

## **How to find a job online and what to look out for:**

These days, most jobs are advertised via online job portals. The various job portals are usually designed the same way. First, you can enter your desired profession and, if necessary, your place of work in a search field. Then, various advertisements will be listed, from which you can select one that suits you.

### **A selection of job portals**

- <https://job-room.ch>
- [www.jobagent.ch](http://www.jobagent.ch)
- [www.jobs.ch](http://www.jobs.ch)
- [www.jobscout24.ch](http://www.jobscout24.ch)
- [www.stellenanzeiger.ch](http://www.stellenanzeiger.ch)
- [www.indeed.ch](http://www.indeed.ch)
- Major companies' own portals
- And many more

### **Skills profile**

Before you select your ideal job advertisement, we recommend that you think about your skills profile. Answer the following questions to help you get a better idea of which job might be right for you.

1. What school, education or training have I completed?

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2. Which languages do I speak / or do I understand?

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3. What work experience do I have?

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4. In what field of work / industry do I want to apply?

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5. Do I prefer to work alone or in a team?

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6. Am I willing to work in the evening or on weekends? How flexible can I be?

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7. What do I like to do in my free time and what am I good at?

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8. What are my professional strengths?

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9. Am I resilient? (Resilience means: How do I feel in stressful situations? Do I get tired or sick quickly?) Please mark your answer:

**very                      medium                      low**

10. How important is punctuality to me? From 0 – 10 (0 = not at all, 10 = extremely important)

0 -----10

11. How important is it to me to work clean and correct? From 0 – 10 (0 = not at all, 10 = extremely important)

0 -----10

12. My social skills:

Scale: 1 = weak / 2 = medium / 3 = strong	1	2	3
Communication skills			
Ability to deal with criticism and conflicts			
Ability to work in a team			
Service-oriented			
Sociable			
Empathy			
Helpfulness			

→ What are my strengths?

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→ In which areas do I want to develop personally?

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13. What else do I want to learn? My next step to reach this goal:

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14. When do I want to start a new job?

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15. Do I have kids, manage a household or do I have any other responsibilities (friends, family)? How will I manage this when I start working (again)?

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16. What would my dream job be? What is my next step, to get closer to this goal?

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17. Who can help me reach my desired career/job?

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### **Reviewing the advertisement**

Once you found an interesting job advertisement, Study the job advertisement carefully and review the job profile. Do your skills and experience match the requirements?

In most cases, the advertisements will list must-have criteria that you must fulfill (for example, completed education, specific further training, professional experience etc.). On the other hand, employers also indicate if you do not necessarily have to fulfill the requirements, but if they are to be understood as a bonus - the so-called "can" criteria. Read more about this: ([link](#)). The following questions can help you determine whether you really are the right candidate for the advertised position and should therefore apply for it:

- Do I have the required education?
- Do I need any prior experience in this field?
- Which languages must I speak?
- Do I need a driver's license or even my own car?
- Do I fulfill all must-have criteria?
- Do I also fulfill many can-criteria?
- Is there an application deadline?
- How should the application be submitted: by post, e-mail or via an online form?
- Can I call the employer if I have a question? For example, if I don't fulfill all must-have criteria.

Afterwards, create your application letter and make sure to adapt it individually to the company and the job advertisement