

# Using the Internet for...

# Finding a job



# Using the Internet for **Finding a job**

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Lifesteps offers you a range of online and printed guides. Written by staff from Irish public libraries, each guide contains easy to follow, step by step explanations of how to use the Internet to achieve a specific goal or 'life step'.

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For updates, news on the project and for a full listing of all the guides, log on to [www.lifesteps.ie](http://www.lifesteps.ie)

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# Introduction

This guide will help you to find a job in Ireland on the Internet. It will also offer advice on finding associated information such as interview techniques, creating a CV, and employment issues.

The Internet offers limitless sources of information for the world of careers and job-hunting. However, incorrect or outdated information can make your task long and frustrating, so be careful when browsing sites and make sure that the information you are using is up to date.

Among the online resources are the following:

- Recruitment websites such as [www.monster.ie](http://www.monster.ie). Recruitment websites are a popular way to go as they have various facilities such as alert services for new vacancies, CV creation facilities and application tracking. Most of the more useful sites will also have what they call 'Career Centres' offering advice on interview techniques and other such issues
- Individual company websites
- Classified advertisements and job sections from daily and weekly, local and national newspapers e.g. Classified jobs section from *The Irish Times*: <http://jobs.nicemove.ie/home.asp>
- Government agencies such as FÁS: [www.fas.ie](http://www.fas.ie)
- Locally based initiatives such as 'PeoplePlus' in Co. Meath: [www.people-plus.org](http://www.people-plus.org)
- Websites that specialise in jobs of a particular type or in a particular sector e.g. [www.salesjobs.ie](http://www.salesjobs.ie)
- Interview skills and techniques
- CV writing and tailoring
- Further education and training

The main benefits of using the Internet to find a job as opposed to the more traditional ways are:

- You can register for job alerts, which means you will be sent all the latest jobs by email as they appear on a particular site, or you can specify the type of job about which you would like to be notified.
- Many websites offer you the option of storing your CV and when you wish to apply for jobs, you simply enter your username and password and your CV is automatically sent to the employer.

- Sometimes advertisers or employers request a database search of CVs that are registered with recruitment websites. If your CV matches their requirements, you will be sent an email with a link to that job.
- Most websites offer a facility for keeping a list of all the jobs you applied for and the dates you applied to them.
- You can receive monthly/weekly newsletters from some websites and these keep you informed of the job market, the latest career news, recommended reading and much more.

## Need to Know

You will need to have a basic knowledge of how to use a PC and the Internet and how to use email. It would also be easier if you have a good idea of what type of job you wish to apply for.

## Need to Have

An email address – to be able to receive notification of potential jobs and to send CVs.

A Curriculum Vitae (CV) outlining personal and work history details.

## Related Guides

'Internet Basics' covers the Need to Know requirements for this guide.

## Quick Guide

1. Have a CV ready to upload.
2. Set up an email address for yourself if you do not already have one. Many websites offer free email and storage facilities – the most popular being [www.hotmail.com](http://www.hotmail.com) and [www.yahoo.com](http://www.yahoo.com).
3. Search for an appropriate site to match your needs. You can do this using a search engine such as Google [www.google.ie](http://www.google.ie). If looking for a job in Ireland limit the search to Irish sites.

You can also use specific websites to search in. The most popular sites to use are [www.jobsearch.ie](http://www.jobsearch.ie), [www.monster.ie](http://www.monster.ie), [www.irishjobs.ie](http://www.irishjobs.ie). See the Links section for more jobs websites.

4. Browse your results for what looks like the most appropriate website and register with that site.
5. Either use the website's facility for entering your CV or upload your CV to the site's database.
6. Follow the website's instructions for applying for the job that you want and then wait to hear from the employer or the recruitment agency. *You will need to check your email regularly to make sure you do not miss out on notifications and deadlines.*

## Step-by-Step Guide

### Step 1: Searching the Web

Search for the job that you want using a search engine to find the best sites. Below is an example using Google and choosing the option to get pages from Ireland specifically. The search is for a job in the customer services area.



