JOB HUNTING

VIDEO SCRIPTS

Unit Number	1
Unit Title	Getting into Job Hunting 4.0
Video Title	**Getting into Job Hunting 4.0**
Video Duration	approximately >3 minutes
Knowledge Pills	As seen on ppt …
PPT Title (Unit 1)	Getting into Job Hunting 4.0
Slide Number	40
Locution Associated Video (text)	(slide 1) (slide 2) The current Social media, through which the online social networking is achieved, are the result of Web 2.0, which managed to change the Internet texture giving it a more social dimension (slide 3) The Social Media are nothing more than the natural evolution of traditional media and communication, which were adopted by technological progress. Sites like Wikipedia, Facebook, YouTube, Twitter, have managed to form an integral part of everyday life for more than one billion people worldwide (ITU, 2012) (slide 4) In this session we will talk about the Techniques of Job Search via social media. This class is called Job Hunting 4.0, as we focus on the emergence of a new personality recruited, the Job Hunter 4.0. An exploratory multifarious personality, with understanding of global trends and values that should guide the job search. (slide 5) But which are the characteristics of a Job Hunter 4.0? Well…The Job Hunter 4.0: • (slide 6) Understands **continuous learning** as the opportunity which drives to into creative growth • (slide 7) Perceives work as an opportunity given to our talents and capacities for having positive impact on human lives' • (slide 8) Keeps high level of collaboration with very diverse people, is tuned with the larger picture, being aware of positive leadership and transparency

- (slide 9) And Understands the "triple bottom line": financial, social and environmental measures of success

- (slide 10) So now our main aim is to familiarize you with the terminology and the new trends in Job search through the Internet.

(slide 11)
A map of available resources (to understand their difference from traditional forms of job search).
(slide 12)
Job search methods have traditionally been divided into formal and informal methods.
(slide 13)
- Formal methods include using the services or employment agencies or answering advertisements published in newspapers, journals and recently in INTERNET

(slide 14)
- Now…Using one's personal contacts is among the most studied informal job search strategies but other methods , such as contacting employers directly are also considered informal job search methods

(slide 15)
Also Job seekers could be divided into active or passive.
(slide 16)
- An active job seeker utilizes a number of methods to find information regarding employment opportunities and perform a variety of activities to access these

(slide 17)
- While a passive job seeker, on the other hand, is more imprecisely described as either someone who does not conduct any job seeking activity or as someone who browses employment opportunities but then takes little or no action to pursue them

(slide 18)
Here you can see a sum up of the current Job Hunting Reality
(slide 19)->epbe

(slide 20)
When in job search, it is very important to know the motives that lead us and guide us in this kind of search. There are several theoretical models that help us to understand in depth this route. All approaches are associated with the satisfaction of needs.
Here is a figurative describing the needs of people, as shown in the famous pyramid of MASLOW. Where you will find that work plays an important role in more than one level.
(Slide 21)
We will try to give some information here concerning the main models linked to the needs of individuals and are themselves greater analysis fields and incentives
(slide 22)
The economic perspective: Emphasis on this approach is given to financial incentives: The amount of remuneration and profit.

Click on the book icon to view more from the text of Pissarides
(Slide 23)
The Sociological Perspective
Social or sociological job search model focuses on a more holistic position
(slide 24)
and is frequently concerned with the activities that led
- (slide 25)to job offers being made,

- (slide 26)to jobs being found, and even

- (slide 27)to the motivating factors leading to job seekers starting the job search at all

- (Slide 28)
And finally the motivational approaches which we will divide into 3 major theories:
- (slide 29) Content Theories of Motivation

 WHAT motivates us
- (slide 30) Process theories

 WHY and HOW motivation occurs
- (slide 31) Reinforcement Theories

 HOW outcomes influence behaviors
(slide 32)->epbe
(slide 33)
In the era of social media it is very important to be able to search effectively. We are talking about a talent which is the result and combination of many things, those related to the self-perception of the individual (knows himself, inclinations and skills) and knowledge and understanding of the ways and techniques of the world. The Social media, on their own, give us some information and relevant steps to follow. As an example by clicking the LINKEDIN icon you can visit a series of informational videos and powerpoint presentations concerning talent and Job search.
(slide 34)
To sum up, though, as a talented job seeker you should

1.(slide 35)**Take time to build your network,** both in person and online.Attend networking events, participate in your professional organizations and introduce yourself to people. Practice the art of small talk. Understand that, with every new acquaintance you make, you enlarge your network.

2.(slide 36)**Narrow your applications to a relatively few positions.**Don't bother with a lot of "Hail Marys" for which you clearly aren't well suited to meet the employer's needs. Instead, look for positions where you can add value to employers.

3.(slide 37)**Do your research before you reach out to the employer.**Check out the company in the news or on LinkedIn. Figure out its challenges, and how you can add value with your skills and experience. Use this research as you make your case for being considered in your cover letter.

