

Job Search Guide For Graduate Veterinarians

eBook

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Overview

This eBook contains an overview of tips and templates for graduate Veterinarians seeking their first employment as a Veterinarian. Covered within is information on resume creation, recruitment processes and preparation, minimum workplace entitlements and access to relevant resources. recruitment tips and trips for graduate veterinarian job seekers looking to enter the workforce.

Should you have any questions in relation to the information below, please reach out to AVA HR support:

Tel: 1300 137 309

Email: hrhotline@ava.com.au

Recruitment Process

Steps

You are in the final stages of your university studies and are ready to take that next step in securing your first veterinarian position. Below is a guideline of what the recruitment process may look like:

- **Job Application:** Reviewing the job advertisement online and submitting a cover letter and resume
- **Phone Screen:** If you are shortlisted for the role the initial contact from the organisation may be a brief phone screen, these can generally take around 15 minutes. This is an initial conversation from the practice manager, owner, Head Vet or a HR representative who will ask some general questions and discuss your interest in the position
- **Interview:** you will be invited to attend an interview either face to face, over the phone or via an online meeting, we generally recommend allowing at least an hour for an interview
- **Second Interview:** In some cases, you may be asked to participate in a second interview
- **Trial:** Some employers will invite you to engage in a day of trial so that you can experience the working environment and they can observe you in the workplace. These trial days are typically unpaid. During the trial you will be working under supervision to show you have the skills for the job. Any period beyond what is reasonably required to demonstrate skills required for the job must be paid at the appropriate minimum rate of pay and likewise if you are not under direct supervision.
- **Reference checks:** you will be asked to provide 2/3 referee details for the company to contact. In most cases they are seeking previous supervisors or managers that you have worked with including practices where you have completed practical components of your studies. The purpose of this contact is to gain feedback on your performance and abilities. It's important to contact your referees and seek permission from them prior to providing their information to the potential employer
- **Other checks:** these could include for example a check of your qualification, registration with the relevant Vet board, providing a police clearance or completing a pre-employment medical. The potential employer should advise what checks may be required at the interview stage.

Offer

- **Offer and employment contract:** At the end of the recruitment process you will generally be advised if your application has been successful and if it has, generally you will receive a verbal offer and a written employment contract. If you do not receive a written contract you may consider requesting one so you are clear in writing on the obligations and expectations of you in the role, and also about your rights and entitlements.

- We are commonly asked about remuneration for the role provided in the offer.

Remuneration

- As a minimum, remuneration for the work you carry out as a graduate Veterinarian needs to meet the requirements of the Fair Work Act and the Animal Care and Veterinary Services Award 2020 OR if you are based in Western Australia and employed by an unincorporated partnership, trust or association, the Industrial Relations Act 1979 (WA).

You may be remunerated by way of wages (pay based on an hourly rate) with other entitlements such as leave loading, additional hours, allowances etc paid separately. Or you may be remunerated by way of an annual salary which is generally all inclusive of the individual entitlements you would otherwise be paid except for Superannuation which is normally paid on top. In some rare instances you may be offered a Total Remuneration Package (TRP) which would be inclusive of superannuation and other benefits such as use of a company car, bonus etc

Remuneration under the Animal Care and Veterinary Services Award 2020

- Minimum hourly rate:
 - Graduate Veterinarians are typically classified under the Award as a Level 1A (first 6 months) or 1B
 - Current Award Rates can be found here: [Award minimum rates](#). By way of example, at 1 July 2024 minimum rates for a Level 1 A Veterinarian is \$31.55 per hour and a Level 1B is \$33.28 per hour. Typically these rates increase on 1 July each year.
- Full-time employee ordinary hours of work are 38 hours per week (or an average of 38 hours over the period of an agreed roster cycle)
- Some employers will offer remuneration at the Award minimum requirements and others will pay above those Award Minimums.
- Your Salary across the year cannot be less than what you would have received if you were paid at the base Award rates for all individual entitlements.
- A common scenario is an all-inclusive salary that is typically above the Award minimum rates. Under the Animal Care and Veterinary Services Award 2020 an all-inclusive salary will be made up of the individual wage elements from the Award.
- Check the contract to determine what the requirements will be for additional hours, if you will be on call, the number of weekends and public holidays you are required to work and the number and types of shifts you will work. Generally, where you are offered an all-inclusive salary, your contract will include a [set-off clause](#) that allows the employer to pay you the all-inclusive salary instead of the individual Award components.
- Check the contract to see what allowances you are entitled to. Under the [Animal Care and Veterinary Services Award 2020](#) the following allowances/inclusions may be applicable depending on your employment terms and conditions:

NOTE: Dollar values provided are accurate as at 1 July 2024 and will generally increase each year. Check the Award for the current entitlement amount.

