

INSTRUCTION FOR MENTOR

3. Theme **“Active job seeking skills”**

Exercise no. 6. **Quiz: “Online job search”**

Adapted on source: http://EzineArticles.com/?expert=Steve_McMains

Aim of the exercise

- To get an overview on how search engines could be used for job seeking and why social networking is an important factor.

Description

Online job search is quite common these days. In this digital age when everything is going online, the employers, recruiters and job seekers have chosen online platforms to interact with each other. Internet offers a flexible, dynamic and 24x7-live environment. Finding job online is easy and it saves time as well.

So this exercise will give mentees the possibility to get an overview on how search engines could be used for job seeking and to check their knowledge about this.

Expected duration: 30 min.

Steps for performing the exercise:

1. Mentor introduces the exercise to the mentees and explains the aim of the exercise.
2. Mentor explains how to perform an exercise and handles the handouts to the mentees.
3. Mentees perform an exercise individually.
4. Mentor interprets the results of the exercise to the mentees: he/she explains which answers and why are correct.
5. Each mentee comments her/his results.
6. Common discussion in the group is held on the topic : ,How search engines could be used for job seeking and why social networking is an important factor’.

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HANDOUTS FOR MENTEES

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.

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Results:

Below you will find explanation of the correct answers and also explanation why other answers are not so expected. Please explain the results for the mentees.

1. Correct answer is a)

Including the industry name, career skills and terms like 'jobs' at the end in your search are refining the search effectively. Different combinations of search phrases help to reach to new sites.

b) and c) This is not the expected answer: The description of hobbies, outward appearance and other – for the employer unimportant – information is not very useful while using a search engine for job seeking because this normally is not included in job advertisements.

2. Correct answer is c)

A good CV and cover letter pave the way of getting invited to a job interview. Several people should read through it to avoid spelling mistakes and form errors. A creative design sometimes might me a good entrance but that depends on the company.

a) This is not the expected answer:

Certainly quite often job advertisements ask for qualifications that realistically could not be fulfilled e.g. *“We are looking for a person with at least 10 years professional experience...”*, but qualifications like university degrees should not be lacking.

b) This is not the expected answer:

To attract attention is important but not in a wrong way! HR managers of big companies getting lots of applications often make their first choice by looking at the form. If it doesn't meet their expectations the application will be sorted out (without looking at the qualification).

3. Correct answers are a), c), d)

Online social networks are very popular. There are social networks meant for professionals. Joining these communities one can keep a close eye on vacancies and current opening sections.

b) and e) This is not the expected answer:

Surely, online job portals, job banks etc. are getting more and more common, but it's always worth to look at job advertisements in nationwide newspapers because many of the big and important enterprises spend a lot of money on it and show that for them print media is still a relevant communication medium.