

HOW TO START YOUR JOB SEARCH

It can seem completely overwhelming to start looking for work or planning your pathway into a career, especially if you aren't quite sure what you'd like to do. There are so many careers and jobs out there, you are likely to change job or career at least once in your lifetime. In fact, the job you may end up doing might not have even been invented yet.



Useful online resources to help you identify jobs and careers include: Prospect prospects.ac.uk — has an online quiz that can match your interests to different jobs and careers. The National Careers Service nationalcareersservice.direct.gov.uk has profiles of lots of different jobs as well as advice and guidance, including webchat and a helpline.

When you are starting your job search it's important to remember your longer term professional goal and understand that there will be a number of steps and different jobs on the route to achieving that goal. Some sectors (such as law or nursing) are structured and have very defined pathways. However for other careers, the first job that you look for needs to help you develop the skills and experience to progress. You may have to make compromises to achieve this, in terms of hours or salary or location, and remember that there isn't one way to reach your goal.

Even if you aren't at the point of looking for a job, starting a job search is a really useful exercise to invest some time in looking at jobs being advertised. It can help you:

- Identify the gaps in your skills and experience so you can make a plan to gain those skills
- Understand if there are any specific educational or training requirements so you can plan your future learning
- Understand what doing that job might be like, what sort of hours, where in the world you can work and what the starting salary and career progression might look like
- Identify key organisations and individuals in your sector you could follow and get to know more about

There are lots of places that jobs are advertised depending on the type of job and sector you are looking to work in. These are some suggestions of places to start job hunting.

COMPANY WEBSITES

Lots of small to medium organisations (and some large ones) will have a Jobs or Work for Us section on their website.

LinkedIn

A professional networking website. Organisations often advertise jobs here and if you set up a LinkedIn profile you can follow organisations and receive alerts.

JOB SEARCH WEBSITES

There are hundreds of job search websites like Reed or Monster or Total Jobs. Some specialise in recruiting for specific sectors, like Charity Jobs which advertises all kinds of jobs in the not-for-profit and charity sector. A drawback is that sometimes you don't get much information about the job or company and sometimes the jobs have already been filled so don't make them the only way you search for jobs.

TRADE AND GENERAL PRESS

Jobs are often advertised in the general press, for example The Guardian has lots of creative, media and charity jobs. Each sector usually has its own trade press that advertises jobs. You may have to pay a subscription to access these.

RECRUITMENT CONSULTANTS

Organisations and individuals who are paid to find the right candidates for a particular job. The recruitment consultant will receive a fee for everyone they place in a job who stays in that role for a certain amount of time. A good recruitment consultant will get to know you, your skills and aspirations and will review your CV and help you prepare for the interview. There are unscrupulous recruitment consultants and you should never have to pay a fee or feel pressured into taking a job.

CAREERS FAIRS

There are lots of general careers events where big employers are looking to recruit people into their internship programmes, apprenticeships and graduate training programmes. Your school or college should be able to help you find these. There are also sector specific events, like the Silicon Milk Roundabout which is a technology jobs fair in London. Sometimes you might have to pay to attend so do your research and make sure it's the right event for you. Even if you aren't ready to look for a job yet it can be very useful and interesting to attend a careers event as part of your research.

SOCIAL MEDIA

Most organisations will advertise jobs through their social media accounts as it's a cost effective way to reach people who are interested in them, so follow organisations you are interested in.

IN PERSON

It can be very expensive to advertise jobs so lots of smaller businesses might advertise jobs at their place of business. This is particularly relevant for trades people like plumbers or electricians. Spending some time researching local organisations and understanding how they recruit can help you find the best job for you.

NETWORKING

Not all jobs get advertised, or get advertised very widely. Networking and developing professional friendships is an important way to stay up to date in your sector and hear about jobs. When you are starting out, it can be hard to network in an affordable way. You could look for a mentor in the sector you are hoping to find work in, join Facebook groups, follow blogs and go to conferences (you could offer to volunteer in return for being able to attend) and industry events, or lectures. You can often find out about these in trade press. Make sure you have your elevator pitch ready, do some research about the event, take a notebook and pen to make a note of who you meet and who they work for and maybe even make some simple business cards with your name and contact details on. You can find lots of tips on networking online.



THE FOLLOWING QUESTIONS GUIDE YOU THROUGH STARTING TO SEARCH FOR A JOB

What is the job?

What training or qualifications do you need for this job?

Is there a professional body that represents this job? What is the website? How do you join the professional body? Do they have advice for people considering this job as a career?

Are there any blogs by people who do this job or career? Make a note of them and read one or two entries, what do you find out?

Are there apprenticeships and/or internships? How do you apply for these?

Is there a careers fair where you can find out more about this job or career?

Is there any trade press for this particular job or career? What is it? Do you have to pay to subscribe or it free? Do they list job adverts? Make a note of the web addresses and find one interesting article that might affect the future of this sector.

Find three organisations that employ people to do these jobs. Find the one closest to your home, the biggest one and one other you think is interesting. Make a note of their websites and follow their social media.

Find two jobs being advertised; at least one should be an entry level job — the first job on this career pathway. Have a look through the job descriptions and person specification. What do you notice? You could note down what you think the essential skills or experience for this role are, or think about what sort of interview questions might be asked. You could create an elevator pitch to describe where you are now and how you plan to progress towards this job.

Old Vic Education
The Old Vic
The Cut
London SE1 8NB

E education@oldvictheatre.com
@oldvictheatre

© The Old Vic, 2020
All information is correct at the
time of going to press, but may
be subject to change

EDUCATION & COMMUNITY

Education & Community Director

Hannah Fosker

Education Manager

Euan Borland

Young Person's Programme Manager

Naomi McKenna Lawson

Education & Community Coordinator

Kate Lawrence-Lunniss

Education & Community Intern

Anys Whyatt

TAKE THE LEAD

Take the Lead Consultant
and Workshop Design

Simon Pollard

With contributions from

Edmund Kingsley

Helen Baldwin

Take the Lead
Events Producer

Jessica Norman

Curtain Up Producer

Daisy Dockrill

Take the Lead Film Makers

TEA Films LTD

PROMPT BOOK

Compiled by

Anne Langford

Edited by

Helen Baldwin

Naomi McKenna Lawson

Photography

Manuel Harlan

Lidia Crisafulli

Ben Carpenter

Additional thanks to Old Vic staff

IN ASSOCIATION WITH **GENEROUSLY SUPPORTED BY**

CVC FOUNDATION

SIR JOHN CASS'S FOUNDATION, THE ALLAN & NESTA
FERGUSON CHARITABLE TRUST, JOHN LYON'S CHARITY,
THE LEATHERSELLERS' COMPANY CHARITABLE FUND
AND THE HW SANDERSON ART IN INDUSTRY FUND

PRINCIPAL PARTNER



Royal Bank
of Canada