Allowances / Entitlements	Award Provision
Additional hours	Additional remuneration at the employee's ordinary rate or time off instead of payment (hour for hour basis) By agreement between the associate and the employer an allowance may be paid. Must not be less than what would be payable over a calendar year
Public Holidays	200% of the minimum hourly rate.
Professional development and indemnity	Study leave - 1 week (part time pro rata) for each <u>completed</u> year of service Course registrations fees for agreed professional development. Employer must hold professional indemnity and public liability insurance
Annual leave loading	17.5%
On-call duty	A minimum \$52.23 for each 24hr period of on call duty Time worked on active call out is paid at the relevant hourly rates as a minimum.
Clothing and laundry	If a uniform is required to be worn, either the uniform is to be provided or an allowance equivalent to the cost of the uniform and \$6.51 per week laundry allowance (unless employer launders uniform)
Vehicle and travel	If required to use your vehicle to perform duties; Motor vehicle \$0.98 per km or motorcycle \$0.33 per km
Phone	If there is a requirement for a phone, an employee is entitled to have associated expenses reimbursed

- **Set off clause:** A set off clause means that your base salary factors in any individual entitlements that you would be owed under the Award. If a set off clause has been included in your contract terms and conditions, you will find this generally within or around the Remuneration clause (with similar wording to the below example):

Your Remuneration Package under this Agreement includes all amounts due to You under

any applicable award, agreement, contract and any relevant legislation, and Your remuneration for any pay period may be set-off against any legal entitlements for work performed during that period.

- An example of what an all-inclusive salary could look like based on entitlement values per the Award as at 1 July 2024:
 - Offer : Base \$80,000 + Superannuation for a Level 1B Employee (including additional hours worked except for on call)
 - Comparative to Award: Level 1B Award rate is \$33.28 per hour. $\$33.28 \times 38 \text{ hours per week} \times 52 \text{ weeks of the year} = \$65,761.28$.
 - Annual leave loading (17.5%) is \$885.25
 - Additional hours 2 per week (if required to work 2 hours OT per week) \$3,461.12
 - Laundry (if required to wear and launder uniform) $\$6.51 \times 52 = \338.52
 - Award total: \$67,446.17 per year
 - As the salary offer is \$80,000, this is above the minimum Award amount and leaves approximately \$9,000 to absorb any additional hours you may work. In addition you will be paid to be on-call and for active on call hours worked (unless this is stated to be included in the salary).

Remuneration under the Western Australian Industrial Relations Act 1979

- Minimum hourly rate for Award free Veterinarian's in Western Australia who are not covered by the federal Award is \$917.80 per week or \$24.15 per hour (38 hour week).
- Payment for additional hours you work beyond 38 hours per week.
- there are no minimum entitlements to additional rates of pay for working a public holiday (meaning the pay will typically be your ordinary rate for the hours you work on a public holiday)

Offer acceptance and onboarding

Once you have signed and returned your contract, you may be asked to complete onboarding requirements prior to your start date. This can include reading through policies and procedures, online training and provision of relevant employment related forms and details such as a tax file declaration, your personal details, bank account for receiving your pay and if you do not have a stapled superannuation fund etc

If you have any questions about the terms and conditions you have been offered, or your employment contract you can use the resources at the end of this guide and / or if you would like your employment contract reviewed for compliance please email your contract through with your AVA member number to hrhotline@ava.com.au

For Federal Award covered employees the review will be based off the Animal Care and Veterinary Services Award 2020 and Fair Work Act.

For WA state system employees (ie sole traders, unincorporated partnerships, unincorporated trust arrangements and incorporated associations that are not trading or financial corporations and other not for profit organisations that are not trading or financial corporations the review will be based on off the Animal Welfare Industry Award and the Industrial Relations Act 1979 (WA).

Tips

Resume Tips

Your resume is an essential tool for job applications, that is used to highlight your skills, experience, and achievements to prospective employers. Consider your resume a concise summary that illustrates why you would be a strong candidate for a position. It should engage a potential employer's interest right away. A compelling resume achieves this by showcasing your accomplishments and providing a clear overview of your key skills and experience, similar to the example provided in this guide.

Your resume should be approximately two pages long. If it is substantially longer, eliminate information that isn't relevant to the role or industry.

If not specified otherwise, there's no requirement to include copies of certificates, qualifications, or references. It is recommended to bring these documents to a job interview instead.

Do

- Be factual and concise with your details
- Where possible, quantify your achievements
- Proofread and spell check your resume
- Tailor your cover letter to each job application and make sure you address any selection criteria as listed in the job advertisement

Don't

- Include a profile photo
- Use multi-colours or too many graphics
- Include any personal details such as; physical address, date of birth, marital status, license number, passport number, tax file number, bank details, social media accounts (with the exception of LinkedIn)
- Include referee details in your resume, have these prepared to provide at interview stage
- Honesty is the best policy, don't lie on your resume

Interview Tips

- Be prepared, make sure you have read the position description (if provided or the job advertisement) and research the company online prior to the interview
- Arrive early, but not too early! 10-15 minutes prior to your interview would be sufficient
- Make some notes about questions you would like to ask in the interview. These questions can be related to the role, the team or the company.
- Listen carefully in the interview and if you are unsure ask for clarification
- Bring copies of any qualifications and any other information that was requested in the job advertisement
- Dress appropriately for the interview
- Be professional and consider your body language and tone
- Close the interview on a positive note and thank the interviewers for the opportunity
- It's very common to feel nervous up to and including during an interview, to help alleviate your nerves it can help to write some interview questions and answers to help you prepare. In most instances an interview will include situational based questions that are seeking the interviewee to provide a specific example of a situation, what your involvement was and what the outcome was. An example of a situational based question - tell me about a time when you had two conflicting priorities, what did you do and what was the outcome?
- Most importantly, be yourself!

