

# HOW TO LOOK FOR A JOB


- What do you want to do?
- Where do you want to work?
- Types of employment.
- Traditional job searches.
- Using social media to find a job.



# WHAT do you want to do?

Before you can start looking, you need to think about what you want to do...so what do you want to do?


You can start by considering the following questions:



What interests you?  
What are your key skills?  
What is important to you from an employer?  
How much do you expect to earn?  
Where do you want to work? [Location]  
Who are the employers in that field?  
What do you know about these employers?  
Do you know anyone in the industry/in that type of role you can connect with?

# WHERE do you want to work?

Once you have decided on the type of role you are interested in having, it is also useful to consider the companies you might want to work for. Questions to think about are:



Which companies come to mind when you think about applying for jobs and why?  
Are your perceptions about the company a reality?  
What do you really know about the business?  
What skills would you bring to them?  
What is it like to work for them? How do you know?

# TYPES OF EMPLOYMENT

Consider different types of employment all options could be a gateway to a great career...

GRADUATE  
SCHEMES

INTERNSHIPS

ENTRY LEVEL  
ROLES

TEMPORARY  
ROLES

Where to

LOOK

## TRADITIONAL JOB HUNTING...

- **Search job boards:** check out the traditional job boards, industry specific job boards and explore your regional job boards!
- Attend **professional networking events:** this is a great way to make new contacts that may help your job search.
- **Join professional associations** and check out their job pages.
- Don't be afraid to **contact businesses directly.** Look at the careers websites of companies you want to work for and set up job alerts where possible.
- **Most importantly: Be proactive!** Your dream job is unlikely to come to you. It is important that you invest your time and your attention to searching for a role!

# USING **SOCIAL MEDIA** TO FIND A JOB...

Social Media, used in the right way, can be a fantastic tool to search for a job. **LinkedIn**, **Twitter** and **Facebook** can be great tools to find jobs, connect with professionals, build your network and improve your professional presence online.

## LINKEDIN



LinkedIn is a business-oriented social networking service. It is the world's largest professional network, with over 300 million users worldwide. It can be a great tool to support professional network and career development, as well as a great tool to find a role.

**Create your professional profile, build your network and access people, information and opportunities.**

## TWITTER



Twitter is a great tool to use when searching for a job. Many companies use Twitter to share vacancy details via specific Twitter profiles dedicated to careers within their business.

**Tips for using Twitter to support your job search and get yourself noticed:**

- Follow clients, community leaders and other professionals in your field
- Write your own tweets and retweet interesting information
- Tweet regularly and use hashtags

## FACEBOOK



Facebook not only enables you to connect with people in your life, but you can also use this as a tool to find jobs.

**Follow companies and be notified when they are recruiting. You can find out when their graduate and intern programs are opening as well!**

Unlike LinkedIn and Twitter, Facebook is more commonly used as a social tool and not a professional networking tool.