

Job Seeking Skills

Module Overview

The content and activities are split into five parts, each with a number of modules. These are listed below, along with estimated times for completion.

You may wish to complete these in order or just pick and choose the ones you need (although some of the later modules make reference to earlier ones). Bear in mind that the times are estimated and may vary depending on the group you are working with. Some activities can be completed in the students' own time.

	Number of activities	Estimated times
Part 1: Get prepared		
Module 1: All about you	4	60
Module 2: The job market today	2	50
Module 3: Where to look for work – Contacts and networking	2	50
Module 4: Where to look for work – Using websites	4	60
Module 5: Where to look for work – Using social media	1	50
Total for Part 1		4 hours 30 minutes
Part 2: Apply		
Module 6: Writing your first CV	1	60
Module 7: Matching your skills to a job	2	60
Module 8: Applying by letter or email	1	60
Module 9: Phoning about a job advert	1	60
Module 10: Application forms and online application systems	3	60
Module 11: Making speculative applications	1	50
Total for Part 2		5 hours 50 minutes
Part 3: Getting the job		
Module 12: Preparing for an interview	1	50
Module 13: A standard (strengths-based) interview	1	60
Module 14: Competency-based interviews	2	60
Module 15: Video and telephone interviews	1	60
Module 16: Selection tests	2	60
Total for Part 3		4 hours 40 minutes

	Number of activities	Estimated times
Part 4: The outcome		
Module 17: The job offer and starting work	1	50
Module 18: Not getting the job	1	50
Total for Part 4		1 hour 40 minutes
Part 5: Working Life		
Module 19: Basic employment rights	2	60
Module 20: Employee behaviour in the workplace	2	90
Module 21: Understanding your pay	2	60
Module 22: Health and safety in the workplace	2	60
Total for Part 5		4 hours 30 minutes
Total estimated time for completion		21 hours 10 minutes