indeed

Indeed is a free job search website that lets you look for jobs and apply for them online

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This resource created in collaboration with:

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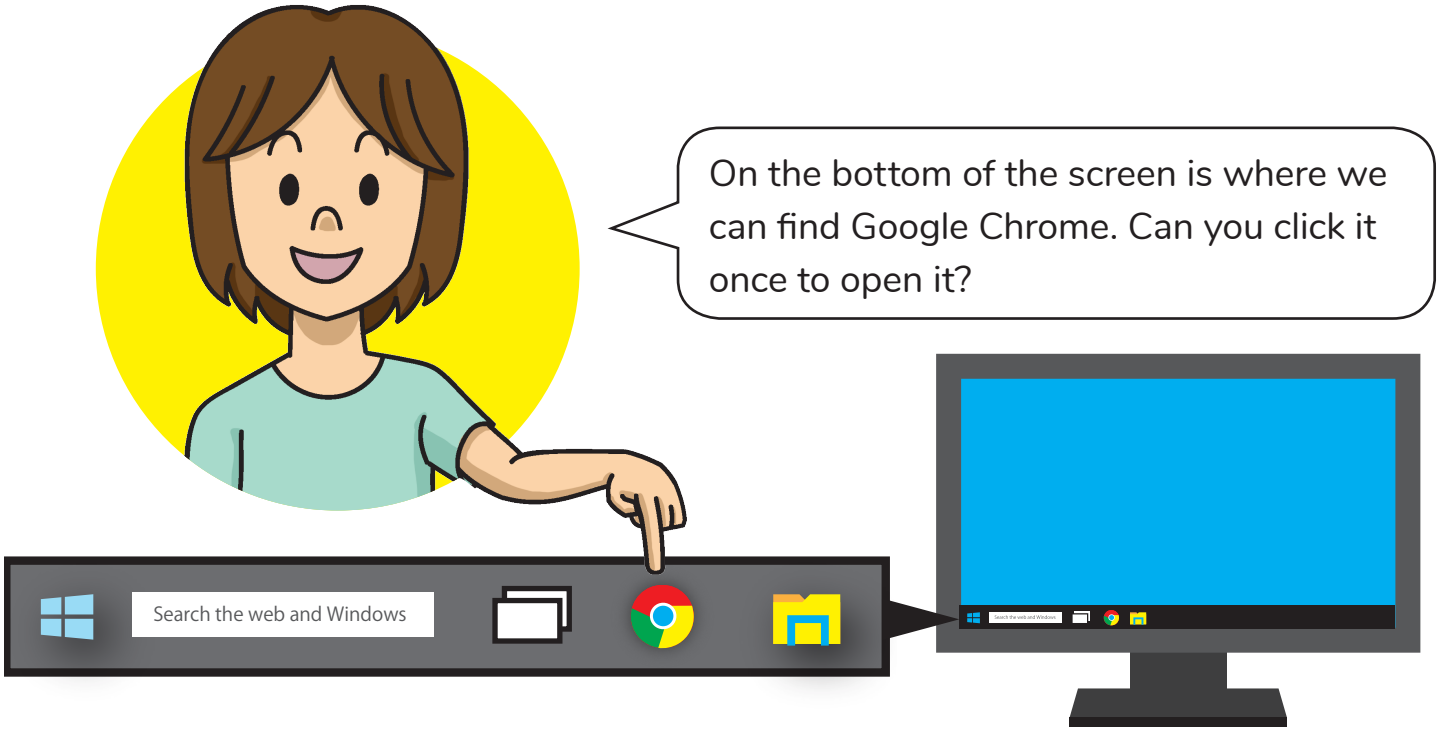
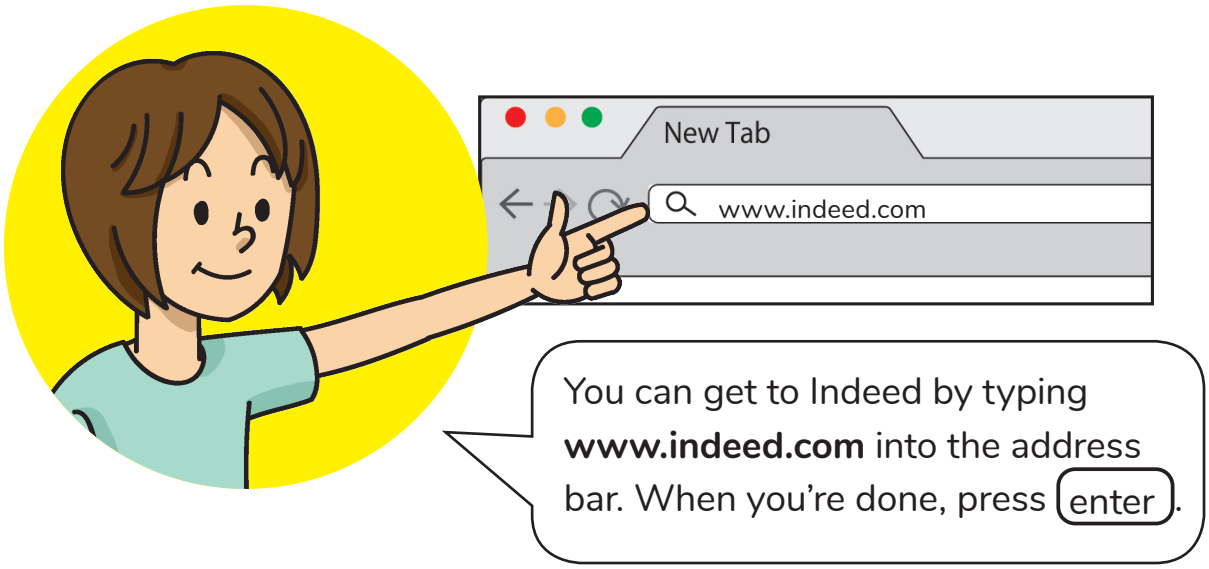
Youth Empowering Parents

