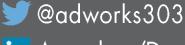


Job Boards

Arapahoe/Douglas Works! www.adworks.org 303.636.1160



Which one to choose?





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** Al tools to capture notes during any of our workshops currently."



Objectives

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





Employment Website

Job Boards are search engines that display job openings.

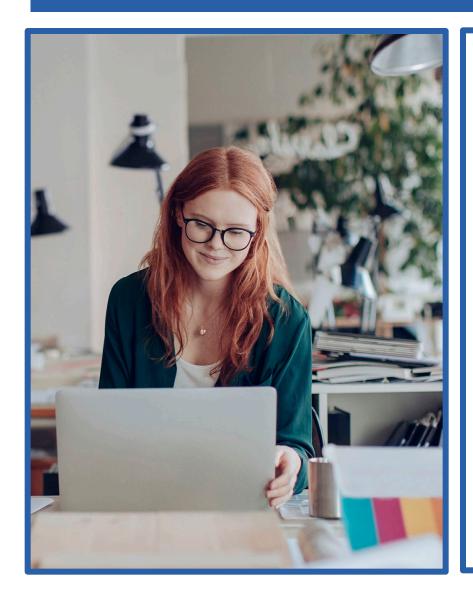
Organizations and recruiters use job boards to post open positions and search resume databases.

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.



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/jobseekers/online-powerpoint-workshops/

To reach a Career Services Advisor, link

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