4.(slide 38)**Figure out how you can network your way into the company before you apply.**You can use LinkedIn to find people in the company

	you can proactively reach out to for informational interviews. Don't ask for help at the onset, but instead spend some time building a relationship and make yourself the first one to offer help before you ask for it. **5.**(slide 39)**Ask your contact if the company has an employee referral program**.If so, would he be interested in forwarding your resume to the right person? Remember that, if you've already submitted your resume to the company, the employee won't get credit for your application, and that makes a big difference. (slide 40) This is the end of Unit 1 Thank you for your participation!!
Unit Number	2
Unit Title	Personal Assessment
Video Title	**Personal Assessment**
Video Duration	approximately 6 minutes
Knowledge Pills	As seen on ppt...
PPT Title (Unit 2)	Personal Assessment
Slide Number	73
Locution Associated Video (text)	**UNIT 2** (slide 1) " Personal Assesment" (slide 2)P**ersonal Assessment is a crucial element of a personal** (slide 3) **job hunting strategy.** Through the specific unit, you will find various information on how to (slide 4) identify (slide 5)strengths and successfully (slide 6) setting professional goals, to be accurate in (slide 7) defining expectations. In plain words - how to develop the (slide 8)'marketing myself'. Let's take it from scratch! Often, you hear us referring to (slide 9) skills and (slide 10) competences, as well as (slide 11) qualifications with which we address the job market. What do we mean by these terms? (slide 12) Are they synonymous or does each one refer to different characteristics of ourselves? Skills as well as competences and qualifications are very important elements and information. That's why we should be accurate (slide 13) and honest when we refer to them. A well documented presentation of one's self becomes a (slide 14) ticket when one tries to claim a certain job position. So, it is very important to be able to distinguish our skills from our professional qualifications in order to refer to them either in written form or orally when having a job interview – let alone a web interview. (slide 15) First of all, a skill is the ability to do something well, usually through training or certain activities. (slide 16) While Professional skills are the skills that graduates need to succeed in professional practice (slide 17) Skills are obtained through different ways either through apprenticeship or education or experience – both positive and negative.

(slide 18)

Our professional skills are also divided into (slide 19) specialized – when they result from a successful educational process – but also (slide 20) in general and transferable ones such as communication skills and ethical behavior.

Now, we will focus on (slide 21) communication skills because they play an interestingly important role in personal expression and in the way we claim a job position. They are analyzed in(slide 22)oral like for example: presentation, audience awareness and critical listening), (slide 23)non verbal like personal presentations and body language) and finally(slide 24) written (like professional – level writing, critical reading and presentation of data)

(slide 25)

Another important question that we could ask is "How can someone describe the level of general (transferable) skills?" There are several tests that can help you with that. Indicatively we suggest (slide 26) this test that you can sit by clicking on the test icon below.

(slide 27)

Qualifications are more complete systems of reference as far as skills are concerned because they express one's knowledge, skills and competences.

(slide 28)-> as a cloud (it will not be read by the narrator)

The EU, in order to guide its citizens to a more accurate expression of their qualifications and facilitate their self-perception as well as being able to match them to the offered or desired job positions, has adopted several indicators that reflect the learning outcomes to a comparative equivalence scale of the educational systems

The EU has adopted several indicators that reflect the learning outcomes to a comparative equivalence scale of the educational systems in order for the individual to express his or hers qualifications more accurately.

(Slide 29)

Click on the table icon to check the compatibility of your qualification with the Framework for Qualifications of the European Higher Education Area.

(link : the TABLE)

(slide 30)

(practical tip) After you have clearly recognized your skills and qualifications, a good exercise is to write them down to a list. You can constantly update the list and match it to a second list comprised of possible job positions – either available or desired ones.

Click Here to see ESCO's helpful paradigms

ESCO identifies and categorizes skills, competences, qualifications and occupations in a standard way, using standard terminology in all EU languages and an open format that can be used by third parties' software. It enables users to exchange CVs and job vacancies stored in different IT systems.

(slide 31)-> epbe

By now you must have found out that writing down your skills and qualifications needs a strategic plan, a planning that leads to a goal. (slide 32)But how do we define a professional goal? Which criteria and which ways do we use to specify our goals?

This is a very crucial mental/intellectual and self-reflective activity that we should follow when applying to get a certain job position

(slide 33)

Setting goals means that I know where I want to go. That consequently leads us to widen our possible ways that will help us reach our destination. This should help us (slide 34)understand the definition of goal and the importance of setting a professional goal, as well as (slide 35) to develop steps of personal and professional goal setting, (slide 36)to review and update plans for goal achievement and (slide 37) apply to rewarding aspects of setting a goal.

(slide 38)

If we visualized the mental route of goal definition and setting we would describe it as a crooked line whose peaks or if you prefer milestones are the clear definition of the following

1.(slide 39)State each goal as a positive statement :

f.e: I can / am able to…

I want to succeed in …

2.(slide 40) Be precise

3.(slide 41)and Set priorities

(slide 42)->epbe

(slide 43)

This internal process of searching your professional goals is not a silent process, an inward-looking situation.It is research and action with starting point the definition of personal **meaning and getting to know What you want** !In this context of research the following questions are in order

(background text -> to not be read by narrator:

alice in wonderland

"Can you tell me please which way I ought to go from here?"

