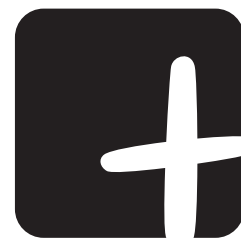
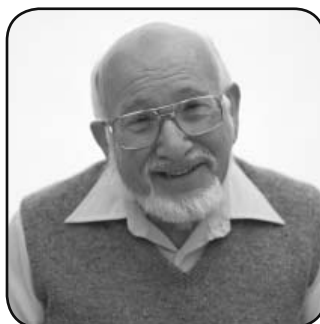
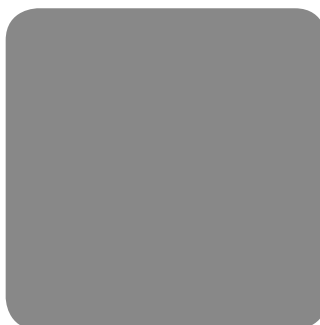


# Careers Advice PLUS



## Job Search

### Session plan for working with groups



**European Union**  
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# Job Search

## Session plan for working with groups

### Learning outcomes:

By the end of the workshop participants will:

- Understand their personal values and how this impacts on their job search
- Know where to look for work
- Recognise the skills required by employers from the job adverts
- Have the knowledge to put together an application form that answers the questions as fully as possible

### Preparation and materials required:

- Paper
- Pens or pencils
- Flip chart
- Values Cards or Values List
- Values Priority Table
- Newspaper Timetable
- Job adverts
- Advert Exercise
- List of Useful Websites
- Networking Exercise
- Application Form Hints and Tips
- Competency Questions Exercise
- Letter Examples

## Content and timings:

Timings:	Content
10 mins	<b>Introduction</b> <ul style="list-style-type: none"><li>• Introductions, health and safety information, housekeeping.</li></ul>
10 mins	<b>Learning Outcomes</b> <ul style="list-style-type: none"><li>• Outline the learning outcomes for the workshop</li><li>• Invite people to identify what they want to get from the workshop and any concerns. Write these on the flip chart</li></ul>
20 mins	<b>Values</b> <p>Outline why it is important to think about personal values when looking for a job, ie, when you design your career/job search based on your values, your motivation will be greatly increased and your chances of success and fulfilment improve hugely.</p> <p>Otherwise you're faced with spending a large percentage of your life doing something that doesn't fulfil you.</p> <ul style="list-style-type: none"><li>• Give out the values cards or value lists and the values priority table</li><li>• Explain that they have 10 minute to work on their own and decide which of the three columns each value fits in for them</li><li>• Once they have completed the columns they can then identify their top three-five values</li></ul> <b>Points to consider</b> <ul style="list-style-type: none"><li>• When job searching, you should not consider taking a job which does not meet at least 3 of your most important work values</li></ul>
10 mins	<b>Where to look</b> <ul style="list-style-type: none"><li>• Ask people to tell you where they can look for job opportunities, ie, newspapers, magazines, internet, agencies, friends, family, speculative approaches (see libraries, yellow pages, trade directories).</li><li>• Ask if anyone is familiar with any of the list above and if so, can they describe their experience.</li><li>• Mention recruitment agencies and the different sorts of agency that exists, ie: Agencies that place people in permanent work Agencies that place people for a short period of time Agencies that employ people and place them as contract workers with employers at a reduced wage</li><li>• Give examples of the agencies and where details can be found. Explain the process of registering with them and how that can be enhanced</li><li>• Give out the newspaper timetable.</li></ul> <b>Points to consider</b> <ul style="list-style-type: none"><li>• Agencies advertise on the internet (look on <b>www.agencycentral.co.uk</b>) and also in the press, eg, in the Evening Chronicle</li><li>• Agencies often specialise in specific industry sectors and will advertise on the internet on industry specific job boards, eg, Engineering</li><li>• It is a good idea to follow up agency registrations on a regular basis as applications/CVs get pushed down the pile as new people register</li></ul>

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**15 mins**

**Job adverts**

- Split participants into pairs/threes. Issue each pair with a job advert for the type of role they want to work and the Advert Exercise to record their findings
- Explain to the participants that before they apply for any job they should first analyse the advert to ensure they fully understand what the role entails, get an idea of what sort of company it is they would be working for, know what essential skills they must possess to carry out the role and be aware of the application process
- Ask pairs to spend five minutes reading the advert and noting down the essential skills needed to carry out the job and the closing date and application process for the job role. Ask each pair to identify one thing that the advert doesn't tell them that they would like to know. At the end of this section ask pairs to read out their advert to the group and feedback their findings (five minutes per pair)
- Ask each person if they would apply for the job, based on their findings, asking questions to discover the reason for their decision

