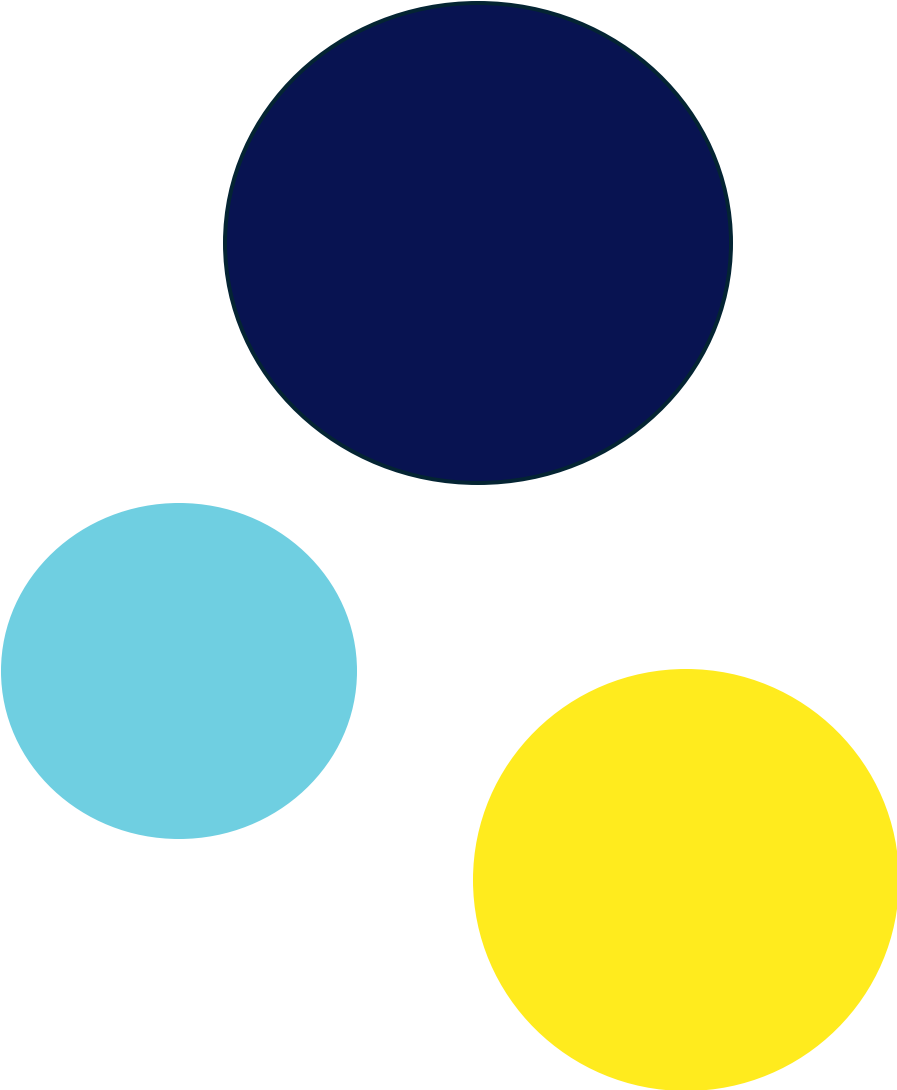


Digital Hub Guidance

How to apply for jobs using internet tools.



Welcome to Your Digital Journey with Participant Hub

This guide is designed to assist you in your online job search, specifically on platforms like Reed.co.uk and Indeed, using the Digital Hub PCs at Reed in Partnership offices. Whether you're new to the digital world or looking to enhance your skills, we're here to make the process straightforward and enjoyable.

In this guide, you'll learn how to:

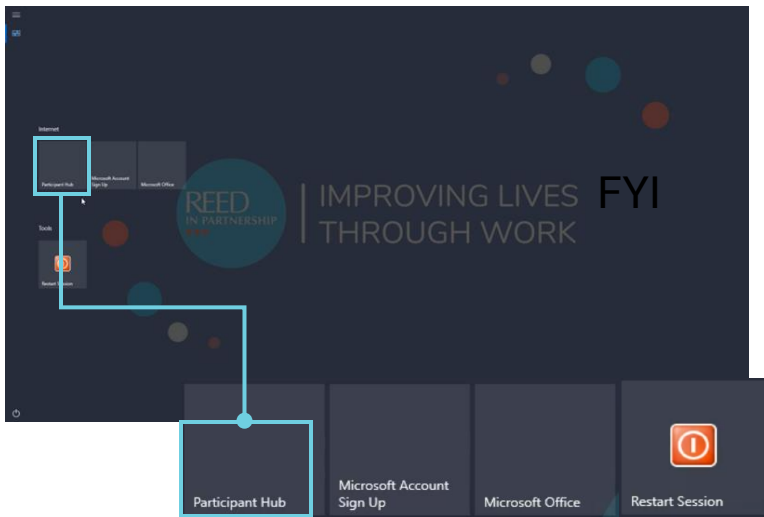
- Navigate internet tools to complete your job search using the Participant Hub.
- Apply for jobs using Reed.co.uk.
- Apply for jobs using Indeed.

Our goal is to empower you with the knowledge and skills to navigate the digital landscape with ease and confidence.

