

COMPOSE YOURSELF 2.0

THE ONLINE JOB MARKET

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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

EXAMPLES OF WEBSITES TYPES:

LinkedIn
Indeed
ZipRecruiter

TYPES OF WEBSITES:

Job boards

BENEFIT OF TYPE:

Easiest to locate and largest selection

Tnnonprofits.org
Usajobs.org
Jobsforhumanity.com

Specialized Job boards

More specific search results; less likely to find spam

Employer websites
Email

Direct contact

Hardest to find initially but most direct option

TRENDS IN COMMON TYPES OF JOB POSTING

- Easiest to find
- More generalized
- More susceptible to spam



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- 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)

MIS/DISINFORMATION: JOB SEARCH RESPONSIBLY!

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



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!

MIS/DISINFORMATION: JOB SEARCH RESPONSIBLY!

Helpful Wisdom:

“the duck” saying

“too good to be true” saying

“the internet is the wild west” saying

QUESTIONS | ANSWERS

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?

Activity!

***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