

Job Boards



Which one to choose?

Arapahoe/Douglas Works!
www.adworks.org
303.636.1160

 @adworks303

 Arapahoe/Douglas Works!

Arapahoe/Douglas Works! is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



Thank you for choosing to attend our
Job Boards
workshop brought to you by the
Arapahoe/Douglas Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. For virtual workshops please be respectful and mindful of your camera if your video is on. "To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently."

Objectives

- ✓ Understand the purpose of job boards
- ✓ Explore different types of job boards
- ✓ Learn how to use job boards effectively



Employment Website



Job Boards are search engines that display job openings.

Organizations and recruiters use job boards to post open positions and search resume databases.

Workers use job boards to find new career opportunities and apply for jobs online.

Some job boards utilize applicant tracking systems to help streamline the application process.

Job boards can offer employment opportunities across a wide range of sectors, while others are industry specific.

Job Search Engines vs. Job Boards



- **Job Search Engines**

- Usually contain millions of job listings from multiple sources including online job boards.
- Ex: Google, Indeed

- **Job boards may require a job seeker to register to use their website.**

- Many require \$ from employers to post job vacancies or view resumes for open positions.
- Specialized job boards also may require its users to pay \$ to view openings.

Employer Benefits of Job Boards

- ✓ Job boards are well-known job advertising tools.
- ✓ Job boards provide resume databases.
- ✓ Job boards help with employer branding.

LinkedIn

indeed[™]
one search. all jobs.

careerbuilder

adzuna

CVLibrary

monster

glassdoor[™]

totalJobs

simplyhired[®]
job search made simple[™]

jobsite

Types of Job Boards



- ✓ General
- ✓ Specialized
- ✓ Company
- ✓ Professional Organizations
- ✓ Government
- ✓ Aggregator

How to use Job Boards Effectively

1. Use the Filter feature
2. Look at a range of job boards
3. Narrow your search by location
4. Use keywords in your search
5. Set up alerts for job matches
6. Update and upload your resume
7. Find the best job board for you



Tips for Applying to a Job Posting

- Understand the process
- Show you have made an effort
- Apply quickly
- Respect the limitations of the software
- Don't shoot yourself in the foot
- Apply directly to the organization whenever possible



Conclusion



- Job Boards are an essential tool for job seekers and employers to connect.
- Understanding the reach and specialties of individual job boards:
 - Help ensure that you use them most efficiently and effectively
 - Ensure you maximize the chances you'll find your next job.

Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.

We especially enjoy your personal comments.

Workshop Evaluation, link

<https://fs8.formsite.com/adworks/Evaluations/index.html>

PowerPoint and Handout, link

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

To reach a Career Services Advisor, link

<https://www.adworks.org/job-seekers/>