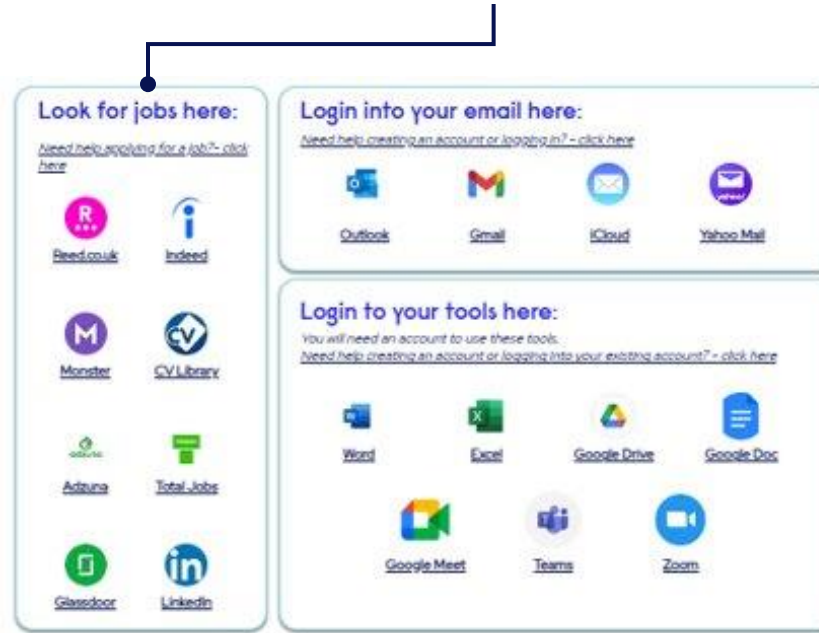
1. Navigating Job Search Websites from Participant Hub

Completing your job search has never been easier. You can do it directly from the Participant Hub home page.

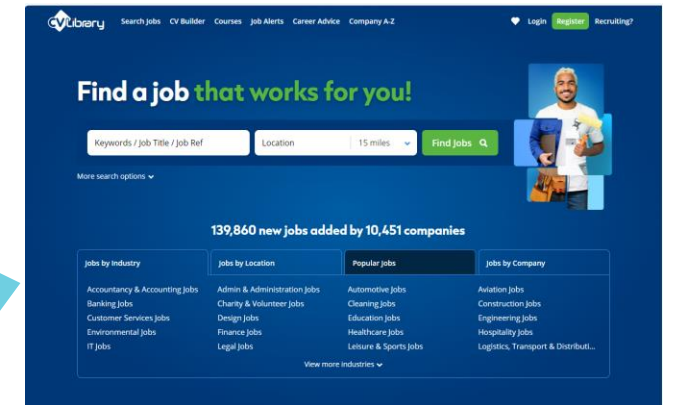
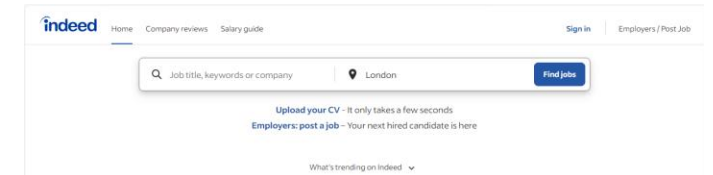
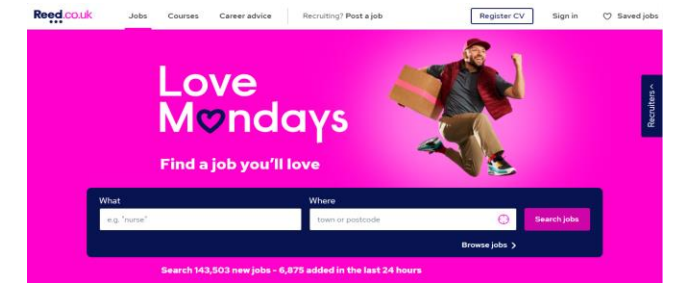
1. From Digital Hub home page, click on **'Participant Hub'**



2. When in your Participant Hub Home page, scroll down and you will be able to see a section called **'Look for jobs here:'**



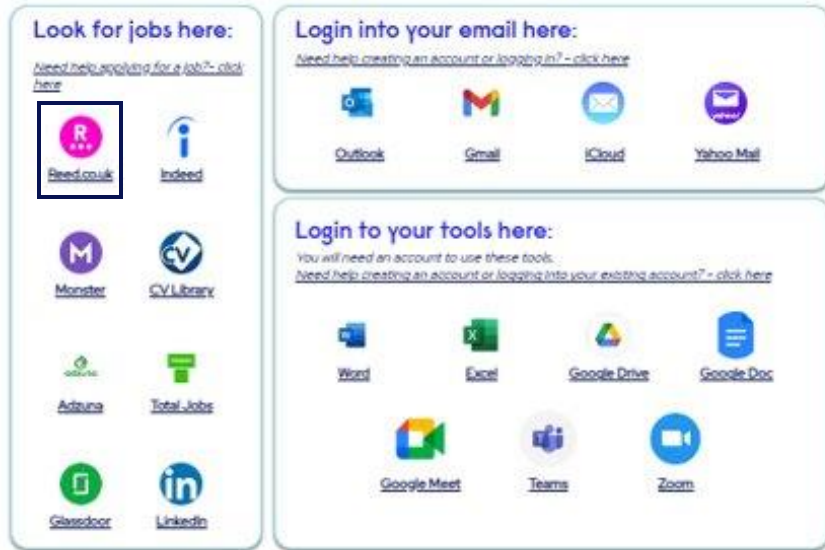
3. Click on the job site you want to search on, and you will be brought to that website.



We recommend registering and creating a profile on the job search tool to make applying for jobs easier later.

