

MODULE 3: Digital competence for job search

1. Face-to-face and digital job search: the main differences, advantages and disadvantages

Virtual interviewing became essential in 2020 for most companies when in-person job interviews were suddenly stopped due to social distancing regulations.

Online recruitment opens up the door for a whole new means of communication. You can keep in contact with people via email, through job posting websites, or through video calls. With the current technology, interviews hardly take any time or effort.

Anyway, not everyone is convinced, face to face interaction is still valued by a lot of organisations, many companies still have on-site interviews, valuing personal interaction and evaluation

Experts believe a combination of the two interviewing methods will be the way recruiting and hiring is done post-pandemic as traditional hiring practices make a comeback alongside recently adopted virtual processes.

ADVANTAGES OF DIGITAL JOB SEARCH AND RECRUITMENT:

- ⌚ You can send applications to recruiters all over the world;
- ⌚ You can send more applications;
- ⌚ Saving time and money for the process.

DISADVANTAGES:

- ⌚ You must take into consideration the possibility of relocating when you apply for offers in different cities or countries;
- ⌚ More candidates will apply for online job offers;
- ⌚ Less personal interaction and communication with the recruiter, which can affect their perception of you.

TIPS:

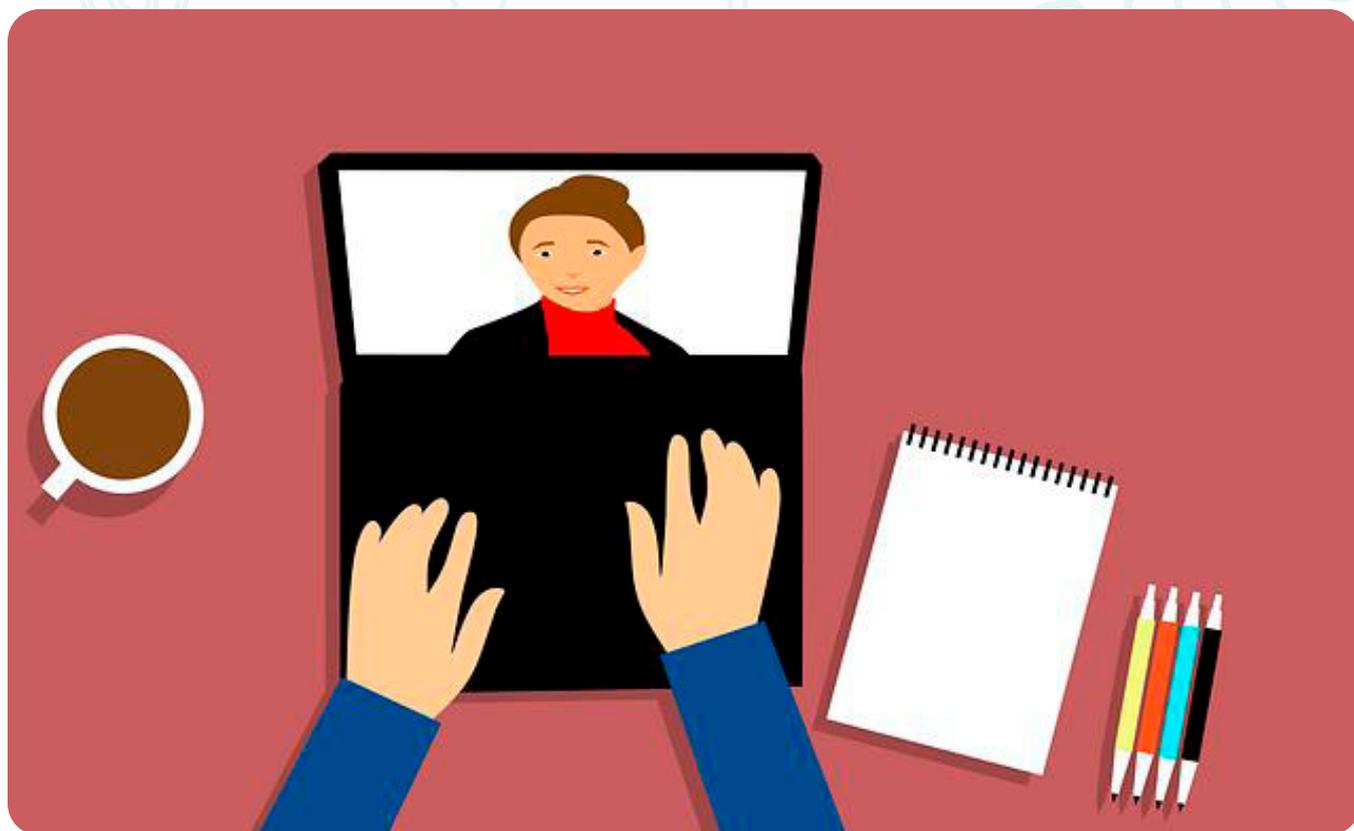
- ⌚ Check your internet connection and set properly your technical equipment before any direct communication with the recruiter;
- ⌚ Adapt your resume to the job position you are applying for;
- ⌚ Indicate the role you want to apply for when writing to recruiters or employers, and mention if you are applying for a specific job offer.

How to prepare yourself for a video interview

2020 with the Covid-19 epidemic was the turning point (at least in Italy!) for the widespread use of tools to make video calls for every possible purpose. And so, if previously there were few recruiters who interviewed remotely, usually for large multinationals job positions, nowadays it is no longer so rare to show up remotely for a job while sitting comfortably at your desk.

In particular, even companies not far from the candidate can choose this method at least for the first screening of the people who have sent the application form.

However, physical distance hasn't changed the idea that first impressions are what matters, so even if remotely, you need to be careful to present yourself to the interviewer in the best possible way.



Source: pixabay.com

Preparation is key!

This includes **preparing your content as well as preparing both mentally and physically** maybe with warm up exercises.

To help you face your first online job interview follow these tips:

- ☀ You will likely be asked to provide your Skype contact in advance, make sure you have a professional nickname. Or if you have a link to enter an online platform, for example Zoom, try it before to get familiar with it and be ready to correctly access at the set time.
- ☀ Choose the best room to isolate yourself (you can also use headphones to focus better on the conversation), you have to make sure no one enters in it. As a background you should opt for a bookcase or a white wall, and pay attention to the lighting, preferably using an artificial and

adjustable light to avoid annoying reflections. Always keep a pen and paper close at hand to take notes and all application documents, included your resume.

- ☀ Put your cell phone on silent mode and give/ask for a telephone number in order to get in touch with the interviewer in case of problems or unforeseen events.
- ☀ Dress carefully, choosing clothing suitable for the context and situation. For the video call interview you can also opt for an informal style, as long as it is adequate. For women, yes to makeup, but discreet and suitable for the occasion.
- ☀ Be on time! Connect early and be ready to answer the call. The advice is to always wait for the interviewer to call you.
- ☀ During all the conversation try to remain courteous and professional.
- ☀ Let your interlocutor speak, listen to him without interrupting him and do not be afraid if there is a few seconds of silence, the same must be done if it is an interview with several candidates at the same time, it's better a few seconds of uncertainty rather than crossing the voices with the others.
- ☀ Thank you for the time that has been dedicated to you and ask for feedback discreetly, asking, for example, what the company's timing might be to evaluate the interview and what are the next steps.

Pay attention to body language

An aspect to take into consideration also in the online interview is that of body language. What we don't say in words can be conveyed through the gestures of our body and create a discrepancy between what we are saying and what we are thinking. For this it is necessary to focus on gesticulation and body control before switching on the camera.

