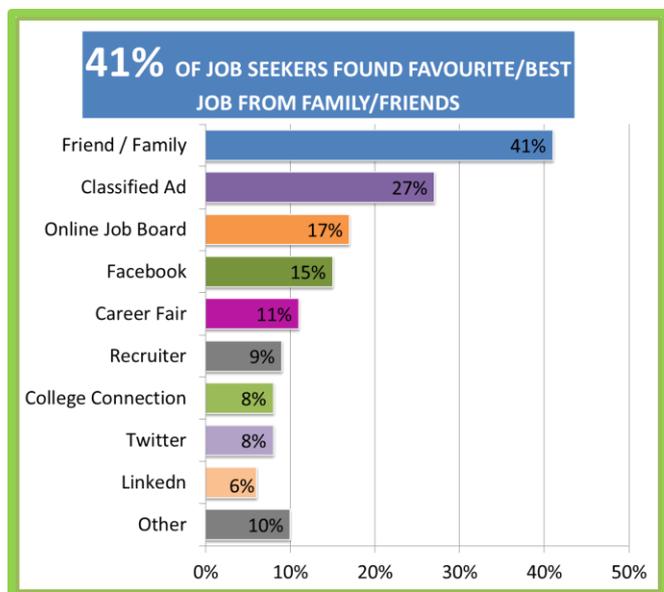


Looking for Work

How are people finding jobs?



Source: www.jobvite.com

Networking: Stay connected to as many people as possible that might know of jobs that would match your skills. As seen in the graph this could be personal contacts as well as connections from education, training, work and careers fairs such as the Midwest Job shop, Career Zoo, Jobs Expo Cork, Dublin and Belfast.

Networking on line: As can be seen in the graph, 29 % of jobseekers found jobs using social media networking through Facebook, LinkedIn, and Twitter. Build your jobs profile through social media but check your content and your privacy settings. Employers may use social media to check job candidates.

You can also use social media to follow companies or individuals in the industry you want to work in so that you are up to date with the latest trends. It is also a great way of researching employers.

Local Facebook pages can be useful too such as:
<https://www.facebook.com/ClareJobSupport/>
<https://www.facebook.com/Ennis-Regular-Jobs-for-Regular-People->

Job search Engines and Job Boards

are websites and search engines dedicated to recruitment and listing job vacancies. You can register to receive job alerts or upload your CV so that it can be seen by employers and recruitment agencies. Examples are indeed.ie, irishjobs.ie, jobsireland.ie, recruitireland.com, monster.ie, careerjet.ie. Some of these will have very good Careers Advice sections too.

Recruitment Agencies: can assist you with finding jobs, interviews and job placement. Some agencies who advertise jobs in Clare on-line frequently are:

Key2 Recruitment	Ennis
Forefront Staff Agency	Ennis
TTM	Ennis
Peach Recruitment	Shannon
Eflexes	Shannon
Careerwise	Shannon
Cregg Recruitment	Shannon
Irish Recruitment Consultants	Limerick
La Creme	Limerick
CPL	Limerick
FRS	Limerick

In addition jobs in Clare have been advertised by the following national recruitment agencies: Harmonics, Sigmar, Adecco, Noel Recruitment, Hays Ireland, Matrix, QED, Cregg and Logiskills.

OTHER WAYS OF FINDING WORK

- **Apply directly to an Employer:** Ensure your application is professional, using an up-to-date CV and Cover letter and make sure it is sent to the appropriate person within the organisation.
- **Local Congress Centres/ Jobs Club** provide supports to access employment including, CV/interview preparation, sourcing employment and Jobs Club. Caroline Mullins is the Clare Jobs Club facilitator, Tel: (065) 6844993 www.cioc.ie
- **INTREO/Dept. of Social Protection (DSP)** Intreo is a one stop shop for all employment and income supports. You can get job seeking advice, information on vacancies and income support. Look at their website www.intreo.ie for the full list of services . Ennis Office: (065) 6867600
- **Newspapers/Radio:** Check local/national media for jobs announcements. The Clare Champion is the local paper for Co. Clare that has an employment section. It is published on Fridays. The Jobs Bulletin on www.les.ie collates the employment sections of all six mid-western papers on a weekly basis. www.paulpartnership.ie/jobs-bulletin
- **INOUE Jobs Watch Page:** Shows the latest jobs being created that are tracked through the media. www.inou.ie/jobswatch
- **Volunteering/Work Placements:** Volunteering or doing a work placement is a way of building your experience and making new contacts. It is also a way of employers getting to know you and your skills. www.volunteerclare.ie/ Tel:

Cover Letter:

The cover letter is your opportunity to get the Employer's attention. The goal of the cover letter is to highlight the specific competencies you have that match the job requirements and entice the employer to read your CV. Address the letter to an actual person if possible. The cover letter should cover the following points:

Why you are writing? The position you are applying for and where you saw it advertised?

Why you? Highlight two to three reasons why they should employ you, what you have to offer and how you will add value?

Why this company? Explain why you want to work for this particular organisation.

Why this job? Say why you want this particular job.

CURRICULUM VITAE (C.V.) AND APPLICATION FORMS

An employer will use an Application Form or a CV in the recruitment process depending on their preference. When you fill in an application form or write a CV it is important that you read both the job description and the person specification to see what the essential and desirable skills for the job are. Match your skills, knowledge, experience and personal qualities to what the employer is looking for. This is why your CV should be tailored to each specific job you apply for. **Source: INOU Looking for Work Leaflet, March 2012**

The most Common CV Mistakes are:

- **Poor spelling and grammar.** Get someone to read over your CV or application form to check for grammar and spelling.
- **Poor design and layout.** Keep your CV to 2 pages. Make it easy for the employer to find the relevant information.
- **Not tailoring the CV to the job.** 41% of employers look for evidence that the CV has been written with the job vacancy in mind. (source www.irishjobs.ie) **Make sure that you read the Job Advertisement or Job Description very carefully and identify the skills, qualities and knowledge that the employer is looking for.** In your CV ensure you highlight the competencies that **you** have that the employer is looking for.
- **Lack of use of key words.** Use action words and phrases and not long sentences.
- **Out of date.** Keep your CV up to date writing from **Present to Past**.

PREPARING FOR INTERVIEW

Competency Style Interviews

Most interviews are now 'competency based' or 'behaviour based' where you will be asked to give examples of where you have applied the competencies outlined in the job description.

Behaviour Type Questions include:

Describe a situation where you had to:

- Deal with a difficult situation or person
- Work as member of a team
- Show initiative
- Work to a deadline
- Multitask
- Prioritise work
- Work under pressure

Generally the examples you will be asked for will relate to scenarios you will have to deal with in the job you are being interviewed for.

Using the 'STAR' Response technique is recommended when answering these questions.

S

Identify the **SITUATION** or problem you solved or encountered.

T

What was the specific **TASK** or targets?
(who, what, when, where, what's required)

A

Detail your specific **ACTION**.
What did you do? How did you do it?

R

Explain the **RESULTS**. Quantify.
(savings, accomplishments, recognition, etc.)

Source:

<http://student.morainepark.edu/blogs/kim/?tag=chris-czarnik>

If you have got as far as the interview stage, this is your chance to make a good impression in person and get that job. According to employers and the recruitment agencies the main mistakes that people make are:

- **Lack of preparation:** Know about the job and the organisation. Know the content of your CV.

- **Not giving full clear answers.** Prepare answers to possible questions and practice answering them out loud. Have examples of where you have applied your skills and competencies in the past.

- **Don't show enough interest or enthusiasm for the job.** Prepare questions to ask about the job and/or the organisation.

- **Candidates come across as lacking any future goals.** Have an answer to questions like: 'Where do you see yourself in the future/5 years' time?'

- **Have you any questions that you would like to ask?** Many candidates haven't prepared questions to ask and this reflects poorly on them. If you genuinely have no questions to ask say why you have no questions such as you talked to some one in the company or looked up the website or that the job description outlines the job in detail. Use this also as an opportunity to sum up what you have to offer or to mention something relevant that hadn't been covered in the interview.

