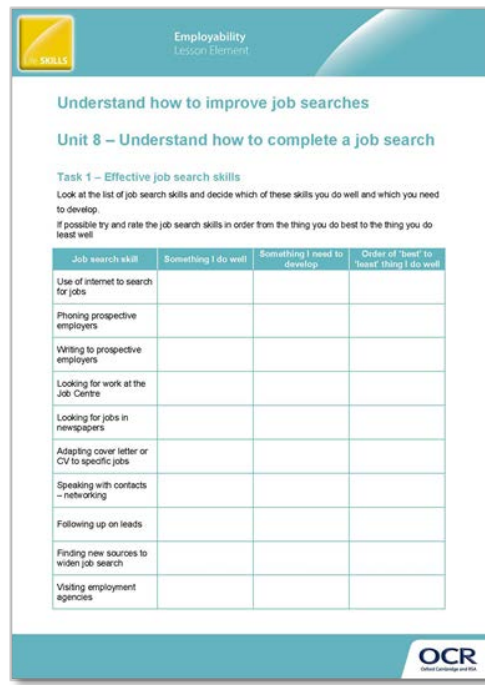# Understand how to improve job searches

Unit 8 – Understand how to complete a job search

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Understand how to improve job searches', which supports OCR Awards and Certificates in Employability Skills Unit 8 – Understand how to complete a job search.

Associated files
Lesson Element Activity – 'Understand how to improve job searches'

Expected duration:
Task 1 – 25 minutes
Task 2 – 35 minutes
Task 3 – 50 minutes

Task 1 – Effective job search skills

Hand out the job search skills sheet to learners, which identifies ten job search skills.

Ask learners to add to the list any other skills needed for job searches.

Ask learners to assess themselves by indicating which skills they do well and which skills they need to develop.

Encourage learners to rate the listed skills from 'the thing I do best' to 'the thing I do least well'.

Task 2 – Job search SWOC

Describe the concept of a SWOC analysis – i.e. identifying:

- STRENGTHS

- WEAKNESSES

- OPPORTUNITIES

- CHALLENGES

Explain how this technique could be used to assess own performance when searching for jobs, i.e.:

- What were my STRENGTHS during the job search?

- What were my WEAKNESSES?

- What OPPORTUNITIES are there for me?

- What CHALLENGES do I need to overcome?

Hand out the **SWOC analysis** template.

Encourage learners to draw conclusions about their ability to job search based on the SWOC analysis – identifying some ways to improve.

Task 3 – Getting even better

Ask learners to list all the things they did well when job searching and all the things they could have done better.

Explain the purpose of action planning to the group.

Introduce the concept of SMART targets listing the following on the white board:

- SPECIFIC

- MEASURABLE

- ACHIEVABLE

- REALISTIC

- TIME BOUND

Give learners examples of SMART targets.

Hand out the **Action Plan** template and ask learners to record SMART action points. Ask learners to share their Action Plan with you or their mentor.

With individual learners set a review date to monitor their progress against their individual Action Plan

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