Let's open Indeed

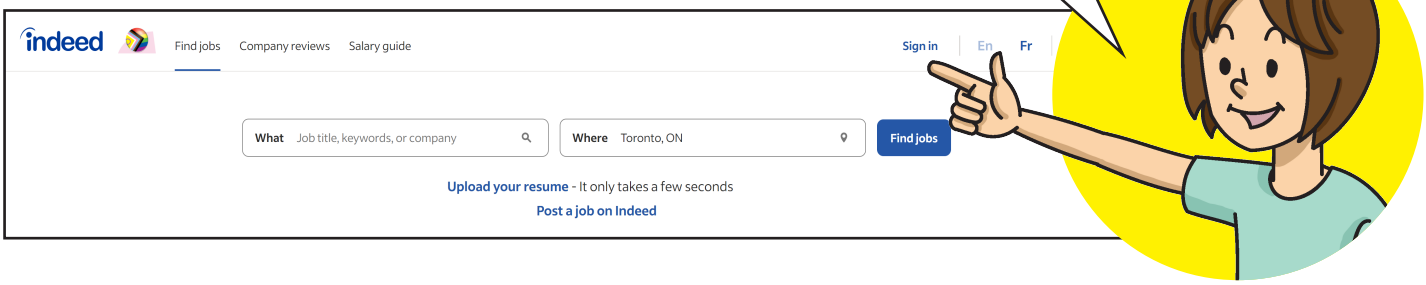


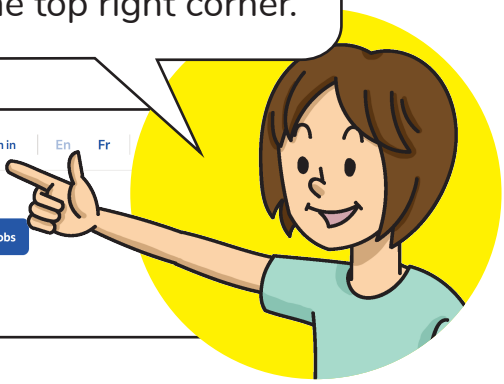


Creating an Indeed Account

Indeed is a website that lets you search for and apply to jobs online.