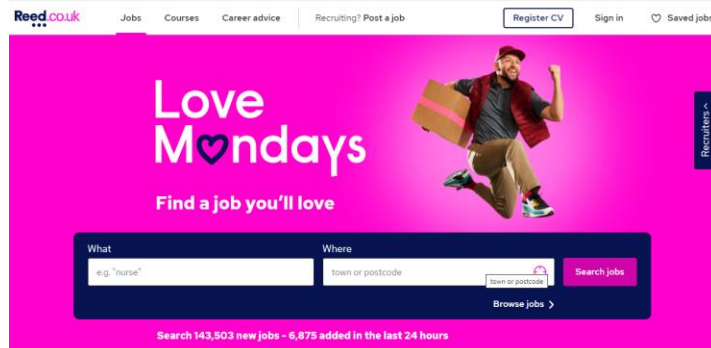
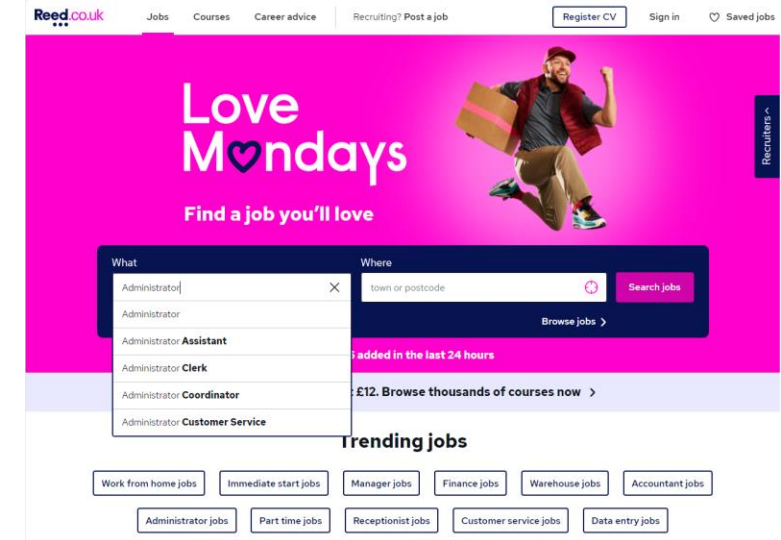
2. Reed.co.uk

1. When you click on **Reed.co.uk** from the Participant home page, you will be redirected to the Reed.co.uk home page, where you can begin your job search.



Or click in the link below
(Ctrl + click):
<https://www.reed.co.uk/>

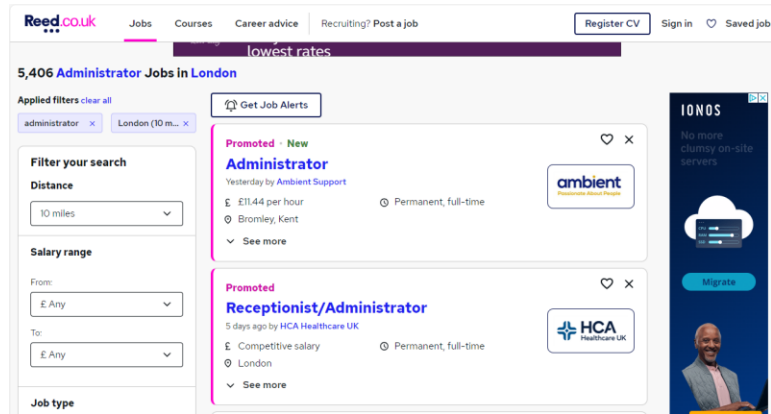
2. Enter the job role and location in the **'What' and 'Where' boxes**, then click **'Search jobs'**. A drop-down box will suggest roles and locations as you type.



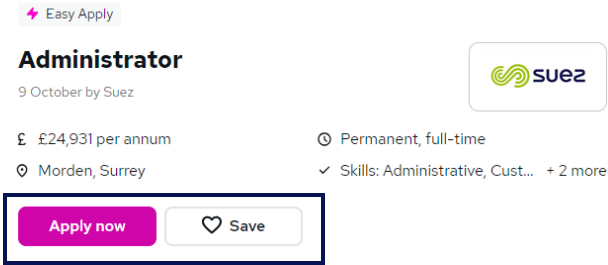
2.1 Creating an Account

3. You will be directed to a page with various job adverts and details about each role. Scroll down to navigate.

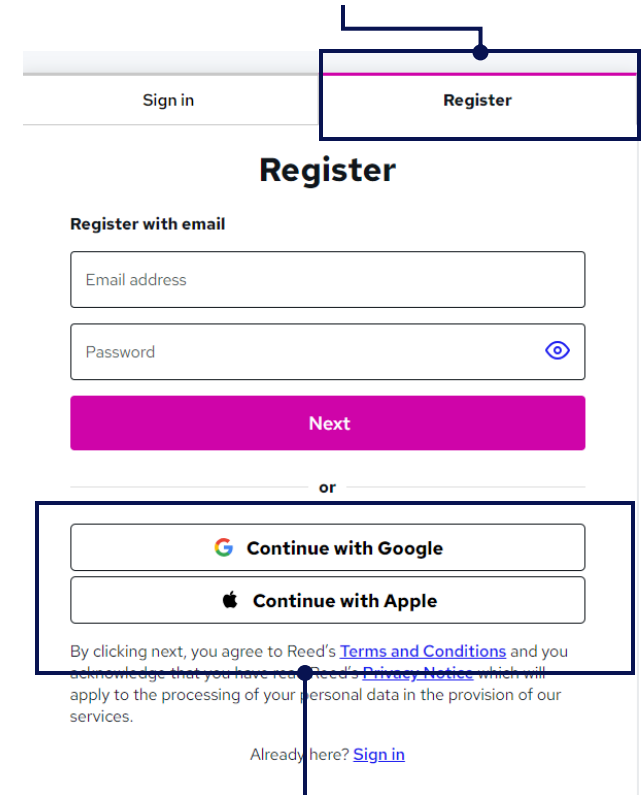
To see more details or apply, simply click on the job ad.



