

Class Activity 1

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Subject: BCW

Roll no. FA17-BCE-062-B

Date: 22/6/2020

Q1: What employment trends are occurring in the workplace today?

This means that upgrading your skills and retraining yourself constantly are the best career strategies for the twenty-first century. People who learn quickly and adapt to change will always be in demand even in a climate of surging change.

Q2: What can you do to determine a career path?

1. Visit your campus career centre.
2. Search the Web.
3. Use your library.
4. Take a summer job, internship, or part-time position in your field.
5. Interview someone in your chosen field.
6. Volunteer with a non-profit organization.
7. Monitor the classified ads.
8. Join professional organizations in your field.

Q3: What are some tips you should follow to ensure a safe and effective online job search?

Searching for a job electronically has become a common, but not always fruitful, approach. Web sites such as CareerBuilder.com and Monster.com list millions of jobs, landing a job is much harder than just clicking a mouse. In addition, these job boards now face competition from social networking sites such as LinkedIn, Facebook, and Twitter

1. Use reputable sites
2. Be selective.
3. Use a dedicated e-mail address.
4. Limit personal information
5. Post privately.
6. Count the days.
7. Keep careful records.
8. Protect your references.
9. Don't respond to a "blind" job posting.

Q4: Even with the popularity of online job-search sites, traditional job-search techniques are still important. What are some traditional sources for finding jobs?

1. Check classified ads in local and national newspapers.
2. Check announcements in publications of professional organizations.
3. Contact companies in which you are interested, even if you know of no current opening.
4. Sign up for campus interviews with visiting company representatives.
5. Attend career fairs.
6. Ask for advice from your instructors.
7. Develop your own network of contacts.