

New Breaks, New Horizons

# Job Search: Finding Vacancies

## Introduction

- ▶ Where do employers/recruiters advertise their vacancies?
- ▶ Where should I look for vacancies?

## Newspapers and journals



- Local newspapers
- National newspapers
- Trade journals
- Online
- Library
- Jobcentre Plus

## Jobcentre Plus

You can search for jobs online

You can visit an office



They can advise you of job fairs locally

You can contact them by telephone

They can tell you about various programmes you might be eligible for

## Job boards

- ▶ Wide range
- ▶ Free
- ▶ Some are generic, some specialise in certain industry sectors
- ▶ Some specialise in, e.g. disabled people or ex-military
- ▶ Choose which ones to register on and upload your CV – minor change and re-save every month

## Recruitment agencies

Select a small number.

They will require a CV and may interview you

Are they registered with the Recruitment and Employment Confederation (REC)?

**Recruitment agencies**

Meet the consultant(s) face-to-face if you can

Agree how you will keep in touch

You manage them. If not happy, leave

## Next Steps

- ▶ Plan your job search activities
- ▶ Record your job search activities
- ▶ Apply for the jobs you like the look of!