

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

3. *Theme* Ability for active job seeking
Exercise Most common job search mistakes

Developed by: *European Partnership, Lithuania.*

Based on: <http://jobsearch.about.com/od/findajob/tp/jobsearchmistakes.htm>

Aim

Find and evaluate the most common job search mistakes and think how to avoid them.

Expected duration: 30 min.

Description

What are the worst job search mistakes job seeker can make? Some are major mistakes that can halt his/her job search before it even gets going. Others are small mistakes that, given a competitive job market, can be enough to knock person out of contention for a job. By doing this exercise mentee will learn how to avoid the top job search mistakes, so he/she would be in the best position to effectively search for a job.

Steps for performing the exercise:

1. Mentor introduces and the exercise to mentees. Mentor explains the aim of the exercise and how to perform it.
2. Mentees perform task individually and make their choices.
3. Mentor comments the results to mentees according their answers.
4. Discussion is organised according the questions for reflection suggested after each statement.

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

3. *Theme* Ability for active job seeking
Exercise Most common job search mistakes

HANDOUT FOR MENTEE**Task for mentee**

Below you will find some statements concerning job search. Please, read them and decide if the statement is correct. Mark your selection.

1. If you are unemployed, do you think that the strategy to apply for any job is correct?

Mark your decision

YES

NO

2. Do you think it is necessary to recheck your prepared job application documents before applying for a particular job position?

Mark your decision

YES

NO

3. Does your prior negative attitude towards getting a job could be an obstacle to succeed to find a job?

Mark your decision

YES

NO

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

3. *Theme* Ability for active job seeking
Exercise Most common job search mistakes

EXPLANATION OF THE RESULTS**Task for mentor**

Below you will find the correct answers and the explanations. Please explain the results to mentees and encourage them to discuss on the given questions.

1. If you are unemployed, do you think that the strategy to apply for any job is correct?

Answer YES: *incorrect answer*

Answer NO: *correct answer*

Explanation:

There isn't any point wasting your time applying for jobs that you're not qualified for. It's a waste of time, energy, and effort. Instead, take the time to focus your job search and apply to jobs that are a match for your skills and experience. Then target your resume and cover letter, so show the hiring manager why you're qualified at first glance.

Questions for self-reflection:

1. Do you think this mistake can happen with you?
 2. Have it already happened?
 - Why you think you made this mistake?
 - Have you learned from your mistake?
 3. Think what you should do to avoid this mistake next time.
-

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

3. *Theme* Ability for active job seeking
Exercise Most common job search mistakes

2. Do you think it is necessary to recheck your prepared job application documents before applying for a particular job position?

Answer NO: *incorrect answer.*

Answer YES: *correct answer*

Explanation:

Check your resume, your cover letter, and every single email you send for grammar and spelling - even if it's just a quick email or LinkedIn message to a networking contact. Then do it again. Use full sentences and paragraphs, regardless of how you are communicating. Writing job search correspondence like your texting is a surefire way to knock yourself out of the running for a job.

All Job Search Letters

Spell check and proofread. Then ask someone else to read your correspondence before you send it. It's often easy not to notice mistakes in our own writing.

Write simply and clearly. Get right to the point and write short, focused letters. Each letter should be one page, or less. Each paragraph should contain three or four sentences, at most.

Do not use a form letter and send it to every potential employer you can find (you know what you do with junk mail!). Your cover letter should be written specifically for each position you seek.

Review letter samples to get ideas for format and content for your letters. Use examples as a starting point for creating your own library of job search correspondence.

Keep copies of all your employment letters. If you are applying for similar positions you can edit an existing letter rather than writing a new one.

Questions for self-reflection:

1. Do you think this mistake can happen with you?
 2. Have you ever sent your job application documents without checking the content or spelling mistakes?
 - If yes, have you learned from your mistake?
 3. Think what you should do to avoid this mistake in the future.
-

INSTRUCTION FOR MENTOR**EMPLOYABILITY**

3. Theme Ability for active job seeking
Exercise Most common job search mistakes

3. Does your prior negative attitude towards getting a job could be an obstacle to succeed to find a job?

Answer YES: *correct answer*

Answer NO: *incorrect answer*

Explanation:

Tired, discouraged, feeling like you'll never find a job? Did you hate your last job? Was your boss a jerk? Keep it to yourself, or at least to yourself and your friends and family. Despite how hard it can be, it's important to stay positive when communicating with networking contacts, recruiters, and hiring managers. Nobody likes a complainer, even if your complaints are legitimate. So, do your best to come across as positive, especially when you're interviewing.

Questions for self-reflection:

1. Do you think this mistake can happen with you?
 2. Have you ever gone to a job interview with prior negative attitude? If yes:
 - How did you succeed?
 - How did it influence your communication, behaviour and contact with an interviewer?
 - Have you learned from your mistake?
 3. Have you remember the situation when you gone for a job interview with positive attitude?
 - How did you succeed?
 - How did it influence your communication, behaviour and contact with an interviewer?
 4. Think what you should do to avoid this mistake in the future.
-