**Points to consider**

- Always ensure you fully understand what is expected of you before applying for any job. Identify the essential skills needed and benefits offered in the job advert. Compare these to the skills you have and the benefits you would like.
- If possible do some research into the company, using the internet, your local library, or by asking someone you know who works there. This gives you a much better understanding of the company. Always remember that just because someone else doesn't like working for the company it doesn't mean you won't
- Check the closing date of the job advert to ensure you have enough time to apply
- Always follow the application process they describe - if the advert asks for an application form only then the company is very unlikely to accept just your CV with a covering letter or a CV and application form together and you will probably miss the opportunity of getting this job

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**15 mins**

**The internet**

- Ask the group if there are any websites that they find useful when looking for a job
- Discuss the List of Useful Websites and add others if mentioned
- Discuss the process of applying through internet job search sites
- Move to the process of networking and discuss why it is worth doing

**Points to consider**

- Look regularly
- Make sure you have a current and appropriate CV to upload
- Check if the site allows you to upload a CV so that employers can find you
- Change the CV you have to meet the criteria mentioned in the job specification
- Get as many relevant addresses as possible and keep a note of them.
- Know what you're looking for - trawling through websites can take time. Ask others with experience where to look
- If you're looking for a specific site, make sure you type in the full, correct address or you will be unsuccessful
- When applying online, print the form out and fill it in on paper before you complete it on the website

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**10 mins**

**Networking**

- Ask people to work alone and think of as many people as possible that they could network with and write them down on the Networking Exercise
- Briefly review - asking if people found it easy/difficult/likely to do it

**Points to consider**

- Jobs are still often found through who you know rather than what you know
  - Many jobs are never advertised but found by word of mouth
  - Networking is **not** asking for a job
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**40 mins**

**Application Forms**

- Run through the basics of an application form, eg, give examples of the layout of the form and why forms are often preferred to CVs
- Give out and go through Dos and Don'ts of application forms
- Bring to the group's attention that often application forms will be in the form of competency questions (especially if they are public sector forms, eg, DWP)
- Ask if anyone has experience of this type of form
- Give an example of a competency based question, eg, "Give an example of when you have overcome a problem. What did you do and what was the result?".
- Run through the CAR method, ie, what it stands for (relating it back to the CV workshop if anyone attended this)
- Break people into small groups of three or four as appropriate
- Hand out the Competency Questions Exercise
- Allow 15 minutes for this exercise but finish earlier if necessary
- Discuss the findings and emphasise the key points
- If time allows get people to individually complete the final part of the exercise

**Points to consider**

- You can give examples from work, study or personal life when answering competency questions but make sure you give a wide variety of examples and try to use a different example to answer each question
  - Don't go into too much background or irrelevant detail or use jargon when answering competency questions. Your interviewer only wants to know about your past behaviours
  - Make sure the answers and examples you use are the most relevant to the questions asked, rather than the most impressive or elaborate
  - Your interviewer will find made up answers very easy to spot
  - When answering a competency question use 'I' not 'we' - the employer is interested in your role and your actions, not other people's. This is unlike CVs where it is written without the personal pronoun
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**20 mins**

**Letters**

- Ask the group some questions, possibly including:  
What is a covering and speculative letter?  
What is the purpose of a covering/speculative letter?  
How long should your letter be?  
What should a letter contain?
- Split the participants into small groups; allow 10 minutes to answer and feedback on two examples of covering letters
- Issue participants with Letter Examples
- Split the group into pairs/threes
- Allow groups to review and then discuss as whole group

**Points to consider**

- Keep your letter short and concise, a maximum of 1xA4 page
- Structure your letter in a format to include:  
Start - who you are and why you are writing  
Main - why you want to work for the company, what you know about the company  
Close - how you can be contacted, thank them for reading your letter, look forward to hearing from them
- Consider the presentation, spelling and grammar of your letter. If it's a speculative letter, enclose your CV and find out the name and address of the person to send it to
- Focus your letter towards the type of role you are seeking/applying for and the skills, qualities and attributes the employer will find attractive in a potential employee
- Ensure your letter sells you well and makes the employer want to learn more about you by inviting you in for an interview