

An art of being employable



This handbook is a final product of the Erasmus+ Youth project Be employable

In the project, which lasted from 1st August 2015 till 31 January 2016, took part 32 people:
from Poland - Liceum Ogólnoszkolne im. Adama Mickiewicza, Croatia-Elektrotehnička i
prometna škola Osijek, Portugal-COPEFAP - Cooperativa de Ensino CRL and Turkey -
Çerkezköy Hacı Fahri Zumbul Anadolu Lisesi.

The project objectives

The main goals of the project "Be employable" were:

1. Increasing the knowledge of the young people involved regarding the opportunities, rights and liabilities they could benefit from as European citizens.
2. Developing an analysis on the employability of young people in their own countries.
3. Developing behaviours and attitudes regarding opportunities such as volunteering, internships and non-formal education to increase the professional experience of the youngsters.
4. Identifying and developing mechanisms that would help the young people to create an online profile using 2.0. web technologies.
5. Creating and improving competences that would increase their employability, while also familiarizing them with the relevant online media platforms.

During the exchange which took part from
1st Dec till 8th Dec2015 the young people
worked on the handbook.

They chose the most important information from the workshops,
discussions, debates and put tchem into the handbook.



EU for young people

EU job market factfile

The recent dramatic increase in youth unemployment has not been observed across all countries in the EU; some have been much better than others.

One group of countries (including Austria, Germany and Switzerland) has been successful in keeping youth unemployment low mostly because of their efficient use of vocational training and programs targeted at disadvantaged youth.

A second group (including France, the UK and Sweden) has been less successful, mainly due to employment protection and minimum wages, plus a partly dysfunctional education system.

A third group (Greece, Spain, Italy and Portugal) has been hit hardest by the crisis and have displayed the highest youth unemployment rates. Segmentation of the labour market and poor vocational training are among the main reasons for this surge.

How can the EU help you find a job?

Here are your rights as th EU citizen:

EU citizenship entails a number of important rights. Some of them, such as freedom of movement, are obvious and often taken for granted, but there are other rights that make a difference in our daily lives, like reasonable roaming costs or being able to return products bought online.

The EU citizen's rights

- European and local elections: if you live in another EU country, you have the right to vote and stand as a candidate in European Parliament and local elections there, under the same conditions as nationals of that country.
- Make your voice heard: you can launch or support a European Citizen's Initiative to ask the Commission to put a certain issue on the agenda, and you can petition the European Parliament or the European Ombudsman if you want to make a complaint.
- Free movement: you can train, study and work anywhere in the EU.
- Healthcare: you have the right to receive healthcare and choose planned healthcare in any EU country. You also benefit from high EU food safety standards.
- Travel: you are protected by a set of passenger rights, get extra protection if you buy package holidays and can go to any other EU Member State's consulate or embassy to ask for help if necessary. If you have a disability or reduced mobility, you should be able to travel without discrimination.

This website European Youth Portal helps EU young people find a job through various youth helping programs:

-https://europa.eu/youth/EU/employment-and-entrepreneurship/jobs_en



Employment and unemployment in my country

Recent development in unemployment

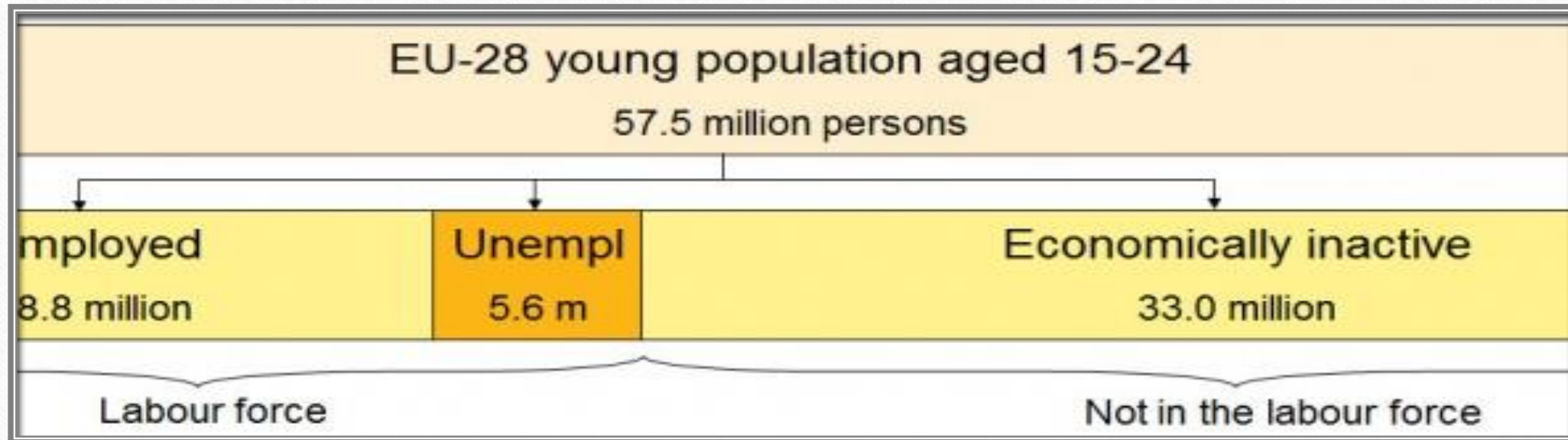
Eurostat estimates that 22.497 million men and women in the EU-28, of whom 17.240 million were in the euro area (EA-19) were unemployed in October 2015. Compared with September 2015, the number of persons unemployed decreased by 36 000 in the EU-28 and by 13 000 in the euro area. Compared with October 2014, unemployment fell by 1 942 000 in the EU-28 and by 1 302 000 in the euro area.

Unemployment rates in partners' countries

Unemployment rates:

- Croatia- 15,10%
- Poland - 7 %
- Portugal- 12,40%
- Turkey – 10,40 %
- The EU – 9,3 %

**Do not do anything
just because you
can not do
everything.**



Which jobs guarantee employment?

1. Actuarial Science
2. Pharmacology
3. Educational Administration and Supervision
4. School Student Counseling
5. Geological and Geophysical Engineering
6. Astronomy and Astrophysics
7. Teacher Education
8. Agricultural Economics

Volunteering and internship in connection to the job market

Work experience and internships

Volunteering is usually carried out on a flexible basis in the local community in order to fit in around study and other commitments.

- In addition to doing work experience that benefits your CV, you could also help others and give something back to the community by volunteering
- Volunteering can be a multi-purpose endeavour. Some students and graduates say that they volunteer to make a positive contribution to society in some way. For other people, volunteering is an important way of gaining the skills needed to pursue certain careers and to bolster their CVs. Think about what you want to do and why you want to volunteer before applying for the numerous positions available. Do you like the environment? Do you like working with children or the elderly? Do you want to meet new people or try something new?

How will volunteering help my career?



- Voluntary work not only increases your personal development, for example your organisational skills and confidence, it also allows you the chance to contribute to something you care about. Voluntary work can stimulate ideas for more permanent positions, allow you to meet deadlines, work in a team and generally give you experience of working life.
- It's a good idea to reflect on and record your voluntary work with care and detail in order to be able to draw upon what you've learned at a later date and provide examples in interviews.
- While often you will not receive any pay as a volunteer, in some cases you will have your expenses paid for such as travel and lunch. If you receive any benefits or payments from the state, you will need to seek advice about whether the position will effect these payments. As a volunteer, you may be asked to attend training courses and your point of contact - for example, your supervisor - may be able to act as a reference for future job applications.

What's the difference between an intern and a volunteer?

Internship

Basically, an internship is something that you choose to do in order to develop your skills in a profession.

So for example, a teaching program can be viewed as an internship by those who wish to develop their teaching skills, or as volunteering for those who are just looking to help out.

Volunteering

Volunteering can also serve this purpose (internship one), but the driving force is your desire to help out.

The advantages of volunteering and internship



Selecting an internship or volunteering opportunity offers a chance to develop your skills and use your talents while helping you on your career path. Creating a portfolio of your work in either position presents tangible evidence of your competency in the position. Employers surveyed by the University of Minnesota in 2011 viewed portfolios created during internships and volunteer work as having "a positive impact on their evaluation of the candidates."