"That depends a good deal on where you want to get to" said the Cat.

"I don't much care where" said Alice .

"Then it doesn't matter which way you walk" said the Cat

 (slide 44)

First of all what does profession and work generally mean and represent to you? These are the values that are reflected in professional goals .

(slide 45)

Take your time to check through the following lists of work values and feel free to pause whenever you need more time.

(slide 46)

Intrinsic Values

These are the intangible rewards, those related to motivation and satisfaction at work on a daily basis. They provide the inner satisfaction and motivation that make people say, "I love getting up and going to work!"

How important (on a scale of one to five; five being most important) are these intrinsic values to you?

|5 second pause|

(slide 47)

Extrinsic Values

These are the tangible rewards or conditions you find at work, including the physical setting, job titles, benefits and earnings/earning potential. Extrinsic values often trap people into staying at jobs they don't like, saying: "I just can't give up my paycheck!" They are commonly called "golden handcuffs."

How important (on a scale of one to five; five being most important) are these "golden handcuffs" to you?

|5 second pause|

(slide 48)**Lifestyle Values**
These are the personal values associated with how and where you want to live, how you choose to spend your leisure time and how you feel about money.

How important (on a scale of one to five; five being most important) are these lifestyle values to you?

|5 second pause|

(slide 49)
Once you have completed all three checklists, take your time and write down all the values you rated as 5s. If you have less than five, add the values you rated as 4s to the list. If your list of 4s and 5s has more than 20 values, you need to stop and prioritize your list. To prioritize, select no more than four or five values from each category.
(slide 50)
Up next …What do you practically pursue to succeed in the real work world, as well as what (slide 51)are the roles you want to have inside a professional schema, in a work community concerning the scope of the position? In order to understand that you can take the following exercise

   After visiting the link Job descriptions (slide 52)by clicking on the arrow icon, make a list of the relevant skills
 and qualifications you can justify in order to meet the job criterias listed there . Then make your critical (slide 53)
 reflection and get ready to organize your JOB HUNTING. For example Search for a couple of job websites and make
 a note of any positions of interest that you find and try to detail: Position details;
 Source of advert;
 Why I'm interested in this position;
 What will I do to follow this up.
  Feel free to pause the video now and take your time with the exercise.
   |3 second pause|

(slide 54)
For Further work on your career plan we encourage you to take the following (slide55) Quiz:

(Quiz : cure my career)

 Here you can find a simple set of questions that result to a customized carrer plan in accordance to the personality of
the job hunter
(slide 56)
By now you should have specified, in some extent, your goals and have located possible desired job positions – in description level. What remains is to locate the offered, matching or relevant job positions.
It is very important before you address for a position to prepare yourselves (slide 57) about competitiveness.
(slide 58)

The following is a risk facing exercise that can be achieved using the SWOT analysis personal technique.

PERSONAL SWOT ANALYSIS is the matrix of identification of the (slide 59) Strengths, the (slide 60) weaknesses , the (slide 61)Opportunities and the (slide 62) Threats one confronts in its planning of targets .
You can build your one SWOT Analysis following (slide 63) this example.
| 5 seconds pause|
(slide 64) epbe
(slide 65) As you understand, it is very important to know who we are. What are our qualifications, our skills as well as our values and goals. This knowledge is reflected in the way we apply for a job. When applying we actually put into practice our strategy – and of course a test of personality and self-awareness.
By knowing who we are, we (slide 66)maximize the benefits that emerge from our positive self and(slide 67) minimize the inexpediencies of our disadvantages in order to make use of all the opportunities that are presented and holding back possible dangers.
(slide 68)From self-awareness we draw(slide 69) self-esteem and (slide 70)positive self-image. This is a necessary ingredient in order to enter with confidence the practical – active part of our search: developing and writing cvs, the alternative presentation through social media (as you will see in the following units).
Finally what is of high importance is to learn how you can build your own Personal Brand!!! For that visit our MOOC on Personal Branding by (slide 71) clicking on the MOOC icon.
(slide 72)
This is the end of Unit 2
Thank you for your participation!!

