

How to organize your job search and build your own professional project

WHERE TO START?



Organizing your job search: where to start?

A reality exam with respect to yourself,

answering honestly the question "What am I able to do considering my resources, skills, goals and personal aspirations?"

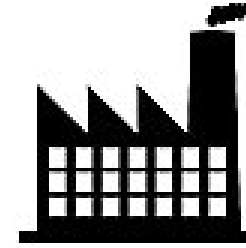
A reality exam with respect to the job context,

answering honestly the question "My professional goal is achievable, if I consider the characteristics of the professional context in which I am trying to move in?"



PERSON

- Personal characteristics
- Educational history
- Professional history
- Expertise & Skills
- Personal goals
- Professional goals



CONTEXT

- Time constraints
- Specific job area
- Main companies
- Access channels
- Market demands
- Opportunities




The University website offers a range of material useful
for job search <https://unige.it/lavoro/>

«Know the context»

INAPP (EX ISFOL) Professioni, Occupazioni, Fabbisogni	Website about professional profiles.
Atlante delle professioni	Website about career guidance, related to specific courses of study.
UNIONCAMERE Excelsior	Excelsior is a tool that can provide an overview of the expected recruitment of profiles involved in specific sectors of the job market.

2.5.4.3.0 - Interpreti e traduttori di livello elevato

OPZIONI 
COMPITI E ATTIVITÀ SPECIFICHE
CONOSCENZE
SKILLS
ATTITUDINI
ATTIVITÀ GENERALIZZATE
CONDIZIONI DI LAVORO
STILI LAVORO
VALORI PER LA PROFESSIONE
CARATTERISTICHE DELLA PERSONALITÀ
ESEMPI DI PROFESSIONI
NUMERO GUIDA EQF

SISTEMA INFORMATIVO SULLE PROFESSIONI 	
INTERPRETI E TRADUTTORI DI LIVELLO ELEVATO	
	IL POSTO CHE OCCUPA NELLA CLASSIFICAZIONE STATISTICA (ISTAT) 
	GLI OCCUPATI NELL'ULTIMO TRIENNIO (ISTAT) 
	PREVISIONI DI ASSUNZIONE NEL BREVE TERMINE (UNIONCAMERE) 
	DATI SULL'INCIDENTALITA' (INAIL)
	CERCA IL LAVORO CHE FA PER TE (MINISTERO DEL LAVORO)
	CERCA IL LAVORATORE CHE FA PER TE (MINISTERO DEL LAVORO)
	OFFERTA FORMATIVA UNIVERSITARIA (MIUR) 

«Know the context»



Professional or scientific **associations**, sector **magazines**, **events** (congresses, seminars, conferences) can be a good opportunity to get to know a sector more closely and enrich your **professional network**.

Different professional paths

***To work as an
Employee***

***To work as a
Freelance***

***To create a new
Activity***

«Employment contracts»

Knowing the different kinds of employment contract that exist in Italy is important to have a clear picture of: **rights, duties, expectations, benefits** associated to each possible contract.

Each employment contract is fully described into **CLICLAVORO** website.



FREELANCE



Working as a freelance

SOME ELEMENTS TO CONSIDER:

- Having yourself, your knowledge and skills as a point of reference
- Having to cover many roles: manager, designer, commercial, verifier
- Lack of certainty about continuous and stable revenue over time
- Need to plan your time and activities
- Complexity in managing personal and working lifetimes
- Less protection compared to subordinate work
- Greater autonomy compared to subordinate work

Start a new activity

There are different kinds of activity that a person or a group of professionals can start (i.e.: **start-up, company, ETS, association, cooperative...**)



Cittadini

Avviare un'attività

- > I primi adempimenti
- > Startup innovative
- > Giovani
- > Disoccupati e lavoratori svantaggiati

Avviare una attività

Unioncamere provides aspiring and new entrepreneurs with a useful [manual](#) for orientation in the first phase of starting a new business.



Intermediaries

- **Agenzie per il lavoro (APL) or
“JOB AGENCIES”**
- **Centri per l’impiego (CPI) or
“EMPLOYMENT CENTRES”**

CHANNELS FOR JOB SEARCH

Public area

- Gazzetta Ufficiale
- Concorsi.it
- Public calls, published on the specific public entity website

Private area

- Applications (in response to a published vacancy)
- Spontaneous application

CHANNELS FOR JOB SEARCH

Public area

Each Public Entity (school, hospitals, universities...) has to have one webpage dedicated to recruitment.

Private area

Regarding spontaneous applications, a key ability is being able to read the undeclared needs of a Company, as well as the ability to value oneself's points of strenght in terms of knowledge and skills.

«Opportunities aggregators» websites

They collect work and training opportunities from different kinds of sources (i.e.: job agencies, employment centers...)

Some examples:

EURES, the portal of european professional mobility

Io Lavoro Liguria Newsletter, local newsletter in Liguria region



Contacts

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