

MODULE 25: JOB SEARCH TECHNIQUES

CODE: 960 252 Duration: 30 hours

Preparing for a Job Search

- Learning about the steps involved in a job search
- Becoming familiar with the information sources that may be consulted during a job search
- Learning about the hiring criteria of different types of companies
- Preparing a list of potential employers
- Trying out different interview techniques

Implementing a Job Search Plan

- Planning the steps involved in carrying out a job search
- Preparing a résumé and a cover letter
- Carrying out the steps in their job search plan
- Keeping a journal outlining the steps in their job search plan and the steps carried out

Evaluating the Steps Carried Out and the Means Used

- On the basis of their log, commenting on the pertinence of the documents used and the effectiveness of the steps carried out
- Prepare a cover letter and a résumé in accordance with rules of presentation and containing personal information as well as information on their work experience, education, qualifications and interests
- Submit a journal containing information on each of the steps in their job search plan as well as a description of the steps carried out