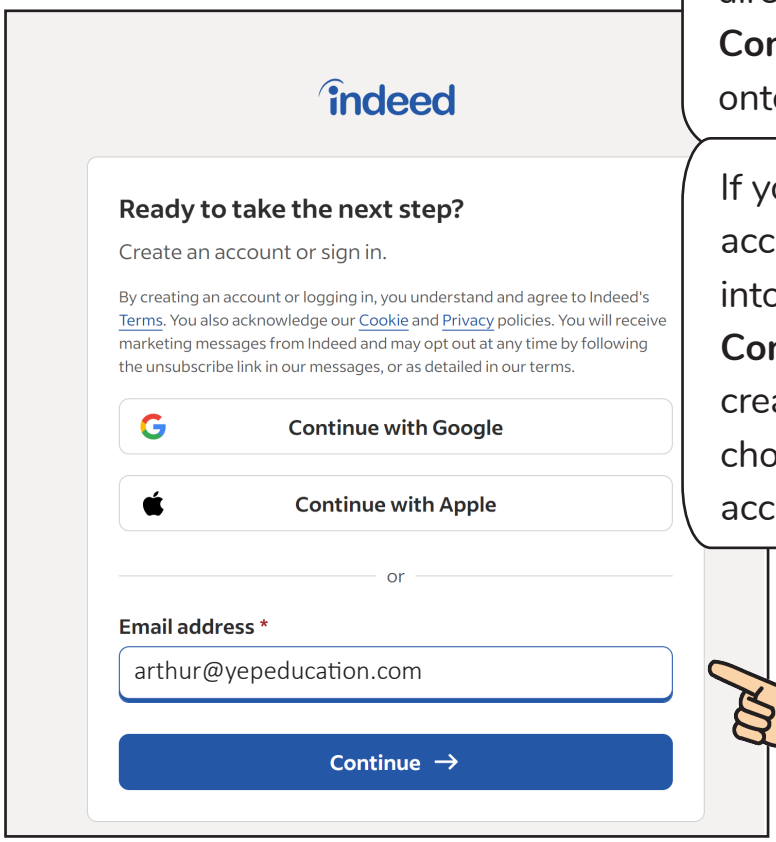
Let's start by clicking **Sign In** at the top right corner.

