

# LESSON TITLE: SEARCHING FOR JOBS ONLINE

## Content Area: Workforce Development

### Overview

This lesson shares the importance of using digital technology to find a job. Many employers rely on online job postings as a way to announce job openings as well as for accepting applications, thus participants will be taught the necessary digital skills to search for job postings online. To keep people safe during the search process, learners will also learn to identify “job scams” associated with the online job market.

### Objectives

After participating in this lesson, adult learners will be able to:

- find reputable job search sites;
- search for jobs that match their skills; and
- access credible job postings.

### Materials & Supplies

The following materials and supplies are needed for this lesson:

- Digital devices: computers, tablets, smartphones (activity 1, activity 2).
- Access to the internet (activity 1, activity 2).
- Flip chart and markers (activity 2).

### Preparation

In preparation for this lesson, facilitators should:

- review their lesson plan; and
- ensure internet connectivity and navigate to website links.

### Terminology

The following terms will be discussed during the lesson:

- **Job Bank:** a listing of job postings.
- **Job Search Website:** a website designed to curate job postings that are searchable by location or by job type.
- **Job Scam:** a false job posting often asking for money to ensure your employment.

### Background Information

Only looking for “Help Wanted” signs in windows of businesses is no longer a viable way to search for a job. Sure, you may still see “Help Wanted” signs, but in the digital age, these signs are increasingly being replaced with job search websites. It is important to know where to go online to find job postings, as well as how to avoid any scams associated with these sites.

# SEARCHING FOR JOBS ONLINE (CONT.)

## ACTIVITY 1: Finding State Government Job Search Websites

A job search website (sometimes called a job aggregator) is a website designed to curate job postings that are searchable by location or job type. Examples of these websites include Indeed, Monster, and ZipRecruiter. These sites basically act like a search engine – they search thousands of sites to find job openings and then display them for the user.

A job bank (sometimes called a job board) is a listing of job postings. These sites don't proactively search for job openings – they only post jobs on behalf of the companies who choose to advertise their jobs on the site.

Every state has a Department of Labor (or an equivalent entity) that provides leadership for employment. These state-level Department of Labor websites are a safe place to start a job search. The National Labor Exchange is an organization that provides links to every state's job search website.

- Navigate to: <https://usnlx.com/>
- In the "About" section, click on the State Job Banks link.
  - You can directly access this page by visiting: <https://usnlx.com/state-job-banks.asp>
- Select the state where you would like to look for a job. Each state has its own system for searching for jobs, therefore you must find the link to search within that specific state's job bank.

USAJobs is the US Government's website for listing civil service job opportunities with federal agencies. The site is operated by the United States Office of Personnel Management.

- Navigate to: <https://www.usajobs.gov/>
- You can search for jobs by keyword or location.

Beyond the state and national government sites, there are many commercially hosted sites of job postings. Here is a resource that offers guidance on those sites: <https://zety.com/blog/best-job-search-sites>.

Have participants search for local jobs online, using both government and commercial sites. Facilitators can choose to list these jobs on chart paper.

## ACTIVITY 2: Guarding Against Job Scams

Unfortunately, some people use job searching websites to operate money-making scams. Typically, these scams offer services or guarantees of jobs with no intention to deliver on these promises. These are commonly referred to as "job scams."

Online job scam warning signs include:

- being offered a job without an application, interview, or discussion with the employer.
- being asked to wire money or credit card information;
- being asked for personal information (like a Social Security Number or Driver's License number);
- being promised a high pay wage/rate for a minimum amount of work;
- being told to pay for an online training/orientation course;
- being asked to cash a check and forward the money to a third party.

Ways to determine whether a company/job offer is legitimate:

- Using an internet browser, search for the company's name along with "scam" or "rip-off".
- Visit the company's own website. If a website and/or contact information is not available, use that as a warning sign that it could be a scam.
- Visit the Better Business Bureau (<https://www.bbb.org/>) for more information on a company.



# SEARCHING FOR JOBS ONLINE (CONT.)

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The Federal Trade Commission Consumer Information website offers information and a video about how to avoid job scams: <https://www.consumer.ftc.gov/articles/0243-job-scams>. After watching the video, have participants share things they can do to prevent falling victim to scams related to online job postings. Record their responses on a flip chart.

*NOTE: It is recommended to show the above mentioned video on a screen projector with speakers. However, if that equipment is not available to you, have participants view the video on their own devices and then proceed with the activity.*

## Reflection

While the intent is for the activity to build workforce skills related to technology, it is important for the facilitator to lead a debrief discussion at the end of the lesson. Potential debrief questions could include:

- What resources (websites) are available to find jobs online?
- What is a “red flag” that you are looking at a “job scam?”
- What should you do if you encounter a job scam?

## Resources:

- <https://usnlx.com/>
- <https://www.usajobs.gov/>
- <https://www.consumer.ftc.gov/articles/0243-job-scams>
- <https://zety.com/blog/best-job-search-sites>