

Get That Job!

Resources for jobseekers at the BIPC



How can the BIPC help you get that job?

Researching prospective employers is a **vital** part of the jobsearch process. Whether you're creating your CV and covering letter in response to an advert, filling in an application form, or getting ready for an interview, you need to make sure that you are well informed about the company and its industry. Use this information when writing covering letters or speculative applications, or to prepare some questions to ask at your interview.

We can help you get up to speed with the latest trends & forecasts, consumer behaviour, and profiles of the major industry leaders.

Industry Guides

From **Advertising** to **TV & Film**: guides to help you find the information you need about specific industries. Includes:

- online reports
- trade journals
- websites
- trade associations

These guides are great shortcuts to finding out everything you need to research job applications and prepare for interview.

Also available online at www.askaboutbusiness.org

Market Research

Use these industry-standard resources to target companies for job applications, identify market leaders, and get vital background information on company performance and history for interviews:

IBIS World

Provides independent, accurate, comprehensive, and current research on 100s of Industries in the UK, including statistics, analysis and forecasts.

Mintel

Full access to Mintel UK covering a broad range of consumer and lifestyle markets in the United Kingdom. Covers beauty and personal care, health and wellbeing, technology, travel, e-commerce, leisure, home retailing and clothing and footwear markets.

Printing or downloading is not permitted from this database.

Passport

Provides international market intelligence on countries, consumers and industries. Contains over 4,500 global, country, industry and company reports for North America and Western Europe.

Industry News

Make sure you know what's happening now: check for company/industry announcements, new products or services.

Newsbank

Provides full-text coverage of selected national, regional and international English language newspapers including: The Manchester Evening News, The Guardian, The Times. Includes: The New York Times, The South China Morning Post (Hong Kong), The Times of India, and The Irish Times. Now also with key UK business titles such as Accountancy Age Campaign, The Grocer and Marketing.

Can be accessed in the library or remotely for members of Manchester Libraries.

Digging deeper...

Hidden Jobs: Locate employers in emerging or growth sectors will help you find positions often before they are advertised.

Target Key Employers: Our databases cover hundreds of different businesses and occupations - an invaluable part of your search.

Prepare for Interview: Read up on industry and sector news – show that you're on the ball!

Experian MarketIQ

Compare companies and find the best (and worst) performers in their industry.

UK company database with access to information such as accounts and director details. Searches can be made by industry, location or size.

Creditsafe

Good for checking the stability of potential employers and their competitors.

Information on 4.4 million UK companies, sourced directly from Companies House, The Registry Trust, and the London & Edinburgh Gazette. Company credit reports include: Credit rating and limit; 3 years accounts; CCJ information; Director information.

D & B Hoovers

International company profiles for over 30 million private and public companies including information on over 35 million company executives and news analysis from 2,500 sources.

Books

Don't forget about our range of books to borrow in Business Lending, covering subjects such as CV writing, interview questions, and career coaching.

Practical help

Hands-on support to guide you through the jobseeking process.

Digital Skills drop in

10.30 – 12.30, every Tuesday
3rd Floor PCs, Central Library

If you're looking for some friendly and informal training on the basics of using a PC, drop in to one of our free Tuesday morning sessions.

Central Library Work Club

10.00 – 12.30 & 1 – 4, every Wed
3rd Floor PCs, Central Library

Help with online jobsearching, CVs and interview skills.
No need to book, just come along.

Volunteering

Every Wednesday
BIPC, Central Library

Volunteering can help to enhance your skills, social life, and personal development. Build key skills and experience needed for work, and improve your CV. Volunteer Centre Manchester offer lots of opportunities.
To book visit: www.volunteercentremanchester.co.uk
or call **0161 830 4770**.

National Careers Service

9.30 – 3.30 every Wednesday
BIPC, Central Library

The National Careers Service provides information, advice & guidance to help make decisions on learning, training and work opportunities. Get free confidential advice from a qualified careers adviser. Book your appointment with the BIPC staff or call **0161 234 1991**.

Online Sources:

Manchester City Council

www.manchester.gov.uk/work

Comprehensive information on jobs, training & advice for Manchester residents. Includes MCC job vacancies, and links to local Work Clubs. You will find other local authorities online also.

Ask About Business

www.askaboutbusiness.org

Lots of links to information about finding jobs, CVs, interviews, apprenticeships, work clubs, & volunteering.

Working, Jobs & Pensions

www.gov.uk/browse/working

Official jobseekers pages on GOV.UK. Use the Universal Jobmatch to find vacancies. You will also find information about moving from benefits into work, and your rights at work.

Prospects

www.prospects.ac.uk/

Careers, courses and job opportunities for graduates. Register to access the Prospects Career Planner, matching your skills and experience to relevant jobs.

Online Courses:

Learn My Way

www.learnmyway.com

Free courses on using a computer, browsing the web, email and finding work online. Finding and applying for jobs can be tough, but learning how to search and apply for jobs online will make the process much easier and open up more opportunities for you.

Universal Skills

A step by step guide to Universal Jobmatch, basic employability and job skills, and Universal Credit. The latest rates of benefits, eligibility, process and the Claimant's Commitment are all covered.

Members of Manchester Libraries can access this service in the library or remotely using their library card.

Go to: **Libraries > Online Reference Library > Business & Careers**

Local help:

Your local library can offer lots of help if you're looking for work:

- Computers with free Internet access to search for job vacancies, produce a CV and apply for jobs online
- Free wifi
- Printing, scanning and copying facilities
- Information about training & learning
- Supernova software & height-adjustable desks in every Manchester library, making all our computers accessible to people with visual impairments and disabilities.
- Books to help you draft your CV & prepare for interview.

Business & IP Centre Manchester

Central Library,

St. Peter's Square, M2 5PD

0161 234 1991

businessinfo@manchester.gov.uk

www.manchester.gov.uk/bipc

Opening hours:

Monday – Thursday: 9 – 8

Friday & Saturday: 9 – 5

Join the mailing list at: businessinfo@manchester.gov.uk

Follow us on Twitter: [@BIPCManchester](https://twitter.com/BIPCManchester)