**Some helpful advice on using the North Lanarkshire’s Working Recruitment Portal**

**1. Choosing the right jobs to apply for**

Pay particular attention to the essential criteria and the job description – if you don’t have the essential qualifications or experience they are looking for, you are more than likely wasting your time and the employers time.

If you do not have the essential criteria do not apply for the job, as you will automatically not make the shortleet process.

Don’t apply for a job without considering how you would get to the job; what is your mode of transport? If it is by public transport is the company located near local bus or train routes?

Don’t apply for a job unless you are genuinely interested, you are wasting your time and that of the employers and stopping someone else from getting a chance.

**2. Completing your application**

This is your chance to (a) sell yourself to the employer and make yourself stand out from the crowd (b) make your application specific to the job in question.

Don’t cut and paste job full applications; it will become obvious if you are applying for lots of different types of jobs.

Do – have ready prepared text to cut and paste in, for example in the additional text which describes yourself. Although do check its relevance.

Don’t – supply the same text each time; amend it to reflect the job you are going for.

Do – make it comprehensive; tell the employer why you want the job, why you think you would be good at it, what areas you think you are strong in, this is your first opportunity to sell yourself.

Don’t – send in a CV, it will not be considered at all, the only way to apply for vacancies on the portal is by completing the standard application form.

**3. Feedback**

Due to the volume of applications we receive we do not have the ability to provide feedback on each application, however if you have applied for 5 or more jobs and have not been selected for interview, you should consider the following:

Going to your local careers office or Routes to Work or a provider you have been working with and ask them for further support. It may be that with a little more support or completing a training course – you can give yourself that extra edge.

Do – stay positive. Employers are looking for people who don’t give up, who are motivated and keen.

Good Luck!