

RESOURCES

A series of useful information to help you



Finding a job

Many companies advertise jobs on the internet. You can find details on company websites, through recruitment agencies and via local newspapers. If you don't have access to the internet at home, you can still use the internet at your training centre or in your local library.

Where to look...

1. Jobcentre Plus

Jobcentre Plus advisers can tell you about jobs in your local area and in other places. Once you find a job you're interested in, they will give you the information you need to apply.

To call Jobcentre Plus ring 0845 6060 234. You will also be able to find out where your Local Jobcentre Plus office is. Lines are open between 8am and 6pm from Monday to Friday and between 9am and 1pm on Saturdays.

2. Local newspapers

Find out which day your local paper comes out and the day it advertises jobs. Newspapers can also keep you up to date on which companies are moving into the area and those who are expanding. You can use this information by applying to those companies before they advertise to see if there are any jobs available. Your business knowledge and enthusiasm will reflect well on you. You may want to contact a company for more details about a job after reading an article in the local press. Occupational magazines relating to the industry you wish to work in also advertise jobs. You can ask a well-equipped newsagent or go online for further information.

3. Register with a recruitment agency

Recruitment agencies advertise short and long-term jobs and some specialise in particular areas of work. If you register with the relevant agencies in your local area you'll be kept up to date on the latest vacancies available. If you register with the relevant recruitment agencies in your local area you'll be kept up to date on the latest vacancies available.

4. Word of mouth

It is always worth talking to people you know about your job search as you never know who might know of a suitable vacancy or of someone you should contact. If there are any recruitment or job fairs taking place in your area, these are also a good way of meeting new contacts. Before attending the event, you should think about what you want to get from it. You should also take a few copies of your CV along with you.

5. Approaching employers

Many jobs are never advertised, so it is a good idea to make a list of the companies you would like to work for and contacting them to ask if they have any vacancies. A benefit of doing this is that you're not competing against a large group of people, like you would be if the job was advertised. Employers are used to people asking questions about jobs, so if they can find somebody without advertising it saves them time and money. Many jobs are never advertised, so it is a good idea to make a list of the companies you would like to work for and contacting them to ask if they have any vacancies.

6. Online networks

Some employers now use social network sites such as Facebook and Twitter to recruit new people. To take advantage of this make sure you sign up to a relevant social networking site and create a profile that will impress potential employers. There are many job websites where you can register and search for jobs.

A few to get you started include:

- ✓ totaljobs.com
- ✓ jobsite.co.uk
- ✓ fish4.co.uk
- ✓ monster.co.uk
- ✓ reed.co.uk
- ✓ jobsearch.co.uk
- ✓ redgoldfish.co.uk

7. Mobile and tablets

If you have a smartphone or tablet you can use it to search for jobs. There are many apps available on iPhone and Android that will help you.

8. Keeping track of your progress

Keeping track of your job search is a good idea as it helps you remember who you have approached, and what the response was. You can also record:

- ✓ Which day local papers advertise jobs
- ✓ Which recruitment agencies you have contacted
- ✓ When trade journals come out
- ✓ Which friends have provided useful information

9. Thinking ahead

When you get invited for an interview, make sure you research the company and think about the questions you might be asked. Have a read through our Interview advice.

10. GET MOTIVATED NOW!