



HIRE-FIRE

**A GUIDE FOR YOUTH WORKERS
AND CAREER ADVISORS**

MODULE 4

**SEARCHING FOR A JOB, APPLYING
FOR A JOB AND PARTICIPATING IN
THE INTERVIEW.**



Co-funded by
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MODULE OVERVIEW

The module is dedicated to developing young people's competencies in effectively navigating the labor market, covering the entire recruitment cycle: searching for job opportunities, analyzing job advertisements, preparing application documents, managing one's digital footprint, preparing for job interviews, and coping with rejection.

According to OECD research (2021), competencies related to career planning and understanding the recruitment process among people aged 15–24 significantly increase the chances of achieving stable employment later in life. UNESCO studies (2020) emphasize the need to build young people's professional self-awareness as well as their ability to critically analyze information about the labor market.

The module can be used by educators, career coaches, youth workers, and educational counselors.



2. LEARNING OBJECTIVES & KEY COMPETENCES

After completing the module, participants:

Learning objectives

- understand different types of employment and their implications for employees;
- are able to apply effective job-search strategies;
- can analyze job advertisements, including identifying red flags and green flags;
- create correct, clear CVs and cover letters;
- analyze and optimize their digital professional presence;
- prepare for job interviews in various formats (online, phone, group, face-to-face);
- understand the importance of career resilience and can respond constructively to rejection.

Developed competencies (aligned with ESCO / OECD Career Readiness)

- digital competencies (digital footprint management);
- interpersonal communication and self-presentation;
- self-awareness and professional reflectiveness;
- analytical skills and critical thinking;
- career planning;
- emotional and social competencies: resilience, emotion regulation, and agency.

Research by Bimrose & Brown (2019) confirms that developing a sense of agency and resilience is one of the key factors for successful transitions into employment among young people.



2. SUGGESTED SESSION FLOW

Estimated duration: 130 minutes

1. Introduction & Topic Framing (10 min):

Short discussion about participants' experiences with job searching. Presentation of key data on youth labor market trends (e.g. Eurostat, OECD Youth Employment).

2. Types of Employment & Job Search Strategies (20 min):

Group work: analyzing differences between permanent employment, project-based work, internships, etc. Presentation of job search channels (job portals, social media, networking).

Reference to the module material (HIRE-FIRE TOPIC 4: Searching for a Job).

3. Reading Job Advertisements: How to Assess Offer Quality (15 min):

Mini-lecture: structure of a job advertisement.

Analysis of red flags and green flags (based on the module).

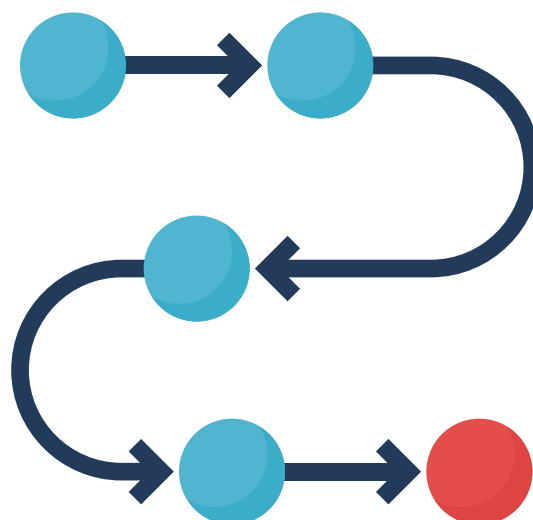
Short exercise: comparing two job offers.

4. CV and Cover Letter Preparation (25 min):

Discussion of CV structure based on the module and Europass.

Key elements of cover letter personalization.

Practical exercise: "CV in 10 Minutes".



5. Digital Footprint & Online Communication (15 min):

What do employers look for online?

Self-assessment exercise: “Google Yourself”.

6. Job Interview Preparation (30 min):

Types of interviews (face-to-face, online, phone, group).

Answering techniques (STAR, behavioral questions).

Pair simulations: practicing 2–3 challenging interview questions.

7. Rejection & Career Resilience (10 min):

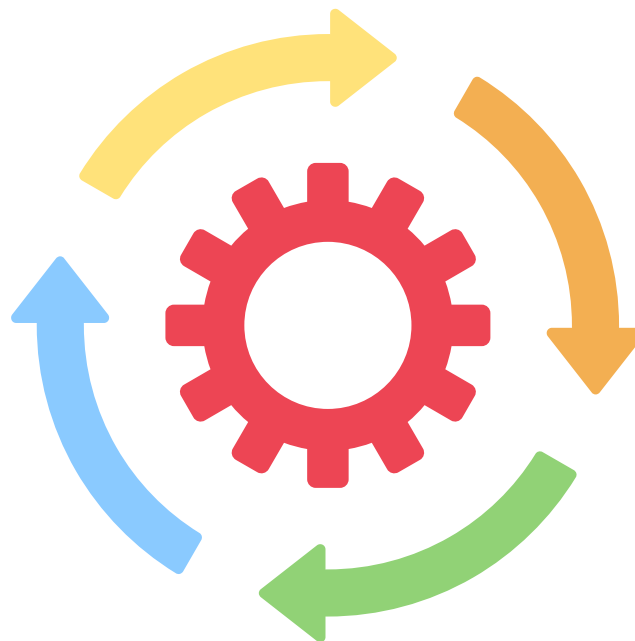
Normalizing rejection (supported by research, e.g. Young Minds, 2022).

