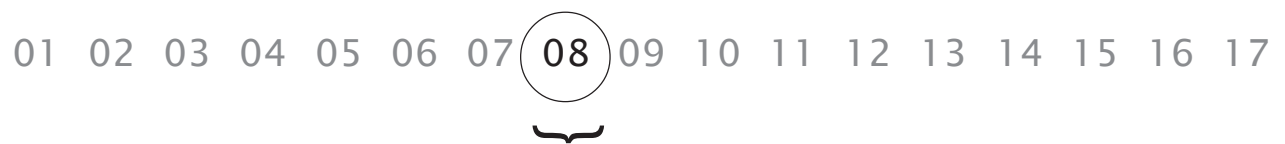


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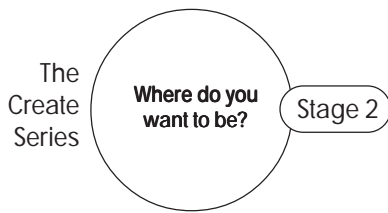


# Job hunting

>part of the Create 2004 series  
a blueprint for independent career planners

**HIGHFLYERS**

# Introduction



This workbook, from the Create Series, is one of those designed to help you with the second stage of the career planning model. In other words, providing notes and exercises aimed at helping you to research a career option that interest you. The option being looked at in this workbook is jobs and how to find them. Others in this series which complement this workbook are:

- Job applications
- Researching career opportunities

In particular, the Job applications workbook naturally follows on from this one, if you decide that getting a job is the option you wish to pursue.

*"Choose a job you love, and you will never have to work a day in your life."*

Confucious



By working through the exercises in this workbook you will:

- understand the changes taking place in the job market
- think about what job or type of work you want to do
- look at strategies for tracking down vacancies for both advertised and non-advertised jobs
- if you are interested, look at some of the issues involved in working abroad
- look at how to analyse a job vacancy
- match your self profile to a job profile.

## R E M E M B E R

- Be honest, there are no right or wrong answers
- You do not have to do all of the exercises but the more you do the better your job hunting skills will be

## CONTENTS OF THIS WORKBOOK

- 2 Introduction
- 3 The Changing Job Market
- 4 Job Hunter or Job Seeker?
- 4 How to be a successful job hunter
- 5 Do you know what job you want to do - NO
- 6 Job information databases on the web
- 7 Other issues to consider
- 9 Do you know what job you want to do - YES
- 10 The Target Job
- 11 Finding vacancies
- 12 Newspapers and websites with vacancies
- 15 Local vacancies
- 16 Using contacts to find vacancies
- 17 Working abroad
- 19 Teaching English as a Foreign Language
- 20 Vacancies you have found
- 21 Targeting applications
- 22 Getting more details
- 23 Analyse these ..
- 24 Notes on matching
- 25 Looking for a match
- 26 Ready to apply?
- 26 Weighing it all up

# The Changing Job Market (or Labour Market Information)

Before you even start job hunting, there are some important points you need to consider. In the future, the jobs market could be quite different to the way it is today. It is highly probable that there will be fewer unskilled and semi-skilled jobs around. There are a number of reasons for this but the two main ones are:

- ▶ **1. Worldwide competition.** Traditionally, countries like the UK were the factories of the world but this is now changing. Many companies now have their factories in poorer countries where labour is much cheaper.
- ▶ **2. Science and Technology** is changing the way many things are done – replacing people with machines. Our jobs will be in designing, producing and maintaining those machines rather than doing the things the machines do. More highly skilled workers are needed for these jobs.

In future there will be fewer jobs at the lower levels and more in the middle and near the top. (See the profiles opposite.) It is also believed that in the future workers will have to change their jobs more frequently, both within companies and between them. There may be more short term employment contracts because companies will not be certain of how long they will be producing a particular thing or providing a particular service.