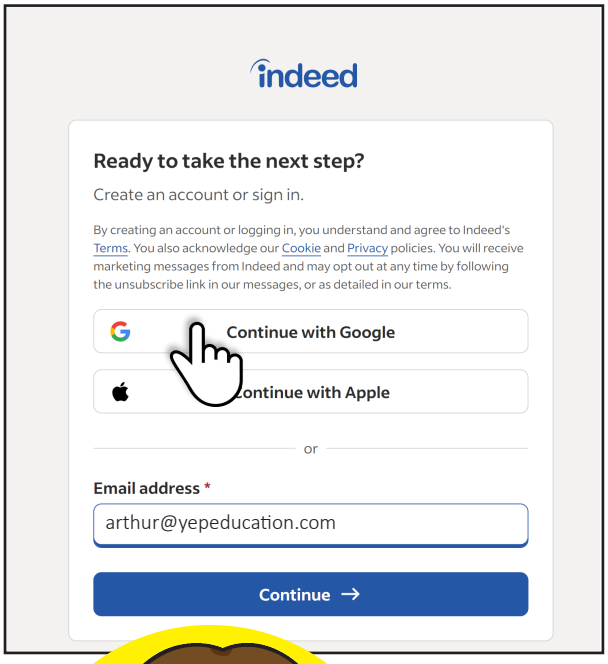


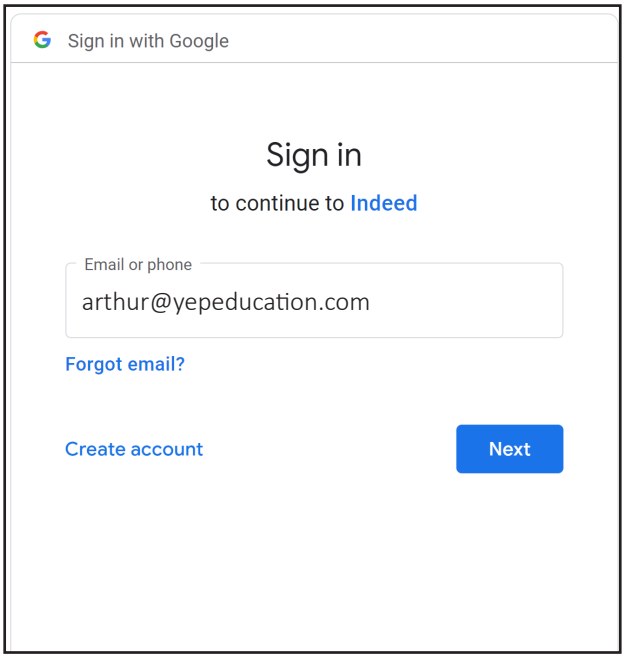


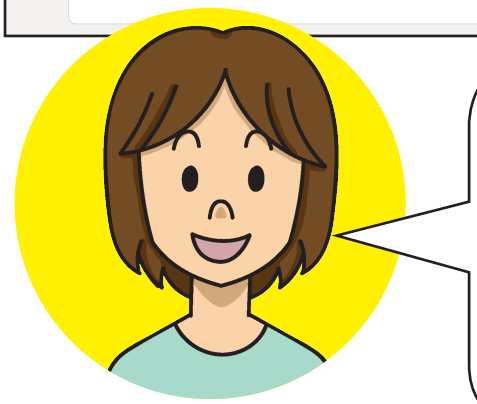
You'll need to create an account using your email address. If you already have a Gmail account, click **Continue with Google** and continue onto the steps on the next page.

If you have a different kind of email account, type your email address into the **Email address** box and click **Continue**. Then follow the steps to create an account. You will need to choose a password for your account.





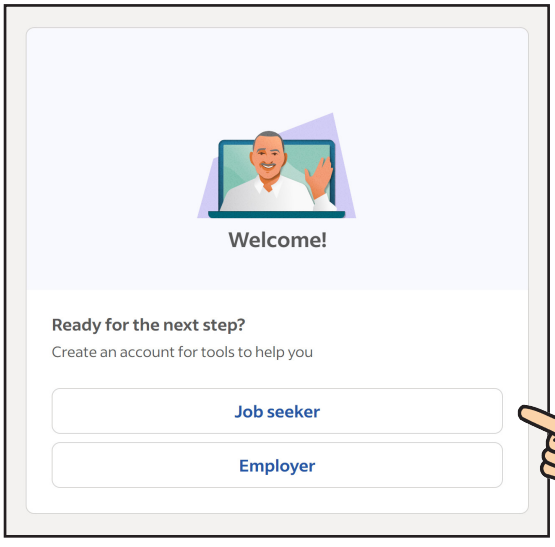




If you're using a Gmail account, after clicking **Continue with Google** you'll see a pop up appear asking you to sign in with Google.

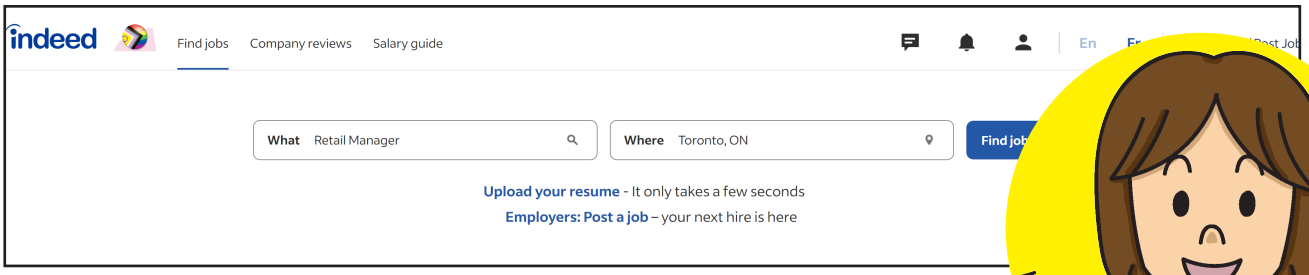
Type your email address and click **Next**. Then follow the steps to finish signing in with Google. You may need to enter your Gmail password.

