

It's all about ...

Tips for avoiding the reject bin

Job knock backs are always difficult to handle and often the cause is hard to determine so here are a few tips to put you ahead of the pack.



- Always tailor your cover letter and resume to reflect the role you are applying for.
- When it comes to interview time be relaxed but never let your guard down.
- Always be prepared. Do this by researching the company, its objectives and its core business. Also prepare some relevant questions to ask at conclusion.
- Don't just put any old person down as a reference. Include managers/supervisors who you have/had a good relationship with and who will give positive feedback. Always keep in touch with your references and personally get in contact with them prior to interviews. Let them know you are considering a role, what it is and that they may be contacted in the near future for a reference. A bad reference could have you ending up in the "Reject Bin"!

What NOT to Wear

First impressions are very important. You won't get a second chance at making a first impression. You will need to look, act and dress professionally.

Never wear jeans, runners, leave your shirt untucked, wear a skirt above your knees or have disheveled hair.

Always wear a clean shirt with a dark suit or skirt and jacket. Have your shoes polished and your hair and nails clean.

When you look good, you feel good and always remember... It's all about me!



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creating a
healthy
work **culture?**

Simple Tips for Creating a Healthy Work Culture

- **Keep hydrated:** 2% dehydration = 10% performance decrease
- **Re-fuel:** make sure you eat something every 3 hours. Our blood sugars can drop below the critical number in as little as 4 hours making us tired and irritable
- **Get Physical:** increase your energy levels by working out on your lunch break
- **Communicate:** greet everyone you work with when you arrive and say goodbye when you leave

TAX TIPS – For Businesses, Employees, Investors and the Self-Employed

Please note that the information supplied below is to be used as a guide only. The tips are accurate as of 12 June 2010. You should speak to a registered tax agent about your specific circumstances.

Claim all work related expenses

- Taking the time to understand what “work-related expenses” really are potentially deductible can save you money.
- Consider billing all of your expenses to a single credit/debit card so when it comes to tax time they are easily located along with any receipts.
- In the case that you don’t have the necessary receipts you can still claim up to \$300 of work-related expenses provided the claims relate to outgoings incurred in your job/business.

Maximise motor vehicle deductions

- Work related travel includes travel between two places of work or employment. It may also be available where you have to carry bulky good/equipment with you to work. It does not, however, include direct travel between a person’s home and a place of work.
- Where you have used your motor vehicle for work-related travel, and your claim for kilometres travelled for the year does not exceed 5,000kms, you can claim a deduction for your car expenses on a cents per kilometre basis to the extent you have used your car for work.

Your rental property deductions

- Landlords can claim deductions for a range of expenses such as advertising, bank charges, body corporate fees, cleaning, council rates, electricity and gas, gardening, insurance, loan interest, land tax, lease preparation expenses, legal costs, pest control, postage and stationery, property agent fees and commissions, repairs, secretarial and bookkeeping fees, telephone charges and water rates. You may also be able to write off the cost of certain buildings, depreciating assets and borrowing costs over time.
- Take special care in this area when preparing your tax return as this will be an area of close scrutiny by the ATO.

Changes to note (2010/11) are as follows:

- The 15% threshold is increased by \$2,000 (from \$35,000 to \$37,000) and
- The current 38% rate that applies to the \$80,001 to \$180,000 income bracket will be reduced to 37%
- The low income tax offset is also increased so that those who earn less than \$30,000 will get their first \$16,000 tax free