4. In the job advert description, click '**Apply now**' to apply or '**Save**' to save it for later.



5. To apply or save a job ad, you will need to “**Sign in**”, If you don’t have an account, please click on “**Register**”, add your email, create a password, and click “**Next**”.



If you already have a Google (Gmail) or Apple Account, you can just click in the 'Continue with Google/Apple' and you will be direct to add your account details.



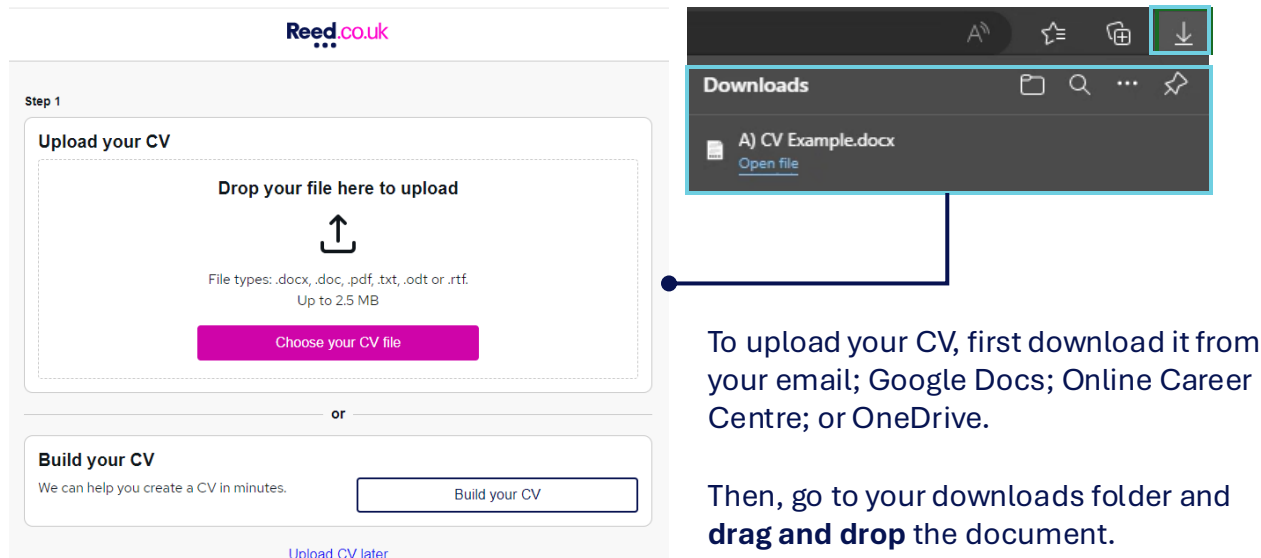
To create a good password, use a mix of characters—uppercase and lowercase letters, numbers, and special characters—but most importantly, choose one that you will remember.

2.2 Uploading your CV

6. Once you sign-in, the first step is to **Upload your CV** then **Complete your registration**

a) Upload your CV

You will need to upload your CV or alternatively build one within Reed.co.uk.



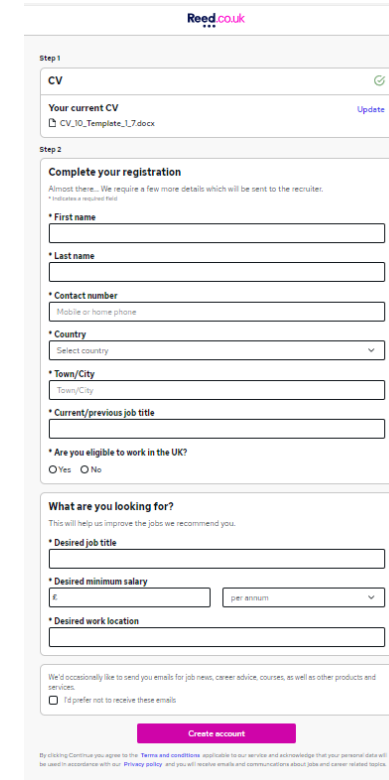
To upload your CV, first download it from your email; Google Docs; Online Career Centre; or OneDrive.

Then, go to your downloads folder and **drag and drop** the document.

We recommend you upload the CV that you have built with the support of your Employment adviser.

