

Online Job Applications 101, Including Tips!

English for New Bostonians
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Agenda

- Introductions
- Your challenges?
- What should you know about online job applications?
- Examples of online applications
- Hands-on experience
- Break
- Tools
- Begin to make an action plan
- Tips (if time allows)
- Questions and answers
- Evaluation

Introductions

- Who are we?
- Who are you? Name, title, organization

Your challenges?

What should you know about online applications?

- 5-6 years ago, businesses with federal contracts were required to develop online applications for labor market information trends and hiring trends
- Online applications allow employers to manage more information about applicants and do comparison analyses on applicants and job vacancies

Examples of online applications

- Whole Foods [sample](#)
- Children's Hospital [sample](#)
- Marriott Hotel [sample](#)

Hands-on example

- Marriott Hotel [sample](#)

Break!

- Please come back in 10 minutes.

Tools

- Background Information
- Reference Worksheet
- Schedule Worksheet
- Addresses
- Action Verbs
- Business card

- For Computer and Classroom Teachers

Action plan

- Online Application Planning Guide for Staff
 - How can this example be adapted to fit your program? Any questions?
- Sit with others from your program (or a similar program)
 - Share resources
 - Which elements can your program address? Which outside agencies may help with the remaining elements?
 - How can the work be divided?

Tips (if time)

- There are many different types of applications and a good way to practice is doing a trial application on the employers website and not submitting at the end.
- Help job seeker understand that filling out online applications alone is a weak way of doing an application; networking with an employer and then doing applications gets better results
- Understand importance of follow-up after completing an application; too much follow-up or too little follow-up can kill the relationship

Question and Answer

- Don't be shy!

Evaluation

- Thank you in advance for your honest answers! We really will use your feedback.
- Thank you for your participation!
