

Hints on how to conduct a successful job search

Whether it's for full-time or part-time work, beginning a job search can be a daunting experience. This factsheet is designed to help you navigate the obstacles and make your search as effective as possible.

Step 1: What are your skills, your knowledge and experience so far? What kind of work would you like to try?

- Identify your interests, hobbies, skills, accomplishments, experience and goals. Think about how these can benefit an employer and in what kind of environment.
- Think about what kind of job you would like to do - perhaps you like interacting with lots of people or making things? When you think about this try and think about what you enjoying doing at school or college, but also the kinds of activities you enjoy in your spare time.
- Think about where you would like to work. Perhaps you would you like to work in an office or you might prefer to work outdoors. Where is easy to get to? In the long term, think too about whether you would enjoy a job that involved travelling around the region/country, or if you would like to stick in one place.
- If you have a dream job in mind, think about the steps you might need to take to get into it. How did people who already do the job get there? Where did they start out?

Step 2: Research and explore career options

Using the internet, careers advice services at school/college or family/friends to help you, try to match your experience, skills and interests to different job roles. Find out the different possibilities within career paths, there are a lot more than you think!

Here are some websites that might be able to help you with your search:

- National Careers Service:
<https://nationalcareersservice.direct.gov.uk/ADVICE/Pages/default.aspx>
- Growing Ambitions
<http://growingambitions.tes.co.uk/>
- National Apprenticeships Service:
<http://www.apprenticeships.org.uk/Be-An-Apprentice.aspx>
- Jobcentre Plus:
Universal Jobmatch: <https://www.gov.uk/jobsearch>

And search for recruitment agencies in your area as well as employers – they often put a lot of advice as well as vacancies online.

Step 3: Choose a career field (or two) and then target potential employers

Perhaps you have identified computers as an interest and you are creative and artistic. What about jobs in graphic design, web design, or creating new computer games...? Think about what local and national companies offer these types of jobs. Do you know anyone that could help you?

Step 4: Plan and conduct job search campaign

- Look for jobs adverts in local papers, at the Jobcentre, on the Internet or word of mouth – one of the most common ways that people get jobs is that they are recommended by someone they know, so make sure people you know are aware that of what you are looking for
- If you are looking for an Apprenticeship, this website allows you to search, view and apply for Apprenticeships online: www.apprenticeships.org.uk
- Develop your network – family members, friends or teachers and might provide you with ideas on where to look or job opportunities.
- Contact employers directly, send them your CV and ask if there are any work experience opportunities available, if not vacancies.
- If you have a particular organisation in mind that you would like to work for, make sure you keep looking at the company website for any vacancies.
- Keep a record of your applications, responses, interviews and any follow-up actions. The best way to do this is by creating a table in Excel.
- Be persistent and ask for feedback! – If your search is not producing the results that you would like, avoid blaming yourself and try a new strategy. Talk to other people, ask them what they have done and grab yourself some free advice! Ideally employers should provide you with feedback if you have not been successful at application or interview stage. If they do provide this, make sure you use this feedback constructively to make changes to your approach – you might tailor your CV more closely to what the employer is looking for or work on your interview technique; you are more likely to get better results next time.
- Remember that careers are usually taken in steps – job by job. If it's proving hard to get into the job you are really after, what other jobs are there that could give you useful experience and maybe qualifications which make it easier to get a step closer to what you want do.