Unit Number	3
Unit Title	Social Media and Job Hunting
Video Title	**Social Media and Job Hunting**
Video Duration	approximately 8 minutes
Knowledge Pills	as seen on ppt...
PPT Title (Unit 3)	Social Media and Job Hunting
Slide Number	105
Locution Associated Video (text)	**Unit 3 : Social MEDIA AND Job Hunting** (slide 1) (slide 2) In the following unit, we will focus on Social Networking and its importance in job search in today's Online environment. Specifically (slide 3) we want for you to • (slide 4) understand the meaning and the use of social networking Media • (slide 5) learn about how the most popular networks can be places to promote CVS and move towards success (through various ways, procedures and practical tips) • (slide 6) experiment with creating, displaying and promoting their application in one of the following Social Networks:

- Linkedin (slide 7)
- Twitter (slide 8)
- Facebook (slide 9)
- Google+ (slide 10)
- Pinterest (slide 11)
- YouRock (slide 12)

So (slide 13) we reach the age-old question: Why is it so important for us to adapt to this new type of Social networking in terms of finding a job??
Quite the complete response is reached through a (slide 14) research about skills that you would have to posses in order to be an employee (slide 15) in 2020. The results are obvious and can be summarized in the following skills and qualifications:

- **New media Literacy** (slide 16)
- **Sense making** (slide 17)
- **Globally connected** (slide 18)
- **Social intelligence** (slide 19)
- **Cross cultural competences** (slide 20)
- **Computational thinking** (slide21)
- **Virtual collaboration** (slide 22)
- **New media ecology** (slide 23)

link http://www.top10onlinecolleges.org/work-skills-2020/
As we can see the mentioned(slide 24) skills are connected and already expressed through this kind of (slide 25)search itself .Meaning that a successful search is in itself proof of multiple management capability for a job in this globalised job/ working universe.

So (slide 26) which are, in detail, the Social Media that can be proven to be helpful advisors and colleagues in the job search spectrum?
Let's (slide 27) get a closer look!(slide 28) Starting with Linkedin

• **LinkedIn** is a **business-oriented social networking site** with over(slide 29) 90 million members worldwide. It provides opportunities to(slide 30) network online with professionals from all kinds of different employment sectors. (slide 31)Google links quickly to (slide 32) Linke-dIn Pages and tends to(slide 33) list them towards the top of search results, making a LinkedIn page a valuable tool. You should always make sure that your LinkedIn page (slide34)sells you effectively as it should be a bit like (slide 35)an on-line CV, that also allows you to mention your career goals. It's a good idea to put your(slide 36) photo in your profile as apparently, people are more likely to connect to you if you have one.

• **We strongly recommend the following (slide 37) tools in order for you to take your time and built a Suited LinkedIn profil, to your Job search needs, by (slide 38)clicking on the links !**

link **Build your LinkedIn profile and boost your career chances**
link http://www.slideshare.net/talentproof/top-10-mistakes-job-hunting-with-linkedin?qid=4e0dd5ad-17e4-4347-bc02-4e6290a41f12&v=&b=&from_search=3
Moving on (slide 39) Twitter
• Gradualy **recruiters (slide 40) make extensive use of Twitter**, giving out (slide 41) information about their organisations as well as actually posting(slide 42) job vacancies. You don't have to tweet yourself – you can just follow(slide 43) companies or topics and retweet. You can use your own tweets(slide 44) to show your interest in a particular career, for example (slide 45) you can tweet about current affairs in the

sector you wish to work in. Your Twitter bio(slide 46) should include your degree and some relevant skills.

By clicking on this(slide 47) video you can find a really creative way of self-promoting through twitterhttp://vimeo.com/25812909
And if you are into more guidelines and tips click(slide 48) here   to read from Reading University Students Union http://bit.ly/mtS112

Now (slide 49) talking about Facebook …
- You can't ignore **Facebook** for job-seeking , (slide 50)many employers do use it to promote(slide 51) their brand and their graduate programs and allow(slide 52) potential candidates to network with(slide 53) graduates and (slide 54)recruitment staff. This information can help you (slide 55) pick up useful tips on the company and the recruitment process and to come over as a well-informed candidate so it is well worth making use of.

- (slide 56) Stories of recruiters checking out potential candidates via Facebook are(slide 57) largely exaggerated (most recruiters don't have the time or staff to do this!) (slide 58) but it does happen, so (slide 59)**set your privacy settings to the highest possible level** and(slide 60) make sure your **profile picture** is one that you would be happy for a future employer to see!

Next is (slide 61) Google +
The social web is evolving each passing day. One of the newest addition on its' social media and job hunting sector is Google +, (slide 62) the social media of Google. Even if it is not the most popular of social media, Google + offers some really (slide 63) great features for both job searchers and jobseekers.
 So let's see some of these features:

(slide 64) Firstly use the Circles feature to connect with influential people. More importantly, (slide 65) add those people who are already employed in your target companies.(slide 66) Participate in their conversations to attract attention.

(slide 67) Secondly you should, at all times find opportunities to highlight your talents and skills. It is also a good idea to (slide 68) ask questions related to the kind of job you are looking for.
(slide 69) Keep in mind to share your best content. Share interesting content with the people in your Circles. (slide 70)Whether you want to increase your knowledge on a certain topic or you are interested in a particular subject, you can use the Sparks, content recommendation engine, feature for searching relevant content.

(slide 71) For more tips on personal branding and job hunting via Google + click here:

http://theundercoverrecruiter.com/10-tips-use-google-plus-your-job-search/

(slide 72) Next to last for this session is Pinterest
    Pinterest is a really (slide 73) creative and upfront way of actually (slide 74) exposing your interests, goals and qualifications.
(slide 75)Here are some tips on Job Hunting through Pinterest!!

