



Job search techniques: Safety in job search

Tool 26. Putting safety first

OBJECTIVES

- ✓ The goal is to be proactive about both being safe and feeling safe. One of the steps necessary to feeling proactive is creating awareness about the individual safety level of a survivor. Different people feel safe in different situations related to job search and work. Others do not. Either way a survivor needs to be aware of her own safety level so she can create her job search approach.

STEP-BY-STEP IMPLEMENTATION

Important note: This is not an objective risk analysis, but a subjective analysis of safety by the survivor at a specific time. The purpose is that the survivor is aware of the risks she may take: some may be too confident about their safety, while others may be too afraid to act.

However, the facilitator should have an ongoing separate objective risk analysis, in coordination with other professionals working with the woman (psychologists, legal professionals, etc.), to be alert on possible risks during the course. The subjective analysis in this tool may provide elements for further investigation.

1. Safety assessment

The facilitator explains:

It is important to proactively address safety concerns during job search and at your job. Each individual situation is unique, yet there are safety practices we can apply across many scenarios. The first step to managing your safety is to be aware of your own level of comfort in typical job search and workplace situations.

The facilitator distributes to participants handout 1. Handout 1 has a list of common job search and workplace scenarios. There are also columns saying "Safe", "Neutral" and "Unsafe". Survivors should go through and rate each scenario on the list by X in the box that best matches her feeling about that activity. If there are any scenarios that are missing participants can put them in rows labelled "Other". There is no right or wrong answers.

The facilitator allows enough time to work (10 minutes), supports participants if there are questions and observes the comfort level of the participants.

After 9 minutes, the facilitator warns that there is only 1 minute left. After everybody finishes, she asks them to count the number of "Safe" Xs, "Neutral" Xs and "Unsafe" Xs and write the total number at the bottom of the sheet.

Questions for discussion:

- Who thinks that knowing your perception of safety level is useful?
- Who feels better? Why?
- Who feels worse? Why?

When asking these questions the purpose is to give the participants a chance to share any reactions that automatically coming up and ensure that those feelings are OK.

The facilitator listens carefully and with empathy and provides feedback to what they say, so they feel heard and respected. She tells them that all reactions are OK and are a useful part of becoming more aware of their situation and thanks them for sharing.



2. Safety Analysis

Each participant should write her Safety Level Total in the boxes on the top of the page and write the situations of the previous page where they feel the safest and the least safe.

The facilitator asks women to put their pens down and says: "It's useful to identify scenarios where you feel safe and comfortable as well as those where you don't. This enables you to make choices that put you in situations where you feel safe and minimize the situations where you don't".

She asks the participants:

- During your job search and in your current or future jobs, how could you make sure you repeat the "safe" scenario?
- During your job search and in your current or future jobs, how could you minimize the "unsafe" scenario?

Finally, the facilitator says: "Notice how you are already developing more power and choice in your job search, your job and your career".

3. Applying Safety Best Practices to Your Job Search and Workplace

1. The facilitator asks participants to work in small groups and think about how they may apply safety in different key aspects of job search. She suggests the following questions to guide the discussion:

Networking

- ✓ What contact information is needed for a job search?
- ✓ How do you communicate with people safely during this process?
- ✓ What do I need to increase my feeling of safety while networking?

Social media

- ✓ Which sites are most useful when finding a job?
- ✓ What information is relevant to share on a site and what is not?
- ✓ What are the ways you can conduct a job search without using these sites?

On-the-job duties

2. After some discussion, the small groups share the results with the rest of the group. The facilitator provides the following tips:

Networking is making connections. Making connections is an important part of the job search process. This often leads to sharing contact information and your resume.

QUICK TIPS

- ✓ Set up an email that only you can check. Do not include your first and last name in your email address. Instead use your initials combined with a number. Make sure that whatever you use is professional and appropriate.
- ✓ Update your resume and answer email at the Public Library or friends' home.
- ✓ Build a **Safety Net** for yourself by communicating with a friend, family member, or counsellor about networking activities, interviews, and other scheduled items so they know where you are, who you are meeting, and when you'll be back.

Social Media sites like Facebook, Linked In and others devoted to connecting people might be good ways to look for job opportunities, and you want to make sure you use these sites with safety in mind.

