

## **Top Tips when using Job Sites**

1. Upload a generic CV so that recruiters can search on your profile, but **DO NOT** apply to any vacancy using that generic CV – you must target your application for each job.
2. Remember to highlight what makes you unique. If 200 people are applying for the same job as you, why should you be selected for an interview? Prove you have the appropriate skills and experience for the job through your CV.
3. Be careful not to focus too much on the job title, but look at the skills and experience required to identify if the role is for you. Make sure your CV matches the requirements of the job and illustrates how you meet the required competences.
4. Be cautious of applying for a vacancy if they require you to part with any money. Recruitment consultancies, scams on social media should not be asking you to spend any money in order to get a job you are qualified for
5. If it is your first time using a particular job site when applying for an advertised role, ensure you have full completed the application before leaving. Often an individual will register for an account on the job site believing this to be the full application, where in reality it is only part.
6. Even if you register for alerts, you will still need to search regularly for vacancies as we are all guilty of ignoring emails, even if we have requested to be contacted.
7. Ensure you add any email addresses associated with the job site to your ‘contacts’ to avoid emails being re-directed to your junk mail folder.
8. Not all companies use external multi-posting sites such as Monster, Indeed or Job Site, so if there is a particular company you are targeting it is a good idea to check their company website. Depending on the organisation, you may be able to register and set yourself up to be automatically notified of new job posts.
9. Keep your job searching focused – use advanced searching tools on each jobsite to ensure you are reviewing the ideal job vacancies. Filter by location, industry and contract type to enhance the quality of your job searching.
10. Be aware that many organisations post their jobs on multiple job sites; keep a record of your applications to ensure you don’t apply for the same role twice!