## So what does that mean for jobhunters?

It means that it is pointless hankering after:

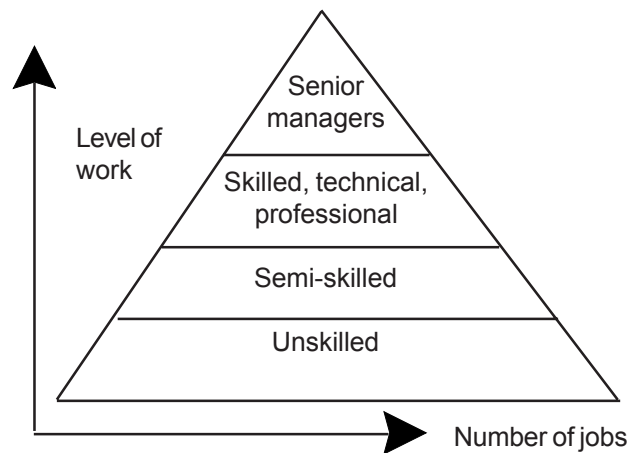
- jobs which no longer exist or are declining so fast as to be almost unobtainable
- permanent contracts

Much better to:

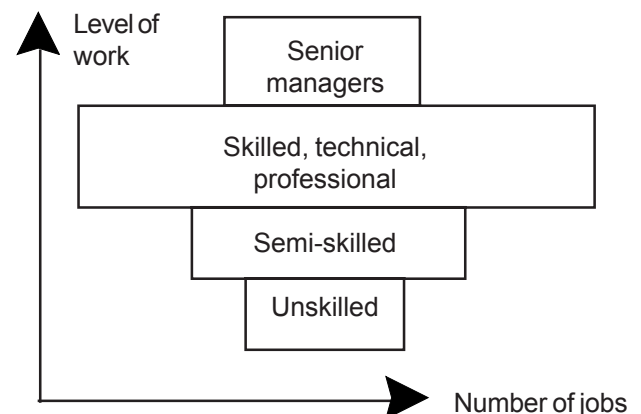
- take a temporary contract and see where it leads
- match your skills to the jobs which are available (many of the new jobs will use skills you have)
- find out more about vacancies with job titles you have not seen before
- think about learning some new skills (like using a computer) on short courses
- keep an eye on the news and the papers to follow what is happening in the labour market

You need to keep this overview in mind when job hunting. If you want to find out more about Labour Market Information go to the website: [www.statistics.gov.uk](http://www.statistics.gov.uk)  
[www.dfes.gov.uk/statistics](http://www.dfes.gov.uk/statistics) (then go to Labour Market)  
 or ask for information at your local Careers or Connexions Centre.

**Old workforce profile**



**New workforce profile**



## So are there any jobs out there?

Whatever the local job scene, vacancies will arise because:

- people resign or retire (for all sorts of reasons)
- people get ill or die (poor health or accidents)
- people get promoted
- new jobs are created for all sorts of reasons

However, these jobs

- may not be doing exactly what you want
- may not be where you want one
- may be part-time rather than full time
- may be lower pay than you want
- may be temporary rather than permanent but there will be jobs to hunt.

# Job Hunter or Job Seeker?

If you are desperate for money and are just looking for a job, any job, then in terms of this workbook, you are a Job Seeker. If on the other hand, you want to find a specific job that you have researched thoroughly and have made a well informed and realistic decision to pursue as a career objective, then in the terms of this workbook, you are a Job Hunter. Job Seekers will find some of the exercises in this workbook interesting and useful but may choose to skip large parts of it. Job Hunters, on the other hand, will find most of the activities in this workbook useful as it has been designed with their needs in mind.

## How to be a successful job hunter

If you want to be a successful job hunter you have to:

- a. be clear about **what** job or type of work you want
- b. be clear about **why** you want that job or type of work
- c. make sure that vacancies for these jobs are available in the area you want to work in
- d. find out as much as you can about the job that interests you, by reading about it, talking to people who do it, getting some experience of doing it
- e. work out how the job matches up with your skills and interests
- f. work out how to show employers that you have the skills and qualities they are looking for.

## Why do you want to get a job?

Before starting to job hunt you need to think carefully about why you want to get a job. Job hunting requires a big investment in terms of time and effort; it can also, at times, feel like a process of rejection and undermine your self esteem, so you must be sure that getting a job is what you want to do.

What are your reasons for wanting to get a job?

Ask yourself - Are these reasons good enough to keep you motivated through a period of job hunting? Job hunting is hard work, are you ready for it?

If the answer is yes, continue.

If the answer is no you need to return to the beginning of the career planning model and look again at your self analysis. Alternatively you could switch to considering other options such as further education or training, higher education, self-employment or taking a year out.

## What job do you want to do?

One of the most important things to work out before you start job hunting is what job you want to do. This is important for a number of reasons:

- we naturally show more interest in jobs which interest us
- we sell ourselves better to possible future employers
- we often have skills and qualities that point us in that direction, again making it easier to sell ourselves
- why should we condemn ourselves to a job we hate and which doesn't suit us?

Do you  
know what  
job you  
want to do?

