

# OPTIMISING YOUR JOB SEARCH OPPORTUNITIES



Being proactive in job hunting involves taking initiative and creating opportunities rather than passively waiting for them. Start by clearly defining your career goals and ideal job roles. Regularly scour job boards, company websites, and professional networking sites for openings. Don't just apply online - reach out directly to hiring managers or employees in your target companies. Create a network by informing contacts about your job search and asking for introductions or referrals. Attend industry events, job fairs, and networking meetups to expand your connections. Consider creating a personal website or portfolio to showcase your skills. Stay active on professional social media, sharing industry insights and engaging with potential employers. Don't shy away from speculative applications to companies you admire, even if they haven't advertised openings. Continuously update your skills through courses or certifications to stay competitive. Remember, persistence and creativity are key in proactive job hunting.

## Proactive Job Searching

### Approach Companies via Their Websites

#### Identify Companies of Interest:

Company 1:

Company 2:

Company 3:

## Visit Company Websites:

List the website URLs for each company and describe the process for finding job vacancies:

Company 1 Website: URL:

Steps to find vacancies:

Company 2 Website: URL:

Steps to find vacancies:

Company 3 Website: URL:

Steps to find vacancies:

## Register for Notifications:

Describe how to set up job alerts or notifications for each company:

- Company 1:
- Company 2:
- Company 3:

## Example:

Steps to find vacancies:

Company: Aldi

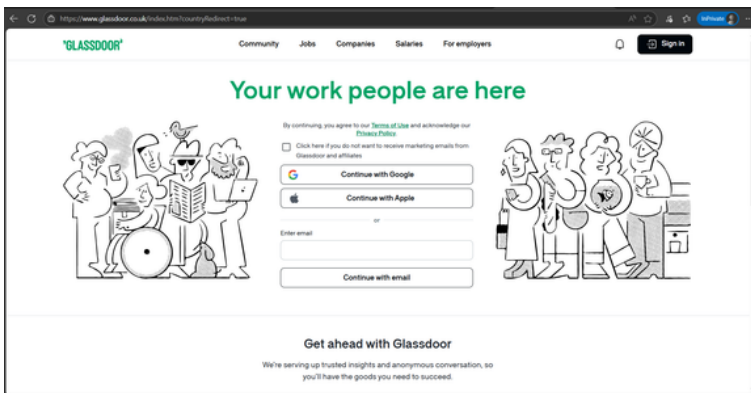
Website: [Aldi Careers](#)

1. Go to the Aldi Careers website.
2. Enter your postcode in the job search bar.
3. Browse the available positions.
4. Set up job alerts for future opportunities.

# Benefits of Using Glassdoor



Glassdoor is a valuable job search tool that offers more than just job listings. It provides insights into company cultures, employee reviews, and salary information, helping you make informed decisions about where to apply. Glassdoor's transparency empowers you to understand the work environment, potential career growth, and interview experiences from current and past employees. Additionally, the site offers tools to compare salaries, benefits, and company ratings, making it easier to find a job that aligns with your values and career goals.



# Networking on LinkedIn

## Setting Up a LinkedIn Profile

Create or Update Your Profile:

- Add a professional photo.
- Write a compelling headline.
- Summarise your skills, experience, and career goals

There are some great videos on YouTube to help with this.

Heather Austin <https://www.youtube.com/watch?v=dOZDQpulyCQ>

Delescen Media <https://www.youtube.com/watch?v=bZ2xiTvWhpM&t=213s>

Connect with Professionals:

List 5 professionals or companies you want to connect with:

- Professional/Company 1:
- Professional/Company 2:
- Professional/Company 3:
- Professional/Company 4:

Join Relevant Groups:

List 3 LinkedIn groups related to your field of interest:

- Group 1:
- Group 2:
- Group 3:

# Using Job Agencies for Your Job Search

Job agencies can be a valuable resource in your job search, especially in fields like retail, warehousing, security, and healthcare. These agencies connect job seekers with employers looking to fill positions quickly and efficiently. By registering with a job agency, you can access a wide range of job opportunities, receive support in tailoring your CV, and benefit from expert advice on preparing for interviews. Agencies often have strong relationships with employers, giving you a competitive edge in landing the right job for your skills and experience. Plus, they can help you find both temporary and permanent positions, offering flexibility to suit your needs.

## Attending Job/Trade Fairs and Community Employment Services

### Activity: Identifying Job Fairs and Events

Upcoming Job Fairs:

- Event 1: Date, Location, Details:
- Event 2: Date, Location, Details:
- Event 3: Date, Location, Details:

Example:

- Event: Local Job Fair
- Date: August 15, 2024
- Location: Community Centre
- Details: Over 50 companies from various industries will be present. Bring copies of your CV and be prepared for on-the-spot interviews.