



## Job Searching Guide

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### Introduction

There is evidence to suggest that, when advertising roles, 85% of recruiters use paid sources to advertise their jobs online. This means that for job hunters understanding where to look and how to access these jobs can be an important part of the Career Transition process.

With so many different websites and recruitment agencies to consider, it's useful to know which job boards/search engines are the best. This will help you make an informed decision about who to speak to, where to apply, who'll give the best results and who'll help you find the role you want.

Whilst this guide provides a focus on using internet job boards and search engines to find job opportunities, it is also important to remember that many recruitment agencies still have a physical presence in towns and cities and that the opportunity to register with agencies still exists which can offer a more personalised and targeted service.

### Job Board / Search Engines

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A job board is a website which posts jobs supplied by employers for which they typically pay a fee to the job board. For example, 'TotalJobs.com' is one of the largest job boards and provides access to around 100,000 job adverts at any one time. In addition to such general job boards there are also more specialised job boards which focus on a particular industry such as technology, higher education, or healthcare jobs. 'NHSjobs' for example, is the leading site for jobs within the NHS. The list overleaf provides some information about a range of current job boards and their areas of interest.

Job search engines scour the internet and bring together job listings from job boards as well as employer websites. 'Indeed' and 'SimplyHired' are two of the most popular job search engines and they collect millions of listings on their platforms.

### How To Use Them

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It is hopefully fairly obvious that when searching for a role, it makes sense to use both job boards and job search engines, and a variety of sites, because no single site searches all job boards or employers. The more niche or specialised the work you are looking for the better it is to use search engines or job boards aligned to that sector or industry. As referenced, a number of large scale job boards and search engines are listed overleaf to provide a helpful starting point.

There is obviously a time commitment required in searching these systems especially where multiple sites are being used and so a handy feature that most provide is 'job alerts'. The sites use this function to send you through a notification by email for any

new jobs that are placed on the site that match your specific criteria. Be aware that depending on how general your search criteria and how many sites you register with this in itself could become a time consuming activity!

A step further from 'job alerts' is 'job matching'. Many websites now also offer job seekers the opportunity to upload their CV which allows recruiters to contact you with relevant vacancies that match your profile, career goals and background.

## Other Sources Of Jobs

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Whilst the internet provides many advantages it is important to recognise that it isn't the only source of job information and opportunities. For example, newspapers, Jobcentres and trade magazines are also places used by many employers to advertise their job vacancies. For example, the Guardian newspaper website.

One benefit of searching through advertised vacancies is that this can provide a 'feel' for the local labour market.

## Role of Social Media In Searching For Jobs

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As with many other areas of our lives, the role of social media in recruiting and job hunting is also growing. In the context of recruitment, social media isn't just about publicising vacancies but also provides employers (and potential applicants) with the opportunity to engage in two-way dialogue about what it is really like to work for them.

The main large scale social media sites like LinkedIn, Facebook and Twitter are obvious places to start but organisations are also looking at using more niche and specialist social media for more technical roles (e.g. software design).

## Pertemps

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For more than 50 years, the name of Pertemps has been synonymous with temporary and permanent recruitment. Following a merger in 2012 between Pertemps and the Network Group, it has now grown to become one of the largest staffing providers in the UK, owned and controlled by its employees. Today, the combined businesses work in partnership to offer innovative staffing and development solutions from a nationwide network of offices and specialist divisions.

Pertemps offer a more personalised service to help people find their next role and provides services across a range of sectors including; accountancy, admin and secretarial, call centre and customer services, driving, transport & logistics, education, engineering, finance, health & medical, hospitality & catering, human resources, and IT & telecoms.

Vacancies can be searched through their website (see below) or many towns/cities also have a local branch where job seekers can meet with an individual consultant.

Website: <http://www.pertemps.co.uk/en/job-seekers>

### Review of key points

- Use the right approach to fit your circumstances and needs – not just what 'everyone else is doing'.
- Manage your time commitment and let computers do the hard work for you.
- Don't assume everything is digital but keep up-to-date with emerging trends and opportunities.

### Next Steps

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As described, job boards and search engines can provide quick and easy access to a wide range of jobs although as our next guide on networking shows there can be benefits from widening your access and search to building contacts in the sectors you are interested in.