**NO**

## TRY TO WORK OUT WHAT JOB YOU WANT TO DO

Do some or all of the following:

- Work through Workbook 2: Create a self profile which will show you how to match your personality, values and practical requirements to jobs.
- Work through Workbook 3: Create a skills profile which will show you how to match your skills to jobs.
- Go into your local Careers or Connexions Centre or college careers library and see if they have any computer programs that will match your interests to job suggestions, like KUDOS, Adult Directions or Pathfinder.
- Make an appointment to see a Careers Adviser to get help with sorting out some ideas.
- Go to your local library or Careers or Connexions Centre and look through the index of career directories like Occupations or Jobfile. Read the details on the job titles that appeal to you.
- Visit some of the websites on the following page and read up on jobs that you think might interest you.
- Discuss ideas and possibilities with someone you know and trust. This might seem an obvious thing to do but there is evidence to suggest that trusting your own instincts is a reasonably good a way to make a career choice.  
*'Investigations shows that the normal individual needs no advice or suggestions in the selection of a vocation (meaning career); he usually senses best what activity to follow, and, what is more, he is invariably harmed if advice is thrust upon him by a person of authority'. Basic Principles of Psychoanalysis - A.A.Brill.*
- Collect vacancies from newspapers and websites that interest you (see the section on finding vacancies for help with this). Then think about why they appeal to you. If you then research those jobs you might find that they are, suitable for you.
- Go to your local job centre and look at the vacancies being advertised. See if any of them appeal to you. If you then research those jobs you might find that they are, suitable for you.
- Think back over your life so far. Have you ever done a job or voluntary work or work experience that you have really enjoyed and would like to do as a job now? Research them to see if they are a possibility for you.
- Think about your hobbies and interests. Could any of those be turned into jobs, or are there any jobs associated with them that you might be interested in doing? For example being a keen swimmer and training as a swimming instructor.
- Look around you at the people you know. What jobs are they doing? Do any of them appeal to you? Talk to them and find out more. You might find that their jobs are, suitable for you.

# Job information databases on the web

The following websites contain job information databases so you might like to visit these to find out more about jobs that interest you. Don't worry about picking the perfect job - just have a look at some to see if any take your interest:

- ▶ Go to [www.worktrain.gov.uk](http://www.worktrain.gov.uk) (click to enter page)  
then go to occupations  
then choose the type of work you want to explore  
then choose a job title
- ▶ Go to [www.connexionscard.com](http://www.connexionscard.com)  
go to careerzone, then careerbank  
then click on A-Z on the top header bar  
then choose the first letter of the job that interests you
- ▶ Go to [www.prospects.ac.uk](http://www.prospects.ac.uk)  
then go to Jobs and work  
then go to Explore types of jobs  
then choose a job category to explore further  
or put a job title that interests you in the search box
- ▶ Go to [www.springboard.co.uk](http://www.springboard.co.uk)  
then go to careers  
then go to career insights  
then pick a career area that interests you
- ▶ Go to [www.channel4.com/brilliantcareers](http://www.channel4.com/brilliantcareers)  
then go to Quick Find  
then go to Find a Career  
then go to Keyword search to choose a career to research
- ▶ Go to [www.connexions-direct.com](http://www.connexions-direct.com)  
then go to careers database  
then click on A to Z more >>  
then click on the first letter of the job that interests you
- ▶ Go to [www.bbc.co.uk/radio1/onelife/work](http://www.bbc.co.uk/radio1/onelife/work)  
then choose 'WHAT JOB?' to see a number of profiles of jobs
- ▶ Go to [www.careers-gateway.co.uk](http://www.careers-gateway.co.uk)  
then go to Careers Gateway  
then go to Career Links  
then click on A-Z on the top bar  
then choose the first letter of the job that interests you  
This site does not have a jobs database but it gives you links to highly relevant sites for the job that interests you.

Jobs I am considering now:

**Tip**

Now research them. If you are not sure how to research jobs, look at Workbook 6: Researching career opportunities.

If possible, take a copy of any useful information and keep it with this workbook. You may want to refer to it when discussing your career ideas with others.

## Other issues to consider

Not all jobs are full-time, permanent, 9.00 am to 5.30 pm, 5 days a week with 20 days holiday a year. Many are part-time, temporary even holiday jobs. You may decide that you do not want to join the 'rat race' completely but want to mix part-time or temporary work with periods of not being employed. You may want to combine part-time work with unpaid work to develop an interest or hobby like playing in a band or training for a sport. So, ask yourself the following:

Do you want full-time work? Why?

