

## **Best job-hunting tips**

Hi, my name is Mandy and as a JobCentre Plus advisor my job is to help you back to work. So I'd like to talk to you about the best job-hunting techniques, and hopefully save you a little time as well.

Okay. So when you're searching for jobs, there are a couple of things I'd like to draw your attention to. The first is how to best look for jobs. It's natural to spend lots of time and energy job-hunting, but it's best to make sure you're doing it in a way that makes the most of your efforts. You don't want to be applying for jobs that are already taken after all. It's hard enough out there.

The job search on our 'Back to Work' website operates in real-time, so advertisements are always up to date. I suggest checking it at least once a day to increase your chance of finding a local job that suits you. You can get to the 'Jobsearch' part of our website by clicking through at the end of this video.

The second thing I'd like to draw your attention to is how best to think about yourself. We all have our strengths and weaknesses, so it's important to know what you're good at and what can be fine-tuned.

Whether that's;

- Writing a CV
- Selling Yourself
- Analysing job advertisements
- Following up an interview
- Rethinking your skills
- Even staying positive and coping with change

It's going to be different for everyone but who can honestly say they're good at every element of job-hunting? I know I can't, so it's important to think about these things in the right way so you don't get stuck. You can do this by clicking through to the 'Jobcoach' section of our 'Back to Work' website.

So to wrap up;

- for live updates of jobs in your area go to the 'Jobsearch' section of our website
- or if you want to reassess your job-hunting technique go to the 'Jobcoach' section of our website.

That's all from me. And good luck.

## **Fine-tune your job search**

Hi, my name is Wendy, I'm a JobCentre Plus advisor. Now I know you've been looking for work for a while, and I'd like to offer you some advice that I hope will help.

When you've been looking for a job for some time, it's normal to get a bit frustrated. But you must remember, sometimes this is just how it goes. I know it's difficult, but it's vital to double-check what you've been doing so far. There could be something that you're doing that requires some fine-tuning. Many people find it helpful to look over the range of tools on our site. There's everything from practical tips on selling yourself to advice on how to maintain a positive outlook - which may not sound important but matters greatly. If you click on the 'Jobcoach' part of our 'Back to Work' website, you'll hopefully find something that will really benefit you.

There's also another point that might be helpful to think about.

At this point in your jobsearch, many people ask themselves, "what about looking for other kinds of jobs?" It might be something you've already considered and it's a good idea to really think about broadening your job options. There's almost always a job that could be a stepping stone into the one you really want. Or jobs that are actually much more like your last job than you would have thought. If you'd like guidelines on how to widen your job search constructively, click on the 'Jobcoach' part of our 'Back to Work' website and go to the section on 'getting a job that makes the most of your skills'.

One final thing worth knowing is that you may now be eligible for some extra financial support to help pay for your rent or mortgage. Again, all the details can be found on our 'Back to Work' website.

Thank you for listening. And I wish you every bit of luck in your endeavours.

## **Frustrated in your job search?**

Hello I'm Joan, I'm a JobCentre Plus advisor. I'd like to take a minute or two to offer up a bit of advice – things people tend to find useful when they've been out of work for a while.

Now I'm sure I don't need to tell you it's a tough time in the job market. A lot of people haven't been as successful in finding a job as they would have been under normal circumstances. But there are more vacancies being advertised every day, so things are changing. The important thing for job-hunters to do at this point is not make any drastic changes. Keep looking for jobs as you have been doing, in the best way you can. This means doing things like;

- checking the job ads every day
- sending out your CV
- keeping faith in yourself and who you are

When you put yourself on the job market you are putting yourself "out there" which is always difficult, and that's why it's important to see each interview as step a forward. Believe in yourself, even if the employer gives the job to someone else.

A great way to stay positive going into interviews is to go over every detail with a fine-tooth comb. It will make you feel confident because you've prepared for the interview as much as you can. How much can you find out about the company? What questions might they ask you? Double-check. Can you find out on the internet or from people who already work there?

For more help in keeping your approach fine-tuned, check out the 'Jobcoach' section of our 'Back to Work' website.

Oh, and one more thing. It's important to take a break from time to time. I know it sounds daft, but try doing some exercise, it's a great way to unwind and your brain will thank you for the rest and opportunity to recharge.

So good luck. And remember, if you keep trying you'll get there eventually. Goodbye.

## **Facing Redundancy**

Hi, my name's Chris and I'm an advisor at JobCentre Plus. I spend a lot of time helping people cope with the realities of facing redundancy. It's not an easy position to be in, but hopefully this short video will provide you with the information you need and save you some time and worry in the process. So let's get started.

You've probably already started asking yourself questions like

- Where am I going to get money from now?
- What help can the government give me?
- How do I go about looking for a new job?

You're not alone.

It's never easy dealing with redundancy, but there is an online benefits adviser on our 'Back to Work' website that allows you to find out easily which benefits you may be eligible for. This will hopefully reassure you what kind of financial help you may be able to claim while you search for another job. All you need to do is click through to the Benefits Adviser tool at the end of this video.

If you haven't had to search for a job in a while, you may want to consider some of our tips and advice about how to go about job-hunting. At the end of this video you can click through to the 'Jobsearch' part of our 'Back to Work' website which will help to answer your questions about the best way to look for a new job.

I hope I have been of some help and wish you the best of luck in your job search.