


# Job hub - Notes to Advisers/Tutors

## Introducing the program to users

A short demonstration of how to use Job hub is available as a separate file on the CD should you, the tutor, wish to use it as part of a presentation to introduce groups to the program. This demonstration can also be accessed via the Site Map within the program. Users will need access to speakers or headphones to listen to the demonstration as it contains a commentary.

Once it is installed all the user has to do is follow the instructions on screen. However, it might be useful to explain the following:

### 1. Navigation

The user can move around the program by using the menu bar at the bottom of the screen or by clicking on the links within each page (identified by  and underlined) or by using the buttons at the top for Print Zone, Previous and Site Map. In addition, the Site Map contains links to all the main sections in the program. The Previous button allows users to retrace their steps through the program, should they wish to do so. Users can exit the program at any time by clicking on the X Close button in the top left hand corner of the screen.

### 2. Ways to use the program

There are 2 ways to use the program. Firstly users can work their way through all 5 sections on the menu bar at the bottom of the screen, working from left to right. This will give them the most comprehensive understanding of what they need to do to become a skilled job hunter.

Secondly, they can simply dip into those sections that interest them. This might meet a pressing need, for example, to write a CV, but they might miss out on some important learning like how to target their CV which is covered in Targeting your applications. However, the program is designed to refer users back to other sections where appropriate.

## 3. What each section covers

**Which job?** suggests ways in which the user can work out which job they want to go after or, if they have a job in mind, gets them to think about how suitable and available that job is for them.

**Finding jobs and vacancies** focuses on ways to find vacancies and why it is important to be flexible when job hunting and have a plan of action.

**Targeting your applications** shows users how to analyse their vacancy, then analyse what they have to offer and work out how well they match up. At the heart of this section is the Matching myself to my vacancy template which can be printed out from the Print Zone.

**Applying for jobs** helps the user to produce covering letters, CVs and job application forms.

**Going for interviews** helps the user to prepare for job interviews.

### 4. The Print Zone

This contains links to all the handouts, samples and templates which can be printed out from the program. The information handouts contain the key points from the information displayed on the screen. The Matching myself to my vacancy template and the samples do not appear on screen but are provided as additional support for the user. Users can move to the Print Zone at any point in the program simply by clicking on the Print Zone link at the top of the page.

### 5. Warning to users

You need to tell Job hub users "This program will not find a job for you, nor will it generate brilliant letters or CVs for you. You will have to do that yourself but this program will show you how. So you need to do some work on the computer and you need to do some work off the computer as well!".