

## Where to look for jobs...

The most successful jobseekers are people who don't give up in their search and know all the places to look for work. There are a number of ways you can search for jobs, including online.

### Search the internet

New jobs are being filled as quickly as they appear. It's important you look regularly to make sure you don't miss an opportunity.

- Directgov (Universal Job Matching Service) has one of the UK's largest databases of job vacancies, which is updated constantly. Search the database and find a job to suit you using the jobs and skills search.

Many companies advertise jobs on the internet through their own websites, recruitment websites or online job boards such as Monster, CV-Library, TotalJobs, Fish4Jobs etc

### Local newspapers

Find out which day the local paper comes out and the days it advertises jobs. Newspapers also keep you up to date on which companies are moving into the area and which are expanding.

- You can use this information to apply to those companies before they advertise to see if there are any jobs available.
- You may want to contact a company for more details about a job after reading an article in the local press.





## Register with a recruitment agency

Recruitment agencies advertise short and long-term jobs and some specialize in particular areas of work. If you register with the relevant agencies in your local area you'll be kept up to date on the latest vacancies available.

## Word of mouth

People you know can give you useful information about job hunting. It's worth talking to them about the type of work you're looking for, your skills and experience. They may know about a suitable vacancy or think of you when they hear about vacancies in the future. They may also be able to put in a good word for you at the company where they work.

Networking events and conferences are also a good way of meeting new contacts. Before attending the event, you should think about what you want to get from it. You should also take a few copies of your CV along with you.

## Approaching employers

A large number of jobs are never advertised, so it is worthwhile contacting companies to ask if they have any vacancies. A benefit of doing this is that you're not competing against a large group of people, like you would if the job was advertised. Employers are used to people asking questions about jobs, so if they can find somebody without advertising it saves them time and money.



### Online networks

Some employers now use social network sites such as Facebook and Twitter to recruit new staff. To take advantage of this, make sure you've signed up with a relevant social networking site and create a profile that will impress potential employers.

### On your TV and mobile phone

If you have an internet-enabled mobile phone you can use your phone to search for jobs. Please read 'Directgov on your mobile' to find out more.

### Directgov on your mobile

If you have an iPhone, you can download a free job search app and search for jobs on your phone. The app allows you to search through all the jobs held by Jobcentre Plus. It also lets you add jobs to your favourites and email jobs to yourself to apply for later. You can also look for local jobs through Directgov Digital Television, available on Sky and Virgin Media.

