

Learning guide: Finding a job online

This session is a blend of online learning using Learn My Way and offline practise activities.

Resources

- A device with internet access.
- A Learn My Way account ([learnmyway.com](https://www.learnmyway.com)).
- The Find a job section of the GOV.UK website (www.gov.uk/find-a-job).
- The “Practice activity” handout (see later in this guide).

Learn

- How to search for jobs online.
- How to apply for jobs online.

Do

- Navigate to the Learn My Way subject **Employment and work**.
- On Learn My Way, complete the following topics:
 - **Basics of online job searching**
 - **Searching for jobs online**
- Complete the **Practise activity**. Discuss the results with your tutor.
- On Learn My Way, complete the following topics:
 - **Basics of online job searching**
 - **Searching for jobs online**

Reflect

- Can you remember key information? e.g. How to enter search options? How to filter the results? How many jobs were listed when using the basic and advanced search options?
- Would you be able to show someone else how to do it?

Next steps

- Complete the other topics in the **Employment and work** subject.

Practice activity

1. Click in the address bar, where it says learnmyway.com.
2. Delete everything in the address bar and type **www.gov.uk/find-a-job** then press **Enter**.
3. Select the **Start** button.
4. Select the **What?** box and type an example job.
5. Select the **Where?** box and type an location.
6. Select the **Search** button and look at some of the results.
7. Take a note of how many jobs are listed.
8. Scroll to the top of the screen and select the **Advanced search** option (below the Search button).
9. Refine your search by entering some options into the Advanced Job Search page.
10. Scroll down the screen and select the **Search** button and look at some of the results.
11. Take a note of how many jobs are listed.