

www.candeguidance.com

JOB SEARCH Putting your CV to work for you

- You have completed the Career Guidance assessments and reviews and are comfortable with the findings.
- You are then aware of your set of personal characteristics and capacities including, ability level, special aptitudes, personal work style, likes and dislikes, fears and motivators, strengths and limitations, general personality traits etc.
- You have established your set of occupational / career interests.
- You have researched details of all careers in your high interest categories.
- You are enthusiastic about pursuing a job that fits comfortably within your profile and offers exciting and rewarding challenges.

You are now ready to launch your extensive JOB Search campaign.

Step 1 Prepare your CV. Your Personal Brochure.

It must be carefully crafted to represent you as an excellent applicant, qualified, capable and enthusiastic who will add great value to the organisation.

Prepare it with the reader in mind. Adopt a modern style format.

Make it easy for the reader to quickly identify

your contact information, your personal profile, your career objectives, your education and qualifications, your work experience and achievements, your other interests and pastimes, your referees.

Do not exceed two pages.

Visit Intreo a one stop shop for all employment and supports at your local DSP Dept of Social Protection Office

Step 2 Distribution of CV. Your Personal Brochure

Identify the top companies/ organisations who offer your desired career.

- 1 Make list of names and addresses from the Phonebook, the Golden Pages, Trade magazines, Internet, professional bodies, government departments etc...
- 2 Refine the list and put in order of preference based of your research.
- 3 Post CV to the named HRM Director. (Phone to identify)
- 4 Start with 5 companies. Then try 5 more if necessary.

Include covering letter stating that you are **“keen to gain employment with your company and would be pleased if you would keep my details on file and contact me if and when a suitable vacancy occurs”**

Like any promotions brochure, the more you distribute the better chance of a successful hit.

Step 3 Advertisements: Newspapers

Scan the papers on a daily basis for Job Adverts.

Important

Ensure you get the Irish Independent on Thursdays.

Ensure you get the Irish Times on Fridays. Appointments section

Ensure you get the Sunday Independent also each week. Appointments Sect.

Other national and local papers carry employment advertisements.

Also keep a look out for trade magazines and publications of Professional Bodies.

Step 4 The Internet

Register where required and use this resource to the full. Broadband service is available in Libraries

www.linkedin.com

Present your profile and competencies and experience to the world of work.

www.gradireland.com

Good for Graduate info. and recruitment.

www.welfare.ie

www.gradpublicjobs.ie

Graduates

www.Publicjobs.ie

Civil and Public Service Jobs

www.jobsireland.ie

ie.indeed.com

All Solas Jobs

www.jobsearch.com

www.loadzajobs.ie

Irish Indo. Register for free. Go to classifieds / Jobs daily.

www.monster.ie

Jobs www.jobbridge.ie

www.jobdone.ie

Jobs www.momentumskills.ie

www.prospects.ac.uk

UK site with careers, courses, and recruitment information

www.careerjet.ie

Collection of jobs from other sites

www.recruitireland.ie

Jobs www.skillsnet.ie/training

www.activelink.ie

Non profit making organisations

www.Irishjobs.ie

www.jobsplus.ie

www.jobseeker.fas.ie

www.prosperity.ie

Job Seekers APPS for iPhone & Android
CPL Jobs, EURES Jobs, Solas Courses,
Glassdoor, Find a job in Ireland, LinkedIn,
Jobseeker

Step 5 Recruitment Agencies

The Nation Recruitment Federation represents all agencies who subscribe to an agreed code of conduct in regard to standards of service to clients. You can access at www.nrf.ie

Click on **Membership**, Click on **Agency Directory**

Scan each Agency **Sector** to identify those who cater for the **career sector** you require

Enter the Agency Website and follow procedure requirements

Step 6 Networking with friends and associates

Networking is keeping in contact. It is a two way operation. Consciously build your network of contacts and useful information is then only a phone call away. Many people find their ideal career by word of mouth.

Do not canvas contacts when applying for public service positions.

Discuss your career ambitions with acquaintances and ask them to inform you of any opportunities that may come to their notice. Ask friends to enquire of direct and indirect contacts of career opportunities about to become vacant or in the planning. Do not be hesitant about making enquiries and sussing out information.

Use your CV to make direct contact. Also use the services of www.linkedin.com & www.twitter.com

SOCIAL MEDIA JOB SEARCH

www.twellow.com, www.twitjobsearch.com, www.twitter.com/jobAngels, www.tweetdeck.com/jobdeck, www.twitwitter.com/Tweecal,

www.twitireland.com

www.facebook.com/jobvite

www.facebook.com/bravchout

www.facebook.com/careerbuilder

www.facebook.com/linkup

www.facebook.com/BeKnownFromMonster

Remember

The recruitment process is highly expensive for companies and organisations.

Having CVs on file short-circuits the process and cuts costs.

Companies also find it expedient to use Recruitment agencies.

They also use the internet widely.

You should maximise your chances of early success by availing of all avenues and sources.

"Success can only be achieved through repeated failure and introspection"

"A person with passion for their work is better than twenty merely interested".

Most Commonly used JOE

GOOGLE each of the following

Activelink.ie

CareerJet

Careers in Healthcare

Construction Jobs

Dole.ie

Education Careers

EmployIreland

Findajob

GreenJobs

le.indeed.com

Irish Pub Jobs

IrishJobs

Jobs Ireland

Jobs.ie

www.Local Government Jobs.ie

publicjobs.ie

gradpublicjobs.ie

Locanto.ie

Manpower

Monster.ie

OfficeTeam

RecruitIreland.com

Top Language Jobs