

Find a Job

Step-by-step



- The latest Find a Job processes
- How to create a Find a Job account
- Creating CVs and covering letters
- Managing your account
- Searching for jobs
- Basic computer skills

An introduction to the Find a Job guide

The "Find a job" guide will tell you all that you need to know about creating a Find a job Jobseeker account.

Follow the step-by-step instructions to help you create your Jobseeker account, set up a profile and search for jobs. There are also lots of useful tips like why and how you should keep your activity history up to date.

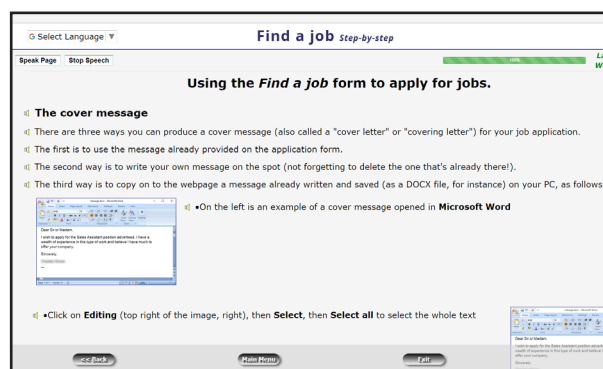
Most importantly you'll be shown how to write letters, fill in forms, create a CV and obtain an email account. You'll even be shown how you can follow the steps in the guide at the same time as completing the actual processes online. There are also many more useful things like how you can look for jobs using the Internet and other necessary skills. There are lots of interactive exercises to make sure that you are well prepared to use your Jobseeker account.



Find a Job - main menu



Find a Job - writing a covering letter for a job application



Using the Find a Job form to apply for jobs

Find a Job Step-by-step Guide – Topic by Topic

Basic computer skills

Using a computer keyboard or touchscreen

Computer Keyboard: Explains keyboard functions and layout. There are interactive exercises for typing covering lowercase, the Spacebar, Shift for capitals, Caps Lock, Shift Lock and Enter (Return) keys. Other symbols and numeric keys are also covered as are the functions of the Ctrl, Alt and Function buttons (F1 etc). Editing text is also covered.

Touchscreen: This starts by pointing out the many layouts of keyboards on mobile devices. It then covers the same areas as above with the addition of features like predictive text and Swype.

Keeping safe online

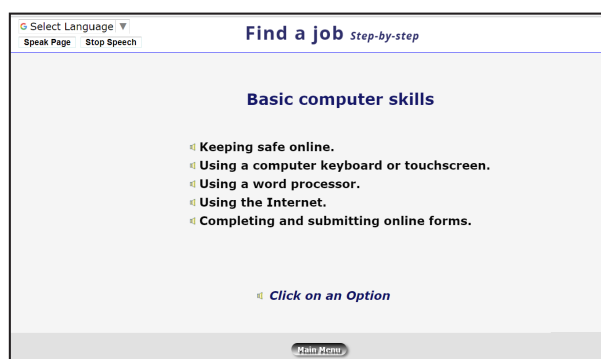
A guide to keeping safe on the internet covering the threats, what they are, the damage they can do and, most importantly, how to prevent them. It emphasises the importance of being careful about personal information and shows some safeguards. Tips, including making a safe password, not to opening marketing emails unless requested by a known person and not to clicking on links in emails from unknown sources are given. Types of dangerous scam and spam emails and phishing are also covered explaining how to recognise and deal with them. Finally, a direct link to the government's Get Safe Online site is given with instructions how to navigate it.

