



FINDING HIDDEN JOBS

NOT ALL JOBS ARE ADVERTISED.
DISCOVER OPPORTUNITIES BEFORE
THEY HIT THE JOB BOARDS.

Many jobs are never advertised publicly.
By building connections and being proactive,
you can uncover opportunities others don't know about. ❤️

8 WAYS TO FIND HIDDEN JOBS

1



NETWORK ACTIVELY

Talk to family, friends, colleagues, neighbours and acquaintances. Let them know the type of role you're looking for.

2



TELL EVERYONE YOU'RE LOOKING

The more people who know, the more likely someone will hear about an opportunity and think of you.

3



APPROACH COMPANIES DIRECTLY

Contact companies you're interested in and ask if they have any current or future opportunities.

4



JOIN PROFESSIONAL GROUPS

Be part of local business groups, industry associations and online communities.

5



ATTEND EVENTS AND MEETUPS

Networking events, career fairs and workshops are great places to meet people and learn about opportunities.

6



VOLUNTEER OR DO FREELANCE WORK

It helps you build experience, meet people and can lead to paid opportunities.

7



USE LINKEDIN STRATEGICALLY

Connect with people in your industry, engage with content and reach out for informational chats.

8



FOLLOW UP AND STAY IN TOUCH

Check in with your contacts regularly. Opportunities often come up unexpectedly.

WHERE TO LOOK

- ✓ **Local businesses** – Visit in person and introduce yourself.
- ✓ **Community groups** – Get involved and build relationships.
- ✓ **Your network** – Friends, family, former colleagues and neighbours.
- ✓ **Social media** – LinkedIn, Facebook groups and X (Twitter).
- ✓ **Industry insiders** – Talk to people already working in your field.
- ✓ **Recruiters** – Build a relationship with recruitment consultants.



TIPS TO STAND OUT

- ✓ Be proactive and take the initiative.
- ✓ Show genuine interest in people and their work.
- ✓ Offer value – how can you help them or their business?
- ✓ Be reliable, professional and easy to recommend.
- ✓ Keep learning and building your skills.
- ✓ Stay positive and persistent – don't give up!



EXAMPLES OF HIDDEN JOBS



A friend tells you about a role at their company.



A local café needs someone but hasn't advertised.



A growing business needs help and asks a contact for referrals.



You volunteer and impress – a paid role becomes available.



Someone in your network remembers you when a role opens.



Hidden jobs are all about relationships, visibility and timing.
Put yourself out there and opportunities will find you. ❤️

REMEMBER



- ✓ People hire people they know, like and trust.
- ✓ Your next opportunity could be one conversation away.
- ✓ Build connections today for your future success.