

Monograph on

JOB SEARCH CHANNELS

• Introduction •

Nowadays job offers are published in various channels: in order to differentiate ourselves from other people who are also looking for work, it is necessary to learn to use them effectively.

It is necessary to know, diversify and exploit the possibilities of the job search channels at our disposal, identify the ones best suited to our professional field and/or profile and make good use of the channels in accordance with their characteristics

If young students or adults in training are familiar with the various channels in which job offers are published, for the specific occupation or sector in which they want to work, this will help them find a job and achieve the professional goals they have set themselves in accordance with the training received.

• Reflect with the students before coming to Porta22 •

- Do you know in what different ways you can search for a job?
- Do you know how to use these ways efficiently?
- Do you know any specific resources for searching for a job in the sector where you want to work?

• Structure of the session •

1. Presentation of the session:

At the beginning we show the material and the services it offers.

2. Goals of the session:

- To discover the channels where job offers are published.
- To determine what are the most appropriate job search channels for each economic sector.
- To identify the most suitable elements, strategies and tools for taking the fullest advantage of each of the channels.
- To practise with the various job search channels.

3. Development of the session.

- **EXPOSITIONAL PART:** By means of key questions, seeking the involvement of the participants, the concept of "job search channel" is introduced. An explanation is given of the goals to be worked on individually and how the session will be carried out.
- **PRACTICAL PART:** An initial group dynamic serves to determine what the different channels are and to perform an analysis of them, exploring the advantages and disadvantages of each one.
- **EXPOSITIONAL PART:** Using the information generated by the previous exercise, an exposition is made of what strategies can be used to optimise the use of the various routes of access to the job offers.
- **EXPLORATORY PART:** Now, an exploratory part is opened in which the participants, via free access to the Porta22 multimedia platform, can practise job searching via Internet while being guided in the discovery of the various job search resources offered by the website: specific resources for job searching in certain

sectors, submitting unsolicited applications, offers related with the occupational sheets, etc.

4. Reflection in full meeting

The activity finishes with a brief exchange of the results obtained in the various dynamics, and the most important conclusions of the session are drawn.

• Proposed activities to continue working on job search channels •

Job search tools

Route: 🏠 TOOLS > **Job search process**

TOOLS > **CV and Letter**

TOOLS > **Job interview**

TOOLS > **Other job search resources**

Goal: Complementary to knowledge of the job search channels, everyone looking for work should be familiar with the search tools used. This section shows all the keys for succeeding in the selection process and getting a job.

Networking

Route: 🏠 TOOLS > Job search channels > **Networking.**

Goal: To obtain information on how to manage your network of contacts and create new job search networks.

The job search diary

Ruta: <http://www.qestudio.com/contenido>

www20.gencat.cat/docs/Joventut/Documents/Arxiu/A.pdf

Goal: Job searching requires planning and order in the various actions carried out. The proposed websites explain the steps to be taken to perform your search in a planned manner by using the job search diary, and include downloadable search models.

Practical exercise for classroom work.

Practising submitting an unsolicited application.

Goals: To acquire skills in drafting an unsolicited job application and replying to a job offer autonomously.

Indications: The activity seeks to bring students into contact with the job pool of their study centre, with the person in charge of managing the offers or the person in charge of intermediation with companies to achieve practice periods. The aim is to identify specific offers or companies in order to draw up an unsolicited job application: practising the letter of presentation, searching for information on the company in Internet, etc.

Recommendations: It would be useful to have the collaboration of a representative or head of the job pool, to offer information on the sector, companies collaborating with the centre, requirements of the offers received, etc.