



# The internet, job hunting and work

## Using the internet

- Whether you're using the internet to research companies which interest you, search for possible vacancies or simply to let people on social network sites know that you're looking for work, do remember to be a bit cautious.
- Things to think about include making sure any online job offers are genuine (especially if they're unexpected and offer large salaries), being aware what impression you might give if prospective employers look at your Facebook or Myspace site, and not publicising your CV on the web or providing personal details on sites that aren't secure.

## Researching information

- Large organisations and companies may have a separate corporate website or a site specifically aimed at people looking for work. If in doubt, ask a Personal Adviser to help you, or ring the employer and ask them if positions are online.
- Carrying out research about an employer – including how well it's doing, what its main aims are and the kind of job roles that may be available, is useful when sending off applications 'on spec', when you're comparing different companies or when you have a job interview coming up.

## Looking for work online

- Many places (especially large public sector organisations, such as hospitals and councils) advertise vacancies on their website. Check if you can register to get regular vacancy bulletins.
- Some companies use online recruitment agencies, but bear in mind that the adverts are often for jobs all over the country. This means you'll need to narrow your search to where you're willing to work. Don't forget that something that seems a bit too far may be easier to reach than you realise.
- There may be fewer opportunities than you think at first – the same job advert (sometimes with slightly different wording) may appear with many agencies.

## Applying online

- More and more employers want you to apply online. If possible try to look through the full application procedure before you start filling anything in just in case you need to do lots of preparation beforehand. Allow plenty of time.
- Have your CV with you as a reference guide so you can transfer any relevant information onto the online application (contact numbers / qualifications / school address, etc).
- Take as much care with presentation (spelling, grammar, etc) as if you were applying on a paper application form. Spell and grammar checkers can be useful but you must also read everything through very carefully before you submit your details.
- You might be able to save your information and return to it later.

## Keeping track of what's going on

- Keep a record of all applications you make – dates, name of company, job details, etc. You also need to note any passwords, usernames/log-in names, etc.
- If you have supplied your details to an online recruitment agency, make sure you keep them informed of any changes (such as recent courses or qualifications).
- Make sure you check your emails regularly. It can be helpful to have a separate email address for job applications – make this email address as professional as possible (nothing 'funny').

## Tips

- Some organisations use a system that allows them to scan your information for particular words. Personal Advisers can give you more advice on this but the words used in a company's advert ('go-ahead', 'enthusiastic', etc) can give you clues as to what they're looking for.
- If you're sending a CV or any other correspondence to a company, make sure you fill in the title/subject part of the email otherwise it may be deleted if it is mistaken for junk mail.
- You need to be persistent with online applications. The audience that sees the advert might be very big so there could be a lot of competition. However excellent your application is, you might still not get through to the next stage. Personal Advisers are happy to offer you help and advice if you need it.

### Our equal opportunities policy: Successful Young People, Successful Communities

Central London Connexions will help young people from all backgrounds in London to succeed. Central London Connexions will make a real and lasting contribution to ensuring that the capital's diverse communities are successful in meeting the challenges of the 21st century. Central London Connexions will actively celebrate the cultures and diversity of young people through services and programmes that are attractive, relevant and reflect community interests, offering full and equal access to all young people and staff.

This information is available in alternative formats, call 020 7938 8080.

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