



## Online Job Searching Skills

### 1 Job Centre Plus [www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus)



Your starting point for searching for job vacancies online. Some useful tips when searching here include:

- Alternate between searching for specific job titles e.g. catering assistant and general e.g. all jobs
- Be specific with location e.g. postcode or town but also do a general search e.g. Cheshire. Remember some places that seem far a way are quite accessible by public transport and you might be missing out by reducing travel distance.
- When the job listings come up be sure to change how the list is ordered to “date posted” and the results per page to “all”. This will make it a lot easier to see what new jobs have been added since the last time you checked.
- When you have identified a job you like, you will see details of how to apply. Before you do search the company online to find out more about them. If you can find a contact number, call them and speak to someone. You can find out a little more, make a personal connection and will have a much better chance of getting an interview.

### 2 Other job websites

Increase your job searching further by registering with other job websites. There are a whole host of general and sector specific websites out there. Some useful starting points include:

[www.jobsite.co.uk](http://www.jobsite.co.uk)



[www.totaljobs.co.uk](http://www.totaljobs.co.uk)



[www.fish4.co.uk](http://www.fish4.co.uk)



[www.reed.co.uk](http://www.reed.co.uk)



[www.indeed.co.uk](http://www.indeed.co.uk)



[www.monster.co.uk](http://www.monster.co.uk)



On most of these sites you can upload your CV which allows potential employers to come to you.

**Remember:** When registering you need to be as specific as possible. You'll need to identify the sectors you want to work in (e.g. IT) and the skills/experience you have to offer (e.g. sales). All these websites have their own job searching page too - never assume all jobs will be available on the direct.gov website.





### 3 Email alerts

Why spend all that time hunting for jobs when the jobs can come to you?! All the websites above offer an email alert function. You enter your search criteria (e.g. retail assistant, 15 miles around Winsford) and all new matching postings on that website will be emailed directly to you. You can choose daily or weekly updates and you can add as many different searches as you want.

Tip: It is worth setting up a separate email account solely for job hunting that way your private email account won't be bombarded with job alerts.

### 4 A Company or Organisation's own website

Never assume that all jobs will be advertised on job searching websites. Some organisations and companies might only advertise their vacancies on their own website, for example B&Q. Research companies that offer vacancies in your sector. Some examples include:

Retail	Tesco, B&Q, Total Sport
IT	Hewlett Packard
Public Sector	Local Councils, Housing Trusts
Security	G4S

The National Careers Service offers skills assessments, careers advisors, course identification and job profiles. For further help and support with job searching and finding the right career, visit  
<https://nationalcareers.service.gov.uk/>