To keep in mind:

- ☾ Look in the right direction, ie towards the webcam
- ☾ Do not play with your hair, pens or diary, avoid keeping your arms crossed or assuming wrong postures. Try to stay composed but not rigid.
- ☾ Hands: remember that you are on video and that the space your interlocutor sees is reduced, so avoid raising your arms or moving them too much. But do not give up to emphasize the concepts with small gestures in the direction of the camera.

Golden advice

Try to simulate the interview with your friend as a recruiter or better sitting in front of a mirror, in this way you can also **correct your posture and do a self-assessment.**

Finally, we share with you this infographic on the benefits and perspective of candidates in relation to the video interview.

Insights into Video Interviewing; A Candidate's Perspective

Initial First Impressions

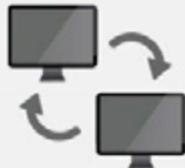


Excited/ Pleased/ Seen as an opportunity



Apprehensive / Nervousness / Unsure

What device?



Computer preferential opposed to a mobile or handheld device

Preferred location?



In the comfort of their home

Benefits of Video Interviewing

- Communication increases candidate satisfaction-
- New experiences gained
- Increased candidate engagement
- Improved candidate experience



Opportunity to show personality without added pressure of interview panel



Unconscious bias removed



Communication increases candidate satisfaction



Completed at a time suitable to the candidate, equally reviewed by a recruiter when convenient

http://adri2.hubspot.net/hubfs/433227/200K_WhitePaper_PDF/200000_Sonru_White_Paper.pdf

Source: tribepad.com



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2. How to prepare yourself for the online/digital job market

2.1 Europass: a free, personal tool for learning and working in Europe

WHAT IS EUROPASS

Visit the website: <https://europa.eu/europass/en>

The Europass platform can help you to take the next step in your learning or career by:

- ⌚ Helping you reflect on your current skills and experiences;
- ⌚ Presenting you with tailored and trusted learning and job opportunities across Europe;
- ⌚ Simplifying the writing of CVs and Cover Letters through editable templates;
- ⌚ Providing you with accurate information on working and learning in Europe;
- ⌚ Giving links to appropriate support networks.

With this, the European Commission supports you in reaching your full potential and finding opportunities across Europe that match your skills and experiences.

Among the Europass tools that you can create and use there are:

- ⌚ **Europass CV:** one of the best-known CV formats in Europe. It is easy-to-use and familiar to employers and education institutions.
- ⌚ **Cover letter:** a document to send with your CV for a job application.
- ⌚ **The European Qualifications Framework:** The EQF is an 8-level, learning outcomes-based framework for all types of qualifications that serves as a translation tool between different national qualifications frameworks. This framework helps improve transparency, comparability and portability of people's qualifications and makes it possible to compare qualifications from different countries and institutions.

The platform and all tools are available in **29 European languages**, which you can easily select by clicking on the top right menu of the website.

The screenshot shows the Europass website interface. At the top left, there is the European Union flag and the text "europass European Union". At the top right, there is a language selector menu with "English" selected and highlighted by a red circle. Below the header, there is a navigation bar with links: "europass", "Europass tools", "Learn in Europe", "Work in Europe", "About Europass", and "Stakeholders". On the right side of the navigation bar, there is a "Login to Europass" button. On the left side, there is a sidebar menu with three items: "Create CV", "Create Cover Letter", and "Test your digital skills". The main content area features the "europass" logo in a large, stylized font, followed by the tagline "Take the next step" and the text "Your free, personal tool for learning and working in Europe". At the bottom left, there is a logo for the Erasmus+ Programme of the European Union. At the bottom right, there are logos for "Iniciativa Internacional Joven" and "Carry on-line".

Select your language

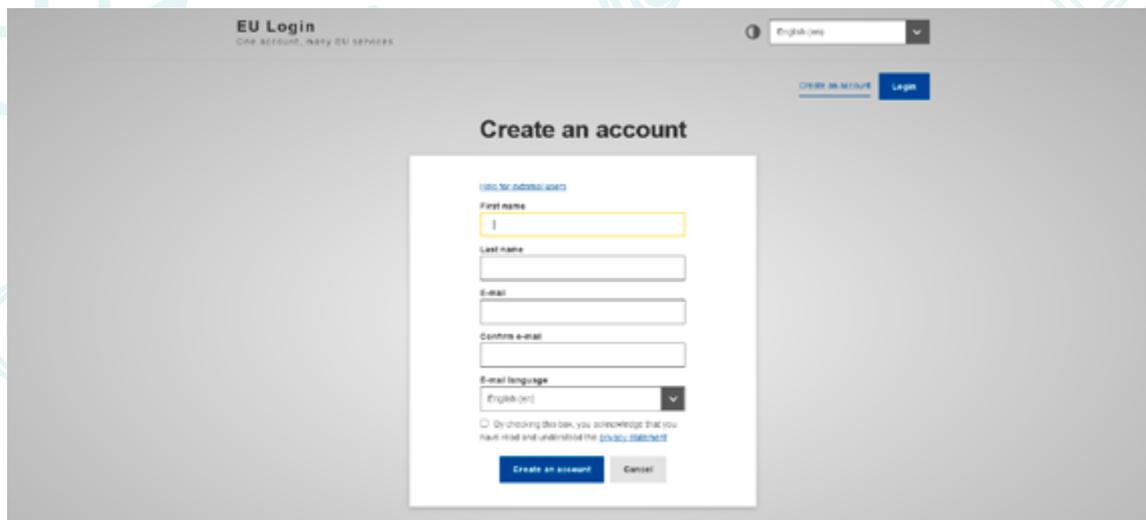
български	Deutsch
français	română
Gaeilge	eesti
hrvatski	slovenčina
italiano	slovenščina
latviešu	ελληνικά
lietuvių	English ✓
magyar	suomi
Malti	svenska
español	српски језик
Nederlands	islenska
polski	македонски јазик
čeština	norsk
dansk	türkçe
português	

2.2 ACTIVITY: CREATE YOUR PROFILE

When starting to use the Europass platform, we suggest you to create your profile.

The screenshot shows the Europass website interface. At the top, there is a navigation bar with the following items: 'europass', 'Europass tools', 'Learn in Europe', 'Work in Europe', 'About Europass', and 'Stakeholders'. A 'Login to Europass' button is highlighted with a red circle. Below the navigation bar, the main content area features the Europass logo and the tagline 'Take the next step'. The text below the logo reads: 'Your free, personal tool for learning and working in Europe'. A yellow button labeled 'Create your free Europass' is positioned at the bottom of the main content area. On the left side, there is a list of links: 'Create CV', 'Create Cover Letter', and 'Test your digital skills'. The top right corner shows the language selection 'English'.

When you click on Login to Europass, you will be requested to login or to create an EU Login account. Here you can register with your first name, last name, e-mail and choose your language. Check the box for the privacy statement and click on "Create an account".



You will be then able to start creating your Europass profile or the different tools available, such as the CV or cover letter.

2.3 ACTIVITY: CREATE YOUR CV

Once you have completed your Europass profile with information on your education, training, work experience and skills, you can create as many CVs as you want with just a few clicks. Just select which information you want to include, pick your favourite design and Europass will do the rest. You can create, store and share CVs in 29 languages. You can download your Europass CV, store it in your Europass Library, share it with employers or other job boards.

Watch this tutorial for the creation of your CV:

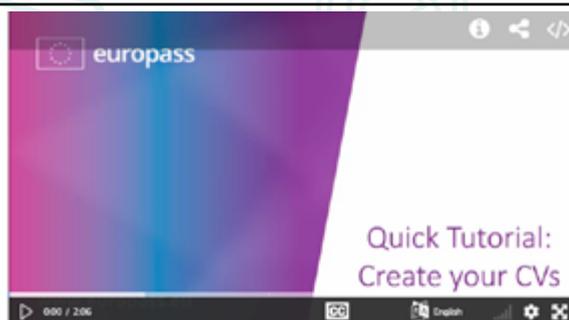
Quick Europass tutorial: create your CVs:

<https://audiovisual.ec.europa.eu/en/video/I-193054?lg=EN>

2.4 ACTIVITY: CREATE YOUR COVER LETTER

What is a cover letter?

