

Top 10 Tips to using Google for Job-Searching

1. Start simple: There are often times when Google does not produce what you expect. Sometimes keeping your searches simple is the best option, and gradually adding in more complex terms. For example

- a. Job interviews
- b. Preparing for job interviews
- c. Preparing for nursing job interviews

This gradually refines your search and brings you fewer results each time. You do not need to go straight to search 'c' as you may miss out on some useful information. Websites phrase things in lots of different ways, and doing this will help you access more of it.

2. Think like a website: Websites try and sound professional, and do not use words that we would do in everyday conversation. To increase the number of results you get, try and use these words in your searches. For example:

“sales jobs” could be replaced with “customer sales representative vacancies”

“receptionist” could be replaced with “administrative assistant”

3. Only use keywords and phrases: Google works by taking exactly what you type and matching it to keywords in websites. If you search for lots of words, it can limit your results, which might make it harder for you to find what you are looking for. For example:

Do not use: Where can I find information on how to write a good CV for a management position?

Instead try: CV writing for management

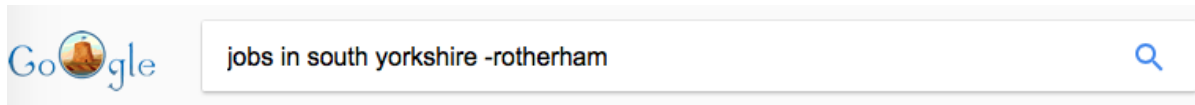
Or: examples of CVs for management

4. Spelling is not important: Google is very smart, and you do not need to spell words correctly. As long as you are close, it can figure out what you wanted to type. This is useful if you are not sure how to spell something.

5. Use quotation marks: When you are searching for something specific, you can use quotation marks and Google will search for that **exact** word or phrase. If you were looking for junior finance assistant, Google would normally look for those words in any order. If you typed “Junior Finance

Assistant" into the search, it would look for that exact phrase. This is helpful if you are looking for a particular job, a particular company, or particular location for example.

6. Use hyphens: Sometimes words can be associated with more than one thing, and your results can contain things that are not at all useful. You may wish to search for nursing jobs, but not



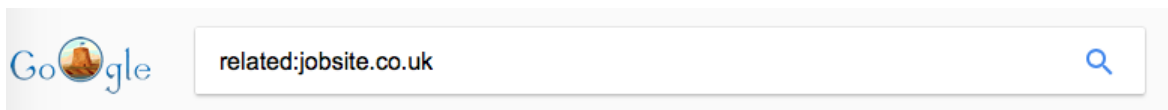
midwifery, or jobs in South Yorkshire, but not in Rotherham.

To do this, you use a hyphen in your Google search to limit them from your results like this:

Jobs in South Yorkshire -Rotherham

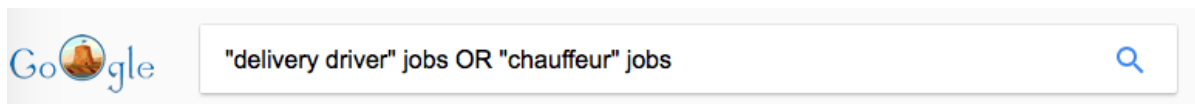
Nursing jobs -midwifery

7. Find sites that are similar: Google has a really useful tool that helps you to find similar sites. If you had already been looking for jobs on jobsite, and felt that you had exhausted this and wanted to find another similar site to continue your search, you can use Google to help you. All you need to do is type:

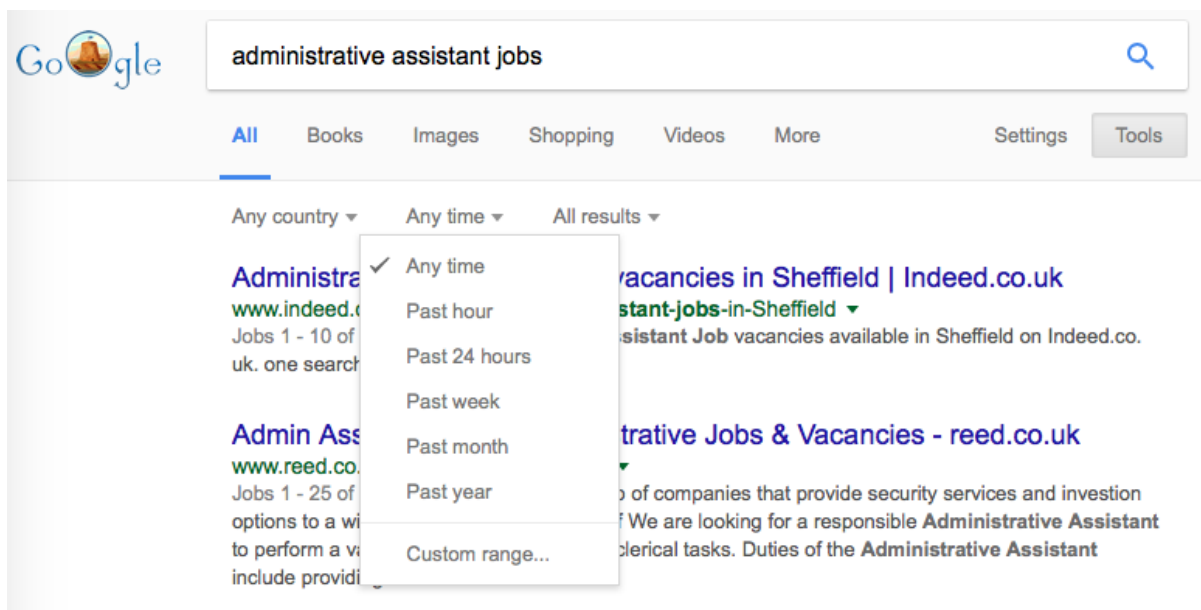


8. Do multiple searches: Google is quite flexible and can search for more than one thing at once. This can help you search quickly and refine what you are looking for. All you need to do is use the OR phrase in your searches.

Included in this search are also the quotation marks to make the search more specific. Google was looking for both delivery driver jobs and chauffeur jobs at the same time.



9. Look for specific timeframes: Google can check all the way back to 2000, but this might not be useful if you are looking for a new position. You can ask Google to check for specific time frames only, which will help if you are finding the most up to date information, and available positions. As you can see, you can do this by selecting 'Tools' and then 'Any Time' to change the time frame. You might want to change it to the past week to find recent job postings.



10. Try and try again: Sometimes we do not get what we expect from Google, and this is because things can be worded in lots of different ways. If you do not get what you are looking for the first time, try and reword it in a different way. For example:

Administrative Assistant, Secretary, Receptionist, Admin Assistant, Office Assistant, Clerical Assistant, Clerical Officer, Clerical Worker.

As you can see, there are many different words for the same position – knowing this can help you expand your search.