

HANDOUTS FOR MENTEES

Exercise no. 6. Quiz: "Online job search"

Task for mentee:

There are some questions and possible answers below. Please read each questions and the possible answers and decide which of the answers seems right to you. Choose the correct answer (a, b or c, d, e). Mark your selection.

1. While using a search engine for job seeking, what is recommended to be included in your search?

- a) Industry name, career skills.
- b) Hobbies.
- c) Description of your outward appearance.

2. Having a look on enterprises websites' for a target "industry" might be very helpful to see what kind of career opportunities they offer. Very often current job openings are displayed along with job responsibilities. What is important to consider in case they ask to send a CV?

- a) If the job sounds interesting it is not important at all if the applicants' profile suits with the job requirements.
- b) To higher the chance of being short-listed the CV should attract attention. Therefore it is recommended not to follow the guidelines on how to write good CVs and cover letters - content is everything.
- c) It is very important to spend enough time on developing these documents considering both form and substance.

3. Why are job portals like job listing websites, job boards or job banks and the joining of social networks are good instrument to find a job? (several answers possible)

- a) Job providers, employers, HR managers and recruiters often post jobs online.
- b) Nowadays only interesting jobs are posted on those websites, job boards or banks. Print media are out!
- c) Some job portals offer the possibility to upload a CV so that employers could directly send offers.
- d) Social networks are getting more and more common and are a good base for networking with entrepreneurs and recruiters.
- e) Enterprises that are not posting their jobs in online portals are behind the times and therefore are not suitable for me.