Do you want part-time or temporary work? Why?

Would you start work part-time if it was in the right area and might lead to a full-time job eventually?

Would you do a job for experience or to make contacts?

Would you work for nothing as a way into a particular job?

## Taking the longer view



Doing part-time work whilst studying for the necessary qualifications

Setting your heart on a full-time permanent job may mean you don't get one. You may need to mix and match jobs to achieve your career goal. This means taking a longer view on your job hunting tactics. An example of this might be:

Taking temporary jobs, abroad perhaps, to travel before settling down and to build your confidence and give you new skills

Volunteering to see if you like this kind of work

Taking a temporary contract because it will be good experience and give you new skills

Taking a junior/ assisting position to broaden your knowledge and experience

Getting the job you want, doing what you enjoy and are good at in the place you want to be!

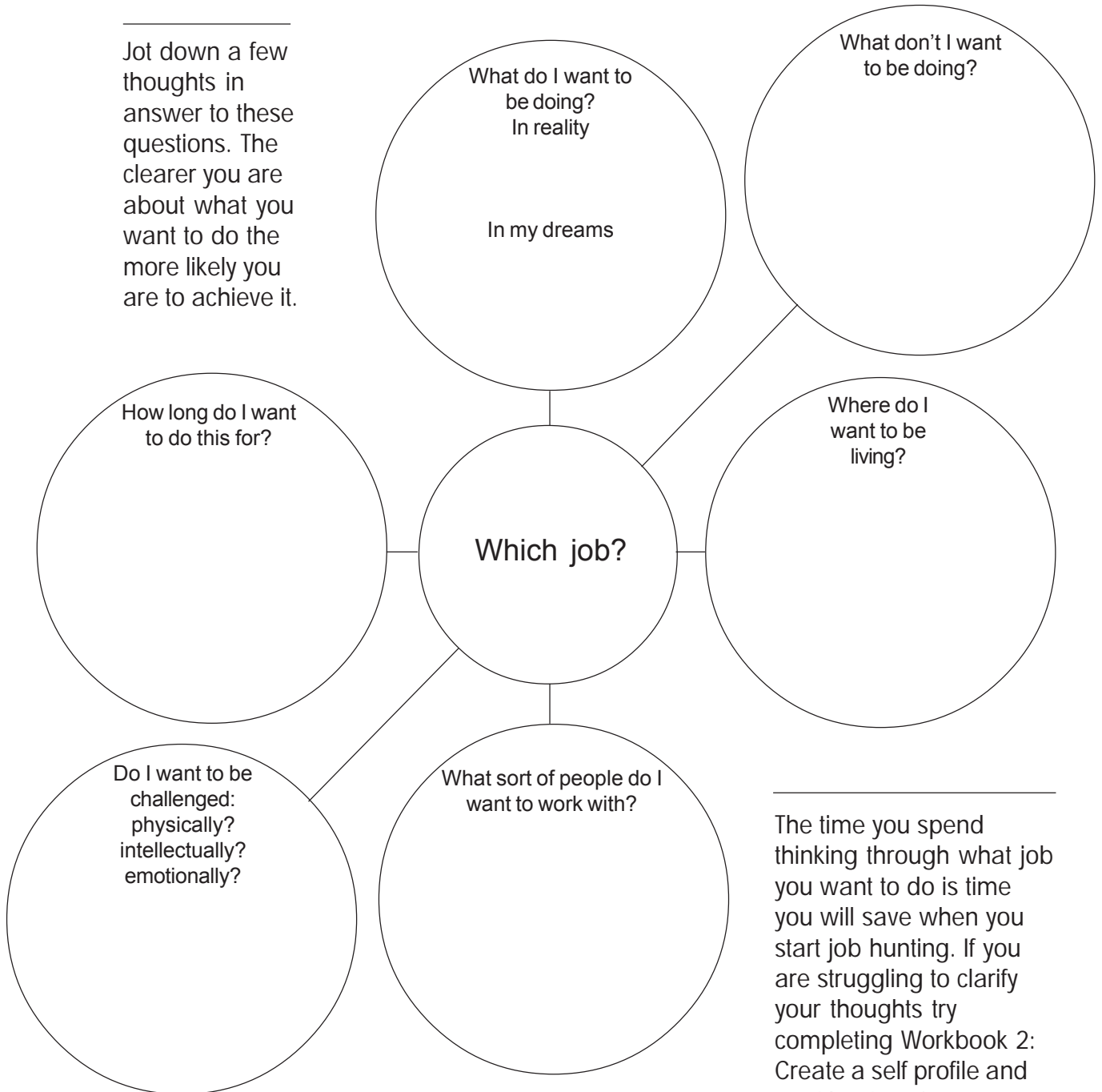


Career paths are

much more likely to be crooked like this than straightforward.

