

ACTIVE RESEARCH

What is it?

It's a series of action that helps people to find a job.

Send your curriculum vitae to:

Network of knowledge:
family, friends, neighbours
and stores where you
usually do shopping.

Enterprises in your city
founded on **Pagine Gialle**
or other sources (**Monaci**
guide or Kompass)

Employment
Agencies

Web sites specialized in job
research

Specialized web sites of
Schools, Universities,
Training schools.

Newspapers and web sites
where you can post an
advertisement.

Answer to job advertisement:
where?

Centro per l'Impiego and job
services of the Province
www.leccolavoro.it

Employment Agencies' web
sites

Web sites specialized in job
research.

Specialized web sites of
Schools, Universities and
Training schools.

Answer to job advertisement on
newspapers.

Registration to Centro per
l'Impiego

CENTRO PER L'IMPIEGO

What is it?

It's a center where unemployed can certify their unemployment and their immediate availability to work.

Who concern?

Unemployed people who lives or have residence in Lecco Province.

Documents you have to present to enroll

- ID card
- tax code
- Residence Permit (for extra EU citizens)
- your last employment contract - if you just finished a job experience
- letter of dismissal - only for unemployed people fired by the enterprise because of staff reduction or activity cessation.

Where to register

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

LECCO LAVORO

What is it?

It's the Lecco district employment agency's web site.
It's one of the common way to find a job in Lecco area.
It post job advertisements sort by seriousness and reliability.
The advertisements don't concern only Lecco district.
Advertisements are constantly update.

Advertisements are sort by:

Vocational qualification:

- with high specialization that need a degree;
- that need an high school qualification;
- in amministrative and account field;
- in commerciale field, in hotel business, in catering and other business (services?);
- to workers conduttori di impianti(???) and specialized workers;
- for those(?) is not required a specified qualification;
- that not belong to any other category.

Source:

- Job agency;
- Local newspapers (La Provincia, Il Giornale di Lecco, Il Giornale di Merate...);
- Agencies which looking for agents or self employed worker;
- Advertisements sent to Lecco Lavoro from the companies;

How to answer

- **Advertisements found on newspapers:** follow the advertisement information (phone or send and e-mail);
- **Job Agencies Advertisements:** Call or go to the agency;
- **Per gli annunci interni o diretti:**
 1. Enter the site and click on "autocandidatura"
 2. Fill the form
 3. Add your CVProvincial administration will send your CV to the agency that will call you if interested.
Visit the site once a week.

Research on Pagine gialle

- ❖ Go on **www.paginegialle.it** or search on **Pagine Gialle Guide**
- ❖ Identify the kind of companies you would like to work to: what kind of business they belong?
- ❖ Find the kind of business and look the companies list set in Lecco district.
- ❖ Choose which District area are you more interested in
- ❖ Write the name and the address of the companies you have found
- ❖ Send your CV
- ❖ If the company have a web site or an email address, send your CV via mail for the attention of the Human Resources Manager.

Guides Research: Monaci o Kompass

What are they:

They are Data Bases of Italian companies and from all over the world that contains a complete companies list sort by their kind of business.

How to work

Go on the web sites www.guidamonaci.it e <http://it.kompass.com/>

- select the kind of business
- select the district and the town
- Add services and products
- Select your geographical area from the drop-down menu
- Select the kind of research on product/services
- Click on "Find" and will appear the product and services list that satisfy your standard
- click on the product/services you're interested in and will you found a company's list
- click on the company you like to see the information file.



In either cases at the end of all send your CV(via mail, via e-mail or personally)

Job Agencies

What are they?

Job Agencies, or Temporary Work Agencies, are private companies with an authorization to provide job.

How to use them to find a job

Put in spontaneously

- ❖ Read the list of Agencies sit in Lecco district.
- ❖ Choose the agencies near to your town or where you wanna find job.
- ❖ Fix an appointment or go to the agency
- ❖ **Fare un colloquio** con un dipendente dell'Agencia e lasciare il mio cv o compilare quello da loro proposto: in questo colloquio racconto le mie esperienze e per quali lavori sono disponibile

Answer the advertisements

- ❖ on newspapers
- ❖ on the web site leccolavoro.it
- ❖ on their own site

Find job advertisement consulting agencies' web sites:

- ❖ visit the web site Cerco Lavoro
- ❖ write the city, the country or the district (es. Lecco)
- ❖ write other searching standard

How does the agencies work?

If you will be choose you'll be recruit from the agency (Supply company) but you'll work in a company (Provider company). The agency can enroll you for a determinate or indeterminate period using a staff leasing contract.

Press/Newspapers

What are the advertisements?

The advertisements in a job offer or job request post on newspapers (press?).

Where can you find them?

- ❖ on national daily press, they publish advertisements from all over the country ; they also publish information about master and grant.
- ❖ on local daily press
- ❖ on specialized magazines, useful if you have a specific qualification.
- ❖ free press.

When?

It's important to know when you can find them in newsstand ,and which one public advertisements.

A reliable advertisement contains:

- ❖ Company's name or the kind of business
- ❖ Where their office are: it's a very important information.
- ❖ What kind of job they offer .
- ❖ What kind of skills and requirements the new employee need to have.
- ❖ What kind of duty foresees, to better understand the job
- ❖ Some information about how they choose the new employee.

BEWARE!:

- ❖ Advertisement with a too general description
- ❖ The only reference is a mobile number
- ❖ If they promise a too high budget
- ❖ If they promise to engage you after a pay course
- ❖ If they have a pay telephone number (144 or 166)

Specify sites to find a job

- ❖ 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>)