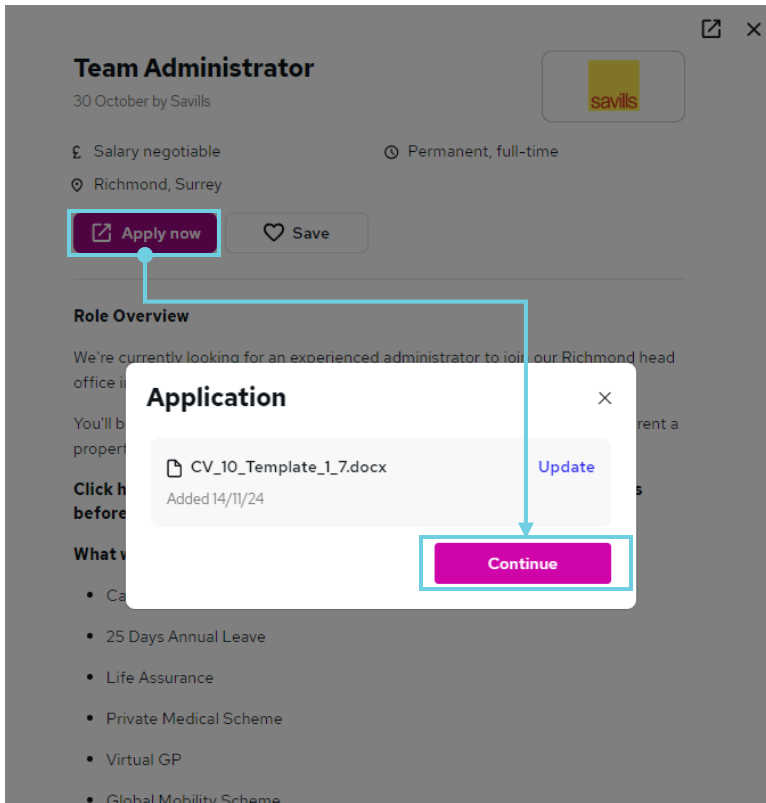
b) Complete your registration

Once you've uploaded your CV, complete your registration by adding your personal details, desired job, salary and location, then click on **'Create account'**



You are now ready to search and apply for jobs

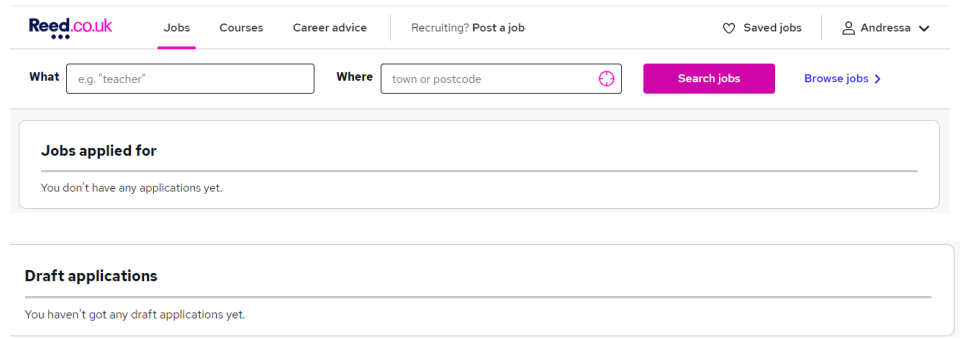
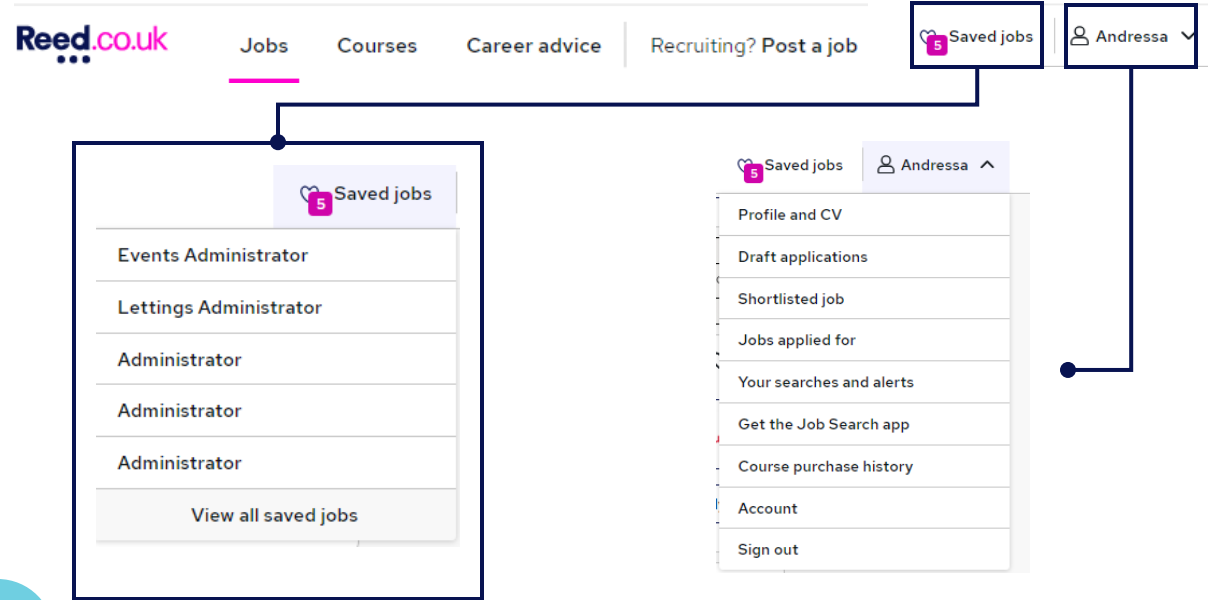
7. After signing in, select the job you want to apply for and click **'Apply now'**. A box with your CV attached will pop up; click **'Continue'**.



Make sure your CV is always kept up-to-date!