Finish creating your account



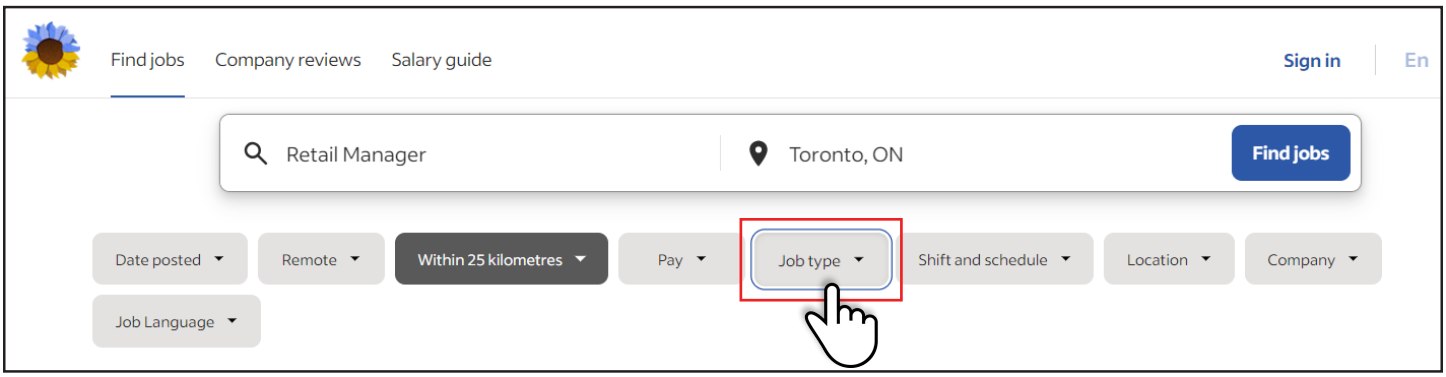
To finish creating your account, click on **Job Seeker.**

Let's search for jobs on Indeed



In the box titled **What,** you can type a job title that you're interested in. In the box titled **Where**, you can type the city where you would like to work.

Try typing **Retail Manager** and then press enter.



You can narrow your search by selecting a few options.

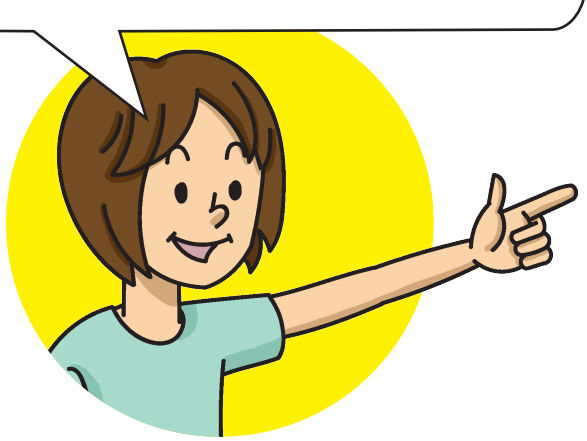
Click on **Job type**. Here, you can get Indeed to show you only full-time, part-time, or contract jobs.

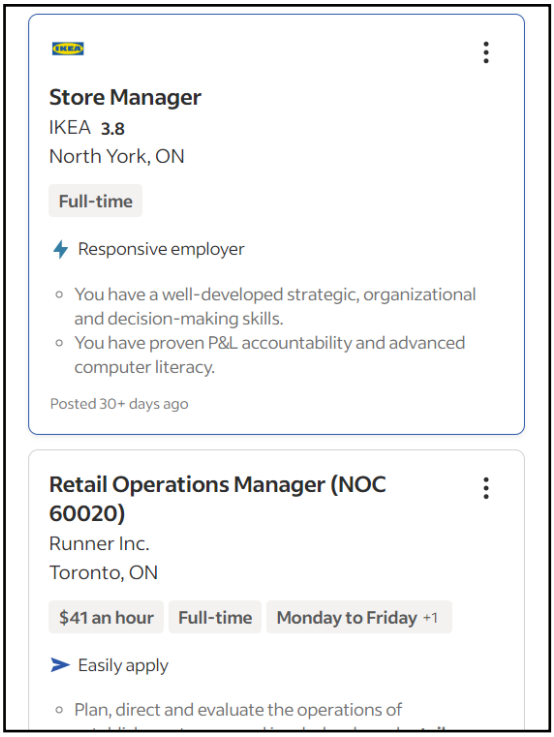
Click on **Shift and schedule**. Here, you can get Indeed to show you jobs that are on weekdays, weekends, daytime, or nighttime.