Strategies for coping constructively with rejection.

8. Summary & Key Takeaways (5 min):

Collective reflection and key lessons learned.

Introduction to the evaluation process.



3. DISCUSSION QUESTIONS & ACTIVITIES

Moderated discussion

- What makes a job advertisement appear credible or not?
- What barriers do young candidates most often face?
- Should employers check candidates' social media profiles?
(Ethics-based discussion drawing on digital identity literature.)

Practical activities

1. Job Advertisement Analysis

The educator prepares three job ads: reliable, average, and “suspicious.”

Participants apply the criteria introduced in the module
(HIRE-FIRE TOPIC 4: Searching for a Job).

2. “10-Minute CV”

Participants' task is to create a draft CV based on the discussed structure.

3. Interview Simulation

Work in pairs: Person A — candidate, Person B — recruiter.
Roles rotate every 5 minutes.

4. Digital Footprint Analysis

Participants evaluate sample (fictional) online profiles.
Group discussion on first impressions and potential risks.

5. Building Career Resilience

Short reflective exercise: “What can I control — and what can I not?”

4. EDUCATOR'S ROLE & FACILITATION TIPS

Research on mentoring and youth support (DuBois et al., 2011) indicates that the most important factor in an effective educational process is a safe relationship. Therefore, the key elements of the educator's role include:

1. Creating an atmosphere of safety and trust

- normalizing lack of knowledge and mistakes;
- providing supportive feedback;
- sensitivity to diversity and neurodiversity (APA, 2020).

2. Transparent framing of the process

- clearly explaining the goals of each stage;
- ensuring structure and clarity of action.

3. Attentiveness to individual differences

- referring to research on diverse pathways into the labor market (ILO, 2022);
- taking into account differences in learning styles and potential barriers.

4. Facilitating reflection

- asking metacognitive questions (e.g., "What led you to that answer?").

5. Strengthening a sense of agency

- working with examples of participants' strengths;
- drawing on participants' micro-successes.

5. SUMMARY & EVALUATION

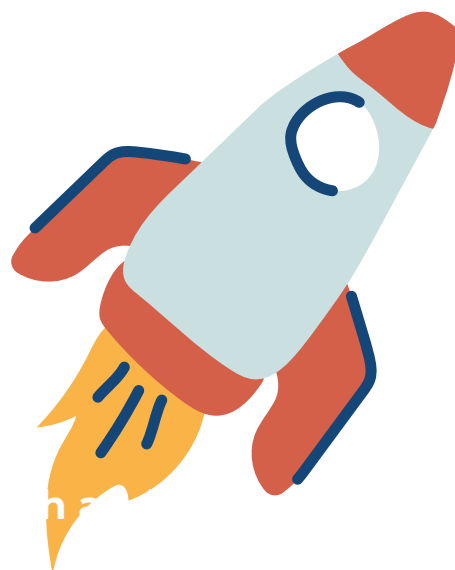
The module provides young people with practical tools as well as psychological and social knowledge necessary to prepare for the labor market. The inclusion of resilience and self-awareness components aligns with OECD recommendations on Career Readiness (2021) and constitutes an important factor in reducing the risk of labor market exclusion.

Strengthening competencies such as information analysis, communication, self-presentation, and emotional regulation supports greater self-confidence and effectiveness in recruitment processes.

Evaluation

- Mini-quiz (e.g. 5 short questions based on the module content).
- Qualitative survey (what was most useful, what was challenging).
- Reflective exit ticket: participants complete the sentence “Today I learned...”.
- Educator observation — analysis of participants’ engagement and the quality of interactions.

Research by Kolb (2014) highlights that reflective evaluation increases knowledge retention and the transfer of skills to real-life situations.



HIRE-FIRE. AVOIDING FAILURES IN CAREER DEVELOPMENT

The HIRE-FIRE project has been developed by youth workers, educators, career advisors, and young people, who teamed up to assist you in avoiding the common mistakes at the beginning of your professional journey.

To be able to support youth, we offer you free content:

- **Learning platform**, offering a course on how to avoid common mistakes in navigation on the labor market, which you can use in your daily activities with young people
- **Short informative videos** offering solutions to the main problems and mistakes presented in this e-book.
- **Guides** for youth workers and career advisors on how to deliver workshops
- **e-books**

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