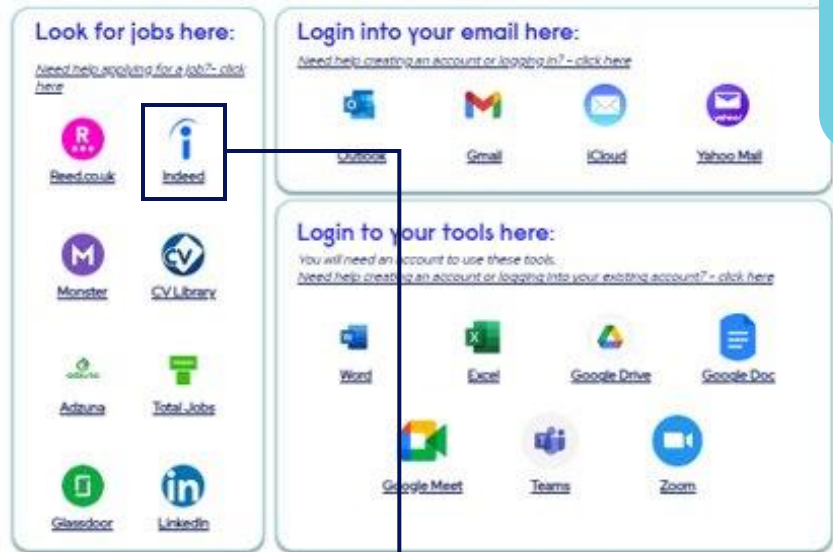
Jobs Applied For' and 'Draft Applications' are great ways to track your applications and keep your adviser updated. As soon as you apply to a job or save a draft, they will show up on the respective page.

8. In the top bar, you can view your saved jobs and personal details. From there, you can apply for saved jobs or manage your account, including your profile, CV, draft applications, and jobs you've applied for.



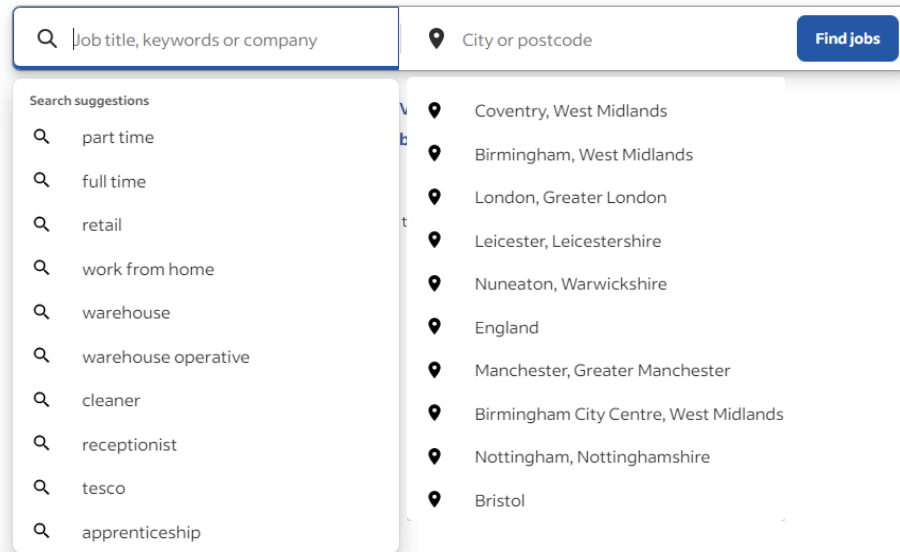
2. Indeed

1. On your Participant Home, similar as before, click the Indeed icon to be brought to the Indeed website, where you can begin your job search.

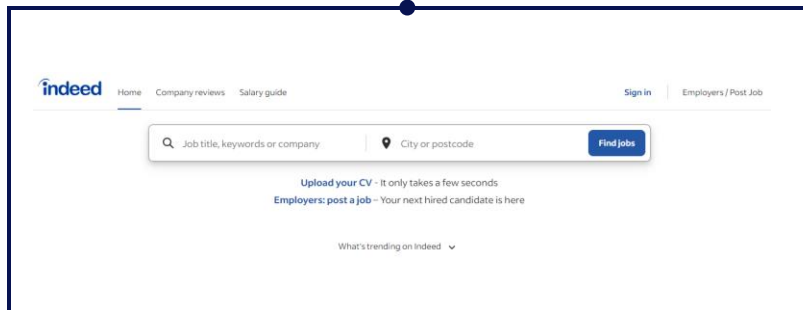
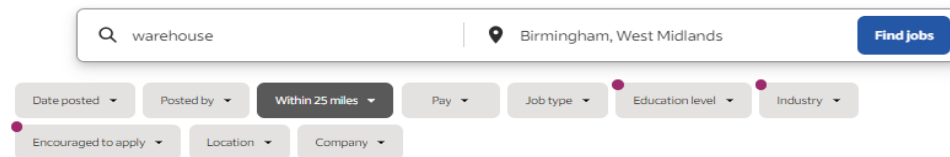