### Step 2: Finding a website

Browse the results to find a site or job that interests you. For the purposes of the guide we will assume that the best option for us was found in Monster.ie, who found 253 jobs that match what we are looking for. By clicking on the link from the Google search results, we are brought through to the results page in Monster.ie and can now browse the jobs on offer there.

### Step 3: Applying for the job

Simply click on the job titles to see more detailed information about the different jobs. The information ranges from salary to the location of the job and a work description. Details are also given of how to apply for the job. In some cases you will be directed to go to the employer's own website to apply while in others, such as this one, we can send our details via the Monster.ie website.

### Step 4: Registering on a job website

Click on the **Send your CV Now** button to apply for the job. This will direct you to a page that asks you to register as a member with the site. This simply means that you must complete a form giving some personal details and your email address.

The form also asks you to choose to create your CV using the site's online facility or to use a CV that you have already prepared. Assuming you have a CV ready to upload pick the option that says 'Use a Microsoft Word CV.doc files only' and click on the CONTINUE button.



### Step 5: Uploading your CV

The next page asks you to browse to find the place where your CV is stored. To find your CV and upload it to the website click on the BROWSE button. A window appears asking you to locate your CV. Choose the location of your CV (whether it be stored on floppy disk or on your C drive on your computer) then complete the remainder of the form and click on the CONTINUE button at the bottom of the page.

## Step 6: Confirm and send

The next page appears with a copy of your CV and is the final step in the process. You need to simply check through the details that appear on this page one final time and verify that everything is correct and how you want it to appear. Once satisfied that all is ok you should click on the **CONFIRM AND SEND** button at the bottom of the page. You have now applied for the job and need to check your email regularly for a response to the application.

# Other Features of Online Job Searching

## Job alerts

As mentioned earlier in the guide, you can also sign up to receive alerts from different websites, notifying you of the latest jobs that they have on their books. The way that you do this will vary from site to site, but most sites offer this service as part of their registration process. Choose the option called 'Job Alert', 'Job Search Profile', 'Job Search Agent' or something similar. It will consist of you specifying an area of work that you would be interested in, a location and sometimes a salary scale, full or part-time opportunities.

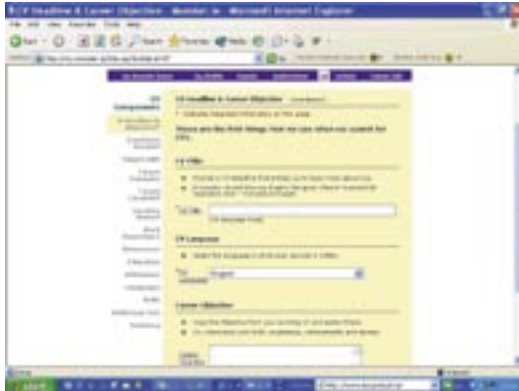


In some cases you are also asked how often you would like to receive emails about the type of job that interests you.

Based on the criteria that you give the website, you will receive emails to the email address that you supplied when registering alerting you to suitable jobs.

## CV creation

A vast majority of websites have a section entirely devoted to tips on how to create a successful CV. Some sites, like [www.monster.ie](http://www.monster.ie), offer a CV building service where you are prompted to fill out your personal and work history details in a prepared form. Other sites just offer you advice on what to include in your CV and how best to present it.



## Researching an employer

When applying for jobs and especially when attending interviews, it is important that you know something about the company that may potentially become your employer.

Before meeting your potential employer, you will need to be aware of some basic information such as what the company does and how it operates, who are their major competitors, and what skills they are looking for, such as education, previous experience and what it is that you can offer them.

This will give you confidence during an interview, and you can then ask relevant questions, referring to your research. Also, letting the interviewer know that you have done some research shows that you are interested and enthusiastic about the job.

Most companies today have official websites that are accessible on the Internet and these sites provide nearly all you need to know from the size of the company to their annual reports, new developments, etc.

To find information about a particular company you could perform a search in one of the search engines such as [www.google.ie](http://www.google.ie) or [www.altavista.ie](http://www.altavista.ie) by simply typing in the name of the company.