Career through the web

How to find a job on the Internet?

Looking for a job on the Internet is as time intensive as reading the paper, calling all your friends and networking (the human kind); however, it is more convenient and perhaps most efficient. Today, companies want to simplify the process of hiring, and posting job openings on company Web sites and job search sites is simple, inexpensive and effective. Online job searching is fast replacing the traditional newspaper ad.

Best Websites to look for a job

- Eures –<https://ec.europa.eu/eures/page/homepage?lang=pt> It is the european website of professional mobility within the E.U. It also gives useful information about working and living in another country.
- Eurobrussels
- Eurosummerjobs - Seasonal jobs for young people.
- Idealist – available in 3 languages- English, French and Spanish. Besides job offers, you can also find internships and volunteering places in the EU
- Anyworkanywhere – You can search for a job per country or area. The employers post their job offers with no intermediaries
- International Careers & Jobs – it is a summary of job postings from various websites. It shows jobs offers from all over the world.
- LinkedIn – Social networking to find a job

Employability skills

How to write a successful covering letter?

Your covering letter demonstrates your writing style better than your CV (which is usually more brief and factual).

The covering letter puts flesh on the bare bones of the CV. It points out to the employer the information showing that you have the qualities the job calls for, and makes a statement about yourself and your suitability for the job. It should give the personal touch that your CV will intrinsically lack.

Mr Employer
38 Employer St
Employer Town
Post Code

Your address
Tel No:
Date

Dear Sir/Madam

1st part: Tell the employer the reason for the letter
I would like to apply for the job of care assistant which was advertised on www.jobskill.com today.

2nd part: Tell the employer why you are the person for this job. Your skills and experience.
I have worked in care for 5 years. During this period I have gained skills and experience in

- Caring for the elderly
- Administering medication
- Personal assistant

Before this job I completed an apprenticeship and a NVQ in Health and Social Care.

3rd part: Closing statements
I am available for interview at any time. I have enclosed a copy of my CV for more information.

Yours faithfully (If you don't know the name of the person, Dear Sir/Madam)
Yours sincerely (If you do know the name of the person, Dear Mr Adams)

Your signature
Your name

How to write a successful CV?

Curriculum Vitae: an outline of a person's educational and professional history, usually prepared for job applications (L, lit.: the course of one's life). Another name for a CV is a résumé.

How to write a CV

An effective and relevant CV can help to secure the right job for you.

Curriculum Vitae/Resume

A professional looking CV should be written on white A4 paper, for clarity when faxing, and following a standard format of no more than 3 pages in length. Do not bind your CV for ease of faxing and scanning.

The following headlines are a guide to making your CV look professional, clear and concise.

Personal Information:

- Name
- E-mail address
- Nationality
- Date of birth
- Contact details – Home and UK (if known)

Qualifications:

- Your teaching qualifications come first
- Include name of issuing institution and year of qualification
- Follow with any other relevant credentials
- Outline clearly whether you are qualified to teach secondary, primary, early childhood or special needs

Teaching Experience:

- State your most recent position first – include dates of service
- Include a short statement describing the type of school and general ethos
- Newly qualified teachers need to include details of all teaching practicum's
- Give a summary of all responsibilities held during your placements
- Include year levels and subjects taught

Curriculum strengths:

- Identify your curriculum strengths and teaching preferences
- List any curriculum development you have been involved with

Professional Development:

- List all educational in-services/ courses / seminars attended over the last two years

7 Interview Tips That Will Help You Get the Job



1. Practice answering interview questions and practice your responses to the typical job interview questions and answers most employers ask.
2. Do your homework about the employer and the industry so you are ready for the question What do you know about this company?
3. Make sure your interview attire is neat, tidy and appropriate for the type of firm you are interviewing with.
4. Be on time for the interview.
5. During the job interview try to relax and stay as calm possible.
6. Try to relate what you know about the company when answering questions.
7. Always follow-up with a thank you note reiterating your interest in the position.



The last photo together☹