

# Job Seeking Skills

## Module Overview

The content and activities are split into five parts, each with a number of modules. These are listed below, along with estimated times for completion.

You may wish to complete these in order or just pick and choose the ones you need (although some of the later modules make reference to earlier ones). Bear in mind that the times are estimated and may vary depending on the group you are working with. Some activities can be completed in the students' own time.

	Number of activities	Estimated times
<b>Part 1: Get prepared</b>		
Module 1: All about you	4	60
Module 2: The job market today	2	50
Module 3: Where to look for work – Contacts and networking	2	50
Module 4: Where to look for work – Using websites	4	60
Module 5: Where to look for work – Using social media	1	50
<b>Total for Part 1</b>		<b>4 hours 30 minutes</b>
<b>Part 2: Apply</b>		
Module 6: Writing your first CV	1	60
Module 7: Matching your skills to a job	2	60
Module 8: Applying by letter or email	1	60
Module 9: Phoning about a job advert	1	60
Module 10: Application forms and online application systems	3	60
Module 11: Making speculative job applications	1	50
<b>Total for Part 2</b>		<b>5 hours 50 minutes</b>
<b>Part 3: Getting the job</b>		
Module 12: Preparing for an interview	1	50
Module 13: A standard (strengths-based) interview	1	60
Module 14: Competency-based interviews	2	60
Module 15: Video and telephone interviews	1	60
Module 16: Interview presentations	1	90
Module 17: Sitting selection tests	2	60
<b>Total for Part 3</b>		<b>6 hours 20 minutes</b>

	Number of activities	Estimated times
<b>Part 4: The outcome</b>		
Module 18: The job offer and starting work	1	50
Module 19: Not getting the job	1	50
Module 20: Volunteering	1	60
Module 21: Self-employment	1	60
<b>Total for Part 4</b>		<b>3 hours 40 minutes</b>
<b>Part 5: Working Life</b>		
Module 22: Basic employment rights	2	60
Module 23: Employee behaviour in the workplace	2	90
Module 24: Understanding your pay	2	60
Module 25: Health and safety in the workplace	2	60
<b>Total for Part 5</b>		<b>4 hours 30 minutes</b>
<b>Total estimated time for completion</b>		<b>25 hours 50 minutes</b>