- (slide 76) **Create a Resume Pinboard**
    Rather than pinning your full resume as one pin, create an entire board that represents the different parts of your resume with different pins. (slide 77)Pin pictures of the companies you've worked for, (slide 78) schools you've attended, (slide 79) places you've volunteered and (slide 80) hobbies you enjoy(slide 81) Utilize the text box given with each pin to describe the image, how it relates to your career and why it's

important to you.

- **(slide 82)Link to Your Pinterest Resume**

Once you've created a board for your resume, you need to tell people about it. ((slide 83) Add it to your LinkedIn portfolio(slide 84) your Facebook and (slide 85) Twitter profiles and (slide 86) your paper resume.

- **(slide 87)Be Inspired in Your Job Seach**

If you're not ready to pin your life's work experience on Pinterest, use it for its original purpose — for personal inspiration. (slide 88) If you're a visual person who enjoys creative outlets, Pinterest can be a great way to find more and more Job Hunting Inspiration. (slide 89)We suggest the following two pinterest topics on Job Hunting for you to get into the world of Pinterest if you are new to it ! (slide 90)Visit them by clicking on each description.

(slide 91) Lastly we suggest a new You Rock
(slide 92) YouRock is a free, multi-language, employability networking tool.
(slide 93)It helps users to:

- (slide 94)Identify their professional work skills;
- (slide 95)Build a dynamic profile showing their primary skill groups;
- (slide 96)Create a portfolio of online content showing their skills.

(slide 97) And It helps **employers** to:

- (slide 98)Identify proactive new employees with specific skills;
- (slide 99)See international candidates in any of the system languages.

For more on YouRock (slide 100)visit their vibrant and interactive page here!

For the end we keep(slide 101)our last tip !! (slide 102)Keep in mind to always Googling your name both on the web and for images to make sure that nothing inappropriate shows up.
(slide 103) Keep in mind to also check your Instagram. Instagram is a good way to establish your personal brand while gleaning information and insights about a company where you want to work.
Click here for more on "How can you make yourself stand out on Instagram and get a job?"

(slide 104)Thank you and we will see you in the next session !!

Unit Number	4

Unit Title	Resume in the Era of Job Hunting
Video Title	**Resume in the Era of Job Hunting**
Video Duration	approximately 7 minutes
Knowledge Pills	as seen on ppt
PPT Title (Unit 4)	Resume in the Era of Job Hunting
Slide Number	88

Locution Associated Video (text)	Unit 4 : Resume in the Era of Job Hunting
	(slide 1)
	
	(slide 2) Hello ! Starting with the fourth session of our course we need to sort out in whatis listed in the down- below titles.
	(slide 3)Firstly the: Structure of a "Social Media friendly" Resumé
	(slide 4)Secondly: TheVirtues of the proper Resumé in Social Media
	(slide 5)Thirdly: The Job Application: How and when to apply?
	(slide 6)And lastly: The rationale of posting your resumé online and in Job Search Agents websites?
	(slide 7)First of all we have to see what is a resume?
	(slide 8) A resume is a written document that lists your work experience, skills, and educational background.
	
	(slide 9) In the past a good resume would only consist of a concise document typically not longer than one page as the intended the reader would not dwell on your document for very long with the purpose to make an individual stand out from the competition.
	
	(slide 10)Althouth the above still are true they are not enough. (slide 11)So what's different ?
	
	(slide 12)Your resume now should also have :
	
	   • (slide 13)More than just traditional background information
	   • (slide 14)Links to social media profiles, web pages and blogs
	
	   • (slide 15)Recommendations and reviews of your work not only in paper but also on your profiles
	
	   • (slide 16)A focus on skills, talents and proven track record in the field documented on, for example, your Linkedin Profile
	
	   • (slide 17)A more visual appeal with a fcus or rich media
	
	   • (slide 18)Examples, numbers and statistics that make your case for you
	
	source: http://www.slideshare.net/JoannaLord/howto-make-your-resume-social-media-friendly
	
	(slide 19)We know that all of this might sound a little too much so let's break it down even more…

(slide 20)If we wanted to give a clearer representation of the above we would end up into three major categories of "what is needed" in your resume…

(slide 21)Firstly we have contact information: In addition to the traditional phone number, address, and email- we suggest adding either your personal page or your LinkedIn profile.

(slide 22)Secondly we have experience: Under this section, it is important to boast specific stats as well as mentioning specific groups, committees, and online networks you are a significant member of. Keep it relevant, but get them there.

(slide 23)Lastly you have to show what you are proficient in: Do not just settle fot "Internet savvy", instead list the specific platforms you have worked with, especially spotlighting any rich media applications you are familiar with.

(slide 24)You should at all times remember:

- (slide 25)That it has never been a more competitive online job market
- (slide 26)That resumes are no longer about one static page of words

- (slide 27)And that you should focus on the many different social media skill sets you have, not just on traditional experience as you need to incorporate every one of the social media in your resume.