# Thinking it through

Jot down a few thoughts in answer to these questions. The clearer you are about what you want to do the more likely you are to achieve it.



The time you spend thinking through what job you want to do is time you will save when you start job hunting. If you are struggling to clarify your thoughts try completing Workbook 2: Create a self profile and Workbook 3: Create a skills profile to help you sort out your ideas.

# Do you know what job you want to do?

**YES**

Job title/Type of work

**DON'T KNOW**

Is this job available in the area where you want to work?

**NO**

Research it - there is no point hankering after jobs which no longer exist or are declining so fast as to be almost unobtainable - you will just be wasting your job hunting time

Unless you are prepared to move areas, you need to go back to the beginning and choose another job.

**YES**

**DON'T KNOW**

Does it match your skills and experience?

**NO**

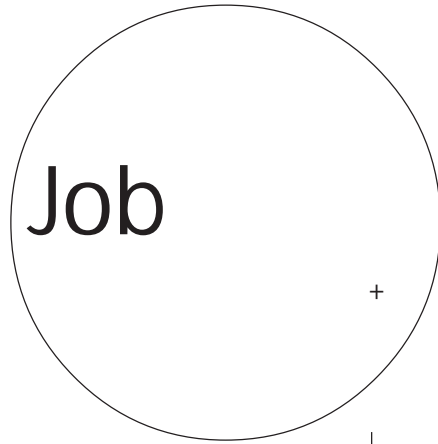
Research it - there is no point hankering after jobs for which you are obviously unqualified. If this job is what you really want to do, but your skills and experience don't match, you would be better off using your time to get some skills, experience and even qualifications that will make you a stronger candidate for it.

Unless you are prepared to learn the skills required, and get some relevant experience, you need to go back to the beginning and choose another job.

**YES**

Good, now you have your target!

# The Target Job



Now describe your target so as to be clear about what you are going after.

Job title:

Main activities/duties:

Skills & personality needed:

Pay, perks and promotion prospects:

Qualifications & experience needed:

Number and type of jobs available - full-time, part-time, temporary:

Where and how jobs are advertised:

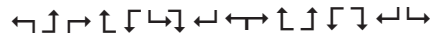
Level of competition for vacancies:

If you cannot complete all the sections wait until you have tracked down some vacancies and then try to complete this.

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This is your target. Look carefully at the information you have gathered. Do you still want to go after it or should you start again and look for something different?

# finding Vacancies



+ Now that you know what job you want to do you need to track down vacancies. Try doing some or all of the following:

- Look in the relevant newspapers. See the listings that follow.
- Visit the Job Centre. Consider everything - they may have vacancies for positions that will give you relevant work experience to enable you to apply for better jobs at a later date.
- Register with a recruitment or employment agency. If you are not sure how to find your local ones look in the Yellow pages or go to [www.yell.com](http://www.yell.com) and search for them in your area.
- Look at job vacancy websites on the internet. See the listings that follow.
- If you are looking for a year in industry try visiting the website <http://www.yini.org.uk> for details of placements.
- Look for vacancies on the websites of companies that interest you. Not all companies use their websites to advertise their vacancies but many do.
- Use your contacts to track down vacancies which are not advertised. See the section on Asking people to explain in Workbook 6: Researching career opportunities if you are not sure how to do this.
- Send speculative letters and CVs to companies you are interested in and have researched fully beforehand. See the Workbook 13: CVs and covering letters if you are not sure how to do this.
- If the type of job you want is hard to get, try to get work experience first. You could use your contacts to try and do this or approach companies direct. This would give you relevant work experience or a foot in the door with an organisation that appeals to you.
- Work as a volunteer. This could give you relevant work experience or a foot in the door with an organisation that appeals to you.
- Take a lower level job. Again this could give you relevant experience or a foot in the door with an organisation that appeals to you.

What are you going to do to track down vacancies for the type of work you want to do?



+ **Remember:** Look for lots of vacancies. When you find one that interests you - apply for it, but then keep on looking. If you job hunt on the basis

1 vacancy - 1 application - wait to see if you get it

it will take a very long time to find a job!