Alternatively, the majority of the recruitment websites have a section offering information on the employers that have job listings on their sites. For example on the site [www.irishjobs.ie](http://www.irishjobs.ie) there is a link on the homepage under the heading **Search by Recruiter to Employers**.



Clicking on this link will bring you to a list of different companies. You can then click on the name of the company that you are interested in and you will be shown a summary of what the company does, job vacancies with that company and also a web address for the company where you can go to find further information. Below is the company information found on [www.irishjobs.ie](http://www.irishjobs.ie) for United Airlines.



## Newspapers: **The Classifieds**

A traditional way of finding jobs has always been to browse the classifieds in the daily newspapers. Now you can do this over the Internet and you have access to far more papers than you would have time to flick through. For a list of website addresses for different newspapers see the Links section at the end of this document. The website [www.unison.ie](http://www.unison.ie) has a section called 'Classifieds' which brings together the appointments pages from several different newspapers and you can therefore search all of these at once making your search all the more fruitful and time-saving.

## Employment Issues

It is always a good idea to be aware of the rules and regulations governing employment. Some of these issues are working hours, holiday entitlements, pay, taxation and a host of other issues. A good resource for finding out what your rights at work are is the website [www.oasis.gov.ie](http://www.oasis.gov.ie).



## Further Training & Education

The Internet is a particularly useful tool in the area of further training and education, as it has heralded a new type of study with online learning. You can now, if you choose, conduct your learning over the World Wide Web; you can receive coursework and tutorials, and send in assignments to be marked, all without leaving your own home.

A good way to find courses that you are interested in is to search one of the search engines by typing in the subject area you are interested in. Also check the Links section for a list of useful websites to help you get there more quickly. Below is the search page from [www.learningireland.ie](http://www.learningireland.ie), which allows you to search a huge database of night and day courses as well as corporate training courses and distance learning options.



# Glossary

- Career centre:** Many recruitment websites contain a 'career centre' section. This offers advice on various work-related issues such as interview techniques, salary expectations, and how to improve your CV.
- CV Building/Creation:** Some sites (such as monster.ie) offer a CV building site where users are asked to complete a prepared form, detailing their personal and work history. Other sites offer the user detailed advice on how to improve their CV.
- Email:** **(Electronic Mail)**  
Email is a service that sends messages across the Internet from one human user to another. Like a letter, email is person-to-person and it stores messages until they are read.
- Homepage:** The main or introductory page of a website.
- Internet:** A large collection of computers, connected together to allow them to share information with one another.
- Job alert:** Many recruitment websites offer users the opportunity to receive 'job alerts'. The user is sent by e-mail all the latest jobs from that recruitment site, which can be limited to a particular location, career type, or salary level.
- Link:** A link, or hyperlink, is a part of a web page that, if clicked with a mouse, opens a different Web page. Links are usually shown in blue and underlined on a web page.
- Online learning (or E-learning):** Online learning (or e-learning) is an increasingly popular new type of studying. It can result in class teaching, coursework, tutorials, assignments, and or examination results, to be all conducted via the Internet.
- Recruitment website:** These websites all advertise vacancies from various companies, with some specialising in a particular

area of employment. Some of these sites also offer career advice.

**Register:**

To register means to create an identity online. For many services, it is important that the website knows your name, address, phone number, etc. For example, if buying a book in an online bookshop, you need to provide this information. The online bookshop then records your details in a database of customers, which it later uses to post out the book to you. Registration is usually completed by filling in an online form, with fields for name, address and other information.

**Search:**

Searching is the process of finding a particular word or topic within a website or on the Internet. When you search, you type in one or more words which describe what you are searching for, and a search engine program looks up a database and shows a list of links to pages that may match what you are looking for. When you search, it is up to you to have some idea of what you are looking for – you have to type in the words to search for. Searches vary in scope – many websites allow you to search the site and all its pages; bigger search engines such as Google allow you to search the whole Internet. Typing CTRL-F lets you search the web page you are looking at.