A cover letter is a document you send with your CV (traditionally as the front cover or in the e-mail text). You should write it specifically for the job position you're applying for, highlighting certain areas you think would make you right for the role.



- ⌚ It should include the following things:
- ⌚ Your personal details (e.g. name, address, phone number, e-mail address);
- ⌚ The hiring manager's name (if you have it) and the details of the organisation you are writing to;
- ⌚ Where you found the vacancy;
- ⌚ Why you're suitable for the job;
- ⌚ Closing statements.

EXAMPLES OF COVER LETTERS

Tyler Vader

● Terryw, Inc.
Madrid
Spain

555-555-5555 ●
hello@kickresume.com

● 25/10/2019
Application for the position of Associate Sourcing Manager

Dear Sir/Madam,

With a great interest, I am writing in response to your advertisement for an Associate Sourcing Manager job at Terryw, Inc. which has been published and advertised on LinkedIn.com. Having extensive knowledge of business administration, exceptional work ethic, and strong determination to meet or surpass all targets and goals, I believe I could be a great contribution to your team and company.

My name is Tyler Vader and I am a fresh Supply Chain and Operations Management graduate with a master's degree from the University of Wisconsin - Milwaukee. Not only I was engaged in multiple clubs and societies but I also won the Academic Excellence Award for being a top achieving student. Moreover, I worked on multiple group and individual projects which helped me to develop important teamwork skills and the ability to remain calm in stressful situations. Also, I served as a Class Representative for one year which was an exceptional experience to further improve my leadership skills.

In addition, I worked as a Business Development Intern at two organizations during the summers. At these companies, I had a great chance to participate in the creation and implementation of new business processes and procedures and collaborated with the best industry professionals from around the globe. Finally, I am a hard-working and dedicated professional with a deep interest in technology and science. That being said, I think that the combination of my education, experience, and qualities make me an ideal candidate to fill this position. Feel free to contact me if you require any additional information.

Thank you for your time and consideration.

Kind regards,

Tyler Vader

Source: kickresume.com

Nombre Apellidos Empresa
Calle Nombre de la calle, nº Pta.
Código postal Pueblo Ciudad
CIF
Teléfono

Lugar, fecha

Estimado/a Sr./Sra.,

Mi nombre es "Nombre Apellido". He decidido a contactar con ustedes por (motivación personal para escribirles esta carta). Una vez finalizados mis estudios de (titulación) en (nombre del centro), busco donde profundizar y aplicar de modo práctico los conocimientos adquiridos.

Estoy muy interesada/o en trabajar en el (área profesional que te gustaría ocupar). Con mi formación y especialización académica creo que podría serles útil a la hora de mejorar (qué aportaría tu perfil - juventud-aprendizaje-facilidad de adaptación). Por lo que sé, en el desarrollo de su empresa (mostrar que conoces o has hecho un seguimiento de la empresa) y estimo que (destacar cuál sería tu aporte para la empresa). Además, aunque este sería mi primer puesto de trabajo, anteriormente, he tenido la oportunidad de hacer prácticas en (lugar), donde aprendí a (describir conocimientos aprendido relacionados con los intereses de la empresa).

Una oportunidad como ésta sería para mí, no sólo un paso más en mi desarrollo profesional, sino personal. Es por eso, que me gustaría tener la oportunidad de conversar con ustedes en una entrevista para demostrarles mis aptitudes.

Esperando sus noticias, les saluda atentamente.

Muchas gracias,

Nombre Apellidos

Source: commons.wikimedia.org

6/9/97

Dear Sir / Madam,

I'm writing in regards to your ad for Corporate Communications Production. I have all of the skills that you have requested. Therefore I know I can contribute in many productive ways.

At Admiral Typesetting I learned many organizational skills. I have experience with Windows, Word, Excel, and PageMaker. Also I can run special projects when requested. Please feel free to contact me with additional questions. I am extremely excited about the Internship in the Public Affairs Department.

Thanks,

Daniel Weing

Very personal hand written cover letter - Source: flickr.com

How to write a cover letter through the Europass platform

In the website you will be guided for the creation of an effective cover letter with all the relevant information divided into different sections. For each of them, you can see some suggestions.



Welcome



Edit

3

Select template

4

Select format and save

Select the language in which you want to create your cover letter

English

Date format *

23/04/2019

Edit cover letter

Fill the different sections of your cover letter

First name(s) *

First name(s)

Last name(s) *

Last name(s)

Address line 1

e.g: Street name, P.O, Box

Address line 2

Apartment, suite, unit, building, floor, etc.

Postal code

e.g: 0035482

City

e.g: Paris

Country ⓘ

Select

Phone number

Select

Select

Email

Email

Instant messaging ⓘ

✕ Exit

Next >

Details of the person/organisation to whom this document is addressed.

Edit

City, Date and Subject

Edit

Content

Edit

Closing

Edit



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You can fill the different parts of the letter by clicking on the pencil "Edit" and opening the different fields. Remember to click save for the changes and be sure to fill all the mandatory fields. Then click on "Next" and you will be able to select the template and colour you prefer and to download the file in pdf format or to save it in your Europass Library.

Details of the person/organisation to whom this document is addressed.

 Edit

City, Date and Subject

City

e.g: Paris

Date

DD

MM

YYYY

Subject *

Ref: Vacancy notice 245/2019

This field cannot be empty

 Clear

 Cancel

 Save

Explore the [Europass portal](https://audiovisual.ec.europa.eu/en/video/I-204554?&lg=EN) for more tips and watch this tutorial:

<https://audiovisual.ec.europa.eu/en/video/I-204554?&lg=EN>

3. Creative curriculum vitae: how to present yourself in an original way

When looking for a job, **the first impression is what counts!**

So why not stay etched in the interviewer's mind with your resume?

Personalising your CV can give you an extra chance to make yourself known even before being called up for the fateful job interview.

It is now well established that recruiters dedicate only a few seconds to the first screening of resumes, this is why proposing something original, in colours, in the form, in the formatting of the text, etc., **can be the winning card for your career.**

In particular, if you are looking for a job in the creative, communication, marketing or similar professions, presenting yourself in an original way becomes almost a must.

In fact, this first step will make the company you propose to understand what you can do and how you can communicate it.

