

JOB SEARCH SKILLS



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Learn without limits.

Finding employment during Covid 19 Pandemic

Lets watch a video!

https://youtu.be/p_df-5YZkkw?t=9

Various Job Search Tools



- Internet
- Digital Job search e.g. LinkedIn, SWITCH (Tinder of online job search tools)
- Professional Journals and websites
- Employment Agencies/Associations
- Department of Labour
- Head Hunting and Networking
- Newspaper Adverts "
- Notice Boards

Internet Search

- Most popular way
- They will match your CV to the available jobs
- Cost effective and quick for employer & employee.
- <http://www.pnet.co.za> <http://www.jobrapido.com>
- <http://www.careerjunction.co.za>
- <http://www.indeed.co.za>
- www.ngopulse.com
- www.jobrapido.com
- www.dpsa.gov.za



LINKEDIn and SWITCH

- One of the best job search tools **LinkedIn**.
- Very important rule of the digital job search is to **be visible online**.
- **LinkedIn has the** *"Let recruiters know you're open"* feature, designed especially for the passive job search.
- Toggle the feature to "on" shows recruiters you are open to being contacted privately about new opportunities.
- You can access the feature by clicking "Me" in the navigation bar, selecting "View profile", and then selecting "Career interests" in "Your Dashboard."
- Remember - LinkedIn is a [companion](#) to your CV **NOT** a substitute.

LINKEDIN and SWITCH

- Switch is a mobile app, originally designed for tech and digital media professionals to connect directly and confidentially with hiring managers
- Focus on discreetly connecting urban professionals and digital businesses.
- Often described as the "Tinder of online job search tools,"
- Operates using a swipe left / swipe right interface.
- "Switchers" create a professional profile and upload their CV, job recommendations ensue which they can pursue or pass on with just a swipe
- A right swipe sends a notification and an anonymous professional profile to the hiring manager.
- Mutual interest results in a chat feature and a conversation about the next steps begins

Useful international sites

- Employment agencies
- Professional journals
- Employers association
- Department of labour (ESSA)
- Department of Health
- Head hunting
- Networking
- Notice boards



Newspaper Search

- Publish advertisements for vacancies across a broad range of fields
- Divided into National, Regional, and Local Newspapers
- They are also differentiated according to time/date of their publication [e.g. daily, weekly, fortnightly or monthly]



Newspaper Search Cont....

NATIONAL NEWSPAPER:

- **Sunday Times and City Press:** Sundays
- **Sowetan:** Daily - Tuesday publication recommended
- **Star:** Daily - Wednesday publication recommended
- **Mail & Guardian:** Friday

LOCAL KNOCK & DROP NEWSPAPERS: found in cities and towns and local and district municipalities. They are free advertise local posts only.

JOB MAIL and JUNK MAIL: published after two weeks.

☐ CHECK ONLINE FOR ALL NEWSPAPERS

CONCLUSION

Job search is:

- professional activity
- a full time job
- time consuming
- is expensive - budget
- Some sites and digital job search sites (LinkedIn are free)
- Needs organisational and communication skills
- No method is better than the other