



careers advice pack

## 5. Advertised vacancies and recruitment agencies



### Advertised vacancies

Searching through job adverts is a much-used means of finding work. Many people use this method because adverts seem to offer 'real' jobs that are usually starting soon. There's also often a good description of what type of person the organisation is looking for, and an indication of the salary.

So it makes sense for advertised vacancies to be part of your job search strategy. However, do bear in mind the fact that as few as one in five jobs may get advertised. The job ads are useful but do not reflect the whole job market!

### Where are jobs advertised?

The following sources may be useful. Take a look and you will get a feel for which sources have the types of vacancy you are after.

#### **National press (e.g. Guardian, Independent, Times, Telegraph etc)**

If buying the paper, bear in mind that they carry different types of vacancies on different days. Using the on-line job sites of the national press can be more efficient and save you money.

#### **Trade press**

Many types of work and industries have their own magazines and journals, often with an online version too. These are popular places for employers to place adverts if looking for someone with particular experience in that field.

You may know the relevant titles for your area of work. If not, try a Google search or refer to Benn's Media Guide (a listing of all UK magazines and journals which your local reference library is likely to hold).

#### **Local press**

You're likely to have at least one local newspaper. Local employers often use these to advertise jobs. Check on [www.thepaperboy.com](http://www.thepaperboy.com) to see if it's available online.



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### Other local sources

Jobs can be advertised in a range of other local sources. It's worth getting to know what these are in your area. They may include:

- Online community forums or websites
- Notice boards
- Community and/or church magazines
- Local shops
- School newsletters

### Employer websites

Employers, especially larger ones, will often have career or jobs sections on their own websites. Research employers in your area, then check out their websites.

### Online job search sites

There are hundreds if not thousands of these, some of which cover all types of industries and roles, while others specialise (e.g. in charities, the public sector, IT etc). If you are seeking part time work on a job search site, it's worth doing an 'advanced search' to see if there is a part time option you can select.

Job search sites will never give you feedback on your applications, as they simply provide a place where employers and recruitment agencies can place job adverts. Any feedback will come to you direct from the employer or agency.

Below is a very small selection of job search websites that are widely used. Please note that we can't endorse the content or quality of any of these sites, apart from Timewise Jobs - a part time job site that is another division in the Women Like Us group.

#### **Part time jobs**

[www.timewisejobs.co.uk](http://www.timewisejobs.co.uk)  
[www.workingmums.co.uk](http://www.workingmums.co.uk)

#### **Charity jobs**

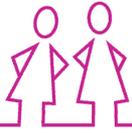
[www.charityjob.co.uk](http://www.charityjob.co.uk)  
<http://jobs.thirdsector.co.uk/jobs/>

#### **HR jobs**

[www.simplyhrjobs.co.uk](http://www.simplyhrjobs.co.uk)  
<http://jobs.personneltoday.com/>

#### **Legal jobs**

<http://jobs.lawgazette.co.uk/>  
[www.totallylegal.com](http://www.totallylegal.com)



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### **Public sector jobs**

[www.jobsgopublic.com](http://www.jobsgopublic.com)  
[www.publicsectorjobs.net](http://www.publicsectorjobs.net)

### **Retail jobs**

[www.jobsretail.co.uk](http://www.jobsretail.co.uk)

### **Jobs in childcare / nurseries**

[www.nurseryworldjobs.co.uk](http://www.nurseryworldjobs.co.uk)

### **Finance jobs**

[www.accountancyagejobs.com](http://www.accountancyagejobs.com)  
[www.cityjobs.com](http://www.cityjobs.com)

### **Marketing jobs**

<http://jobs.brandrepublic.com/>  
[www.simplymarketingjobs.co.uk](http://www.simplymarketingjobs.co.uk)

### **Jobs in museums/galleries**

[www.museumjobs.com](http://www.museumjobs.com)  
[www.artsjobs.org.uk](http://www.artsjobs.org.uk)

### **General jobsites**

[www.reed.co.uk](http://www.reed.co.uk)  
[www.totaljobs.com](http://www.totaljobs.com)  
<http://jobs.guardian.co.uk/>

### **Remember**

Searching online can eat up lots of time and doesn't always produce results. Target your searches and use your judgment about which sites you use and how many roles you apply for. Don't use online search as your only job search method.

## How to respond to a job advert

Read the advert carefully before deciding whether to apply. Remember that you do not have to meet all of the criteria to be successful. However, if you only meet a few of the criteria, it may not be good use of your time to apply.

Once you have decided to apply:

- Take a note of the date and place you saw the advert. You'll need to refer to this in your covering letter.
- Note deadlines and closing dates carefully. Don't leave your application to the last minute – as soon as they have enough good applications, many employers and recruitment agencies will close vacancies early.



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- Check the application procedure. Do they want a CV and covering letter, or an application form? If it's an application form, is it online or do you need to request a copy by post?
- Go through the advert and highlight the key skills and experience that the employer is seeking. This will be important for targeting your application - read our Advice Pack about CVs to learn more about how to do this.
- When applying for jobs through an online search site, be aware that the matching of suitable CVs is often an automated process, at least at the initial stage. This means your CV needs to contain relevant keywords in order to be matched. Use the language in the job advert to guide you on which keywords to include.
- Keep a copy of your application for reference.

### Recruitment agencies

Good recruitment agencies can really support and help you in your job search. However, not all are equal, so it's wise to choose carefully who you deal with. Recruitment agencies work on behalf of employers to help them fill vacancies. So it's the employers that pay the fees. You should not be charged anything by an agency and the best will treat you well and handle you as a valued candidate.

- The extent to which you deal with the recruitment agency or the company will vary for each role. Always have a phone conversation or meeting with the agency to be sure that they understand your requirements.
- To identify agencies, you can look at job adverts placed by agencies and contact them about that or similar roles. The website of the Recruitment and Employment Confederation members, [www.rec.uk.com](http://www.rec.uk.com), allows you to search for recruitment agencies by the industry they represent, location etc.



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- You will also find recruitment agencies online. Sometimes it's difficult to tell the difference between online recruitment agencies (which meet candidates and act as an intermediary between candidates and the employer) and job search sites (which do not give feedback to applications, as they are simply places where employers can advertise jobs, with any follow up coming from the employer).

Recruitment agency specializing in part time jobs:

[www.timewiserecruitment.co.uk](http://www.timewiserecruitment.co.uk)

Some recruitment agencies with large websites include:

[www.adecco.co.uk](http://www.adecco.co.uk)

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

[www.michaelpage.co.uk](http://www.michaelpage.co.uk)

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

Please note that we cannot endorse the quality of these recruitment agencies, with the exception of Timewise Recruitment which is part of the same company group as Women Like Us.