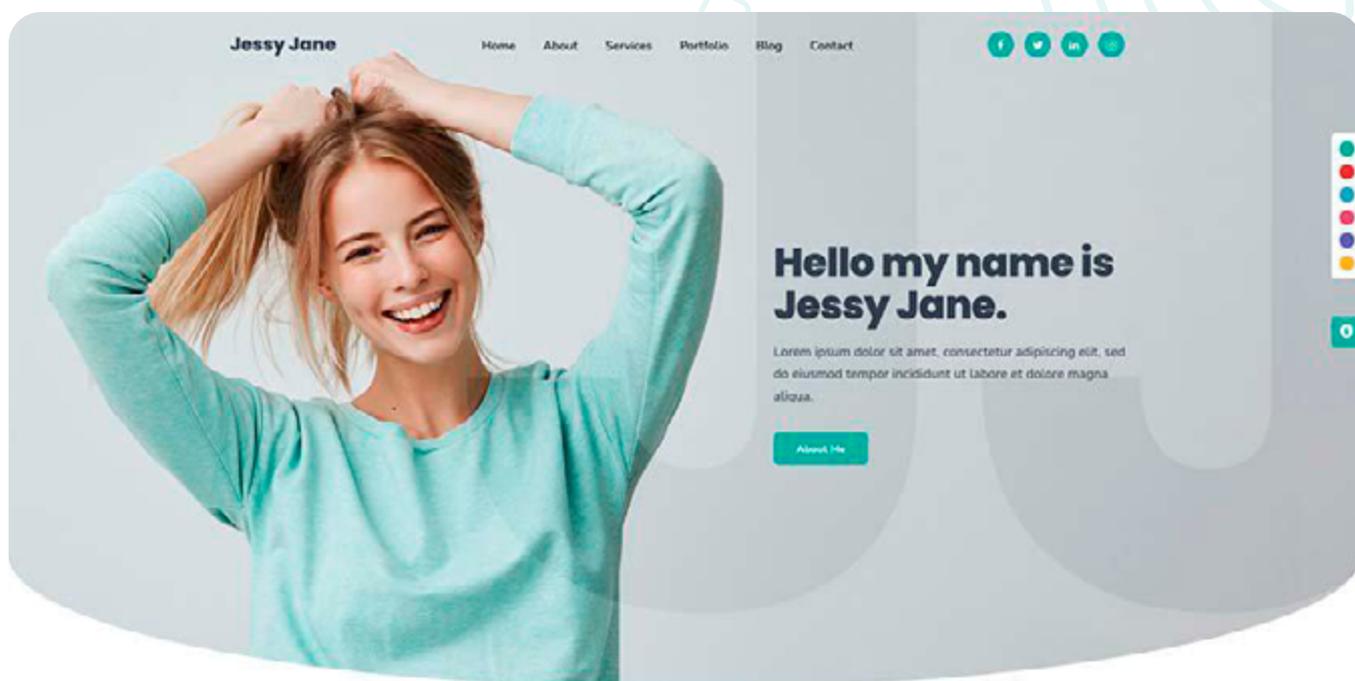
What is a creative CV?

Creative CVs are resumes that do not fit into the standard formats, both in terms of format and content and style, you can even forget the classic chronological curriculum or Europass and create a website in its place!

In this case you must give the green light to creativity and forget the classic A4 sheet curriculum created in Word, in black and white and in "times new roman" or "arial" format.

It is not just about changing the graphics but about creating a paper or digital product (for example website or online portfolio) that best represents you: your education, your skills, your aspirations and your past work experiences.

See examples below:



About Me

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quas dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

Show My Skills

Source: business.tutsplus.com



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Here is an example of an original but at the same time professional CV:



Source: weare.guru

3.1 ACTIVITY: Create your creative resume in 3 steps

1. First of all, think about what you want capture and represent your contents visually
2. Make sure that your design is easy and appealing to the eye. Think about the layout and the overall look and feel of your message. Use space strategically as needed.
3. Start realizing your idea thanks to design softwares or other useful tools for the purpose.

Golden advice

Read the Creative CV Guide prepared by the University of the Arts London, University for the Creative Arts and University College Falmouth.

Please note:

If the job you're applying for is a very formal job or you are dealing with a non-youthful work environment, maybe a creative CV is not the right solution for you!

Useful resources for creating your creative resume:

- ☀ [Canva.com](https://www.canva.com)
- ☀ [Resume.io](https://www.resume.io)
- ☀ [Picktochart.com](https://www.picktochart.com)
- ☀ [Pinterest.com](https://www.pinterest.com) (Get inspired!)

4. Video CV

When applying for online job offers, you might be requested to send a video to present yourself, your previous experience and your motivation. You therefore may need to create a video CV, which in a few minutes can make a difference and positively influence the recruiters.

The video CV can be useful to arouse interest, curiosity, the desire to be reviewed or to be contacted in person. You can also use it as an annex to your cover letter or traditional resume, in order to better illustrate your professional profile and obviously your communication skills.

It can be a valid solution for creative, commercial, marketing and communication profiles, as well as for figures from the world of art and entertainment, in which expressiveness and creativity play a key role.

- ☞ Here are some tips to record an effective video CV:
- ☞ Dress appropriately;
- ☞ Don't speak too fast;
- ☞ Be concise: a couple of minutes are ideal for presenting yourself effectively;
- ☞ Choose a neutral background, without distracting elements;
- ☞ Briefly tell who you are and focus on the most relevant previous studies, training and experiences;
- ☞ Enhance your skills and competences;
- ☞ Do not recite, read or repeat in a mnemonic way;
- ☞ Don't just repeat the information inserted on your paper CV: introduce yourself spontaneously, enhancing your main skills.
- ☞ Say what you would like to do, what your professional ambitions are and how you are applying for the job offer.

For other useful tips, you can watch this video: [How to make an effective video cv](#)
In the [web](#) you can find many examples of video Cv, try to get inspired!

4.1 ACTIVITY: "SELF REFLECTION"

What do you think about the video CV? Would it suit you?

5. The most common tools and apps for digital job search

5.1. EURES: A European cooperation network of employment services

Launched in 1994, **EURES** is a European cooperation network of employment services, designed to facilitate the free movement of workers. The network has always worked hard to ensure that European citizens can benefit from the same opportunities, despite language barriers, cultural differences, bureaucratic challenges, diverse employment laws and a lack of recognition of educational certificates across Europe.

Watch the video:

<https://audiovisual.ec.europa.eu/en/video/1-181120?&lg=EN>

The screenshot displays the EURES website interface. At the top, there is a navigation bar with the European Commission logo, a language selector set to 'English', and a search bar. Below this, the 'EURES' logo is prominent, followed by a menu with options: Home, Jobseekers, Employers, Living and working, EURES Services, and My EURES. The main content area is titled 'Jobseekers' and features three image-based tiles: 'Find a job', 'My CV', and 'My jobs'. A second navigation bar is visible below, identical to the first. The main content area continues with the 'EURES' logo and the same menu. Below the menu, the breadcrumb 'Home > Jobseekers > Find a job' is shown. The section is titled 'Job results' and states 'There are currently 3 852 928 jobs waiting for you !'. A large search bar is present, with a 'Search' button on the right and a link to 'Advanced search' below it.

You can filter the job vacancies for:

- ☀ Publication date,
- ☀ Location,
- ☀ EURES flag (which means that the employer is particularly interested in recruiting workers from other European countries),
- ☀ Work schedule,
- ☀ Language of the job vacancy,
- ☀ Sector,
- ☀ Education level,
- ☀ Experience,
- ☀ Contract type,
- ☀ etc.

More filters are available in the advanced search.

HINTS AND TIPS

At **this link** of the EURES platform, you can find useful Hints and Tips that you may want to consider before moving to another country:

- ☀ Finding information on jobs abroad
- ☀ Practical and legal aspects of mobility
- ☀ Applying for a job abroad
- ☀ The selection tests & the interview
- ☀ Moving abroad
- ☀ Setting in a new country

5.2. Public employment services in Europe

In EU countries, public employment services (PES) are the authorities that connect job seekers with employers.

Although structured differently in each country, all PES help match supply and demand on the labour market through information, placement and active support services at local, national and European level.

They offer a support intervention to the person in the construction of the professional growth project and is a valid accompaniment to the choices that must be made at school, training or professional level. The guidance service has the objective of favouring the meeting between demand and supply of work and contrasting unemployment and long-term unemployment, supporting the person in the active search for a job and/or in the choice of a training path. It serves to contribute and develop a full awareness of one's abilities and skills to activate a process of comprehensive growth.

These services can offer their support and activities also through online platforms, even if the procedures may differ from one country to another or even for the different regions in a country.