    (slide 28)Let us put the above instructions into practice by seeing some sites offering ready formats for resume building. Introducing Mahara …

(slide 29)Released in Feb 2007 Mahara is a fully featured [electronic portfolio](#), weblog, resume builder and social networking system, connecting users and creating online communities.

(slide 30)Mahara is designed to provide users with the tools to demonstrate their learning, skills and development over time to selected audiences.

(slide 31)Mahara is provided freely as [Open Source](#) software (under the [GNU General Public License](#)). (slide 32)In brief, this means that you are allowed to copy, use and modify Mahara provided you agree to:

- (slide 33)provide the source code to others

-(slide 34) not modify or remove the original license and copyrights, and apply this same license to any derivative work.

(slide 35)For further information please see https://eduforge.org/projects/mahara/ ……http://mahara.org

(slide 36) Let's do some exercise!!!
A very important subject of soft skill courses is to build a proper resume.(slide 37)This plug-in will enable students to create a resume, based on a prebuilt form, which will generate a [standardized](#) resume.

(slide 38)This resume can then be reviewed by a teacher, who can provide feedback on the resume to the student, by sending a message through the system. (slide 39)Output of the resume plug-in will be in such a format that students will be able to reuse the resume they built during the course. (slide 40) Click here to do the exercise. http://manual.mahara.org/en/1.8/content/resume.html

(slide 41)At last, do not forget that europass will be here for a while more so go and fill up yours!! http://europass.cedefop.europa.eu

(slide 42)The Virtues of the proper Resumé in Social Media

(slide 43)Focus is vital in resume writing. (slide 44)You have to help employers understand exactly how your skills and experience matches what they need, while keeping in mind that the intended reader would not dwell on your document for very long.

(slide 45)By interpreting your social media profiles into your resume in a consise but also eye catching way you can lead them in a webspace that explains your experiences and skills without splurging your limited document space in your actual resume.
(slide 46)In that way you save space while also using a much more visual way to sell yourself.

(slide 47)So refer to your skills in a kind of "motto" way and link your social media to do the rest of the work. (slide 48)Keep in mind that your resume must be focused on what your target employers want to know and be ruthless about eliminating information that doesn't serve that purpose.

(slide 50)Thirdly: The Job Application: How and when to apply?

(slide 51)Can you really increase your odds of getting hired by applying to a job on a certain day of the week?
(slide 52)It may sound like a superstition, but there may be something to it: A new study from hiring platform SmartRecruiters found that the most job posting, application and hiring activity happens between Monday and Wednesday.
(slide 53)So, what does it mean for job seekers?
 (slide 54)Don't wait: (slide 55) If you see a job go up on Monday, have your résumé ready to go the next day.(slide 56) Because the majority of candidates apply early in the week, waiting until Friday or the weekend means your application is more likely to get buried beneath the influx of equally qualified applicants who jumped first.
(slide 57)Applying for jobs is a bit of a numbers game. The more jobs that you apply for, the more likely you are to get an interview, and the more interviews you attend, the more likely you are to get a job.

(slide 58)This is for two main reasons: (slide 60)first, you get better at identifying what jobs you could do and in presenting yourself well in application, (slide 61)and second, you get better at interviewing.(slide 62) Don't be disheartened by a lack of success: just keep applying ask for feedback on your applications, and your efforts should eventually meet with success.

(slide 63) And lastly: The rationale of posting your resumé online and in Job Search Agents websites?
(slide 64)Recruiting and staffing services can be excellent resources in your job search.

(slide 65)They focus on matching your skills with the job openings of employers or companies. The employer generally pays their fees so there is

no cost to you.

(slide 66) Recruiting services search for qualified candidates for permanent, full-time positions.. They recruit, screen, and then refer candidates to an employer for consideration.
(slide 67)The benefits of using a recruiting service include:

- (slide 68)You often get access to unadvertised openings.

- (slide 69)A third party (the recruiting firm) is working to match your skills and long-term goals to a job.

(slide 70)Staffing services match workers with short-term or temporary-to-permanent positions. When you finish a short-term work assignment, the agency looks for another assignment for you.
(slide 71)The benefits of using a staffing service and doing temporary work include:

- (slide 72)You can gain work experience, develop skills, obtain training, or increase networking contacts.

- (slide 73)You can earn money while you look for work.

- (slide 74)It's easier to get a job when you have a job.

- (slide 75)You may be able to get more flexible hours or working conditions to accommodate your personal situation.

- (slide 76)Sometimes employers offer permanent positions to temp workers who work out well.

- (slide 77)You can check out an employer or an occupation before making a commitment to training, a particular career, or a particular employer.

(slide 78)Here are some tips for working with employment agencies.

(slide 79)Before you work with any employment agency, find out what services you can expect and what will be expected of you. (slide 80)Make sure you ask whether it will cost you anything.

