

JOB SEEKING SKILLS

Step 1: Get prepared



4: Recruitment and organisation websites



My World of Work

You might find the **My World of Work** job search tool helpful.

It uses the Jobcentre Plus database of vacancies, but the search options are different. You can search vacancies using keywords, for example admin, engineering or apprenticeship.

Visit it at www.myworldofwork.co.uk/search-jobs/.

If you are looking for a job or apprenticeship with a large multi-national company, such as BAE Systems (the defence, security and aerospace company), Network Rail or Scottish Power it may be better to look on the company website.

Companies' and organisations' own websites

It's now common for employers to advertise vacancies on their own company websites; most businesses use this method in combination with other ways to recruit. However, businesses with less than 10 employees are less likely to use this method.

Many employers' websites let you register your details and set up a 'job alert', so that they can let you know by email or text if a vacancy comes up. You may also be able to follow them on social media, for example, X and Facebook, to see when vacancies are advertised (more on this in [5: Social media platforms](#)).

Before you start, you need to make sure that you plan your search before you go online.

Write down:

- the names of the jobs, or type of job, you are looking for
- the industries you want to focus on
- the level of job you want to go into (for example, junior, trainee, apprentice, technician)
- the names of any specific companies you'd like to work for.

Remember to keep track of your 'favourites'.



Activity 1: Finding out about companies and organisations

Practise finding and using employers' websites and careers pages by using the [Activity 1 worksheet](#).

Looking for work with a local council

If you want to find a job or Modern Apprenticeship with a local council, there are two main ways to search.

1. the local council website – many have specific job or career pages, or Modern Apprenticeship pages
2. the shared recruitment website at www.myjobscotland.gov.uk



Activity 2: Searching for local council vacancies

Go to myjobscotland and look for vacancies available in your local council under different job categories. How many of the vacancies could you apply for?

Other recruitment websites



These are more popular with medium and larger sized companies and organisations, as employers may have to pay for some services, but you don't!

There are many different recruitment sites. Some post a wide range of vacancies; others focus on specific industries or specific groups of job seekers.

General recruitment websites

Adzuna - www.adzuna.co.uk/

CV Library - www.cv-library.co.uk/

Indeed (Scotland) - www.indeed.co.uk

Jobsite - www.jobsite.co.uk

Reed (Scotland) - www.reed.co.uk/jobs/jobs-in-Scotland

s1jobs - www.s1jobs.com (used by the Herald, Sunday Herald and Evening Times)

Scotjobsnet - www.scotjobsnet.co.uk

Scottish Jobs Today - www.jobstoday.co.uk/scotland (used by The Scotsman)

Totaljobs - www.totaljobs.com



Activity 3: Practise searching for vacancies on recruitment websites

Select two or three of these sites and practise searching for vacancies.

Go to the [Activity 3 worksheet](#) to record the sites you have used and any vacancies you found online that interested you.

Now you know more about which websites to use,
you can move on to

[5: Social media platforms](#)

Or [click here](#) to return to the main screen.