

Ideas for job seekers



Steps to take

- 1) Know about you
- 2) Write your resume
- 3) Identify employers
- 4) Investigate employers
- 5) Complete an application
- 6) Attend an interview
- 7) Review

What do employers want?

- Communication skills
- Team skills
- Initiative
- Problem-solving skills
- Cooperation
- Enthusiasm
- Planning skills
- Work related skills

How can you show an employer you have these skills?

Know about you

There are a few things you need to know about yourself before you start looking for a job.

What sort of work do you want?

Do you want to work in a particular industry e.g. hospitality, construction?

Write a list of the types of jobs you would like to apply for. Use www.careersportal.ie to help you come up with ideas.

Do you want full-time, part-time, casual or contract work? Or do you want a combination of these?

What are your skills and abilities?

If you are going to promote yourself to an employer you must know what you can do and how well you do it.

Write a list. Ask people who know you to help. Your list could include work related skills, communication skills, teamwork skills, leadership skills, etc. Beside each skill you list, write down an example of when you actually used the skill.

Who knows about the skills you have? Would these people write you a reference? Or be your referee? Ask them.

A *reference* is a written document that you can include with your job application. It can be used to back-up items in your resume (e.g. skills, work). A *referee* is someone who is prepared to talk to an employer on your behalf.

Write your C.V.

Your resume should be short (2 or 3 pages only). It should catch the attention of the employer (no errors or stains!). Include:

- contact information
- education and qualifications
- other skills
- work history (even if unpaid)
- hobbies (especially if related to the job)
- personal characteristics (these should be supported by your references)
- the names of people who have agreed to be your referee.

Identify employers

There are several places where you can find out about employers who are looking for workers. These include:

- Newspapers
- The Internet, e.g. www.monster.ie www.irishjobs.ie
- Company Websites
- Community / Shop noticeboards
- Trade and professional associations
- Your social network including your extended family, friends, neighbours, etc.
- Previous employers (e.g. from work experience or part-time work).

Don't be afraid to approach employers who have not advertised a vacancy. Up to 70% of jobs are obtained through contacts.

Make the job you want your goal. Don't give up. But remember patience is needed to reach your goal.

Investigate employers

Once you have identified several employers, find out as much as possible about them - things like:

- What does the business do?
- Does it have a website?
- How many staff do they employ?
- What positions might they have available?
- What would you do if you worked for them?
- Do they have a training program?
- Could this employer help you meet your career goals?
- If a vacancy has been advertised, what is the due date?

Do you apply by letter, application form or online?

- Who would be the best person in the organisation to speak to if you want more information about an advertised job or about a possible job that has not been advertised?

This research is important. It will help you identify the employers you most want to work for.

The application

Employers usually use the application to help them select the people they want to interview. Therefore your application must impress the employer. Find out about the type of application that is required. Do you send a letter, fill in an application form, write answers to questions about your skills, or apply online?

Imagine you are the person who has to sort

through the applications. Because you have done the above investigation, you know what sort of workers the employer wants. So, what would you be looking for in an applicant? How would you want the application presented?

Show your family, friends, teachers or guidance counsellor your completed application. Listen to their suggestions and make changes if necessary.

The interview

Congratulations! You have an interview. Now you need to prepare for it.

Find out what will happen in the interview. Will you be expected to do any tests or will you be asked questions? Ask the employer.

Brainstorm possible interview questions and write down your answers to them. Check your answers with your family and friends or guidance officer.

Ask a friend to help you with a practice interview. Ask them for feedback.

Look in the mirror. Would you impress an employer? Your personal presentation at the interview is important. Wear clean, appropriate clothing. Look eager, smile, be friendly.

How did it go?

It is a good idea to review every unsuccessful application. Some employers are prepared to tell you why you didn't get the job. Take this information seriously. It could lead to success next time.