

Overview of the content

Perhaps the biggest problem candidates face when applying for a job is that they fail to understand the recruitment process. It's Your Job takes them through every stage, explaining its objectives in detail, from the point of view of both the job-seeker and the recruiter. Most valuable of all is the series of more than 90 video clips of experienced HR professionals sharing their views and giving clear and specific advice.

It's Your Job includes these units:

1. Find the ideal job... for you
2. The perfect resume
3. Cover letters that work
4. Prepare for the interview
5. Handling difficult questions
6. Effective follow-up
7. Surviving psychometric tests
8. Body language: why it matters
9. Perform in group discussions
10. Technology: friend or foe

Note that some of the activities have downloadable, paper-based worksheets. (Your school licence for It's Your Job entitles you to photocopy them for use in your institution.)



Using It's Your Job with learners

It's Your Job functions well as a complete self-study course for job-seekers. It can be made available to learners in the library, at home through the library website, or in the careers centre. The program can also be used as a supplementary resource to be integrated into a teacher-led course. The individual units (or parts of them) can be assigned for homework or can be tackled in the classroom. In order to integrate the program into your own curriculum, start by looking at the It's Your Job syllabus, which can be found on the Clarity Support site. This gives full details of the topics covered in each unit. You can then cross-reference this with your own course of study.

Clarity Support

Clarity provides extensive support for teachers, technicians and administrators. To explore this, go to www.ClaritySupport.com.

Teacher Support

Click into the It's Your Job section for the syllabus, a worksheet to help teachers get to know the program, PDF worksheets and more.

Technical Support

This offers guidance on installation, and answers common technical questions.

If you have queries that are not answered on the site, please email support@ClarityEnglish.com or phone Clarity.



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Installation instructions

For installation instructions, please see the installation guide in the box (network version), or your welcome email (online version). There is a PDF of the installation instructions on the Clarity Support site.

www.ClaritySupport.com



What is It's Your Job?

It's Your Job is a complete course for anyone looking for a job. It covers every aspect of the recruitment process, from choosing a suitable career to writing a resume and cover letter and preparing for the interview. It also helps learners with specialised skills such as psychometric tests and negotiating terms and conditions. Learning takes place through a rich variety of media: eBooks, video interviews with HR professionals, audio, over 40 interactive activities, and links to specialist websites. It's Your Job can be used as a classroom resource in the computer lab or for self access. It is an ideal library resource for job seekers.

How to start?


To start It's Your Job, double click on the icon on the Desktop (or choose It's Your Job from the Start menu). The first screen shows the list of units in a column on the left-hand side. Choose the appropriate unit by clicking on it. You can then choose from the resources available on the screen. The units do not have to be completed in sequence.




Navigation

As described in the previous section, you can navigate between units by clicking on the unit name in the list on the left of the screen. Navigation within the eBook is described on its first page. Within the Practice Centre, navigation is through the Back, Forward and Menu buttons.

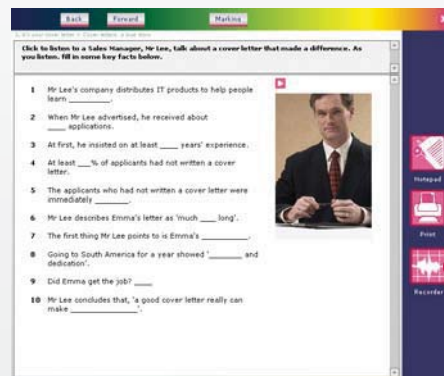
Media resources

It's Your Job includes the following learning tools:

 **Career Library** An eBook providing detailed information on the topic

-  **Advice Zone** Interviews where HR professionals give their views
-  **Practice Centre** Interactive activities where learners can test their skills
-  **Story Point** Stories with a message from job seekers and recruiters

Video / Audio controls



In the Career Library, Advice Zone and Story Point, video and audio use standard Play, Stop and Pause buttons. In the Practice Centre, click the Play button indicated in the screenshot above.

Resources

In addition to the four main Media resources described above, It's Your Job includes:

- Quotes** Quotes from writers and HR professionals which throw light on the topic being studied
- Different angles** Pointers to other useful sources of information on the topic: books and websites
- Tips** Each topic has five handy tips for learners

The Resources can be accessed by clicking below the video screen.

Progress

Towards the top of the main screen, there are two tabs: My Course and My Progress. Click on My Progress to bring the Progress screen forward. On the left of the screen there are two options: **What have I done?** and **Compare yourself**. The **What have I done?** Screen displays in graphical format, through green bars, those parts of the course you have completed. **Compare yourself** enables you to compare your performance against other users on your network or, if you are running online, in your country or other countries.

Printing

Printing is available within the Practice Centre. Click on the Print button midway down the control panel on the right. Printing is not available for the Career Library or the Resources.

Audio recording

A number of activities in the Practice Centre require learners to record responses. The first time the Practice Centre is opened, the program will display a button on the right-hand side labelled Recorder. To set up the recording software - called the Clarity Recorder - click on this and follow the instructions. Thereafter, provided the Clarity Recorder is running on the computer, a red recording button will be displayed. If this red button is absent, simply go to the Start menu and start up the Clarity Recorder. The network version will do this for you automatically.

Integration with Results Manager

It's Your Job works with Results Manager, which enables teachers to input learner details, assign learners to groups and generate reports. For more details on Results Manager, please visit the Clarity website.



www.ClarityEnglish.com/ResultsManager