For example, in Italy, each region has its portal. In the Umbria Region, the website of the public employment services is Lavoro per Te, where you can take advantage of a range of administrative

services without having to go to the Employment Centre in person. From here you can view and print your employment status, check your career path and issue the Declaration of Immediate Availability. You can also find here some career guidance exercises useful for your professional orientation, grouped into three "rooms" that investigate different aspects: from the analysis of interests and skills, through the evaluation of how these can be integrated into specific professional profiles, up to the definition of activities and tools to be put in place for an effective job search. In the website you can fill in your Cv and cover letter and search and apply for job offers.

If you are looking for a job, check for the public employment services in your country or region, what services do they offer online?

5.3 Websites and apps for job search in Europe

Once you have a clear career goal, an effective resume and cover letter, you are ready to seek out and receive job offers that are right for you!

Websites like Indeed, Monster, LinkedIn, etc. are good places to find job offers, but you should first go directly to the companies you are interested in to search for open positions.

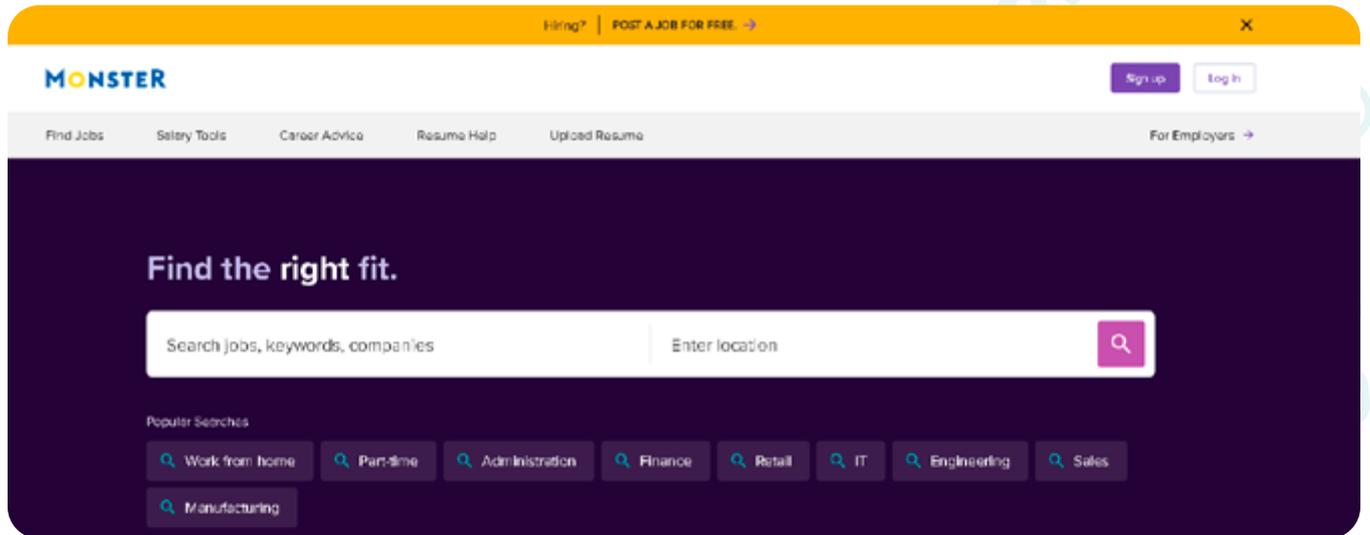
INDEED

Indeed.com is a search engine where you can look for work by consulting the many offers published by companies on different sites, which are indexed by sector and location.

The user can do their searches, save them, create alerts to receive new ads in their mailbox in line with their preferences and apply by sending their CV.

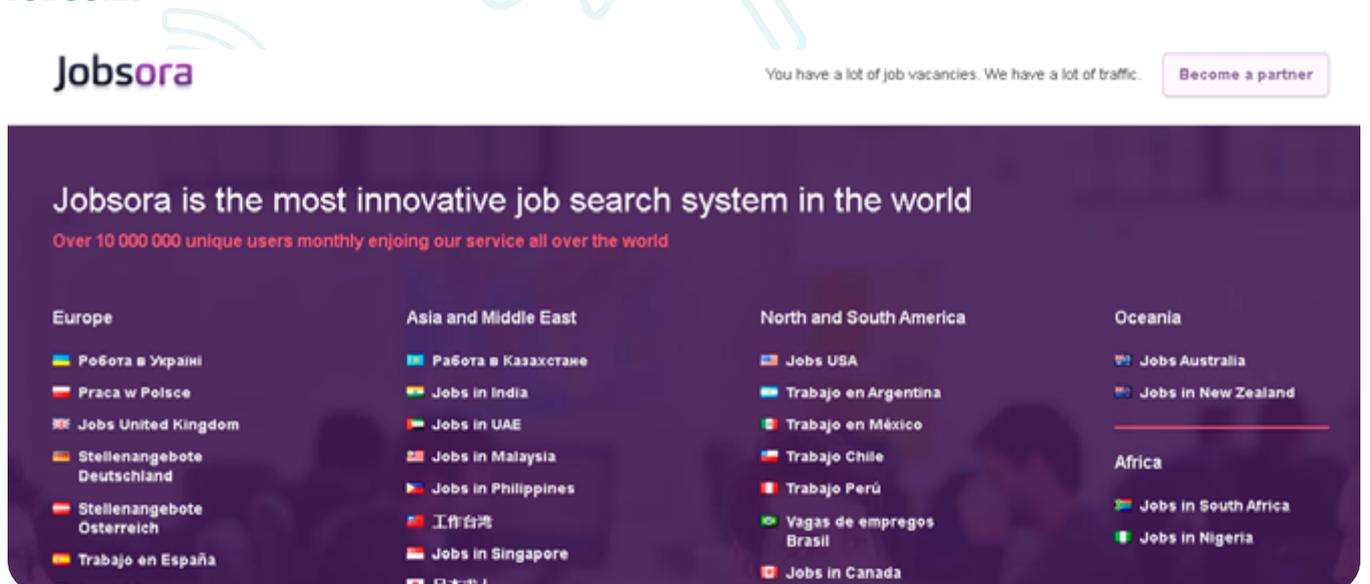
This site gives you the opportunity to upload your CV or create one online and also to publish it in a search engine where companies can actively search for it.

MONSTER



Monster is another very reliable site to search for job offers, a reference point for many years for job seekers on the web. By creating your own account you can search for offers by setting different filters. publish your CV (deciding to make it visible to companies or not) and apply for offers. With a Monster professional profile, you can showcase your skills and accomplishments and indicate your ideal job title, minimum salary, and preferred location. There is also a section of the site where you can find advice and information dedicated to job seekers, whether it's your first experience or if you want to relocate after several years of experience. It is available in various European countries and around the world.

JOBSORA



Jobsora is a multinational portal which currently gathers job offers from over 250 sites and employers. On Jobsora you can also create your own profile/CV and receive updates on the latest job offers in line with your characteristics and preferences.

In Italy: <https://it.jobsora.com/>

In Portugal: <https://pt.jobsora.com/>

In Spain: <https://es.jobsora.com/>

ACTIVITY: TRY ONE THE WEBSITE WE MENTIONED TO LOOK FOR YOUR DREAM JOB

5.4 Looking for a job on Facebook? Why not!

A very useful function, created a few years ago, made it possible to consult job offers from companies present with their page on Facebook, directly within the social network.

In this section you could scroll through hundreds of offers for different roles in which the skills required for the type of job offered, the type of contract and often also the monthly/annual gross salary were described. There was also the possibility to click the button "Apply now" on the post with the job offer, thus arriving at the overview of the details and directly to the application form.

