

# TrainingWorkshops

Your Course Outlines.

visit [www.careerjunction.co.za](http://www.careerjunction.co.za)





## Course Outlines

Pre requisites for all training courses and workshops:

- General computer literacy skills
- Sound knowledge of Internet Explorer
- English language - read/write/speak/understand

## New User Training

This is an introduction course for CareerJunction clients who have never worked on the CareerJunction system before.

The course starts on basic entry level and by completion of the course the user will be able to:

- Understand what CareerJunction does
- Navigate the website as a Recruiter/Careerseeker
- Add a new Job Ad
- Edit an existing Job Ad
- Reinstate an existing Job Ad
- Deactivate a Job Ad
- Delete a Job Ad
- View a Job Ad
- Response handling
- Adding and using Notes
- Finding a Job Ad with a keyword/reference or Job Ad number
- Copy an existing Job Ad
- Changing your password
- Bulk Regret/Contact Functionality
- Run a new job search
- Edit/Copy an existing search

## Training Workshops

- Re-run an existing search
- Delete a search
- Set up job/search templates
- Set up Resume Alerts
- Shortlisting candidates
- Edit supervisor tools

## Prof!ler New User Training

The Prof!ler training session is designed for CareerJunction users new to the Prof!ler product.

**Pre requisite:** Sound knowledge of the job writing tool on the CareerJunction system.

At the end of this session the user will be able to:

- Capture consistent competency based job profiles
- Add accurate automatic filters to Job Ads
- View results from automatic filters
- Create online screening interviews
- E-mail online screening interviews to potential suitable CareerSeekers
- Review answers from CareerSeekers from the online screening interview
- Edit job profiles
- Link an automatic filter to a Job Ad
- Bulk regret unsuccessful applicants
- Understand Functional, Behavioral Competencies and Motivational Drivers



## Job Writing Workshop

The job writing workshop is designed to assist experienced CareerJunction users on how to write more effective Job Ads.

**Pre requisite:** Sound knowledge of the job writing tool on the CareerJunction system.

At the end of this session the user will be able to:

- Write better Job Ads in general
- Understand why a Job Ad gets flooded with unsuitable candidates applying for the position and how to rectify this
- Understand why a Job Ad generates no/few responses and how to rectify this
- Learn how to attract better candidates to apply to your positions
- Discourage unsuitable candidates from applying
- Distinguish between a good Job Ad and a bad Job Ad
- What does CareerSeekers look for in a Job Ad?
- Understand factors that influence Job Ad results

## Training Workshops

### Search Workshop

The search workshop is designed to assist experienced CareerJunction users on how to run more defined and accurate searches.

**Pre requisite:** Sound knowledge of the searching tool on the CareerJunction system.

At the end of this session the user will be able to:

- Do better searches in general
- Narrow searches down to less but more accurate search results
- Expand a search if the result was zero
- Learn what to do if you have a complete mismatch
- Eliminate Resumes that have not been updated in 6 or 12 months
- Search for affirmative action/employment equity CareerSeekers
- Headhunt for a CareerSeeker by name, company name, specific qualification or other personal detail
- Find CareerSeekers currently employed in the area you are searching in
- Explore alternative ways of searching
- Gain a better understanding in general of how the search functionality works
- Keep in mind factors that influence search results