(slide 81)For short-term contract work, ask about the pay rate, benefits, and length of assignments.

(slide 82)At all times:

- (slide 83)Be professional.Treat agencies as you would a potential employer. In the case of temp agencies, they will be your employer.
- (slide 84)Be available.Most agencies expect you to be available when they offer you work. If you turn down more than a few offers, they may not be as quick to consider you for work in the future.
- (slide 85)Expand your job search.Do not use agencies as your only job search tool.
- (slide 86)Check your benefits.Short-term wages may reduce benefits such as unemployment insurance. But they may also extend the length of time that you can receive benefits. Before accepting or rejecting work, check with the agency from whom you receive your benefits.

(slide 87)This was the end of unit 4.
Thank you and we will see you in the next session !!

Unit Number	5
Unit Title	Managing the Job Interview
Video Title	**Managing the Job Interview**
Video Duration	approximately 8 minutes
Knowledge Pills	as seen on ppt...
PPT Title (Unit 5)	Managing the Job Interview
Slide Number	100

Locution Associated Video (text)	Unit 5: Managing the Job Interview
	(Slide 1)
	(slide 2) Hello ! This is our final session for the "Job Hunting 4.0" Course.
	(slide 3)What needs to be sorted out, before we finish, is listed in the down- below titles.
	(slide 4)Firstly: Managing a face to face Job Interview
	(slide 5)Secondly: Managing a Video Conferencing job interview
	(slide 6)And lastly: Managing a short video of your presentation on YouTube for Job Hunting
	
	(slide 7)By the end of this session we want you to
	Skills :
	  - (slide 8)Practice interview skills (emulation of a job interview – Mock interview)
	  - (slide 9)Attend appearance
	  - (slide 10)Use proper body language
	  - (slide 11)Identify gaps in answering techniques
	  - (slide 12)Rehearse with a real person
	  - (slide 13)Responding to Common interview questions
	  -
	Attitudes (slide 14) As well as
	  - (slide 15)Being self confident
	  - (slide 16)Keeping clear goals and positive thinking
	  - (slide 17)and Becoming ready to take a job
	
	(slide 18)
	Managing face to face Job Interview
	(slide 19)First of all let's ace the face to face interview!! The traditional, yet important, way of applying for a job.
	(slide 20)Before the interview you should always keep in mind the 3 R's
	  • (slide 21)Research
	  • (slide 22)Rehearse
	  • (slide 23)Relax
	
	(slide 24)Let's see what that means!

(slide25)First of all research:

(slide 26)You want to appear as a well prepared candidate and one of the best ways to impress your interviewer is by showing that you are well informed concerning the company, the position you are seeking, and of course what you want to say about yourself.

(slide 27)For the company you should be able to articulate their mission and services

(slide 28)While you should sort out some key words and phrases conserning the exact position that you are seeking.

(slide 29)When actually you have time to talk for yourself keep your words concise but explanatory when dealing with your skills, interest and personal qualities. (slide 30)It is also quite helpful if you prepare specific examples of your past working and not only life, kind of like success stories.

(slide 31) Moving on to Rehearse. You might want to try the following:

(slide 32) First prepare some sample interview questions

(slide 33) Secondly record yourself practicing while in front of a mirror

(slide 34) Prepare concrete examples of skills and experiences

(slide 35) Watch out your body language, handshake and attire

(slide 36)Lastly you should remember to relax. (slide 37) Eat nutritionally, have a good night's sleep, avoid sugar, caffeine or alcohol prior to the interview and plan to arrive early.

(slide 38)Your preparation is key, but the actual interview can be nerve-racking without having in plan. (slide 39) So, when in the actual interview do not forget to :

- (slide 40)Have a firm handshake
- (slide 41)keep consistent eye contact
- (slide 42)smile
- (slide 43)have positive attitude & confidence
- (slide 44)be aware of your posture
- (slide 45)keep your language professional
- (slide 46)listen actively to your interviewer
- (slide 47)and focus on your skills and accomplishments.

(slide 48)If you decide to engage them in a success story to highlight your strengths remember to describe:

- (slide 49)The situation – What was the context?
- (slide 50)The task- what was the goal?
- (slide 51)The action- what did you do?
- (slide 52)And finally the result- How can you prove you did this well?

(slide 53)Finally after the interview you should self reflect on how you did. What questions you answered well and which responses need improvement in case of other interviews.

(slide 54)Do not forget to follow up by sending a thank you note, reiterating skills and interest in the job and showing appreciation for the interview.

(slide 55)
Managing Video Conferencing job interview

(slide 56)All the tips and consultation given for a face to face interview more or less are absolutely essential, also for a video conference job interview. (slide 57)So what else should you keep in mind?
(slide 58)More and more companies are conducting online job interviews.
(slide 59)These interviews save employers money because they do not have to pay for a job fair or for candidates to travel to the office. In addition, the technology needed to conduct online interviews has become mainstream, so it is a simple and effective way to interview candidates for employ-ment.