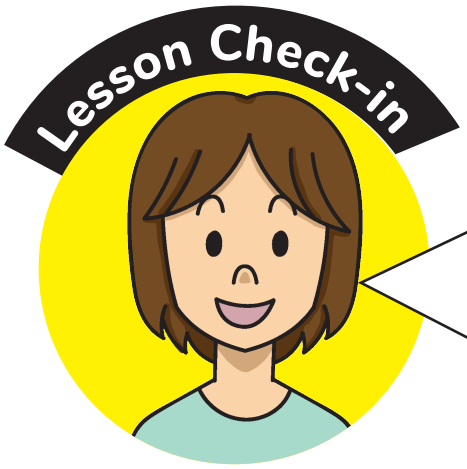
Try picking some of the options that match what you're looking for.

Let's look at different job postings

Scroll down the page to see all of the jobs that are available. When you find a job that looks interesting, click the box containing the job title to read more details about the company and the job they have available.







Lesson Check In!

Pick a job posting and see if you can find this information.

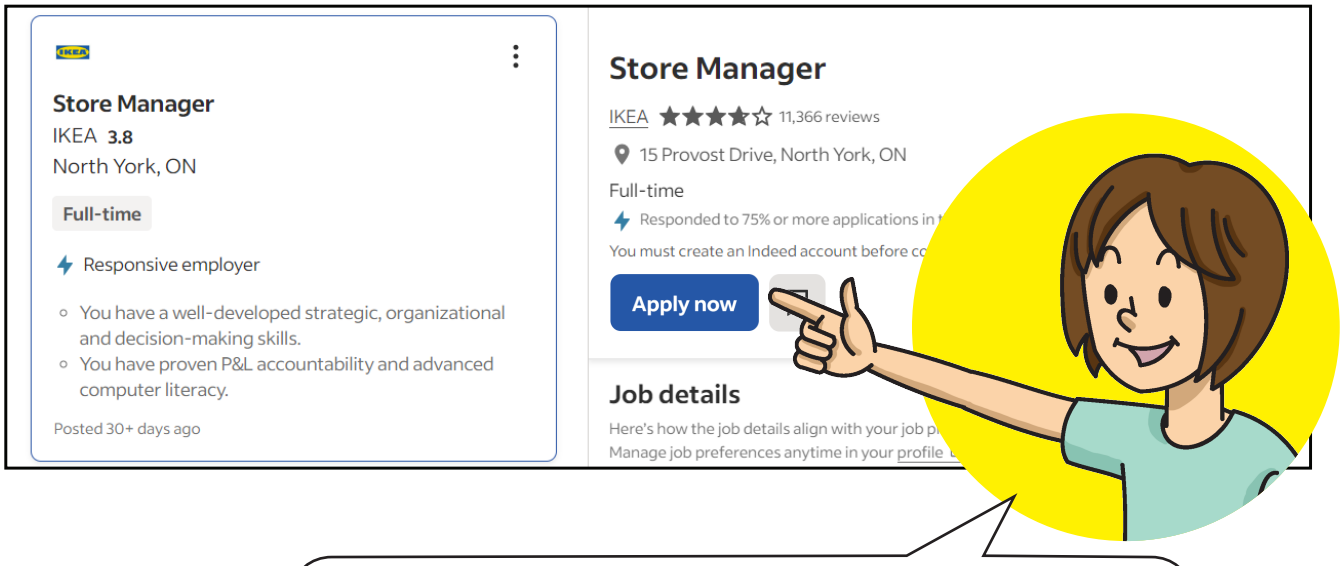
- What is the name of the company that posted the job opportunity?
- What are 3 things the employer is looking for in an employee?
- Is the job full-time or part-time, or is it something else?
- How many years of experience are needed to apply?