In this way, Mark Zuckerberg wanted to give the channel a more professional look than before.



Source: facebook.com

However, since February 22, 2022, changes to the Jobs section on Facebook have meant that Zuckerberg's social network job search tool is no longer available outside the United States and Canada, so if you're looking for work outside of these two countries you can do it by peeking through the ads in the groups created ad hoc, or in the posts created directly on the pages of the companies.

Given the situation, is it still possible to find work on Facebook?

Yes, it is!

General groups on FB are very popular for job postings, where job ads are published as normal posts.

Groups are divided into locations and specialisations. The general rule is that the more members the group has, the more people can see the job offers or can create a new one, and therefore the greater the chance of acquiring a candidate or getting hired.

To find a job offer there is no need to enter the words "job postings etc." in the search field, you can also try in generic groups such as: ads + "location name".

Estágio em Portugal? Quero!

Private group · 4.4K members

Join Group

About

Discussion

About this group

Grupo para partilha de oportunidades de ESTÁGIO (curricular, extracurricular, medidas estágio emprego e/ou outras em vigor) em Portugal.

Para empresas e para quem tenha vontade de frequentar.

Quando arranjam estágios ou estagiários façam o favor de dizer aqui no grupo! Só assim saberemos se este ENORME projecto vale a pena estar no ar! :) See less

 **Private**
Only members can see who's in the group and what they post.

 **Visible**
Anyone can find this group.

 **Matosinhos**

 **General**

If you are not a member of a group, you must join it first. Just click the "Join group" button. In some cases, in addition to clicking the button, you also need to answer a couple of questions, e.g., "Have you read the group rules?" Before you post something in a group, be sure to read its rules, which are usually available in the "About" tab, to avoid that the same is canceled or that you are banned.

Some examples below:



Πατρινες Αγγελιες

Join Group



Zwh Xalkidi

11 April at 12:03 · 🌐

■ Η επιχείρηση <<Corretto Cafe vol6>> (ΑΚΡΟΤΗΡΙΟΥ 56) αναζητά έμπειρη συνεργάτη, στο πόστο του μπουφέ, για πλήρης απασχόληση

■ Πλήρεις αποδοχές! Δώρα Χριστουγέννων/Πάσχα Φιλικό κ υγιές περιβάλλον!

■ ΠΛΗΡΟΦΟΡΙΕΣ 6939514684



they post.

Visible

Anyone can find this group.

Patras, Greece

Buy and sell

Popular topics in this group

#amazing

140 posts

#good

117 posts

#greece

110 posts

See All



anuncios de trabajo en españa



Search results

Filters

- All
- Posts
- People
- Photos
- Videos
- Marketplace
- Pages
- Places
- Groups

<https://www.facebook.com/groups/fitiniespana/>



Trabajo en Madrid, España

Public group · 43K members

Ofertas de empleo en Madrid, España. Comparte con la comunidad los trabajos que encuentres publicados en internet, periódicos o la calle. 4 posts a day



Ofertas de Empleo y Trabajo en Andalucía

Public group · 47K members

Estás en el grupo de ofertas de trabajo y empleo en Andalucía, si estas buscando empleo en la zona de Andalucía este es tu grupo. Gracia a nuestra... 5 posts a day



Ofertas de Empleo y Trabajo España

Public group · 77K members

Ayudarle a encontrar un Trabajo o un Empleo, ese es nuestro principal objetivo. Si está buscando un Trabajo o un Empleo, tiene que ser muy honesto(a) y deci... 10+ posts a day



Ofertas de Empleo y Trabajo España

Public group · 16K members

10+ posts a day



Group by Anonymous Italia

Freelance Italia

Public group · 10.2K members

Joined

+ Invite



Co-funded by the Erasmus+ Programme of the European Union



A good alternative is to consult the posts on the page of the company you would like to work for and check if they have reported any vacancies.



Quinta del Carmen

19 March at 00:00 · 🌐

JOB ALERT:

Quinta del Carmen is looking for a Waiter/Waitress.

MUST HAVE:

- Valid Work Permit
- Minimum of 1-year experience serving guests
- Open Mind, and willingness to learn

MUST SPEAK FLUENT ENGLISH!

And have an affinity for not only serving food/drinks/wine but also being able to create memories by accommodating a wonderful evening for our guests

To apply, email: dine@quintadelcarmen.com
or call us after 3.00 pm on 587-7200.



An even simpler way is to put the job you are looking for in the search field and consult the posts that have those words inside them, you can also filter them by setting the location or date of publication.



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of the European Union





Video editor job



Search results

Filters

Reset

All

Posts

Recent posts

Posts you've seen

Date posted ▼

Posts from ▼

London, United Kingdom

People

Photos

We are now recruiting new talent to be a part of Team REKO! Are you a talented individual that shares the same vision as us? If so, we are now recruiting for talent, to support them in finding their desired role. Whether you are a Script Writer, Camera Operator, Costume Designer or an Editor - we would love to work alongside you, in promoting your work across vast platforms! If you are interested in one of these positions, please email: enquiries@filmwithreko.com - with eithe... See more



A last useful channel to find work on Facebook are the pages of the employment agencies or, if present, the related groups.



REFEA - Agence française de recrutement et d'emploi

209 followers • 0 following

Follow

Contact Us

Posts About Mentions Reviews Followers Photos More

Intro

REFEA accompagne les entreprises dans la réussite de leurs recrutements. REFEA sécurise les recrut

Page · Recruter

fc@refea.fr

refea.fr

Posts

Filters

Pinned post



REFEA - Agence française de recrutement et d'emploi

26 January ·

OFFRE D'EMPLOI : REFEA, le recruteur des PME, renforce son équipe ! Pour notre cabinet parisien, nous recherchons un-e CHARGÉ-E DE RECRUTEMENT.

