

How to look for jobs



Where and how to look for a job



Competition for jobs is intense and it is crucial to undertake thorough research using a variety of sources. Employers and recruitment consultants often choose to advertise in specific places depending on the skills and industry experience required for the job. Some may choose to use the internet, others may only go with recruitment agencies or advertise on their internal site - so it's important you use all of the following options simultaneously in what's referred to as a 'full-cycle' job search.

Corporate websites and careers sites



Employers' sites are great sources for employment opportunities. Job vacancies tend to be posted on separate, purpose-built careers websites: for example, if you scroll to the bottom of Tesco's homepage (www.tesco.com) and click the 'Careers' link you will be re-directed to Tesco's dedicated job site, www.tesco-careers.com. Many household brand names have links to their dedicated careers sites: the sites are often sophisticated and allow you to upload your CV and submit your email address to receive updates and job alerts.

It's advisable to:

- Shortlist 10 to 20 companies you'd like to work for
- Conduct regular searches of their jobs database for updates
- Have a look for other 'channels' where they post job opportunities eg; facebook and linkedin.com
- Automate your search: subscribe to their jobs by email
- Use RSS if available so that you remain up-to-date with website changes

General and niche job boards



Job boards are searchable, online databases where recruitment agencies and employers advertise jobs from a central location. There are generally two types of job board: those that advertise a range of jobs from different sectors (for example www.monster.com, www.totaljobs.com and www.reed.com) and niche or specialist job boards that are subject/sector specific.

For example:

www.onlymarketingjobs.com	- Marketing jobs
www.salestarget.co.uk	- Sales jobs
www.tes.co.uk/jobs	- Teaching jobs
www.accountancyagejobs.com	- Accountancy and finance jobs
www.inretail.co.uk	- Jobs in the retail sector

Job search engines



Job search engines collect jobs advertised on job boards, employers' websites and recruitment agency sites so you can search thousands of websites at once. www.indeed.co.uk and www.jobrapido.com are examples of job search engines where you can search employers' or recruitment agencies' websites or job boards in isolation or combined. You can also search by salary and location and you can create an account so that you receive updates tailored to your job search. Hard copy printed resources and networking Newspapers and general and professional magazines are good places to search for jobs. Local newspapers and magazines sometimes advertise local jobs and publicise events, such as job fairs and support groups, so it is important to use a combination of national and local sources. Networking is another key component of your 'full-cycle' job search so use the internet and hard copy resources to conduct research on careers events and networking groups. If you're targeting a specific area then search for membership bodies that match your expertise and find out if they host any events.