



Creative Job Searching

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Where to Search

There are many different ways to search for a job. Here are a few that we would recommend:

The Internet

Nearly all companies now advertise their vacancies on the internet. You can use job-searching websites to specifically look for jobs in your area or you can research companies that you'd love to work for and see if they have any vacancies. Here are some of the job searching websites we would recommend:

- www.nottinghamjobs.com
- www.totaljobs.com
- www.indeed.co.uk
- www.fish4jobs.co.uk
- <https://jobs.theguardian.com>

Advertised Vacancies

Alternatively, to find vacancies not advertised on the internet you can also search elsewhere. Below are some examples of the types of places to look for jobs:

- The Nottingham Post
- Shop windows
- Restaurants
- Supermarket information boards

Jobs Fair

Job Fairs happen in Nottingham a few times a year and could be a useful way to find new opportunities. You can go to your local Jobcentre Plus or library to get details of when the next Job Fairs will be taking place. At the jobs fair, there will be an opportunity to speak with the following:

- Employers from a wide variety of different sectors
- Colleges
- Training providers
- Employment Advisers

Speculative Approach

If you are hoping to secure a specific post in a certain organisation, then it is worth sending in your CV even if they are not presently advertising for staff. Although they may not be able to offer you something immediately, they may keep your CV in mind if a position arises in the future. Here is how you do it:

- Identify the organisations you wish to approach
- Research them and find out what you can, ie have they advertised recently?
- Try to find out which job titles are on offer and the type of skills /experience that they require
- Get the contact name, address and telephone number of the person in charge of recruitment
- Decide if you are going to phone or send a CV to them
- If you are sending a CV and cover letter, tailor it as specifically to the company as possible
- Follow up CV's with a phone call to check that they have received it (within 2 weeks)
- If unsuccessful, ask them to keep your CV on file

Further Tips

Searching for a job can be time consuming and frustrating. You can make it easier for yourself by creating positive job search techniques; one-step at a time will turn your hard work into your dream job.

Self Analysis

Before you start searching and applying for a job, it is a good idea to think about what you really want to do. Make a list of your interests, skills, achievements, experiences, goals and values. Think about the values that are important to you and what you would like from an employer. Knowing what you want to do gives you much more focus when applying for jobs, saving you time and energy. Have a think about the following:

- what you want from work e.g. training/9am-5pm working hours
- where you want to work
- an appropriate and realistic salary

Get organised

It is best to think about job-hunting as a job in itself. Set aside time every day to:

- job search on the internet for vacancies
- make phone calls to organisations that are recruiting
- write and send out letters, CVs and application forms
- prepare for and attend interviews

Plan the days and times that you are going to work on these tasks and give yourself deadlines for each task.

Networking

Networking and talking to lots of different people is a great way to find out about new opportunities. The most effective ways to network include:

- ask your family and friends if they know about any opportunities
- sign up for job newsletters and email alerts on job searching websites
- attend job fairs
- contact your old teachers and classmates to ask if they know of any opportunities
- join professional organisations and websites, e.g. LinkedIn
- get a voluntary or work experience placement
- talk to people who are currently doing the type of work you are interested. Ask how they got into the industry and if they have any tips.

Here are a few tips on networking:

- Be professional and thank them
- Be positive, genuine and be yourself
- Emphasise what you have to offer (where appropriate), if they can't help, ask for any alternative sources of help/information
- If you send a letter, write to a named person and follow up with a phone call, asking for a few moments of their time

Record keeping

Keeping a detailed record of all the jobs you have applied to helps you keep track of your job search and identifies where follow up calls need to be made. Keep a record of the following:

- the company you applied to
- the name and contact details of the person you applied to
- the date you applied
- any responses you got back
- interview dates

Look at training opportunities to develop your skills

Make the most of your time while unemployed to identify your existing skills and to develop new skills for the workplace. You can do this through voluntary work, placements and other activities in which you may be involved. When recruiting, employers are looking for personal transferable skills in addition to academic or technical skills. By looking at the person specification on advertised vacancies, you will be able to see the types of skills employers are looking for.

The types of skills you could develop include:

- IT
- Manual handling
- First Aid
- Customer service

Voluntary Work/ Work Experience

Work experience or voluntary work can make you more employable. You will acquire many of the skills needed for the workplace and you look proactive and motivated to an employer. Work experience or voluntary works helps with:

- enhance your CV
- you understand more about a job role you're interested in
- provides the opportunity to do something completely different and learn new skills

Be persistent

Job searching is hard work, but do not give up. If you have not heard anything after a week, follow-up with a phone call. Employers are busy so they may not have got to your application yet. Giving them a call will help them to remember you. If the position has already been filled, it could mean they will think of you when more vacancies come up.

Do not let negative experiences get you down. Focus on what you have gained and learned from these experiences and how you can use that to your advantage. If you get an interview, it is important not to talk negatively about experiences, as it will reflect badly on you. Instead, think about how overcoming these experiences can make you an even stronger candidate for the job.

Talk to the people who are responsible for hiring in the field of work you want to go in to and ask if they will look over your CV and give you any suggestions.

Do not just focus your ultimate goal; establish smaller goals to achieve along the way.

Summary

Finally, here are a few points for you to remember:

- Search for jobs in every way available, e.g. internet, jobs fairs, shop windows etc.
- Be organised
- Network
- Look to develop your skills
- Stay positive
- Be persistent