Completing and submitting online forms

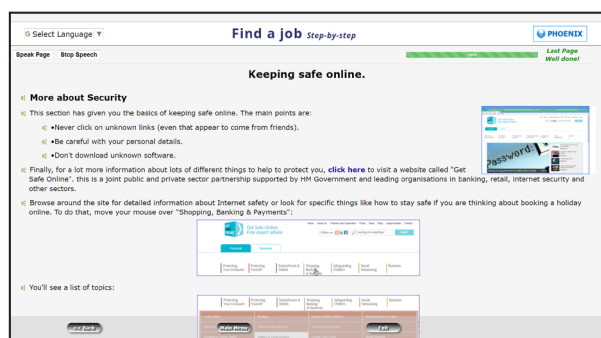
This section explains the six types of data Input for online forms.

Interactive exercises are given for each and submitting and quick navigation are also covered.

It ends with a complete form illustrating all types of input to complete and submit.



Find a Job - basic computer skills



Find a Job - keeping safe online

Using the Internet

An introduction on to how to get on line. It starts with common ISPs and links to their sites. It then covers browsers, again with links to the common ones. It then moves on to finding pages and Search Engines (with links) and how to use them. Hyperlinks within pages are also covered.

Using a word processor

An introduction word processors using Microsoft Word for examples with the techniques that are on all word processors. It covers new documents, basic typing of text, changing new documents, basic typing of text, changing spacing, changing font, changing font size, justification, editing, spell checking, saving, printing and returning to a previously saved document.

Find a Job Step-by-step Guide – Topic by Topic

Find a Job - The tools I need

Setting up an email account and using it, including attaching files

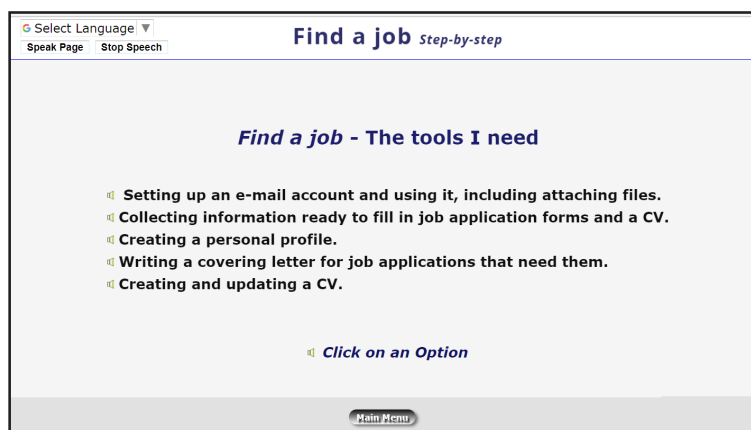
An introduction to the various email providers and, using Microsoft Outlook as an example, creating an account using the two-windows approach where screenshots are used to show exactly what to do on the signup pages. It gives tips on choosing your address and password as well as the actual process. The second part of the section covers using the account – logging in, writing the message (the “To”, “Subject” and “Message” boxes), sending (including Cc and Bcc), spell checking, attaching files (using “Insert” or drag and drop), receiving messages (with or without an attachment) and signing out.

Collecting information ready to fill in job application forms and a CV

Hints and tips for form filling including getting the required information prepared (lists of what should be available regarding employment history, education history and references are given), reading questions carefully, telling the truth, using N/A if necessary and so on.

Creating a personal profile

An explanation of what a profile is and some basic rules like don’t copy, don’t write the obvious and be able to back up what you write. There are many tips including making sure it meets the needs of the recruiter, keep it short and concise and get it proof read. It details things to avoid such as clichés and gives over



Find a Job - main menu

200 suggestions for words that can be used to describe achievements and personal traits. Sample sentences that can be used and a sample profile are also given.

Writing a covering letter for job applications that need them

After explaining the aims of this type of letter there is a detailed look at the layout and details of content – your address, date, employer name and address, reference number, content, salutation and signing.

Creating and updating a CV

The introduction says what a CV is and what it will tell the employer. The need for a CV is covered together with how to customise your CV and tips for writing it. Then each section is covered in detail with examples – Personal Details, Personal Profile, Skills and Achievements, Employment and Work Experience, Education and Training, Additional Information and References. The section then moves onto checking the CV – Presentation, Organisation, Length, What it says about you and the correct use of English. Things you should not include in a CV are listed and the reason it must be truthful are given.