- **Poor body language.** The interview starts the moment you have contact with an employer by phone or entering the building for interview. Shake hands firmly and make eye contact with the interviewers to show your professionalism, positivity and interest. According to a survey of 1,000 recruiters by Fly Research: 75% of interviews are lost within 3 minutes of entering the room.

- **Not asking for feedback:** Ask for feedback on your interview. Feedback will help you become aware of the areas that you might need to improve on. If you don't get the job, you could still write to the company thanking them for the interview and expressing an interest in being considered for any future vacancies, part-time or full-time that may arise.

Remember: You don't get a second chance to make a first impression



CONFESIONS OF THE RECRUITMENT INDUSTRY TOP SECRET

- 1st applications received 200 seconds after a job is posted
- average time spent looking at a CV is 5-7 seconds
- 17% chance that your cover letter will be read
- 68% of employers will find you on Facebook
- 76% of CVs are ignored if your e-mail address is unprofessional
- 1 spelling or grammar mistake and your CV will be thrown in the trash can
- an average of 250 CVs are received for each job position
- 89% of businesses planned to use social media networks for recruitment in 2011
- 88% job rejection rate if you have a photo of yourself on your CV
- 1 in 3 employers rejected candidates based on something they found about them online
- 427k CVs are posted on Monster every week. That is approx the population of Luxembourg

compiled by **b** behring



INTERVIEW PREPARATION: The Decisive Factor

Preparation is proven to be the most decisive factor in interview success. These 5 key steps will give you the winning edge:

Curriculum Vitae
93% of employability is determined by preparation.

BUT **ONLY 1 IN 10** candidates spends 2 hours or more preparing.

"Before anything else, preparation is the key to success!"
Alexander Graham Bell

5 KEY COMPONENTS OF INTERVIEW PREPARATION

- 1 GET ORGANISED**
Organise everything two days before. Allow extra time for travel delays. Double check you will look the part.
Arrive 15 minutes early to the interview.
- 2 FIRST IMPRESSIONS COUNT**
65% of interviewers decide whether to hire someone in the first 3 minutes.
Smile and greet your interviewer confidently.
- 3 DEMONSTRATE YOUR ENERGY AND ENTHUSIASM**
Sit up. Try to relax and enjoy it. Let your enthusiasm show through.
MAKE EYE CONTACT
67% of hiring managers say that failure to make eye contact is the biggest mistake that applicants make.
Don't cross your arms or fidget as that indicates nervousness.
- 4 RESEARCH THE COMPANY AND ROLE**
47% of interviewees who have little or no knowledge of the company are rejected.
Prepare at least 5 questions. Make sure they are specific to the company and role.
Asking about a recent industry change is a good way to show your interest in a company's market.
- 5 DEMONSTRATE ATTITUDE & APTITUDE**
89% of new hires fail for attitude not aptitude.
Make sure you talk about your leadership and teamwork skills.
A great way to structure your answers is the STAR technique.

STAR Answers

- SITUATION - Set the scene
- TASK - Describe the challenge
- ACTION - Explain what you did
- RESULT - Quantify the results

WHAT TO DO AFTER THE INTERVIEW?

Always follow up within 24 hours. It could make the difference.

75% of interviewers say receiving a follow up impacts their decision-making. **BUT** Only 39% of candidates follow up within 24 hours.

HUMAN RESOURCES

Source :<http://www.acuitytraining.co.uk/news-tips/management-and-professional-development/interview-preparation-infographic/>

Clare Adult Education Guidance and Information Service,
Further Education and Training Centre, Clonroad Campus,
Clonroad Business Park, Ennis, Co. Clare
Tel No. 065 6897617 / 6824819 **Web:** www.clareguidance.ie

Updated November 2016: Although every effort is made to ensure that the information contained in this document is correct, Limerick and Clare ETB accepts no responsibility for the accuracy of this information or any actions arising from its use. Clare Adult Guidance and Information Service advise all individuals embarking on any course to contact the relevant organisation directly to confirm all information.