Or Click in the link below (Ctrl + click): <https://uk.indeed.co m/>

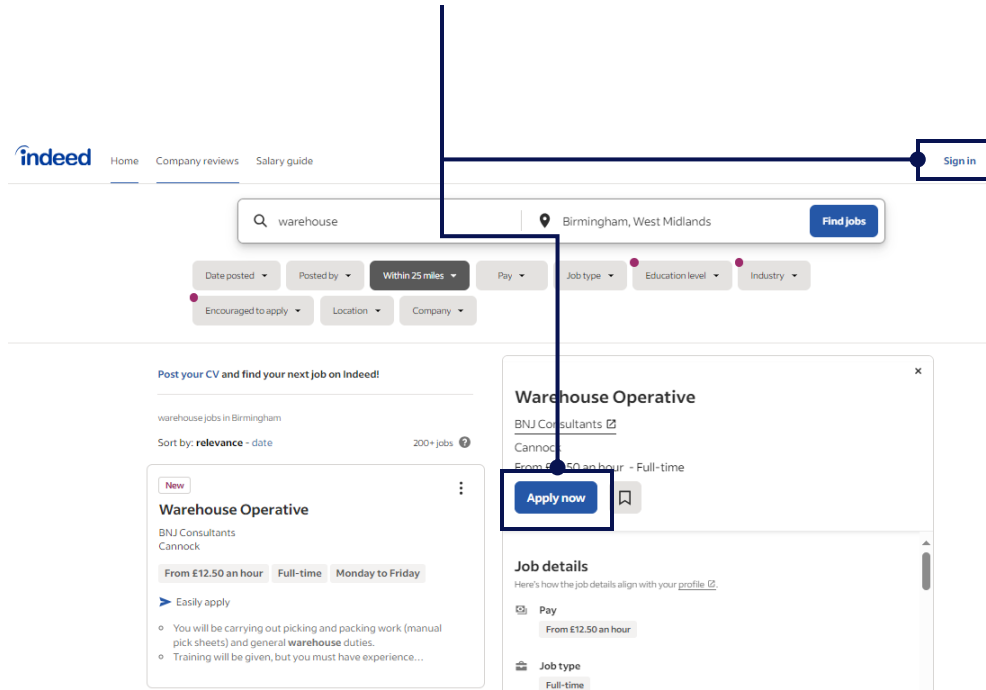
2. Enter the job role and location, then click **'Find jobs'**. A drop-down box will suggest roles and locations as you type.



When you click 'Find jobs', filter options will appear below the search bar

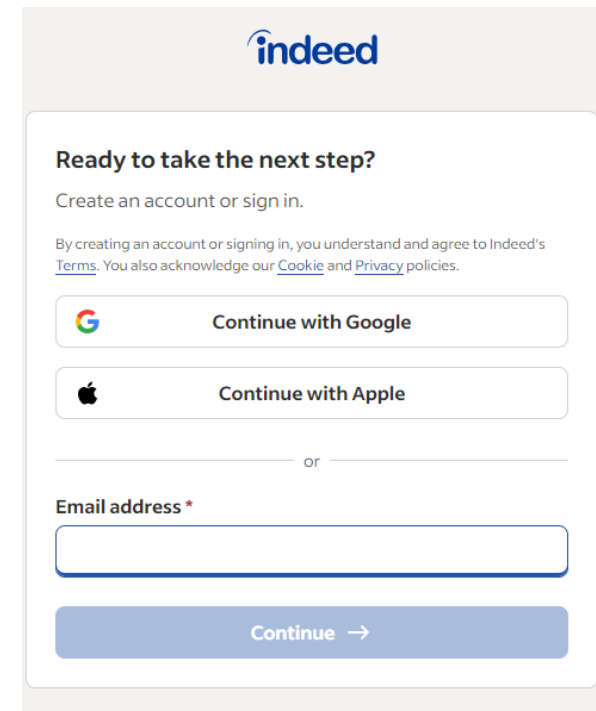


3. To apply for jobs, sign in or register if you don't have an account. Use the **'Sign in'** button in the top bar or click **'Apply'** on a job listing to be directed to the sign-in/register page.



4. If you already have a Google (Gmail) or Apple Account, you can just click in the **'Continue with Google/Apple'**, and you will be directed to add your account details.

If not, add your email to the 'Email address' box, click **'Continue'** and create a password to create your new account.



5. Creating your new account:

a) If it is your first time using Indeed, select that you are a Jobseeker when asked

Indeed sends marketing messages to its users. As detailed in our [privacy policy](#), you may opt out here or by following the unsubscribe link in our messages.

Do not send marketing emails from Indeed.

Welcome!

Ready for the next step?

Create an account for tools to help you

Jobseeker

Employer

d) Now, simply search for the job you want and click 'Apply', then follow the steps on Indeed.

b) On the main screen, click '**Upload your CV**'. This will direct you to the 'Add a CV to Indeed' screen, where you can upload your CV

Job title, keywords or company | Birmingham, West Midlands | Find jobs

Upload your CV - It only takes a few seconds
Employers: post a job – your next hired candidate is here

Add a CV to Indeed

Upload CV | Build an Indeed CV

By continuing, you agree to receive job opportunities from Indeed.

c) With your CV uploaded, it's time to fill out your details, such as your name, contact information, and more, to improve your job matches.

Add name

addressareed1@gmail.com

Add phone number

Add location

CV

CV 1.0 Template(1) (7).pdf
Added today

Improve your job matches

Qualifications
Highlight your skills and experience.

Job preferences
Save specific details like minimum desired pay and schedule.

Hide jobs with these details
Manage the qualifications or preferences used to hide jobs from your search.

Ready to work
Let employers know that you're available to start working as soon as possible.