Find a Job - Getting started

Looking for jobs on Find a job

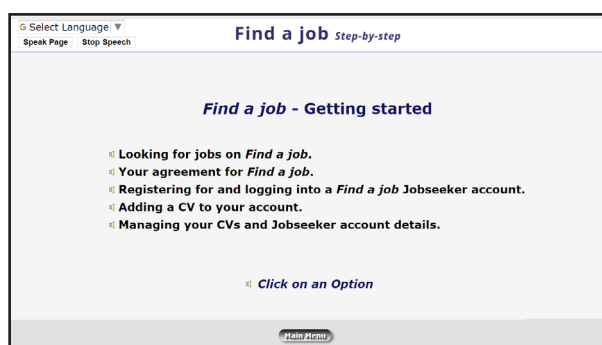
Using two side-by-side windows, so users can follow the guide as they click the links on the government website, users are taken from the gov.uk homepage to the page where they can search for jobs and shown how to perform a search. How to bookmark the page for future searches to be prepared to create an account is also explained.

Your agreement for Find a job

Pointing out that it is a good idea to read the "Acceptable use policy" before registering for Find a job.

Registering for and logging into a Find a job Jobseeker account

Returning to the registration page, the two-window step-by-step guide gives all the steps needed to create an account including hints for creating a password and how to verify your email. It then shows how to Sign in,



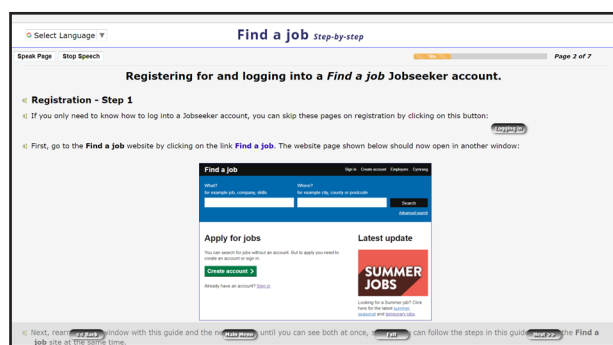
Find a Job - registering for a Jobseeker account

Adding a CV to your account

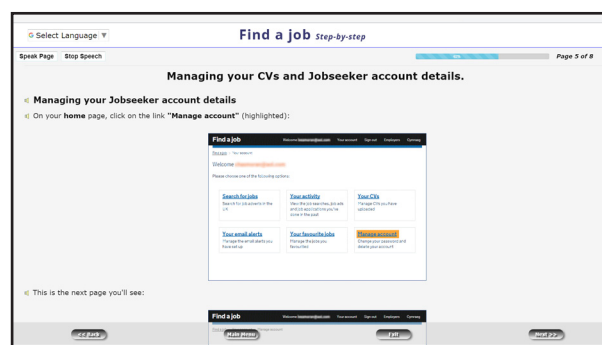
Explaining that you can add up to five CVs to your account (and why you may want to), and a step-by-step guide on how to add a CV including the file formats that are allowable.

Managing your CVs and Jobseeker account details.

Covers adding and removing CVs from the account, changing or re-setting the password and deleting the account (with warning).



Find a Job - registering for a Jobseeker account



Find a Job - managing your Jobseeker account

Find a Job - Basic skills

Basic and advanced job searching from your Jobseeker account

Using two windows the step-by-step guide takes the user to the search page and shows them how to do a basic job search where only the "What?" and "Where?" are entered. The two ways of doing an advanced search are then explained:

1. Using filters. The following filters are explained: Disability Confident, Location, Posting date, Salary range, Category, Contract type and Hours.

2. Using the Advanced Search link: An explanation of the terms and what how the user should answer the questions asked with screens showing the expected results. Finally, setting up an email alert so that the user will be notified if suitable jobs become available are covered.

