



Job Hunting Guide

What is a Jobsite/how to apply?

A jobsite is an employment website which allows your CV to be matched to suitable job opportunities that have been posted by employers looking to recruit. Using a job website allows you to **view live opportunities**, upload your CV and **apply for roles you are interested in** using the internet. In addition, it allows you to receive both **email and text alerts** when new vacancies that might be of interest become available.

A list of common jobsites, as well as jobsites related to specific industries, can be found on the [Job Search Handbook](#) which is available on the [St Helena Website Careers Page](#).

For many of these websites, you will need to **“create an account”** before you can attach your CV to the online database. Once this has been completed, your **CV can be viewed** by both **employers** and **recruitment agencies** that have live vacancies. The employer will then usually contact you directly to discuss your application. This may be via telephone or email.

Remember to **tailor your CV to match the types of roles you are looking for**. Its important you include **key skills** which are required for the roles you are searching for, as this is what employers look out for when searching for candidates. For example if you are looking for **Customer Service roles** then your CV must highlight how you possess key skills required for this type of role - i.e. **Communication skills, Time Management, Patience, Problem Solving and Attentiveness**. More information on key skills and the best way to tailor your CV to any given role can be found by reading the [CV Guidelines](#), which are available on the [St Helena Website Careers Page](#).

Approaching Employers

Many employers **do not always advertise their vacancies**. They may fill their vacancies by

- ❖ Word of mouth
- ❖ Applicants calling in with a CV and Covering Letter

Therefore, **approaching an employer you want to work for directly**, regardless of whether you have seen they are hiring, can be a foot in the door to working for them. In addition, it is a great way to demonstrate your confidence, drive and initiative.

If you are looking for a specific type of job, it is worth drawing up a shortlist of companies that you would like to approach. A simple way is to search on <https://www.yell.com/>.

TIP: before you start, make sure your CV is up to date! Use the [CV guidelines](#) on the St Helena website Careers page for guidance.



If you choose to **write** to an employer...

- ❖ If possible, find out the name of the **manager/owner**
- ❖ Make sure you mention any previous relevant skills and experience you have
- ❖ Make sure you include one or two sentences about why you **specifically want to work for them**

If using the **telephone** to contact an employer...

- ❖ Ideally, before picking up the telephone, **research the company** and find the **named contact** you need to speak to
- ❖ Have all your **contact details** handy including your postcode and telephone numbers
- ❖ **Be clear** about what you want to say and your reason for calling (e.g. possible job/ apprenticeship opportunities)

When approaching an employer **in person**...

- ❖ Be **smart** and **professional**
- ❖ Approach the employer **one to one** rather than as part of a group
- ❖ Ask to speak to the **Manager** or **person in charge**
- ❖ Put your CV and Covering Letter into a **sealed envelope**. Address it **“for the attention of the Manager”**. Remember, sealing your data is important for **your own security**.

TIP: While approaching an employer in person is not an interview, some of the same rules still apply such as **making a good first impression!** Check out this link below for useful tips:

<https://www.barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/handling-nerve-at-job-interviews>

Networking

When an employer is looking for new staff, they will often ask for **recommendations from existing staff**. To access these opportunities, it is important **you network**. This includes speaking to **family and friends**, making them aware that you are **actively looking for work**.



Recruitment Agencies

An recruitment agency's main function is to source suitable candidates for job vacancies that have been placed with them by local employers.

Benefits of joining a Recruitment Agency:

- ❖ Access to **live job opportunities**, both **temporary** and **permenant**
- ❖ Potential to work **flexibly** (shift work)
- ❖ A great opportunity to **broaden your employment experience** across different **industries**, develop **your skills** and improve your **employment prospects**
- ❖ **Develop contacts** that could help you further your career
- ❖ **Saves you the time** of searching for job opportunities
- ❖ **Wages** are usually paid on a **weekly basis**

TIP #1: While recruitment agencies can save you time searching for vacancies, we would highly recommend you still **conduct your own job search**, as otherwise you might miss a great opportunity that is more suitable to you

TIP #2: When using a recruitment agency make sure you are **clear about the roles you would like** and don't feel pressured to go for a role they recommend if you feel that it isnt for you

How do I register with a Recruitment Agency?

