

Cheshire West & Chester Council

Module Three:

Using Job Sites Effectively



Cheshire West
and Chester

Using Job Sites Effectively:

1. Using job sites safely
2. Online profiles
3. The right job site



Using Job Sites Safely

- Searching for the type of job you want is fast and easy online. You can register for job posts and see new jobs as soon as employers and agencies post them.
- However, like all online activity, job hunting carries certain risks which you need to be aware of and take precautions against, in order to stay safe.

Using Job Sites Safely

The Daily Telegraph claimed job scams to be one of the top ten scams to watch out for and with one in three people likely to change jobs; scams perpetrated through online job search is a real, growing threat in the UK.

The Risks to Watch out For:

- Fictitious job posts leading to fraud or identity theft.
- Premium rate telephone number scams tricking people into believing it's a job interview.
- Being tricked into paying money up front for non-existent DBS (Disclosure and Barring Service) police checks or other security checks.
- Being tricked into paying money up front in exchange for the possibility of employment.

Creating Your Online Profile

- After you register on a job site, complete your personal information section and make sure you double check your phone number and email for any typing errors.
- You don't want to lose an interview opportunity because you gave wrong contact information!

Online Profiles

- A professional online profile is like a 24/7 digital billboard used for career networking. You put your online profile out there, hoping employers will find you and like you for their jobs.
- When your online profile looks like a match for a job they want to fill, you hope they'll invite you to join them for a face-to-face interview.

Online Profiles

- Your profile is the most effective way to showcase your employability to potential recruiters.
- Intended to complement your CV, you can use it to highlight your **skills, qualifications** and **work experience**, making it easier for employers to find you, and helping you stand out from the crowd.

Job Search Engines v Job Boards

- What's the difference between a Jobs Board and a job search engine?

Job Boards typically include positions posted by employers, while job search engines aggregate job listings from job boards and company websites.



The Right Job Site

Tip: Don't limit yourself to just one job website:

[CareerBuilder](#) secures job listings directly from employers and has expanded local listings by partnering with many newspapers to incorporate their online classifieds.

[Indeed](#) is a job site with millions of job listings from thousands of websites, including company career sites, job boards, newspaper classifieds, associations, and other online sources of job postings.

[LinkedIn](#) connects the world's professionals to make them more productive and successful. You can search for jobs identify contacts at employers who are advertising vacancies, and follow companies of interest

The Right Job Site

- [Total Jobs](#) is one of the UK's largest hiring platform with thousands of live jobs adverts, helping you to find any type of job, in any industry, wherever you are based.
- [CV-Library](#) is another large independent job board, with thousands of live vacancies from all industries nationwide available to search
- [Finding a job](#) an A to Z government support website: support for interviews, if you have a disability or health condition (Access to Work) Become an apprentice. Career skills and training. Checks employers can make on job applicants. Contact Jobcentre Plus. Criminal record checks when you apply for a role.

The Right Job Site

Industry specific:

Caterer.com, thousands of hotel, chef, restaurant, pub and bar jobs are added daily so you're sure to find a job that's near you.

Dice.com is essentially the Indeed of tech jobs, with thousands of openings posted each day. Filter by location, company, and employment type. You can see the job descriptions without creating an account, but will need to register in order to apply.

Job Site - Upload CV

- Some job sites (such as Indeed) provide a 'CV upload' function that uses the information saved on the CV to complete the detail needed for the profile.
- Make sure you've completed our CV Module to ensure you have the best CV possible before you put it out there!
- It is important to check that the information has been uploaded correctly. Check that the detail is correct and in the right section.

Why you should set up Job Alerts

- A job alert is a notification that comes your way when a job with specific criteria (that you determine) opens up.
- You can register for job alerts on particular organisational websites that you might be interested in working for eg [CW&C Council Jobs Site - Registration](#)
- Beyond the convenience it brings you, another compelling reason to use these is because **it gives you a first mover advantage**, which is a very real advantage when it comes to the job search.

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Thank You
& Good Luck



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