Templates And Resources

Resume Template

This template is designed to be simple yet professional, highlighting your education, clinical experience, and relevant skills for a veterinary role in Australia. You can expand or shorten sections as necessary to better reflect your qualifications.

Your Name

Your Phone Number

Your Email Address

LinkedIn Profile URL

Career Objective

A brief summary (2-3 sentences) that highlights your passion for veterinary medicine, skills, and what you are looking to achieve in your career.

Example: Recent graduate with a Bachelor of Veterinary Science (BVSc) from [University Name], passionate about animal care and welfare. Seeking to join a reputable veterinary clinic in Australia to apply diagnostic and surgical skills, and provide high-quality care to pets and livestock

Education

Bachelor of Veterinary Science (BVSc)

University Name

Year - Year (or "Expected Graduation: Month, Year")

- Relevant Coursework: List key courses such as Clinical Practice, Animal Health, Veterinary Pathology, etc
- GPA: (Optional to include if 3.5/4 or above)
- Honors/Awards: Scholarships, Dean's List, etc. (if applicable)

Certifications

- Registered Veterinarian with the Veterinary Practitioners Board of [State/Territory], Australia
- Any other certifications, such as Animal Handling or Surgery Certificates (if applicable)

Professional Development

- **Continuing Education (CE):** Attended seminars on (specific topics such as Small Animal Surgery, Equine Medicine, or Wildlife Rehabilitation)
 - Member of the **Australian Veterinary Association (AVA)**
 - Completed (**Specific Short Courses or Workshops**) (if applicable)
-

Clinical Experience

Job Title/Internship Title

Company Name - Dates

- Responsibility/Task 1
- Responsibility/Task 2
- Responsibility/Task 3

Job Title/Internship Title

Company Name - Dates

- Responsibility/Task 1
- Responsibility/Task 2
- Responsibility/Task 3

EXAMPLES ONLY

Veterinary Intern

Clinic Name — Dates

- Provided care and treatment for animals, including routine check-ups, vaccinations, and surgeries.
- Assisted senior veterinarians in diagnosing and treating medical conditions in both small and large animals.
- Gained proficiency in diagnostic imaging, anaesthesiology, and surgical assistance.
- Delivered compassionate care to clients, offering advice on animal care and treatments.
- Participated in team-based case discussions and provided input on treatment plans.

Volunteer Veterinarian Assistant

Organisation Name — Dates

- Worked with wildlife and domestic animals, providing care under supervision.
- Supported community outreach programs, offering free health checks and vaccinations for pets.
- Conducted basic laboratory tests and assisted in maintaining the clinic's hygiene standards.

Skills

EXAMPLES

Clinical Skills: Physical examinations, diagnostic imaging (X-rays, ultrasound), routine surgeries (spay/neuter), emergency care, and post-operative monitoring.

Animal Handling: Skilled in handling small animals, livestock, and wildlife with care and confidence.

Communication: Excellent ability to communicate complex veterinary concepts to pet owners and farm workers in a clear, empathetic manner.

Teamwork & Leadership: Strong ability to work collaboratively with veterinary professionals and support staff.

Software Skills: Proficiency in veterinary practice management software (e.g., RxWorks, EzyVet), Microsoft Office Suite

Projects

Project Title

Brief description of the project, your role, and skills utilised.

Project Title

Brief description of the project, your role, and skills utilised.

Extracurricular Activities

Organisation/Club Name

Your Role, Month, Year - Month, Year]

- Responsibility/Activity
 - Responsibility/Activity
-

References

Available upon request.

Resources

For further information, the following resources are available:

[Animal Care and Veterinary Services Award 2020](#)

[Animal Care and Veterinary Services Award 2020 AVA Summary – 1 July 2024](#)

[Fair Work Ombudsman](#)

[National Employment Standards](#)

[WA State Based System Guide](#)

[WA Award free Employee entitlements overview](#)

For more information and support, please contact the friendly team at the
AVA HR Advisory Service

P: 1300 887 458 | Email: h hotline@ava.com.au | [Book a Call](#)



Disclaimer

This document does not constitute human resource or legal advice and should not be relied upon as such. It is intended only to provide a summary and general overview on matters of interest and it is not intended to be comprehensive. You should contact the AVA HR Advisory Service or seek professional advice before acting or relying on any of the content. © Liquid HR Pty Ltd 2023



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