QUICK TIPS

- ✓ Google yourself to see where your information comes up on the Internet. Contact the webmasters to remove information you don't want available.
- ✓ Avoid listing address and other personal information (including name, email, phone number, and photos) on public sites.
- ✓ If you are using Facebook, Linked In and other public sites, make sure your postings are professional and appropriate.
- ✓ Learn how to manage your privacy settings on any site you join.

On-the-job duties. It is best to be clear and honest with yourself and your employer about what work environment and on-the-job duties work for you or are problems for you.

QUICK TIPS

- ✓ Determine any deal-breakers for yourself in advance. Be prepared to ask directly about these after you are offered the job but before you accept it. Make sure you can fulfil the job expectations before accepting the job.
- ✓ Know that a job that fits into your safety requirements will allow you to perform your duties better, which is what your employer wants too. (Go to **Handout 2**)

TIME AND RESOURCES

TIME	35 minutes (Assessment : 10 minutes; Analysis : 10 minutes; Statement: 10 minutes; Partner Share: 5 minutes)
MATERIALS AND RESOURCES	Paper and pens, printed handouts.



Handout 1 Putting Safety First: Safety assessment

For the following situations, mark an X if you feel **Safe**, **Neutral** or **Unsafe**. Feel free to add situations specific to you in the **Other** rows.

Safe	Neutral	Unsafe	Situations
			Job Search Situations
			Putting my personal information on my resume.
			Putting my work history on my resume.
			Sharing references with a potential employer.
			Networking on Facebook.
			Networking on LinkedIn.
			Giving out your contact information at networking events.
			Going to interviews.
			Other:
			Commuting Situations
			Driving to and from work.
			Taking public transportation.
			Working far from home.
			Working near to home.
			Walking to and from your car.
			Other :
			Work Environmental Situations
			Working a night shift.
			Working in a secure building.
			Working in a building that's open to the public.
			Working in an open area with others always around.
			Working alone in an office.
			Working on a delivery route.
			Opening or closing an office, store or restaurant.
			Using and in/Out Board.
			Having a set schedule.
			Having a flexible schedule that's always changing.
			Answering the phone.
			Other :
			Work Relationship Situations
			Developing work relationships with colleagues.
			Developing friendships with colleagues.
			Working with someone who may know your history.
			Other:
			Childcare Situations
			Leaving children with certain people during work hours.
			Dropping children off and picking them up.
			Other :
			Total of Xs in Each Column



Handout 1 Putting Safety First: Safety analysis

Write the total number of Xs in each column. Keep in mind that safety is an evolving process. This captures your relationship with safety **today**.

Safe	Neutral	Unsafe
High safety Level	Mid Safety Level	Low Safety Level

Write the situations/s in the other page where you feel the **least safe** (or add more situations if they were not mentioned).

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Write the situations/s in the other page where you feel the **safest** (or add more situations if they were not mentioned).

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What is helpful to remember about safety during this process?

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Job search techniques: analysis of labour market

Tool 27. The labour market

OBJECTIVES

- ✓ To get to know the situation of the labour market
- ✓ To analyse it critically in a structural framework
- ✓ To get to know working conditions and workers' rights.

STEP-BY-STEP IMPLEMENTATION

1. The labour market

The facilitator explains the main characteristics of the labour market in her country and area. She explains how the labour market has changed in the past decades.

Then participants get in small groups and the facilitator distributed printed job offers from newspapers or online job search sites. She asks participants to think about: "What does the labour market requires and what does it offer me?".

A group discussion follows.

2. Work conditions and workers' rights

The facilitator invites a woman in a trade union or workers' association (e.g. of domestic workers) to discuss working conditions (types of contract, collective agreements, etc.), workers' rights and women's rights and protection of discrimination in the workplace.

TIME AND RESOURCES

TIME	2 hours (1 st part), 2 hours (2 nd part)
MATERIALS AND RESOURCES	Job offers from newspaper or the Internet



Job search techniques: CV

Tool 28. Writing your CV

OBJECTIVES

- ✓ To learn what a CV is.
- ✓ To start writing a first CV, that can be later improved

STEP-BY-STEP IMPLEMENTATION

The facilitator explains that on the basis of the analysis they did to write a competence-based CV they will now write a CV that they can use for job search.

