



ICLED Business School

Career Development Program



Track 3: Module 2 - Researching Jobs Vacancies

At the end of this module, students should be able to:

- ➔ Effectively research job vacancies, utilizing online resources and strategies to identify opportunities aligned with their skills and career goals.
- ➔ Develop skills in crafting tailored job search queries to find relevant positions in various industries and sectors.
- ➔ Evaluate and analyze job postings to determine their suitability and alignment with their qualifications and interests.
- ➔ Gain knowledge to navigate job boards and company websites proficiently, enabling them to discover hidden job opportunities.
- ➔ Leverage on networking platforms/events to uncover unadvertised job openings and connect with potential employers.

Understanding Your Career Goals

- **Assessing Your Skills and Interests**
- **Identifying Your Career Objectives**
- **Considering Industry and Company Preferences**



Utilizing Online Job Boards

Top 10 Job Websites in Nigeria



1. MyJobMag
2. Jobs.delon.ng
3. HotNigerianJobs
4. NGCareers
5. JobGurus
6. Jobberman
7. Indeed.com
8. Jobzilla
9. JustJobsNG
10. Joblist Nigeria

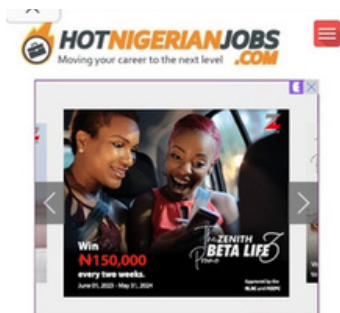
Why Effective Research Matters

- Importance of targeted job search
- Aligning opportunities with skills and goals
- Maximizing chances of success



Online Job Boards and Platforms

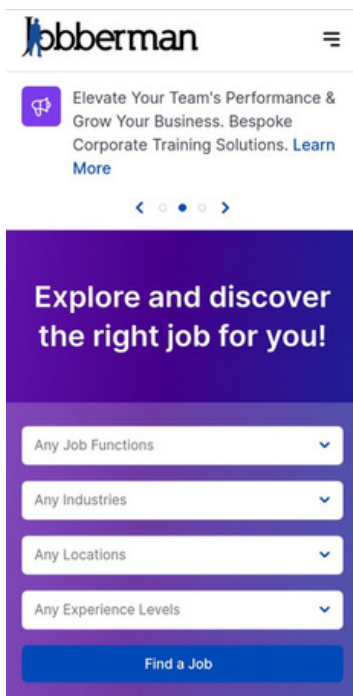
Activity: Students visit job sites below



HOTNIGERIANJOBS.COM
Moving your career to the next level

Win **₦150,000** every two weeks.
June 15, 2020 - May 17, 2021

ZENITH BETA LIFE



Jobberman

Elevate Your Team's Performance & Grow Your Business. Bespoke Corporate Training Solutions. [Learn More](#)

Explore and discover the right job for you!

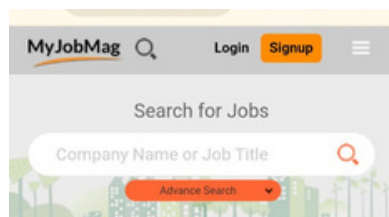
Any Job Functions

Any Industries

Any Locations

Any Experience Levels

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MyJobMag Login [Signup](#)

Search for Jobs

Company Name or Job Title

[Advance Search](#)



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Featured Jobs

- ☒ Teachers at Rubeth International School
- ☒ Credit Officer (Delta State) at Entourage Integrated Trust Limited
- ☒ Merchant Acquisition Associate at Jiji.ng
- ☒ Mobile Application Developer at Belyfted Limited
- ☒ Material Engineer at TeamAce Limited

Networking Strategies



Beyond Job Boards

- Researching companies of interest
- Leveraging professional networks
- Uncovering hidden job opportunities

Networking Strategies

- Utilize LinkedIn and Other Professional Networks
- Join industry-specific groups and forums online to connect with professionals in your field.
- Engage in discussions, share insights, and build relationships that may lead to job
- Attend virtual career workshops
- Participate in industry events or conferences, either in person or virtually



Exploring Industry-Specific Resources

- Join Professional Associations

- Participate in industry events or conferences, either in person or virtually.

