




Finding job opportunities



Aim of session:

- to use the internet to find jobs.

Objectives of session:

- understand how the internet can be useful to find a job
- get to know some useful job websites
- find some job opportunities locally.

Approx timing	Topic	Activity
5 minutes 	Introduction	<p>Have a chat about apply for jobs and the kind of things your mentee is looking for. What experience do they have and how can they go about it.</p> <p>If your mentee knows what kind of job they want to do, perhaps put a list together of organisations they may want to work for.</p>
10 minutes 	Searching specific websites	<p>If you've got a list the organisations that your mentee would like to work for, show them how you search for the company and where you could try looking. If the home page doesn't advertise vacancies you could try looking or searching: jobs, vacancy, recruitment or careers.</p> <p>By searching this way you might find opportunities that don't show up on more general searches.</p>
20 minutes 	General job website searches	<p>Take a look at these websites which give you more information on finding a job. Show your mentee how to use the search tools to narrow their search by area or interest.</p> <p>For support, advice, information and opportunities: www.careersadvice.direct.gov.uk/helpwithyourcareer/ www.mya4e.com</p> <p>Good websites to search for jobs: www.jobseekers.direct.gov.uk www.monster.co.uk www.gumtree.com www.reed.co.uk www.brookstreet.co.uk</p> <p>Show your mentee how to search for jobs locally through websites like Monster and Job centre, using their search tool.</p>

Approx timing	Topic	Activity
20 minutes 	Applying for jobs	<p>Once your mentee has found something they'd like to apply for, you can show them how to:</p> <ul style="list-style-type: none"> ✘ download and save application forms and job descriptions to their computer ✘ use Word to fill in the application forms or write a cover letter. ✘ attach the application form to an email and email ✘ some job websites/organisations ask you to upload your CV – it's something else you can show your mentee how to do. <p>Don't forget you can refer to the 'Using Word' lesson plan to help.</p>
5 minutes 	Evaluation	Don't forget to ask your mentee do their online evaluation.



Be *involved*
Be a volunteer