**Search engine:**

A program running on a web server computer which creates and maintains a directory of web pages on the Internet. The engine has a web page with a form; you type in words describing what you are looking for; the engine looks up its directory and sends back a list of web pages that it thinks will fit your search criteria.

**Upload CV:**

Many recruitment company websites offer users the opportunity to forward their already stored CV into them for a particular job. The user is asked to browse for their CV, and subsequently asked to send it.

**Website:**

A website is a collection of web pages which displays information on a particular topic. Common types of websites include company websites (information about the company), online shops (where you buy goods and services and pay by credit card) and personal websites (where individuals share their interests). A website may consist of just one page of information, but will usually contain several pages, all linked together. All the pages in a website usually share the same 'domain' name. For example, all the pages in the large online shop Amazon have an address (URL) that starts with 'www.amazon.com'.

**World Wide Web:**

Also called the WWW or the web. A service that sends information over the internet from web server programs to web browser programs. The browser then displays this information to the user on his computer screen.

## Links

### Recruitment Websites

[www.recruitireland.com](http://www.recruitireland.com)

[www.monster.ie](http://www.monster.ie)

[www.trg.ie](http://www.trg.ie)

[www.irishjobs.ie](http://www.irishjobs.ie)

[www.irelandjobs.ie](http://www.irelandjobs.ie)

[www.careerwise.ie](http://www.careerwise.ie)

[http://advancerecruitment.ie](http://http://advancerecruitment.ie)

[www.edenrecruitment.ie](http://www.edenrecruitment.ie)

[http://jobs.nicemove.ie](http://http://jobs.nicemove.ie)

[www.noelrecruit.ie](http://www.noelrecruit.ie)

[www.hrm.ie](http://www.hrm.ie)

[www.skillsgroup.ie](http://www.skillsgroup.ie)

[www.topjobs.ie](http://www.topjobs.ie)

[www.jobsnation.net](http://www.jobsnation.net)

## Industry Specific Websites

[www.salesjobs.ie](http://www.salesjobs.ie)  
[www.nixers.com](http://www.nixers.com)  
[www.hoteljobs.ie](http://www.hoteljobs.ie)  
[www.hotelkeeper.ie](http://www.hotelkeeper.ie)  
[www.carjobs.ie](http://www.carjobs.ie)  
[www.publicjobs.ie](http://www.publicjobs.ie)  
[www.centrepntgroup.com](http://www.centrepntgroup.com)  
[www.sciencerecruitment.ie](http://www.sciencerecruitment.ie)  
[www.compfutures.ie](http://www.compfutures.ie)  
[www.marketreach.com](http://www.marketreach.com)

## Newspapers

[www.ireland.com](http://www.ireland.com)  
[www.unison.ie/classifieds/appointments/](http://www.unison.ie/classifieds/appointments/)

## Employment Issues

[www.oasis.gov.ie](http://www.oasis.gov.ie)  
[www.basis.ie](http://www.basis.ie)

## Further Training & Education

[www.fasnrcvg.ie](http://www.fasnrcvg.ie)  
[www.nightcourses.com](http://www.nightcourses.com)  
[www.city-and-guilds.com](http://www.city-and-guilds.com)  
[www.daycourses.com](http://www.daycourses.com)  
[www.pitmanqualifications.com](http://www.pitmanqualifications.com)  
[www.iol.ie/careernet/](http://www.iol.ie/careernet/)  
[www.learningireland.ie](http://www.learningireland.ie)

## Careers Websites

[www.mindtools.com](http://www.mindtools.com)  
[www.careerdirections.ie](http://www.careerdirections.ie)

## Final Notes

As we have already said the Internet provides limitless resources for the jobseeker. It may however take time to find the resource that suits you or one that is reliable and up to date. So remember in the beginning to have patience and when you do find a website that has the information or the job that you are looking for, add this to your favourites so that you can find it easily again. This is easy to do: when you have opened a website that you find useful, simply click on the '**Favourites**' menu in the toolbar at the top of your browser screen and, in the pull down list that appears, click on '**Add to Favourites**' and then click on '**OK**'.

Remember too that it may be wise to register with a few different websites giving you more options on the job finding front.