- These events offer opportunities to meet professionals, learn about emerging trends, and potentially connect with hiring managers.

- Attend industry-specific events, job fairs, and career expos to meet potential employers and expand your professional network.

- Prepare an elevator pitch and bring business cards to make a memorable first impression.



Maximizing LinkedIn for Job Search

- Creating a professional LinkedIn profile is an essential part of the job search process. It makes it easier for recruiters to find you.
- On LinkedIn you can share relevant details about your experiences, skills, and accomplishments.
- Ask for recommendations Reach out to previous colleagues, supervisors, or mentors and request LinkedIn recommendations or references. Positive reviews can enhance your credibility and make a strong impression on potential employers.



Utilizing Recruitment Agencies

-Benefits of Working
with Recruitment
Agencies

-How to Find and
Approach
Recruitment
Agencies

-Understanding the
Recruitment Process



VACANCIES!!!

RECRUITMENT THROUGH WAVE

We are recruiting for multiple roles for various employers in the hospitality, legal, real estate and other industries:

Locations & Designations ↓

IKOYI ✓

- Floor Supervisor - 100k
- Stock Keeper - 70k
- Legal Associates - 220k
- Sales /Admin Executive - 80k

YABA ✓

- Customer Service Representative - 60k

Interested candidates, please send CV to
recruitments@waveacademies.org
with the position and location of interest as subject

 West Africa Vocational Education  waveacademies  www.waveacademies.org



Contact recruitment agencies that specialize in your industry. They often have access to exclusive job opportunities and can help match you with suitable positions.

Customizing Application Materials



- Tailoring Resumes and Cover Letters

- Highlighting Relevant Skills and Experiences

- Personalizing Applications for Each Opportunity

**Tailor your application to each job
Don't send the same boilerplate cover letter and
cv to every job you apply for — you won't get
away with it.**

**Big companies use applicant tracking systems to
sift through applications and weed out
candidates who don't fit what the algorithm's
looking for.**

Use key words in job description in your CV and cover letter!

Look closely at the job description and see what desired skills they list. Make sure you highlight the ones you share on your resume so you don't fall through the cracks. Adjusting the phrasing of these skills or accomplishments to match the job's requirements will help your application land on top.

Interview Preparation Tips

-Researching Companies
Before Interviews

-Understanding Job
Descriptions and
Requirements

- Preparing Questions to
Ask Interviewers



Five Most Common Job Interview Questions and Answers.

Tell me about yourself?



Sure. I have a background in [mention your relevant experience], and I'm particularly passionate about [mention something related to the job]. In my previous role at [previous company], I [briefly describe your role and achievements]. I'm excited about the opportunity here because [mention why you're interested in this job/company].

Five Most Common Job Interview Questions and Answers.

What are your strengths?



One of my strengths is [mention a relevant strength, like 'problem-solving']. For example, in my previous role, I was able to [describe a situation where you used this strength and achieved a positive outcome]. I also pride myself on [mention another strength, like 'attention to detail'], which has helped me [provide an example of how this strength benefited your work].

Five Most Common Job Interview Questions and Answers.

What is your greatest weakness?



I would say my greatest weakness is [mention a weakness that isn't critical for the job, and show how you're working to improve it]. For instance, I used to struggle with [mention the weakness], but I've been actively taking steps to improve. For example, I [describe what you've done to overcome this weakness, such as taking a course or seeking mentorship].

Five Most Common Job Interview Questions and Answers.

Why do you want to work here?



I want to work here because [mention something specific about the company, like its values, products, or culture] aligns perfectly with my own values and interests. I've been following [company's name] for a while, and I'm impressed by [mention something impressive about the company, like recent achievements or innovations]. I believe I can contribute my skills in [your skills or experience] to help [company's goal or mission].

