching
- Decide on a goal, such as applying for a set number of jobs per day or spending a set number of hours on job searching
- Keep a record of each job you apply for (company name, position, date)
- Think about jobs that suit your skills, qualifications, and interests.



Step 3:

Search and apply for jobs

Searching online gives you access to thousands of jobs.

- Look for work on websites like SEEK, Indeed Australia, LinkedIn and Australian JobSearch
- Set up job alerts so you don't miss new opportunities
- Create an online profile on a job board and fill in all details
- Be ready to explain that your Pacific Engagement Visa gives you permanent resident work rights in Australia.



Step 2:

Create a resume

A strong resume helps you stand out to employers and demonstrate your skills.

- Use the PEV resume template to create a professional CV
- List all work experience (both paid and voluntary)
- Include your skills and qualifications
- Add two referees (with names, job titles, organisations, and email addresses)
- Ask the PEV Employment Support Service to review your resume.



Step 4:

Prepare for any interviews

Being prepared builds confidence for you and shows employers you are a great asset to their company.

- Research the company and industry before your interview
- Practice answers to common questions
- Learn about Australian workplace communication styles
- Dress smartly and arrive on time
- Prepare questions to ask the employer.





Step 5: Understand your rights and verify your job offer

Verification ensures your job offer is genuine and protects you from unsafe or unfair work conditions.

- Check that your job offer is permanent and meets PEV eligibility requirements
- Email your offer to the PEV Employment Support Service for verification
- Once verified, you will receive a cover letter to upload with your visa application
- Remember that as a PEV holder, you have the same permanent resident work rights as Australian citizens.



Step 6: Get ready to depart and start work

Being informed and prepared can help you transition to work and life in Australia smoothly and successfully.

- Learn about the Australian work culture
- Keep in touch with your employer about your arrival plans
- Understand that asking questions is seen as proactive, not disrespectful
- Be punctual, especially on your first day.

Remember that the free PEV Employment Support Service can help you throughout this process.

- Navigate the job search process in Australia
- Connect you with employers and job opportunities in Australia
- Prepare you for job interviews
- Share employment opportunities in Australia
- Support you with job applications and your resume
- Provide ongoing support before you start work, including understanding Australian work rights.



Find out more about the PEV Employment Support Service at www.pev.gov.au

On our website, you can explore more resources, including employment fact sheets and resume templates. You can also sign up for Employment Information Sessions to learn more about finding a job in Australia.