#offre #emploi #recrutement #Paris #PME #Refea

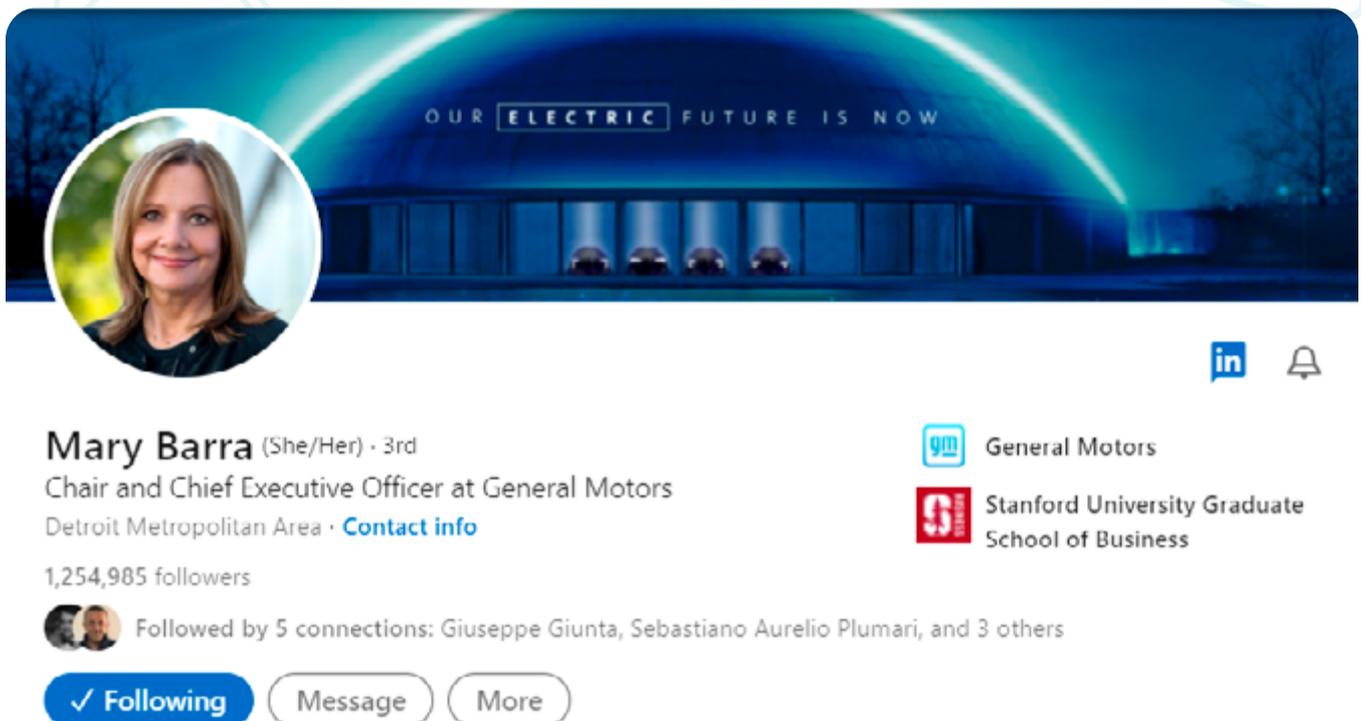
5.5 Be present on LinkedIn is a must

Launched on May 5, 2003, LinkedIn is an American business and employment-oriented online service that operates via websites and mobile apps, in particular this platform is used for professional networking and career development, and allows job seekers to post their CVs and employers to post jobs.

What makes LinkedIn so powerful?

In 2022 there are 600,000,000 users registered on LinkedIn including job seekers, recruiters, people interested in their personal branding and employed people in search of networking or new career opportunities. With this issue we understand how being present with your profile is now a must to give yourself an extra job opportunity.

As for the creative resume, even on LinkedIn you can customize your profile to get noticed and immediately send a message to those who come to find you online: you can choose your best photo, put a cover photo as the initial profile photo and choose a headline that grab attention and contain the right keywords you want to be found for.



Mary Barra (She/Her) · 3rd
Chair and Chief Executive Officer at General Motors
Detroit Metropolitan Area · [Contact info](#)

1,254,985 followers

Followed by 5 connections: Giuseppe Giunta, Sebastiano Aurelio Plumari, and 3 others

[Following](#) [Message](#) [More](#)

[General Motors](#)
[Stanford University Graduate School of Business](#)

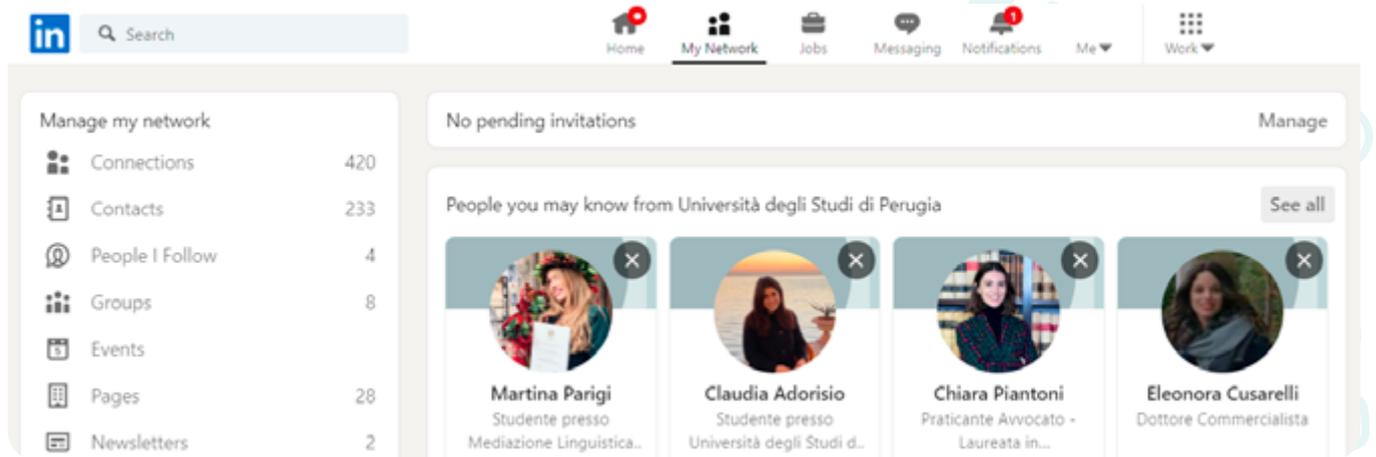
Another very important aspect to consider is the possibility of uploading different media and inserting external links to show documents, presentations, digital products that contribute to your personal branding.

Other very useful sections to present your skills are:

- ☞ Licenses & certifications

- ☞ Volunteering experiences
- ☞ List of skills (each of these can receive approval from your colleagues, friends, acquaintances or contacts)
- ☞ Recommendations (given and received)
- ☞ Projects (you have worked on or are currently working on)

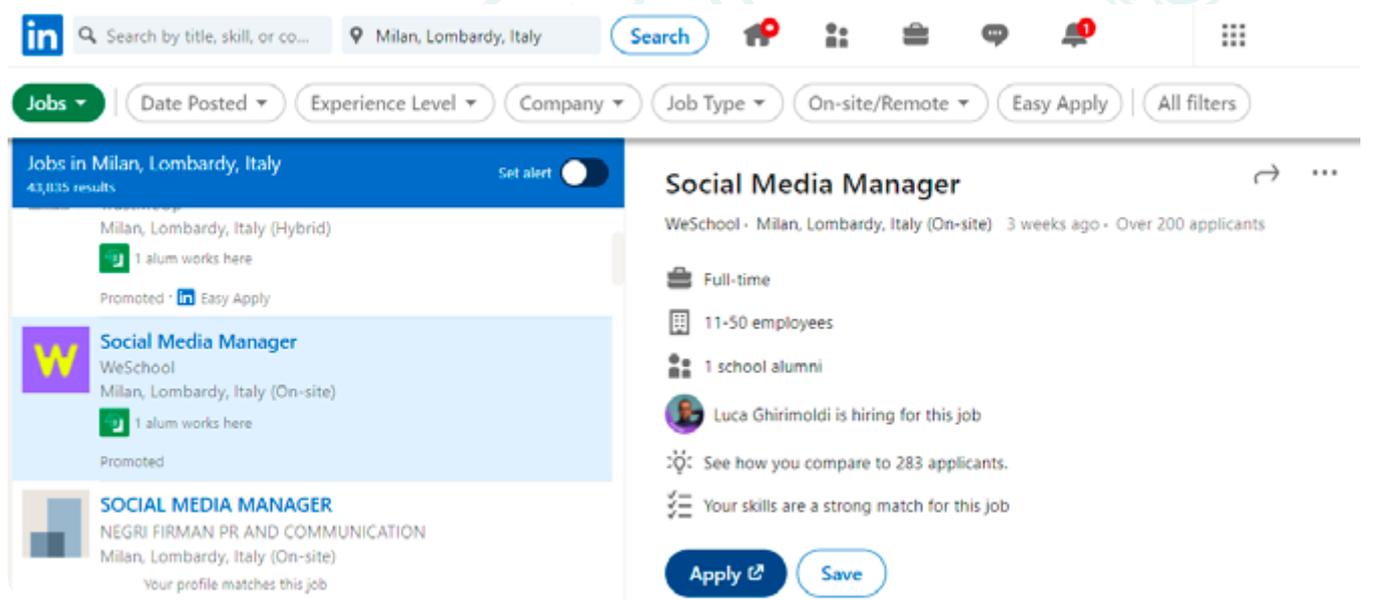
On the "Network" page, LinkedIn allows you to add your professional contacts, send a request to meet others, discover events that may interest you based on your professional preferences, subscribe to thematic groups and find company business pages on the platform.



