Employability Level 2 – Searching for a Job

1 of 18 – Welcome

Welcome to this session on searching for a job.

In this session we will be covering:

* What are the different sources of information available to help you?
* Identify potential job roles which are appropriate
* Searching for job vacancies
* Automated job search alerts

2 of 18 – Introduction

Searching for a job can take a lot of time and energy and you may find it overwhelming – where do you start?

Whether you are looking for your very first job, a different position, or planning to switch to a new career, searching for a job can be a big challenge. While there's no easy way to find the perfect job, the right combination of job search strategies can make the process easier. There is a wide range of potential sources of information available to help you.

3 of 18 – Sources of information

When it comes to searching for jobs, there is a wide source of information to help you including:

* Employment agencies
* Job Centres
* Magazines and newspapers
* Public notice boards
* Journals and other publications
* Job search providers on the Internet
* Organisational websites - vacancy pages

4 of 18 – Opportunities

There will be a variety of opportunities available, you should consider what it is you are looking for, or what would be most beneficial for this stage in your career:

* Temporary contracts
* Voluntary work
* Self-employment
* Hourly paid
* Part-time work
* Full-time work

5 of 18 – How appropriate is it?

How appropriate is your job search method? Here are some things you should consider:

* **Source** – Does the choice of source limit or widen the type and number of job vacancies you are searching for, e.g. using the Internet or using a local job notice board.
* **Specialised** – Some sources of employment are specialised or specific to particular job types, for example, industry publications, trade journals, specialised recruitment agencies.
* **Sectors** – Differences between employment conditions in the different sectors, for example, working conditions, salary and benefits, terms of employment, ethics and values of the organisation.

6 of 18 – Task 1

Below are some job search websites. Select at least three and carry out research on jobs in your area specific to your career path. You can use the suggestions below or find your own if you prefer.

[Gov.uk](https://www.gov.uk/browse/working)

[Monster](https://www.monster.co.uk)

[Indeed](http://www.indeed.co.uk)

[Universal Jobmatch](https://www.gov.uk/find-a-job)

[Total Jobs](http://www.totaljobs.com)

[Reed](http://www.reed.co.uk/jobs)

Download the **Job Search Results Activity PDF** to make notes on what you have found.

7 of 18 – Beware!

Beware of the following:

* Most sites are good at removing vacancies that have passed
* It’s always a good idea to double-check the deadline
* Don’t waste time sending an application that might not be considered
* If you’re not sure, email the employer or phone the company to check that the vacancy still exists

8 of 18 – Question 1

Using the following choice of words: **regulations**, **reported**, **injury**, **book**, **recruitment**, **bank details**, **information**, **vacancies**, **management** or **true**, fill in the blanks for the paragraph below. You do not need to use all of the words.

If a job sounds too good to be **blank**, it usually is. Some **blank** sites overplay the **blank** they have to offer, just to try and get people to sign up with them. Look behind the pound signs before handing over your **blank** and never hand over cash or **blank**.

The correct paragraph should read:

If a job sounds too good to be **true**, it usually is. Some **recruitment** sites overplay the **vacancies** they have to offer, just to try and get people to sign up with them. Look behind the pound signs before handing over your **information** and never hand over cash or **bank details**.

9 of 18 – Job alerts

The following information is about using mobile devices in your job search:

**Convenient**

Job alerts are the easiest way to keep up to date with new jobs as they are added to a website.

**Email**

Once you have signed up with your chosen provider, you will receive email alerts as new jobs are posted which match your search criteria. You may also receive recommendations if they are a close match.

**Key words**

You only receive jobs that are related to key words that you select – be careful though, don’t rely on it as you may miss opportunities if the key words you have selected don’t appear in the job title or job description.

10 of 18 – Search tips – 1

Knowing how to get a job is not always easy, especially if you have limited experience in the job market. There are some things everyone can do to increase their chances.

**Networking**

Many people find jobs from people they know rather than traditional means such as job adverts.

Talk to family, friends, your tutor and other people you know to find out where work might be on offer.

**Employers**

Rather than hunting down jobs, consider getting potential employers to come to you.

Post your CV online and you could save yourself a lot of time and effort job hunting.

11 of 18 – Search tips – 2

**Target Organisations**

Look at the organisations which might make a good employer. This may mean you only look at the big employers in your area or it might mean that you look into one sector only but on a nationwide basis – whatever is best for your career choice.

**Keep positive**

We all get a few knock backs when looking for work. Don't take it personally if you are rejected or don't even get a response because it is probably not because of anything you have done wrong.

**Good Experience**

Knowing how to find a job is a skill in itself. Once you have been successful in getting a job, you will find that the process becomes easier if you ever find yourself looking for employment again.

12 of 18 – Article

There are lots of useful tips for finding a new job.

Read the following article for some top tips. You may wish to make notes.

[14 Quick Tips for Finding a New Job](https://www.livecareer.com/resources/jobs/search/14-job-hunting-tips)

13 of 18 – Choosing your job

The job market is a wide world of opportunities and challenges, ready and waiting for you to make your mark.

The first thing is to work out what you would like to do, based on your interests and skills.

Make positive decisions, and don't take the first job that comes your way if it doesn't suit you.

14 of 18 – Question 2

Match the descriptions below with the correct job search option, either **Newspaper**, **Job Centres** or **Professional/specialised journals**.

* If it’s applicable to your career, look at publications specific to the industry you are interested in. They also contain useful information about companies that may be expanding or have won new contracts – an opportunity to apply speculatively.
* You can access computers to carry out your job search (you are also able to do this at your local library). They can also give you information about government schemes.
* You will find job adverts in a wide range, such as national or regional daily papers. You could ask your local newsagent what was available in your area.

The correct answers are shown in the table below:

|  |  |
| --- | --- |
| Job search option | Description |
| Newspaper | You will find job adverts in a wide range, such as national or regional daily papers. You could ask your local newsagent what was available in your area. |
| Job Centres | You can access computers to carry out your job search (you are also able to do this at your local library). They can also give you information about government schemes. |
| Professional/specialised journals | If it’s applicable to your career, look at publications specific to the industry you are interested in. They also contain useful information about companies that may be expanding or have won new contracts – an opportunity to apply speculatively. |

15 of 18 – Choosing the right job

If you haven’t decided what career path to follow yet, try looking at the National Careers Service - you can have a look at different jobs and gain a “snapshot” of useful information.

Visiting the following website:

[National Careers Service](https://nationalcareersservice.direct.gov.uk/job-profiles/home)

16 of 18 – Finally

There can be quite a lot to think about when you are searching for opportunities. Making a plan could help you be organised and successful.

Try the following ideas to see if they help you:

* Set aside time every day to search for work
* Keep a job search diary to help you see what you have applied for and when, also don’t forget to keep a copy of the job details so you can read back through them when you are invited for interview
* Celebrate each success, it could be sending off an application, getting an interview or meeting your application target
* Don’t give up – job search takes effort, having a plan can help you stay motivated and get where you want to be

17 of 18 – End

Well done. You have completed this session on how to search for jobs.

In this session we have covered:

* The different sources of information available to help you
* How to Identify potential job roles which are appropriate
* How to search for job vacancies
* What are automated job search alerts?

Well done, and good luck with your job search.

If you are unsure or have any questions about any of these topics, make a note and speak to your tutor for more help.