



Irish National Organisation of the Unemployed

November 2011

Looking for Work

This leaflet identifies a wide range of services, supports, advice and tips to help you with your jobseeking.

Where to look for work

- ❑ **NETWORKING:** It is difficult to get a job in the current economic climate so it is very important that you stay connected to as many different people through as wide a range of sources as possible such as: word-of-mouth; industry contacts; ex-work colleagues; social networking websites; voluntary work; family and friends.
- **Industry contacts:** People who are working will often hear of job vacancies that might never be advertised to the public. Keep in contact with ex-colleagues.
- **Word of mouth:** A network of contacts such as family, friends that you interact with on a regular basis, will increase your opportunities to find work. Tell them exactly what type of work you are looking for.
- **Voluntary work** is a good way to keep active, keep in a routine, learn new skills, get involved in your local community and in some cases can lead to paid work.
- **Social networking websites:** There are a range of websites that can assist you in your job search. LinkedIn is a business orientated social networking website that can be used for networking or as a job seeking tool.
- ❑ **NEWSPAPERS / RADIO:** Check local/national media for announcements of job vacancies (eg Irish Independent job section, Thursday).
- ❑ **INTERNET:** You can use the internet to check for job vacancies on FÁS and a wide range of recruitment agency websites.

- ❑ **VISIT:** Your local FÁS office for information on job opportunities.
- ❑ **SKILLNETS** enables groups of companies within the private sector to set up training networks where employers have identified a skills shortage. If you are unemployed and fulfil the Skillnets definition of a job seeker you can attend a range of courses at no cost and with no impact on your social welfare payments or benefits. Skillnets courses include employed people and provide an opportunity to network with people working within that industry.

Applying for jobs

A **JOB ADVERTISEMENT** notifies potential applicants of a job vacancy by giving a brief description of what the job is about.

A **JOB DESCRIPTION** is a list of general tasks, functions and responsibilities of a position. It may include information such as the necessary qualifications and work experience needed to do the job. It may also include the salary range for the position.

A **PERSON SPECIFICATION** is an extension of the job description. It outlines the personal qualities needed to do the job. It also outlines the skills that you must have to successfully do the job being applied for.

An **APPLICATION FORM** or a **CV** may be used in the recruitment process by an employer depending on their preference. When you fill in an application form or write a CV it is very important that you read both the job description and the personal specification focusing on what are the essential and desirable criteria for the job. Match your skills, knowledge, experience and personal qualities to what the employer is looking for. This is why your CV should be tailored to each specific job that you apply for. It is important that you send a cover letter with your CV.

CV AND APPLICATION FORM TIPS

✓ **READ** the job advertisement, job description and person specification very carefully. Try to pick out the main tasks and responsibilities needed to do the job.

AND

✓ **MATCH** your relevant work experience, qualifications, skills, personal qualities and knowledge in your CV or application form to those main tasks and responsibilities.

! **Your ability to do this successfully will be crucial in securing a job interview**

✓ **BE SELECTIVE** and concise with the information you present.

✓ **PHOTOCOPY** the application form and use this as a rough working copy before you fill in the original.

✓ **UNDERSTAND** each question fully before you start to answer it.

✓ **CHECK** your CV and/or Application Form for accuracy of spelling. It is also useful to have someone else re-check it.

✓ **REMEMBER** to print or photocopy your CV / Application Form along with the job advertisement, job description and person specification. You may need this at a later stage for interview preparation.

Applying for Jobs

JOB INTERVIEWS

There are many types of interviews; the most common of these are face-to-face interviews by one or more interviewers. In order to give yourself the best chance to get the job you will need to perform well at the interview. The following are a list of tips to help you make the most of your interview.

INTERVIEW TIPS

- ✓ **RESEARCH** should always be your first step. So it is vital that you gather as much information on the job and company as possible.
- ✓ **PREPARE** for the interview by re-reading both the job description and personal specification. Pick out the essential and desirable criteria for the job.
Then write out a list of questions that you think you may be asked in the interview. Think of the answers to these questions focusing on examples of how your skills, knowledge, experience and personal qualities prove that you can do the job.
It may be useful to prepare for the interview by asking a friend to give you a mock interview.
- ✓ **PUNCTUALITY:** be in good time for the interview. Knowing the exact location of the interview will help ease what can already be a stressful situation.
- ✓ **FIRST IMPRESSIONS** are important. The first impression you make on an interviewer will be determined by the way you present yourself.
- ✓ Demonstrate **ENTHUSIASM**. If you don't make it very clear that you want the job, you probably won't get it.

Jobseeking services

- ❑ The employment section of FÁS (which includes job placement) will become part of the new National Employment and Entitlements Service under the Department of Social Protection. Staff can advise on options which may lead to a job.
- ❑ **JOB CLUBS** provide support to jobseekers in preparing CVs, improving interview techniques or in identifying possible job opportunities. Job Clubs operate courses for up to 5 weeks. Job Club facilities are available until you find a suitable job.
- ❑ **LOCAL EMPLOYMENT SERVICES (LES)** provide intensive support for people who are unemployed for more than 3 months. A mediator can develop a jobseeking plan that will focus on your skills/abilities to help you find the type of job you want. Mediators may have contacts with local employers and can help in finding work.
- ❑ **SOCIAL WELFARE OFFICES** may have Jobs Facilitators who can help you by providing assistance in accessing employment opportunities, developing progression plans, promoting available schemes / work incentives and encouraging the use of support services.
- ❑ **LOCAL CONGRESS CENTRES** may provide help with jobseeking eg: photocopying and CVs
- ❑ **RECRUITMENT AGENCIES:** can assist you with finding job interviews and job placement.

Financial Supports to assist you to take up work

SECONDARY BENEFITS are benefits that you may be entitled to as a result of being in receipt of a jobseeker's payment. You may be able to retain all or part of certain secondary benefits if you take up work. These include:

- Rent / Mortgage Interest Supplement
- Medical Card / Doctor only Visit Card
- Back to School Clothing and Footwear Allowance
- Differential Rent ● Rental Accommodation Scheme
- Fuel and Smokeless Fuel Allowance

FAMILY INCOME SUPPLEMENT (FIS) is a weekly payment designed to assist people with families who are working in low paid jobs by providing an additional tax-free payment.

REVENUE JOB ASSIST SCHEME is a scheme designed to assist people returning to work by providing an additional tax-free allowance.

PART-TIME JOB INCENTIVE is a scheme which allows unemployed people to take up part-time work of under 24 hours a week.


BACK TO WORK ENTERPRISE ALLOWANCE (BTWEA) is aimed at assisting people to become self-employed by allowing them to retain all or most of their Social Welfare payment on top of their earnings. You will qualify for this scheme if you:


1. are unemployed for at least 12 months and are entitled to Jobseeker's Allowance.
- or**
2. have been made redundant and are entitled to Jobseeker's Benefit.



Irish National Organisation of the Unemployed

For further information contact the INOU.

 01 856 0088

 welfareinfo@inou.ie

 redundancy@inou.ie

websites: www.inou.ie www.redundancy.ie

This leaflet has been produced with financial support from the Department of Social Protection