

ONLINE JOB-SEARCHING



Who is this for?

Unpaid carers and former carers who are looking to move into employment.

Job-searching

Most jobs are now advertised online:

- You can search job sites such as Indeed and Total Jobs.
- Recruitment agencies, such as Reed, list vacancies on their websites.
- Many local and national newspapers have an online jobs page.
- Employers often advertise vacancies on their websites.
- Large national employers, such as the NHS, may have their own job sites.

Most sites contain hundreds of jobs, so you will need to search for suitable vacancies. Many have filters you can use, such as location, salary and job title. Some just have a search box, so you need to think of keywords.

Check the deadline for applications, as you will not be able to apply afterwards.

Applying for jobs

When you search online, click on the job to see more information. Sometimes you can download the **job description**, or this is shown directly on the web page. Some job sites take you to the employer's website for more information about the role.

The **application process** varies from job to job. Some employers will ask you to download an application form to complete.

For some posts, you will need to complete an **online form**. Online forms may have word limits for responses, and some do not allow formatting, for example bullet points. Most forms can be saved as you go along, so you can return to them later.

Some job sites give you the option to register and add information about yourself. You might then be contacted by recruitment agencies and employers about specific roles. You may have the option to upload your CV, or build your CV on their site. This involves completing an online form, which would include questions about your work history and qualifications.

See Factsheet 3 for more information about creating a CV.



Job interviews

Organisations are increasingly organising job interviews by video. The most common video conferencing platforms are Zoom and Microsoft Teams. If you are invited to attend a job interview by video, it is important to be prepared:

- Familiarise yourself with the video conferencing software before the meeting. If you cannot access the software, you can search for 'how to' videos on YouTube.
- Find a quiet space for the interview where you will not be disturbed.
- Find somewhere to set up your device, such as on a desk or table (not held or on your lap).
- Keep your background simple, removing any clutter. Avoid using virtual backgrounds.
- Check the position of your camera, to ensure you can be seen by the interviewer/s.
- Dress for the camera, and be aware of your body language during the interview.
- Think about questions you may be asked, and make notes that you can keep nearby.

If you have any concerns, for example there may be noise at home or you are using an online platform for the first time, talk to the interviewer/s beforehand.



Further information

There are many online job sites but here are a few you may want to visit:

Indeed: www.indeed.co.uk

Total Jobs: www.totaljobs.com

Charity Jobs: www.charityjobs.co.uk

Reed: www.reed.co.uk

LinkedIn: www.linkedin.com

NHS Jobs: www.jobs.nhs.uk

You can also access help with job-searching from local employment support services or talk to your local carers centre.

Your notes