Before registering with a recruitment agency, it is a good idea to first **check their website** to establish which industries they specialise in. You should then **make contact with the agency** - at this point, they would normally invite you to an informal interview where they can take your interest further.

Please note that when resitering with an agency, the following documents may be required:

- ❖ An up to date copy of your CV
- ❖ Your Passport or FULL Birth Certificate with Photogrphic ID
- ❖ Proof of your National Insurance Number
- ❖ Proof of your curent address
- ❖ Bank details (if they offer you work and need to pay you)

Once registered, it is **essential** you keep in regular contact with them to let them know that you are still seeking employment, otherwise they might assume that you no longer require their services.

You can register for more than one agency. To find agencies near you, please visit:

<http://www.agencycentral.co.uk/agencysearch/bytown/essex-colchester.htm>



Using Social Media to access jobs & employment opportunities

Some employers will advertise opportunities using a **variety of social media sites**. For example, if the company has a **Facebook** and/or **Twitter** page, they are likely to advertise their vacancies on these sites. Therefore, if there is a **specific company you are interested in working for**, it might be worth following **their social media pages**.

In addition, it is worth noting that Facebook has groups which advertise jobs in local areas which you can join...

- ❖ Jobs in **Colchester** & surrounding areas
<https://www.facebook.com/groups/148845375298057/>
- ❖ Jobs in **Clacton** & surrounding areas
<https://www.facebook.com/groups/305275629641820/>

Using LinkedIn to access jobs & employment opportunities

LinkedIn is another social media website you can use by creating a **profile of your skills and experience**, allowing potential employers to link in to your profile.

There are lots of benefits to using LinkedIn including...

- ❖ Its growing in popularity - Currently, LinkedIn has **467 Million** members, and it is being used more regularly by young people to form professional social networks
- ❖ It is a useful online networking tool for **Jobseekers, Recruiters** and **Business Professionals**
- ❖ It's a great way to **forge useful contacts** and **build or enhance relationships**
- ❖ It can be used to **highlight your skills and experience**, letting companies know you are looking for work and **what makes you unique!**
- ❖ More and more companies are **sourcing candidates through LinkedIn**, so it will ultimately **enhance your employment chances**, as long as you **register!**

Fact: According to a 2014 Jobsite Social Recruiting Survey, **93%** of recruiters check **candidates' social profiles** before making a hiring decision. Therefore, it's important to make sure **your online profiles are professional** and send out the right message about who you are!

TIP: Make sure your **social media profiles remain professional** by following tips on the following website:

<https://www.barclayslifeskills.com/i-want-to-use-my-online-presence-to-get-ahead/school>



How do I use LinkedIn?

It works a lot like other online networks - you have a profile and can add other people as connections. Your profile is essentially an **overview of your CV**. One of the many features of LinkedIn is you will **receive notifications** when people have been **viewing your profile**, so you'll know if someone is looking at your profile for a potential job.

To create an account, **register for free** at <https://uk.linkedin.com/>

To make the most out of LinkedIn whilst you are searching for a job, make sure you follow these top tips...

- ❖ **Include contact information** - email address and contact numbers are essential so that potential employers can make contact with you
- ❖ **Ensure you make your profile public** - this will allow everyone to view your profile and see your skills and experience
- ❖ **Ensure your headline is noticed by employers** - it may be worth adding *“seeking employment”* in your headline, as this will clarify any doubts as to whether or not you are free and looking for work
- ❖ **Start adding contacts** - this will increase your network Connections, which will in turn increase your exposure
- ❖ **Ask for recommendations** - this will add another dimension to your profile, future employers will also be able to see what other connections think of you
- ❖ **Have a stand out summary** - this is similar to a personal profile on your CV that makes you unique and stand out from the crowd. Make sure you highlight the most important aspects of your personality, skills and experience in this section. Where possible, these should be relevant to the job role(s) you are looking for.
- ❖ **Have a professional picture** - be aware of your surroundings and what the picture says to future employers, perhaps avoid selfies!
- ❖ **Use keywords when completing your profile** - i.e. if you are seeking a specific role, ensure that you mention this in your profile - the summary section might be a good place to include this information.

Need more help?

- ❖ Visit Miss McGuinness in the LRC for advice and support.