



Looking for A Job

How can I find out what jobs are out there?

You can find out about possible job opportunities by:-

- looking in the local papers for vacancies
- using the internet
- registering with employment agencies
- sending your CV out on spec
- cold call to ask about vacancies
- check the vacancies in the Jobcentre
- Talk to people you know & ask them if they know of any vacancies

If you're cold calling or sending out your CV make sure you send it to the person in charge of hiring in the organisation; not the Human Resources Dept.

Networking is a good way of finding out about vacancies as the majority of jobs aren't advertised. Networking is about letting as many people as possible know that you're seeking work. This includes friends, family, ex-employers, future employers. The more people who know you're looking for work, the higher the chances will be that you'll hear of something.

Don't just target one job or organisation. Apply for as many relevant jobs as you can. But don't apply for jobs you're not suited to or qualified for. It's better to spend time on applying for the jobs you've got a better chance of getting.

Useful websites

<http://www.totaljobs.com>

This site has one of the biggest selection of vacancies across the UK

<http://www.monster.co.uk>

There are over 65,000 jobs available on this site

<http://www.localrecruit.co.uk/nottingham/>

This site is specific to Nottingham but it also includes jobs in Leicester, Grantham and Lincoln

<http://jobs.thisisnottingham.co.uk/>

Nottingham Recorder and Evening Post jobs section