Favouriting jobs on the Find a job website

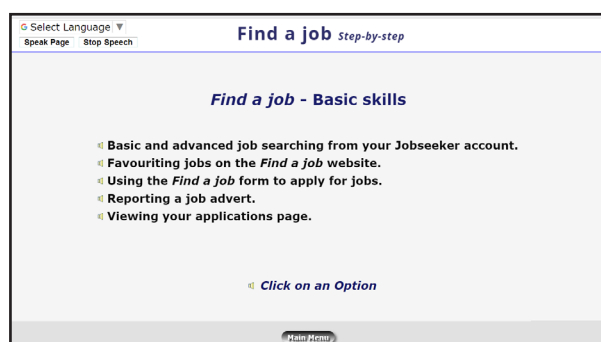
A section explaining how to "favourite" (show interest in) jobs after searching, how they are shown and how to check them.

Using the Find a job form to apply for jobs

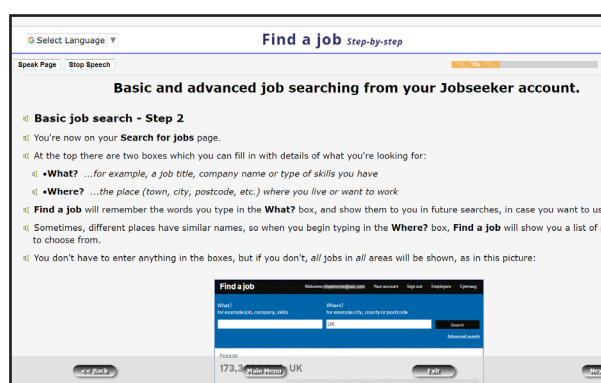
A step-by-step guide to going to and filling in the "Find a job" application form (which is used for most jobs on the "Find a job" service). It also covers sending a CV and covering letter with the application.

Reporting a job advert

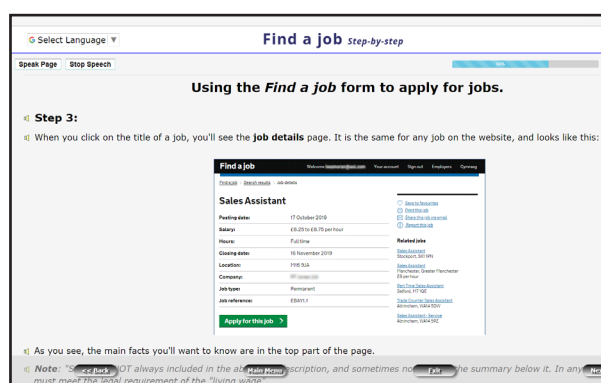
A guide to the steps a user can take to report a job and why they may want to: Discriminatory, a suspected scam or fraud, no longer available, or unacceptable for another reason.



Find a job - favouriting jobs on the Find a Job website



Find a Job - searching your Jobseeker account



Find a Job - applying for jobs using the form

Viewing your applications page

An explanation of how the user can view their applications and whether they were made via the "Find a job" website or an Employer's website.

Find a Job Step-by-step Guide – Topic by Topic

Find a Job - Advanced skills

The four ways of applying for jobs

A step-by-step guide to finding the relevant pages to apply for jobs in different ways: The standard form, Direct contact offsite (e.g. phone), Employers' website and Employment agencies.

Contract work

A look at the terms of contract work - permanent, contract and temporary ("temps") - together with what they mean and the pros and cons of this type of work. Then a step-by-step guide of how to find this type of work from the Find a job website.

How to advertise a range of skills with specialised CVs, suited to different types of work.

This section explains the need for different CVs to emphasise the skills that you have that fit with the job that is being applying for. Also, how the CVs created can be saved and recalled later on the Find a job website.