The facilitator makes a brief description of the separate sections of the CV. Then she shows them some examples. She makes the following remarks:

- It is not necessary to add a photograph, but if you work in customers' service it may be advisable that you add it. There is no need to write your marital status. It is not necessary to write your age, your place of birth, citizenship, or your ID number either: they will ask if they need them.
- Be brief (1 page or, if you have a lot of experience, 2 pages).
- If you don't have a lot of work experience, emphasise your training, your competences or your volunteer work.
- If you don't have qualifications, focus on your work experience.
- If you are older, focus on your dynamic character.

The facilitator gives participants the handout with the CV template and leaves them around 30 minutes to write their own CV.

This is followed by a short discussion in order to see what was difficult, what was unclear, etc.

TIME AND RESOURCES

TIME	1.5 hours at least
MATERIALS AND RESOURCES	Room with several PCs, printer, handouts



Handout Writing Your CV: CV template

Personal Details

Name
Surname
Address
Telephone
Email

Education level

Training (general or vocational)

Work experience

Languages

Other training

Competences

Interests

Recommendations (recommendation letter)



Job search techniques: job interviews¹

Tool 29. Preparing a job interview 1

OBJECTIVES

- ✓ To familiarise with the format and purpose of a job interview
- ✓ To prepare for a job interview and assess own performance after the interview

STEP-BY-STEP IMPLEMENTATION

1. Preparing the interview: information

The facilitator explains the purpose of a job interview and distributes handouts 1, 2 and 3 or explains its contents.

The interview is the way that both parties can meet and get acquainted each other. When an invitation for an interview is received it's good to have a special preparation.

The interview with the employer, representative or committee is one of the ways to recruit staff. Since you are looking for employment, you are sure to go through this procedure at some time or another. The selection interview is an assessment procedure from the employer's stand point but usually helps both parties (employer – candidate) because it provides the opportunity:

- For the employer to distinguish points on my CV as well as evaluate aspects of my personality.
- To be familiar with the work and environment, the employer or executives of the business, to present myself and convince them of my capabilities to meet the needs of the business and the demands of the particular job position.

The facilitator discusses with participants the content of handouts and answers questions. She may give the following tips:

- Ways of arranging the interview: on the phone, via an appointment or the employer specifies the place, time and date.
- Before the interview it is good to know: the type and the size of company, the sector it operates in, the name of the person you are addressing, all your strengths, as much information as possible for what exactly the company is doing, to have the name of the person you're approaching; to have a CV and Cover Letter with you, as well as copies of education diplomas and certificates, etc.
- Before the interview – check your appearance: clothes, details, accessories, staying calm.
- During the interview, remember: presenting yourself, shaking hands, having a seat after being asked to, being prepared for questions such as why you are there, what you can do for the company, what salary you are expecting.
- After the interview, remember: expressing gratitude and specifying a date for finding out the result.
- The most common mistakes we do when we attend a job interview: being nervous, lack of self-criticism, comparing you with other candidates, discussing personal problems.

Alternatively, the facilitator may suggest participants to role-play an interview.

¹ Partly adapted from Step D / Tool 2: Telephone communication - interview (Source: ERGANI / Women's Centre of Karditsa)



2. Evaluation

The facilitator explains that they shouldn't worry if their first interview does not go well. She distributes handout 4 and comments with participants how they should reflect after each interview and see ways they can improve their performance.

TIME AND RESOURCES

TIME	2 hours
MATERIALS AND RESOURCES	Handouts

Handout 1 Preparing a job interview

THE INTERVIEW PLAYS A SIGNIFICANT ROLE IN GETTING THE JOB

This is the reason why preparation is needed. However, before I go on to the preparation chapter, I will try to answer the following questions. If it is the first time I am looking for work or have never been interviewed before, I will try to imagine my behaviour in a similar situation.

	QUESTIONS	YES	NO
1	I am prepared to link them to the job demands		
2	I have gathered information about the business		
3	Ask questions during the interview		
4	Before the interview, I have tried to find out about the “present value” of the particular position		
5	I am prepared to present my reasons for resignation from former positions in a positive way		
6	I am prepared to briefly present reasons why the company will benefit from hiring me		
7	I know my weaknesses and I can compare them to my strengths making my weaknesses seem less important		
8	I can convince them that my strengths meet the demands of the particular position		
9	Leaving the interview , I can estimate the result (outcome)		
10	Before the interview, I have found my positive/ strongest points		

Add the “YES”

- If I have less than 5 “YES”: I need to work harder as far as the preparation of the interview is concerned. What follows will seem very helpful.
- If I have 5-8 “YES”: I am prepared but can improve. I will need to carefully read the following chapters.
- If I have 8 or more “YES”: It seems I am familiar with and can handle the interview technique. Even so, I will carefully read the following. Why? Because during the interview, I must prove I am the best candidate for the job position.