Help other jobseekers
Manage your demographic data

indeed | Home | Company reviews | Salary guide | Employers / Post Job

Job title, keywords or company | Bedworth, Warwickshire | Find jobs

Upload your CV - It only takes a few seconds
Employers: post a job – your next hired candidate is here

Jobs based on your activity on Indeed

Jobs for you | Recent searches

Hiring multiple candidates

Evening Care Assistant
Welcombe Care Limited 3.8 ★
Stratford-upon-Avon
£13 an hour · Full-time · Weekend availability
Easily apply

Part Time Care Assistant
Unique Senior Care 3.8 ★
Stratford-upon-Avon CV37 6RH

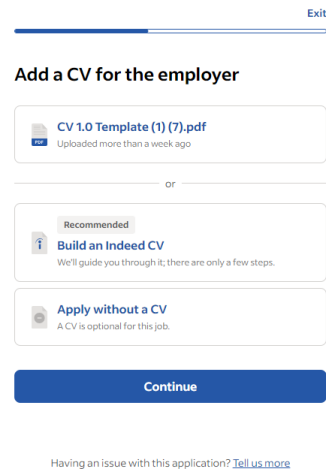
Evening Care Assistant
Welcombe Care Limited 3.8 ★
Stratford-upon-Avon
£13 an hour · Part-time, Full-time
Apply now

Profile insights
View all job qualifications align with your profile

Skills
Driving (insured) · Senior care · Medication administration

Care experience
Do you have experience in Driving?

e) After clicking **'Apply'**, you will be directed to a page where you can upload your CV, then click **'Continue'**.



f) The employer may have added some pre-application questions that you need to answer before clicking **'Continue'**.

Do you have access to your own vehicle?

Yes

No

Do you have the right to work in the UK?

Yes

No

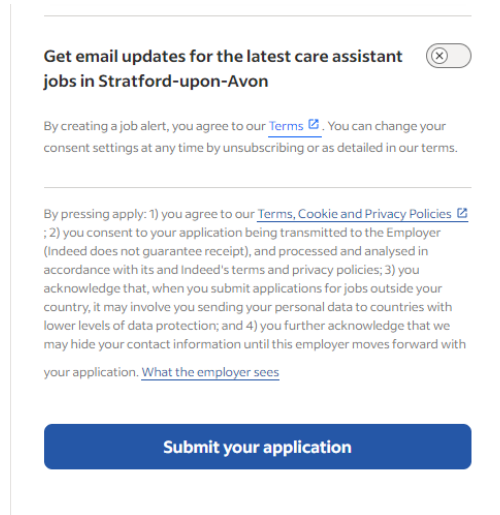
Do you have a full UK driving Licence?

Yes

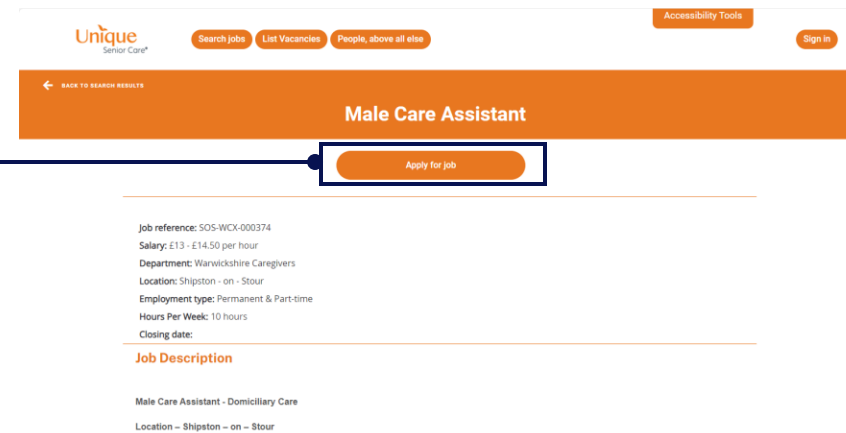
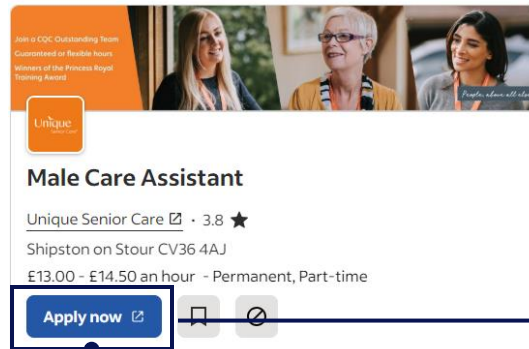
No

Continue

e) Then check your answers and click **'Submit your application'**.



Some job applications might direct you to the employer's website. No worries, you will just need to follow the steps provided.



Keep in mind that sometimes the application process will be completed on Indeed/Reed.co.uk, while other times it might direct you to an external site. You may need to complete a cover letter or answer questions, and occasionally, it will be a simple 'one-click' apply.



What e.g. "care assistant"

Where town or postcode

Search jobs

Addressa Zander

Edit profile & CV

Profile

0/6 complete

CV upload

Recommended jobs



FLT Warehouse Operative

Posted by Aspion

- £24,500 per annum
- Permanent, full-time
- Coventry, West Midlands (Region)



Plumber

Posted by Sterling Recruitment Solutions

- £35,000 - £45,000 per annum
- Permanent, full-time
- Coventry, West Midlands (Region)

- Profile and CV
- Draft applications
- Saved jobs
- Jobs applied for
- Your searches and alerts
- Get the Job Search app
- Course purchase history
- Account
- Sign out

Before ending your job search session, ensure you log out of all your accounts.

Let's make sure your preferences are up to date. Where are you located?

We use this to match you with jobs nearby.

City, County *

Bedworth, Warwickshire

Postcode

I'm interested in remote work

andressareed1@gmail.com

Add your phone number
Enhance your account security

- Profile
- My jobs
- My reviews
- My demographics
- Settings
- Help Centre
- Privacy Centre

Sign out



Ensure your CV is always up-to-date in your job search tools.

Share the jobs you've applied for with your Employment Adviser. They can best help you track your applications.

If you need to print anything, ask any member of staff for help.

For further technical guidance on how to use the Digital Hub, please contact your employment advisor

To watch a video on how to use the Digital Hub, please use the link below.

<https://www.phrinp.co.uk/>