How to look for a job?

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First: plan

Plan specific actions for every day, stipulating the number of job offers you will check, the number of phone calls and visits to the employers. Remember that even the best plan will not be successful unless you are consistent!

Specify your professional goal clearly, e.g: "I want to find employment in an accounting company", so that your search is focused on a job appropriate for you.

Think what you are like, what you can do, what you are an expert on.

- Determine the tasks you can do,
- List your experience and acquired skills,
- List your interests, note down what you are good at,
- List your qualifications,
- List all schools, courses, training sessions, titles, awards and distinctions received,
- Think what type of positions would enable you to use your abilities/potential,

Second: collect information on vacancies

Use your network of friends

List your contacts. Inform your family and all friends you look for a job (specify its type) and try to keep in touch with them every now and then. Ask about the vacancies in companies/institutions where your friends work. Ask about companies known to them. Most employers prefer to employ recommended people.

- Ask your friends about contact details and information.
- Do not ask them to help you get the job.
- Make a good impression.

Contact the employer directly.

Use the Internet to look for addresses of companies you find interesting. The sector-specific list of companies can be found at: www.pkt.pl, www.zumi.pl. Contact the employers personally, over the phone or by e-mail. Try to learn the positions and names of people responsible for recruitment and apply to companies in person even if they had not announced any vacancies. Think about apprenticeships, traineeships and replacement employment.

Visit Labour Offices

Use the services of Labour Offices. Participate in career fairs and visit trade fairs. Be prepared for the interviews, ensure you look good, have your CV.

Support forms:

- Employment services
- Career counselling
- Reemployment benefits
- Training, traineeship, employment, occupancy vouchers

- Funds to start your business activity
- Other labour market instruments, e.g. reimbursed exam cost, participation in a special programme

Use the Central Job Offer Database (CBOP)

Use the services of Employment Agencies.

The list of legal agencies can be found in the Polish Register of Employment Agencies: http://stor.praca.gov.pl/portal/#/kraz

They provide the following services:

- Employment services in Poland and abroad,
- Temporary work,
- Personal counselling,
- Career counselling.

They create their own database of jobseekers.

A jobseeker does not pay the agency for their help in jobseeking!

Look for press and Internet announcements

Analyse job offers published in local press, trade journals and on websites. A reliable company provides at least the requirements and address where the application should be submitted. Read articles on the operations and development of companies, interviews with managers. Send your application even if you do not meet all the requirements included in the offer.

Internet offers

- Central Job Offer Database — **CBOP**;
- European Job Mobility Portal — **EURES**;
- Websites of Labour Offices;
- Employment Services Centre for Information and Consultation — **Zielona Linia**;
- Public Information Bulletin of the **Civil Service**;
- Public Information Bulletin on the Public Institutions (BIP);
- Employers' websites;
- Websites of recruitment companies: via the website of the **Polish Register of Employment Agencies**;
- Portals holding job offers;
- Social media;
- Portals for representatives of particular professions, e.g. doctors, nurses, caregivers, engineers, teachers.
- Portals for sectors, e.g. metal, marine, plastic ones.