Handout 2 Preparing a job interview

To be prepared, I need to be able to answer two basic questions:

1. Question: "What do they want to know about me?"
2. Question: "What do I want to know about them?"

1st WHAT THEY WANT TO KNOW ABOUT ME

They want to know:

- If I am responsible, energetic, hardworking, reliable...
- If my qualifications, motives, personality meets the demands of the job position as well as the attitude and philosophy of the business.
- If I am willing to back down on issues concerning salary, working hours, insurance policy etc.

They will find out all of the above by:

- a) Asking questions
- b) Evaluating my personal appearance and behaviour during the interview. In other words, THE IMPRESSION I MAKE ON THEM

Possible questions I may be asked

1. Questions related to my career/experience (Previous employment, type of job, reason for leaving previous job, my plans for the future etc.)
2. Questions related to my education/training
3. Questions about my personal life (marital status, interests, plans etc.)
4. Questions related to issues of general interest
5. Self- assessment questions

In order for answers to the above questions to be convincing, I need:

- To know my strengths and be prepared to present them in such a way that my weaknesses (e.g. lack of experience) seem less important.
- To be familiar with the demands of the job position so as to be more convincing when relating my qualifications to them. (the framework of employment, main obligations, additional obligations etc.)

Therefore, I need to gather information about the business as well as the interviewer as this may give me some insight into the questions that will be asked of me.

Making Impressions

The impression you make on the interviewer during the interview will play a very important role because it will either enhance or weaken the points they already have (from the CV, recommendations etc.). The impression others get from us come from two (2) types of messages:

- Verbal – The words we use
- Non- verbal – Our body language

More than half of the messages come from my personal appearance.



<p><u>Things I must attend to:</u></p> <ul style="list-style-type: none"> - My clothing - My hair - Makeup - Tidiness & hygiene - ATTENTION!! NO EXAGGERATIONS 	<p><u>Things I must also attend to:</u></p> <ul style="list-style-type: none"> - The tone of my voice - Posture - Hand movement - Various gestures - And of course the WORDS I use
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MY WORDS VOICE AND BODY MUST SEND OUT THE SAME MESSAGE. IF NOT, THE MESSAGE MY BODY SENDS OUT WILL PREVAIL

Handout 3 Preparing a job interview: Tips - Dos and don'ts

WHAT I MUST DO

1. Be punctual for meetings. I can estimate the duration of the travel, the required qualifications and the delays beforehand.
2. Be polite. Politeness always makes the greatest impressions.
3. Sit comfortably slightly leaning forward.
4. Be focused on the conversation. Look the person I am talking to in the eye (but do not stare) and show them I am following the conversation.
5. Try to determine if the person I am talking to is friendly or hostile, a leading figure or not and whether they want to steer the conversation or prefers to listen. I will try to let them play the part they want to play.
6. If I need to disagree, I will do so with caution and politeness.
7. Know what I want. Convince the person I am talking to that I know what I am looking for. Do not be vague. Be precise.
8. Emphasize my qualifications and how they relate to the demands of the job position I am asking for.
9. Be honest and frank. Exaggerations and lies may cause mistrust. (Remember what is on my CV)
10. Ask questions if the opportunity presents itself.
11. If I need to take notes of something I consider important, ask for permission first. This is why a pen and notepad is necessary.
12. Keep calm and confident whatever the outcome of the interview may seem to be.

WHAT I MUST NOT DO

1. Do not chew gum.
2. Do not talk fast.
3. Do not answer questions hastily (give myself a few seconds to organize my thoughts).
4. Never criticize others or former employers.
5. Do not talk too much. Rambling on in an aimless way is just as bad as giving yes and no answers to questions.

WHAT DO I WANT TO KNOW ABOUT THEM

I would definitely want to know about:

- Salary
- Work schedule
- Insurance
- Various benefits
- Job training opportunities

These points and mainly salary negotiations are the most delicate points of the whole procedure. This is the reason why I need to know the “present value” of the job position and try to mention this issue towards the end of the conversation after having examined the company’s intentions of hiring me.



