

PROACTIVE SEARCH

A positive approach and strategy in job hunting

1. Apply for a job, that means to send the curriculum vitae to:

Entourage and personal contacts: family, friends, neighbours and shops where you usually go shopping.

Employers' websites:

Find their contact on the Yellow Pages or similar guide (**Monaci guide or Kompass**)

Employment Agencies

Online recruitment websites and Job boards

Specialized websites of vocational training schools or universities

Online editions and printed media: publish your ad on the online or printed editions of the local, national, and industry newspapers

2. Answer to job vacancies ads: yes, but where?

Centro per l'Impiego (Job Center) of the Province of Lecco
www.leccolavoro.it

Employment Agencies' web sites

Job search engines

Specialized websites of Schools, Universities and Training schools.

Online and printed newspapers.

Registration at Centro per l'Impiego (Job Center)



Comune di Lecco



consorzio
CONSOLIDA
società cooperativa sociale - Lecco

CENTRO PER L'IMPIEGO (Job Center)

What is it?

The Job Center of the Province of Lecco is a public employment agency that provides resources to enable job searcher to find work and where unemployed people can certify their unemployment position and their immediate availability.

Target:

Unemployed people who lives or have their residence in the Province or Lecco.

Necessary documents:

- ID card
- tax code
- Permit to stay (for non EU citizens)
- latest employment contract - for people who have just finished a job experience
- letter of dismissal - only for unemployed people laid off for staff redundancy or liquidation.

Where to register

- **Lecco - Corso Matteotti, 3/b - tel. 0341/29583-531-582**
- **Merate - Via Statale, 11 - tel.0341/295704-700**



LECCO LAVORO www.leccolavoro.it

What is it?

It's the website of the Job Center of the Province of Lecco.
It publishes a list of well- selected vacancies coming from employers, recruitment agencies, newspapers, public offices.
It is one the quickest and easiest way to find job.

How to search

It is possible to make a search based on key word or on the basis of the task required.
The ads are also published by source: employers, newspapers, employment agencies.

How to apply:

- **newspapers:** follow the information published in the ad
- **Employment Agencies:** contact the agency directly
- **Job Center website:**
 1. click on "autocandidatura"
 2. Fill in the form
 3. Upload the CV

The Job Center will send the CV to the employer .

Visit the website once a week.

Search on the Yellow Pages

- ❖ Go to **www.paginegialle.it** or search in **Pagine Gialle Guide**
- ❖ Select the category of company you would like to join and to send your cv
- ❖ Look for their business sector and check the list of companies operating in the province of Lecco.
- ❖ Choose the area or city
- ❖ Write the name and the address of the companies
- ❖ Send your CV by mail
- ❖ If the company has a website and an email address, email your CV for the attention of the Human Resources Manager.

The search on Monaci or Kompass guide

What are they:

They are a database of the Italian and worldwide companies. They contain a detailed and complete list of companies sorted by sector.

How:

Go to the websites www.guidamonaci.it and <http://it.kompass.com/>

- select the kind of business
- select the province and the town
- Add services and products
- Select your geographical area from the drop-down menu
- Select the research on product/services
- Click on "Trova" to find the products and services suitable for you
- click on the product/service selected to find the list of company
- click on the company name to see the profile.



Send your CV (by mail, e-mail or in person)

Employment Agencies

What are they?

Employment or Recruitment Agencies are private agencies with a legal authorization in job providing

How to find a job with an Employment agency

Direct contact:

- ❖ Look for the list of Agencies operating in the province of Lecco .
- ❖ Choose the closest agency or the one you want to apply.
- ❖ Fix an appointment or go personally
- ❖ Make an interview and leave your cv

Apply for a vacancy

- in newspapers
- ❖ on the website www.leccolavoro.it
- ❖ on the agency website

On the agencies' website:

- ❖ Go to "Cerco Lavoro"
- ❖ Fill in the town, the city or province (e.g. Lecco)
- ❖ write other searching standard

How does the agencies work?

In case of success, the agency (supplier) will hire you but the job will be concretely implemented in the company offering the job (user).
You can be hired for a temporary or open-ended job with a staff leasing contract.

Media/Newspapers

What are the advertisements?

The advertisements is a job offer or job request published on newspapers

Where to find them?

- ❖ National newspaper: they publish vacancies countrywide and also information on master and grants.
- ❖ Local newspapers
- ❖ Professional or specialist journal or magazines

When?

It's important to know the date of publication of the magazines and the newspaper that posts the vacancies. It is better to plan the purchase for at least one month .

A trustworthy ad contains:

- ❖ The Company's name or at least a sector
- ❖ Working seat: it's a very important information.
- ❖ Job required.
- ❖ Skills.
- ❖ Tasks
- ❖ Procedures of selection

BEWARE of:

- ❖ Too generic advertisement
- ❖ The number to contact is only a mobile number or a pay telephone number (144 or 166)
- ❖ Too easy and large profits
- ❖ Request of attendance of payment course

Job search engines

- ❖ A b c lavoro. (<http://www.abclavoro.it>)
- ❖ Banca lavoro (<http://www.bancalavoro.com>)
- ❖ Job on line (<http://www.jobonline.it>)
- ❖ Job line (<http://www.jobline.it>)
- ❖ Monster (<http://www.monster.it>)
- ❖ Step stone (<http://www.stepstone.it>)
- ❖ Cambio lavoro (www.cambiolavoro.com)
- ❖ Europa lavoro (<http://www.europalavoro.it>)