(slide 60) While for job seekers, it's easy to interview right from home.It saves on travel time and video interviewing, if you prepare in advance, can be less stressful than interviewing in-person.
(slide 61) There are a variety of types of online job interviews, but the most typical is the interview via webcam.

(slide 62) Remember that online interviews are just as important as in-person interviews. Your interview could get you to the next round of job interviewing or even a job offer if the company handles all the interviewing online.

(slide 63) Here's how to get ready for your interview.

- (slide 64) Dress professionally. Even if you are sitting down, wear nice pants and shoes (you never know when you will have to stand up).
- (slide 65) Clear your workspace and any clutter that is behind you so it doesn't show up on the screen.
- (slide 66) Make sure you are in a quiet room where you will not be disturbed by people, pets, etc.
- (slide 67) Have a piece of paper and pen ready so you are not scrambling to find them later.
- (slide 68) Have a copy of your resume in sight, in case you have to refer to dates.
- (slide 69) Practice.Practice using your webcam equipment before the interview so you are sure everything is in working order.

(slide 70)The best way to prepare for an online job interview is nothing else that a Mock interview!
(slide 71)A **mock interview** is an emulation of a job interview used for training purposes.[1]The conversational exercise usually resembles a real interview as closely as possible, for the purpose of providing experience for a candidate. It can help a job applicant understand what is expected in a real job interview, and can help an applicant improve his or her self-presentation.
(slide 72) For a free version of mock interviewing click here
MyInterviewSimulator.com

(slide 73) If you want to see a great guide on how to act and dress the best for your next video conferencing video click here :
http://l.westuc.com/interview-tips/complete-guide-to-conquering-an-online-job-interview.php#pagetop (slide 74)And click here to see 8 of the most common mistakes when participating in avideo conferencing interview: http://www.cbsnews.com/news/8-mistakes-to-avoid-in-an-online-job-interview/

(slide 75)

Managing short video of your presentation on YouTube for Job Hunting

(slide 76)If you find yourself faced with the task of making an application video, fear not!

(slide 77)The wonderful part about a video application is the level of control it enables.(slide 78)It's an interview <u>minus the mishaps</u>, and with the chance to make a good first impression with the added ability to take as much time as necessary to get it right.

(slide 80)On that note, here are a few tips to help you make a(slide 79) 5-star application video.

1. (slide 81)Plan Before You Film

Think about how you'd like to respond to the given prompt, and consider what video format works best for you. Are you comfortable talking to the camera on your computer or phone, or would it be easier to have a friend "interview" you?

2.(slide 82) Don't Recite Your Resume

Instead of listing past roles and responsibilities, take the opportunity to share an experience or quality about yourself that has particular relevance to the position but that might not shine through on your resume.

3. (slide 83)Work From a Script (But Avoid Reading Directly From It)

Once you've finalized what exactly you want to cover, plan the main points you'd like to convey and jot down clear ways to say them.

4. (slide 84) Make Sure Your Video is Clear and Audible

We want to see you and hear what you have to say! Reduce background noise, choose a well-lit setting, and a good angle of yours.

5. (slide 85) Shoot Several Takes if Necessary

The beauty of an application video is that you don't have to settle on a bad take.

6. (slide 86) Watch Your Own Video

You should watch your video in order to catch any little mistake. Consider having a friend check it out too—a fresh set of eyes can help notice mistakes or idiosyncrasies that you may have overlooked.

7. (slide 87)Edit What You Make

Programs like <u>iMovie</u>, <u>Final Cut Pro</u>, and <u>Movie Maker</u> are intuitive and easy to use, and there are plenty of <u>free video editing programs</u> to try. You don't have to be a seasoned editor to make small changes that go a long way.

(slide 88)Now concerning the content of your video, a good way to organize the time of your presentation is by answering the following questions, while remembering to keep it short !!

(slide 89)Show that you can take responsibilities:
  Talk about a time that you went above and beyond in the workplace.
  What projects appeal to you?
  How do you define success?

(slide 90)Be Honest

Talk about a time you fell short at work.

What are your greatest weaknesses?

(slide 91) Show How You Perform Under Pressure

How do you perform under pressure?

Talk about a situation that you were forced to make a big decision in a hurry.

Talk about one of the biggest challenges you've faced on the job.

(slide 92) Show your intentions for the future

Talk about your five-year plan.

What do you hope to accomplish in your professional career?

Talk about your job history; For example why did you leave your previous company?

When working as a part of a team, what role are you most likely to fill?

(slide 93) Show That You Know What You're Getting Into

Talk about what you know about the company.

Why are you interested in this job/ company?

What are your core values?

(slide 94)Show that You're Self-Motivated

What motivates you?

Do you consider yourself to be a self-starter? Tell me why.

In what ways have you taken charge in past jobs?

(slide 95)This was the end of unit 5.

(slide 96)We hope that now you fill ready to begin your Job Hunt !!!

(slide 97) We are really glad you were with us on this journey!!!

(slide 98) Thank you for being a part of this !!! The EPBE Team !!!