Handout 4 Preparing a job interview: After the interview: The assessment

FIRST IMPRESSIONS

What do I feel are the possibilities of success?
Was it an experience that was pleasant, stressful, unpleasant....?
The interviewer was friendly, interesting...
The procedure was fair...
If not, what should have been done differently and why?
What issues were mentioned?

MY PERFORMANCE

Was I able to be (or seem) calm?
Was I able to show that I am familiar with the business?
Which issues (questions) was I or wasn't I able to predict?
Which questions seemed difficult? Why?
What impression do I think I made on the interviewer?
Now that I have answered all of the above, is my answer to the first question still the same?

FOR THE FUTURE

What did I learn from the interview concerning my presentation?
If I ever need to go through a similar procedure, which points do I need to improve and how?

Summary

Assess my interview performance as promptly as possible.
Spot the points that need to be improved and plan how to improve them.
Inform the individuals (if any) who gave me their recommendation about the outcome and express my gratitude to them.
If I was not offered the position in the end, politely ask why.

Difficult questions

1. How will you manage with your children (combination motherhood-employment)
2. How you address the possibility of marriage/employment.
3. The age issue (if you enter the job market after a certain age)
4. If you are willing to work on a trial basis without pay or insurance.



Tool 30. My elevator pitch

OBJECTIVES

- ✓ To train participants on how to present themselves in job interviews.

STEP-BY-STEP IMPLEMENTATION

Each survivor receives the handout with a list of tips for an elevator speech she may start the interview with.

Participants spend a few minutes going through the different questions and then the facilitator leaves them 20 minutes to prepare their own speech.

TIME AND RESOURCES

TIME	30 minutes
MATERIALS AND RESOURCES	Handout



Handout My Elevator Pitch

Hi, my name is:

I am looking for (full time employment, temporary employment, a new job):

I am most interested in (certain types of work, industries, companies):

Where I can provide (your essential skills):

Continue the conversation with:

- Do you know anyone I should talk with who might know of opportunities?*
- Do you have any questions about what I'm looking for?*
- How can I help you?*



Tool 31. Professional look

OBJECTIVES

- ✓ To invite participants to reflect on their appearance and possible tips to improve it to look professional in job interviews.

STEP-BY-STEP IMPLEMENTATION

The facilitator discusses with participants if they think that showing a professional look is important in job interviews. She guides a discussion on what they think is a professional look.

Then she explains: “Now that you know the expectations and how you want to appear, let’s get creative about how you can get that professional look, even when you are on a budget. With your Discussion Group brainstorm ideas in the following areas”.

She distributes the handout and asks participants to get in groups and discuss ways to achieve a professional look. The handout includes best practices and examples to get the conversation started.

TIME AND RESOURCES

TIME	40 minutes
MATERIALS AND RESOURCES	Handout

Handout Professional look

Appearance Area	Creative Cost Effective Ideas
<p>Clothes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure clean and pressed <input type="checkbox"/> Include a jacket or sweater <input type="checkbox"/> Avoid jeans 	<ul style="list-style-type: none"> <input type="checkbox"/> Borrow from sister <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Hair/Makeup</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be simple and clean <input type="checkbox"/> Avoid strong perfumes or scents <input type="checkbox"/> Avoid extra flashiness 	<ul style="list-style-type: none"> <input type="checkbox"/> Get make up done for free at a makeup counter before the interview <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Jewellery</p> <ul style="list-style-type: none"> <input type="checkbox"/> Less is more <input type="checkbox"/> Avoid too much flashiness <input type="checkbox"/> You only need one pair of earrings 	<ul style="list-style-type: none"> <input type="checkbox"/> Shop at a discount store <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Shoes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be practical <input type="checkbox"/> Avoid too high of heels <input type="checkbox"/> Avoid sneakers 	<ul style="list-style-type: none"> <input type="checkbox"/> Shop at an discount store / or at sale <input type="checkbox"/> _____ <input type="checkbox"/> _____
<p>Purse/Bag/Resume/Business Cards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring something to look organized <input type="checkbox"/> Don't worry about matching 	<ul style="list-style-type: none"> <input type="checkbox"/> Borrow from friend <input type="checkbox"/> _____ <input type="checkbox"/> _____