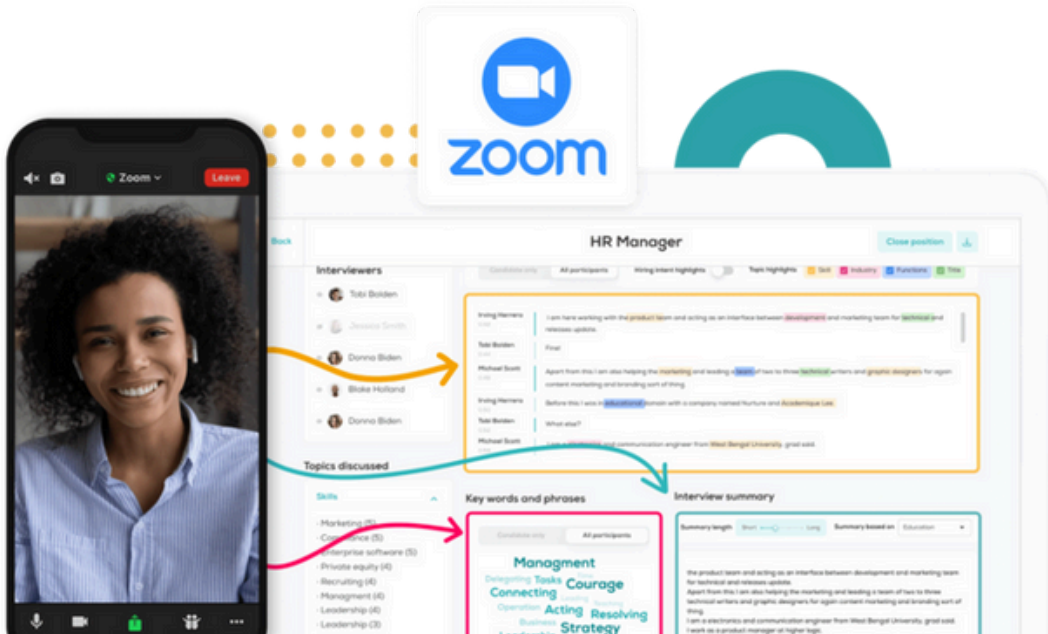
Five Most Common Job Interview Questions and Answers.

Tell me about a challenge you faced at work and how you overcame it?



Certainly. In my previous role, we were faced with [describe the challenge, like a tight deadline or a complex project]. To overcome this, I [explain the steps you took to tackle the challenge, such as collaborating with team members, prioritizing tasks, or seeking advice]. As a result, we were able to [mention the positive outcome, such as completing the project on time or finding an innovative solution].

How to Prepare For a Virtual Interview



One main reason recruiters are opting for video job interviews is the convenience and efficiency it offers in the hiring process, especially for remote or geographically diverse candidates.

How to Prepare For a Virtual (Video) Interview

In most cases virtual job interviews are via video, sometimes it could be via audio.

1. Test Your Technology: Ensure your internet connection, camera, microphone, and any necessary software (like Zoom or Skype) are working properly. Also be sure the place isn't dark. Face the window or light.

2. Choose a Quiet Location: Select a quiet, well-lit space for the interview to minimize distractions and make sure your background is tidy and professional.



How to Prepare For a Virtual (Video) Interview

3. Dress Professionally: Dress as you would for an in-person interview. This helps you feel confident and presents a professional image.

4. Practice with Mock Interviews: Familiarize yourself with common interview questions and practice your answers. Consider doing mock interviews with a friend or family member.

5. Prepare Your Environment: Have a copy of your resume, the job description, and any notes you need nearby. Also, ensure good lighting and a clutter-free background.



Interview Preparation Tips

Follow-up after interviews
Send a personalized thank-you note or email within 24 hours of the interview. Express your gratitude for the opportunity and reiterate your interest in the position.



- **Recap of Key Strategies for Researching Job Vacancies**
- **Encouragement to Stay Persistent and Proactive in Job Search**
- **Contact the Office of Career Development Services (OCDS), University of Lagos (UNILAG) for career counseling.**



Conclusion

Office of Career Development Services (OCDS), University of Lagos (UNILAG). The staff has knowledge about various vacancies, job fairs and skill-building workshops that could be of great help to you. The OCDS also offers resume assistance to create a great one for you besides guiding you at every step of the way.



**QUESTION
PLEASE**