Your activity

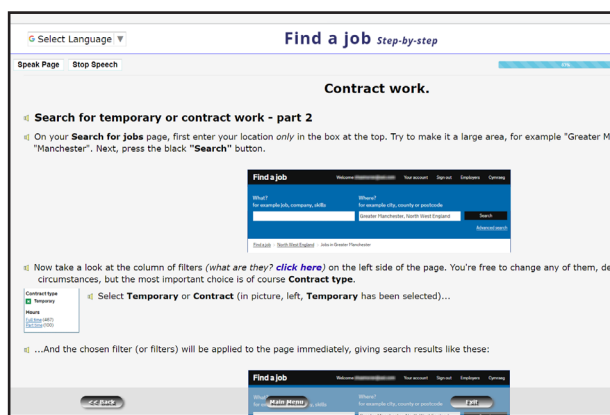
A step-by- step guide to looking at everything that you have done on the Find a job website: Job views, Searches and Applications.

Job search safety

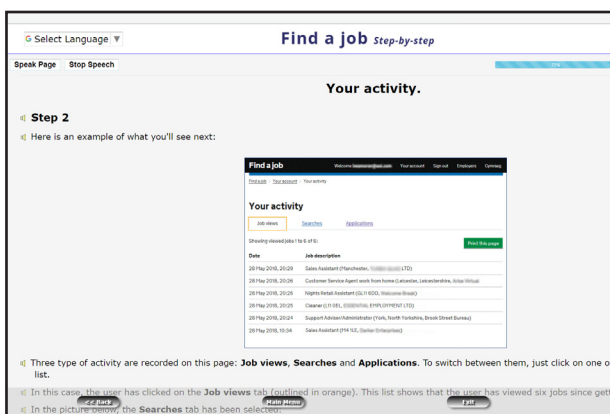
A recommendation to take a look at the DWP Jobsaware website, together with a link to click. There is also a step-by-step guide to what you will find on it.



Find a Job - advanced skills



Find a Job - contract work



Find a Job - your activity

The 220 Soft Support Range

Guides in the 220 Soft Support Range

The guides are updated versions of the programs that have been licenced to and used in many UK Libraries and other organisations for over twenty years.

Universal Credit – Step by Step

A guide to the Universal Credit system that takes you through the steps of setting up your account, how much will be paid and when it will be paid. Other useful areas like budgeting and, for those new to computing, basic computer skills are also covered.

Demo at universalcredit.220soft.support/phoenix *

Job Skills – Find and Succeed

A guide to the skills and techniques you need for finding your new job. Among the many areas covered are interview preparation and techniques, tips on finding your ideal job, your first day at work and how to get the most from your job.

Demo at jobskills.220soft.support/phoenix *

Find a job – Step by Step

A guide to the government's Find a job system that takes you through the steps of setting up your account and managing it. Other useful areas like covering letters and creating CVs (with templates) and searching for jobs are also covered.

Demo at findajob.220soft.support/phoenix *

Life in the UK – The British way of Life

This guide is designed to support all newcomers to the UK. There is lots of useful information including customs, religion, travelling and public transport, health, hygiene and the NHS, making a living and benefits.

Demo at lifeintheuk.220soft.support/phoenix *

Collections in the 220 Soft Support Range

The collections bring together guides to support people facing changes in their life.

Redundancy Support contains:

- Redundancy and adapting to change
- Universal Credit – Step by Step
- Find a job – Step by Step

Demo at redundancy.support/phoenix *

Find a Job Support contains:

- Adapting to change
- Universal Credit – Step by Step
- Find a job – Step by Step

Demo at findajob.support/phoenix *

Life in the UK Support contains:

- Life in the UK – The British way of Life
- Job Skills – Find and Succeed
- Find a job – Step by Step
- Universal Credit – Step by Step

Demo at lifeintheuk.support/phoenix *

BNO contains:

- Applying for your Hong Kong BN(O) Visa and Settling in the UK
- Job Skills – Find and Succeed
- Find a job – Step by Step

Demo at bno.lifeintheuk.support/phoenix *

* You will need a code to login to the demos. Please contact info@220soft.co.uk