COMPOSE YOURSELF 2.0

THE ONLINE JOB MARKET

Korbyn Peebles

Will Duffy
Table of Contents

1  --------------------------------------------------------------------------------------------JOB SEARCHING
2  --------------------------------------------------------------------------------------------JOB POSTING
3  -----------------------------------------------------------------------------------------------MIS/DISINFORMATION
4  ------------------------------------------------------------------------------------------------ACTIVITY
JOB SEARCHING

“going on the internet and applying to job applications posted by employers/contractors”

Jobs can be both in-person or online | synchronous or asynchronous
<table>
<thead>
<tr>
<th>EXAMPLES OF WEBSITES TYPES:</th>
<th>TYPES OF WEBSITES:</th>
<th>BENEFIT OF TYPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LinkedIn</td>
<td>Job boards</td>
<td>Easiest to locate and largest selection</td>
</tr>
<tr>
<td>Indeed</td>
<td>Specialized Job boards</td>
<td>More specific search results; less likely to find spam</td>
</tr>
<tr>
<td>ZipRecruiter</td>
<td>Direct contact</td>
<td>Hardest to find initially but most direct option</td>
</tr>
<tr>
<td>Tnnonprofits.org</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usajobs.org</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jobsforhumanity.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer websites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TRENDS IN COMMON TYPES OF JOB POSTING

**Examples of Websites Types:**
- LinkedIn
- Indeed
- ZipRecruiter

**Types of Websites:**
- Job boards
- Specialized Job boards
- Direct contact

**Benefit of Type:**
- Easiest to locate and largest selection
- More specific search results; less likely to find spam
- Hardest to find initially but most direct option

- Easiest to find
- More generalized
- More susceptible to spam
- Harder to find
- More specific and specialized
- Less susceptible to spam (but scams can still occur)
JOB POSTING

“going on the internet and posting a service or product for other people to find and request/apply for”

Service Oriented
- Fiverr
- Upwork
- Freelancer

Product Oriented
- Facebook marketplace
- Etsy
- eBay

Examples:
- Copyediting services
- Tutoring services
- Selling a handmade craft
- Reselling products (drop shipping)
Ways to identify scams and spam job offers:

1) Look for misspellings and grammar errors.
   a. If the posting looks unprofessional it probably is.

2) Look for the employer on Google. [Go upstream and read laterally]
   a. Verify the company is real and the job posting makes sense
   b. How long has the company existed?
   c. Does the company have a positive, reliable reputation online?
   d. Does the company have good reviews from customers/employees?

3) Look for excessive postings. Is their multiple of the same post or similar job post for the same company?
   a. Check to see when the position was posted
   b. Check to see how many other applicants have applied
   c. Check to see if the post is verified by a third party
Helpful Wisdom:

- "the duck" saying
- "too good to be true" saying
- "the internet is the wild west" saying

Practical Advice:

- Be protective of your information
  [be okay with what info you are giving and to who]
- Sleep on important decisions
  [being rushed to a decision is a common tactic in scams]
- Ask someone you trust to review
  [verify the information you see online w/ common sense]

MIS/DISINFORMATION: JOB SEARCH RESPONSIBLY!
1. Explore a job board or website discussed that interest you most [searching v posting].

2. Search through that site for a job posting/offer that you think is a good example; a trustworthy post worth applying too.
   a) What did you do to verify and feel confident that this is a good listing?

3. Search through that site for a job posting/offer that you think is a bad example; a post that you suspect may be a scam/fraud.
   a) What did you discover to feel suspicious that this is a fraudulent, bad listing?

4. Imagine you are going to post a job application/ product or service for purchase: what parts of each listing would you include/exclude from your own?

***Let Will or I know if you would like a brief tour of the features your site has/how to use the site for the activity***
Appendix of sites mentioned by type:

**[google name of site to find more information]**

### JOB SEARCHING

**General Job Boards:**
- LinkedIn
- Indeed
- ZipRecruiter

**Specific Job Boards:**
- TN Non-profit Network
- USAjobs
- Jobs for Humanity

### JOB POSTING

**Service Focused:**
- Fiverr
- Upwork
- Freelancer

**Product Focused:**
- Facebook Marketplace
- Etsy
- eBay