After your profile page, surely **the most important part of the website is the "Jobs" section** where you can consult all the vacancies and choose the ones to apply for.

Here you will also find useful tips for the job interview, you can also create a Job alert that will notify you when an announcement regarding a job position of your interest will be published.

In each job advertisement, you will be able to read the company name, the description and all the details of the vacant role, find out the number of current employees and people who have already applied for the same position and understand if your skills are suitable, in some cases also know the proposed salary. You will also find the "Apply" button to go directly to the page with the application form.



How to create a profile that stands out your competitors in 5 steps

Read the latest edition of the unmissable Job Search Guide published by LinkedIn;

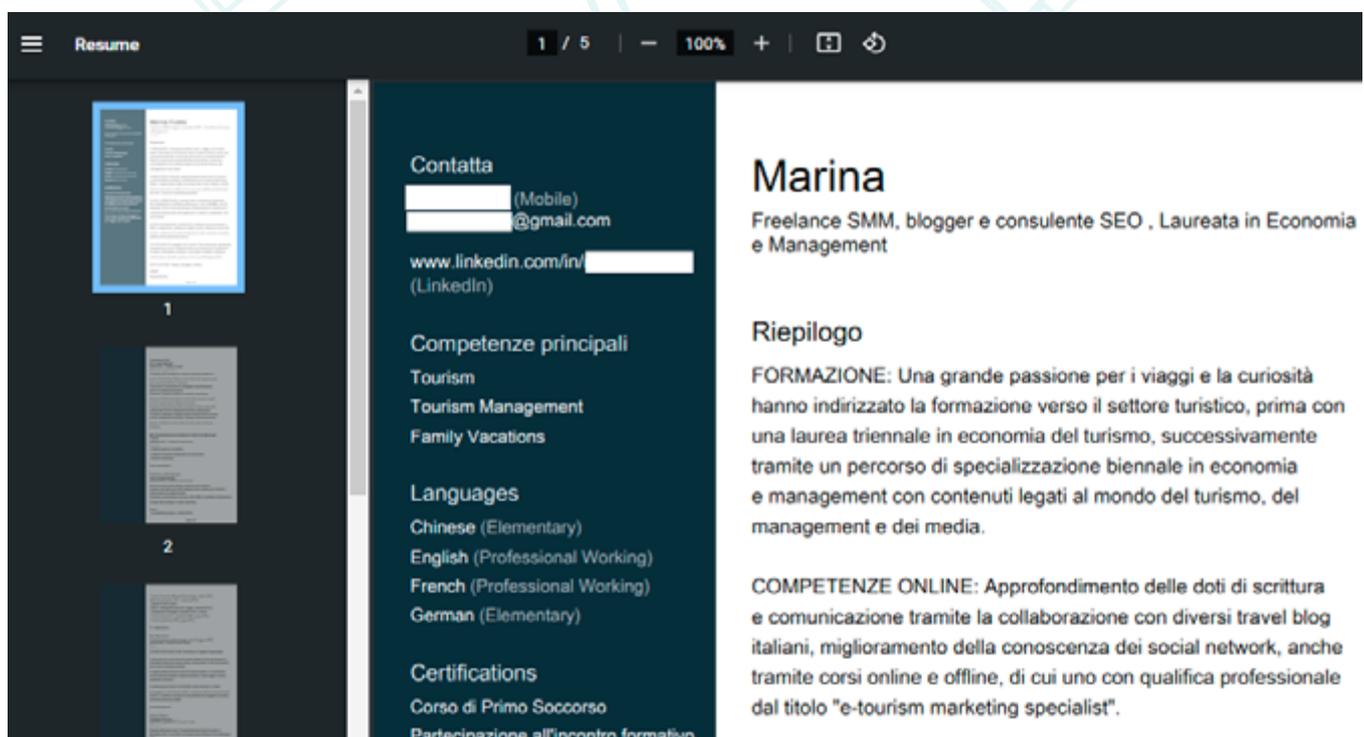
- ☀ Fill in the description under each job and the general summary; do not limit yourself to the tasks, also list the results obtained, publish links, PDFs and documents and, if it is worth it, also certificates from courses, certifications, patents, volunteering;
- ☀ Use status updates: they are a good opportunity to highlight some of your latest works, share an article or book reading, promote your presence at an event. LinkedIn is designed just like a social network ... but professional!
- ☀ Update your resume and LinkedIn profile, and change photos every now and then, taking care to always choose professional images;
- ☀ Translate your profile into at least another language. There is no need to do it all over again, there is a LinkedIn tool that can help you automatically.

Golden advice

According to LinkedIn, 80% of job positions are won thanks to online word of mouth so build your contacts network (not just with your friends and past or present colleagues!).

Download your CV for offline job interviews

A very useful function of your LinkedIn page is the possibility to save the profile in PDF, in this way, without having to do anything else, you will have your CV ready to be printed and shared.



The screenshot shows a LinkedIn profile for Marina. The page is titled "Resume" and shows a navigation bar with "1 / 5" and "100%". The profile information includes:

- Contatta**: (Mobile) @gmail.com, www.linkedin.com/in/ (LinkedIn)
- Competenze principali**: Tourism, Tourism Management, Family Vacations
- Languages**: Chinese (Elementary), English (Professional Working), French (Professional Working), German (Elementary)
- Certifications**: Corso di Primo Soccorso, Partecipazione all'incontro formativo

The profile summary includes:

- Marina**: Freelance SMM, blogger e consulente SEO, Laureata in Economia e Management
- Riepilogo**: FORMAZIONE: Una grande passione per i viaggi e la curiosità hanno indirizzato la formazione verso il settore turistico, prima con una laurea triennale in economia del turismo, successivamente tramite un percorso di specializzazione biennale in economia e management con contenuti legati al mondo del turismo, del management e dei media.
- COMPETENZE ONLINE**: Approfondimento delle doti di scrittura e comunicazione tramite la collaborazione con diversi travel blog italiani, miglioramento della conoscenza dei social network, anche tramite corsi online e offline, di cui uno con qualifica professionale dal titolo "e-tourism marketing specialist".

Now all you have to do is run to LinkedIn and create your professional page!

ACTIVITY: CREATE YOUR LINKEDIN PROFILE

To start creating your profile on LinkedIn, we suggest you take a look at the website and maybe follow the advice you can find in the numerous video tutorials created for this purpose.

6. EUROPASS MOBILITY

Europass Mobility is a document which **describes the skills you develop on a particular mobility experience**, such as an Erasmus+ mobility.

The document will include your personal details and can include information on your roles and responsibilities, job-related skills, language skills, digital skills, organisation and managerial skills, communication skills. All the competences developed during the learning/teaching/training activity can be described in the certificate.

These skills can be very valuable when applying for jobs and courses in the future and you can include them in your CV.

How to obtain your Europass Mobility:

If you take part in an organised mobility experience in another country and would like to receive the Europass Mobility, you will need to ask the sending partner (e.g. the school or institution that organises your placement or mobility) to register with the **National Europass Centre in your country**. The **sending partner** and the **host organisation** (the organisation or institution that you will be visiting when abroad) will complete and validate the relevant documents. You will receive your Europass Mobility after you finish your experience abroad.

Discover more on the [website](#).

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Envatotuts+ - www.business.tutsplus.com

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Facebook – www.facebook.com

Flickr – www.flickr.com

Guru – www.weare.guru

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Jobsora – www.jobsora.com

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LinkedIn – www.linkedin.com

Monster – www.monster.com

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