Does it make sense?

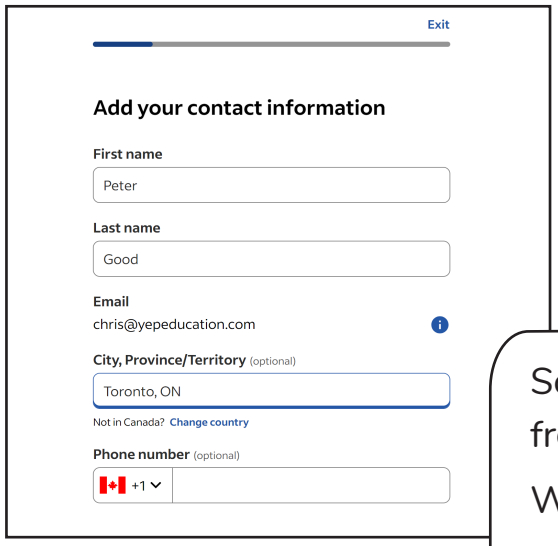
☐ **Refresh,**
let's go over it again

☐ **Yes,**
let's go to the next page

Applying for a job



If you find a job that matches what you're looking for, you can apply for it by clicking the **Apply now** button.

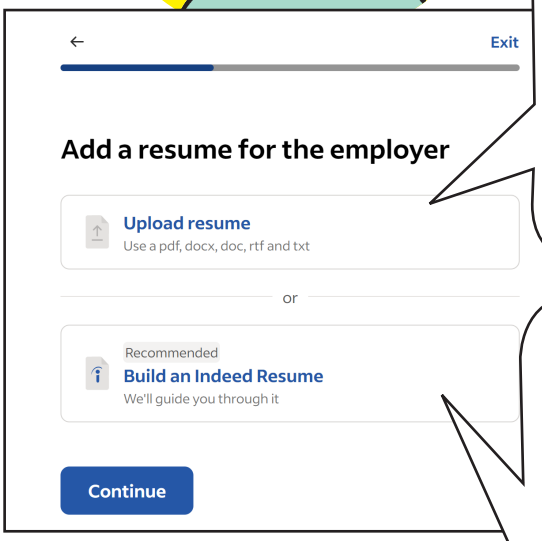


Some companies will allow you to apply directly from Indeed and not a company website.

When you are first applying, you'll start by typing your first name and last name. You can also add your city of residence and your telephone number. Click **Next** when you are done.

Next, you'll need to add a resume.

Indeed has two options for adding your resume.

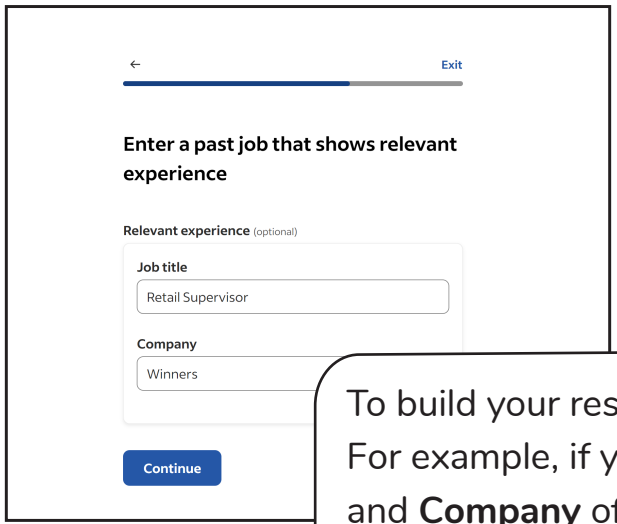


If you already have a resume made, click the box that says **Upload Resume.** A pop-up will appear and you'll be able to select your resume from your computer and add it to Indeed.

Click **Continue** when you're done, then continue onto the steps on the next page.

If you don't have a resume made, you can click the box that says **Build an Indeed Resume.** This option allows you to answer questions created by Indeed about your education and job experience. Indeed will create a resume for you.

Click **Continue** to start building your resume.

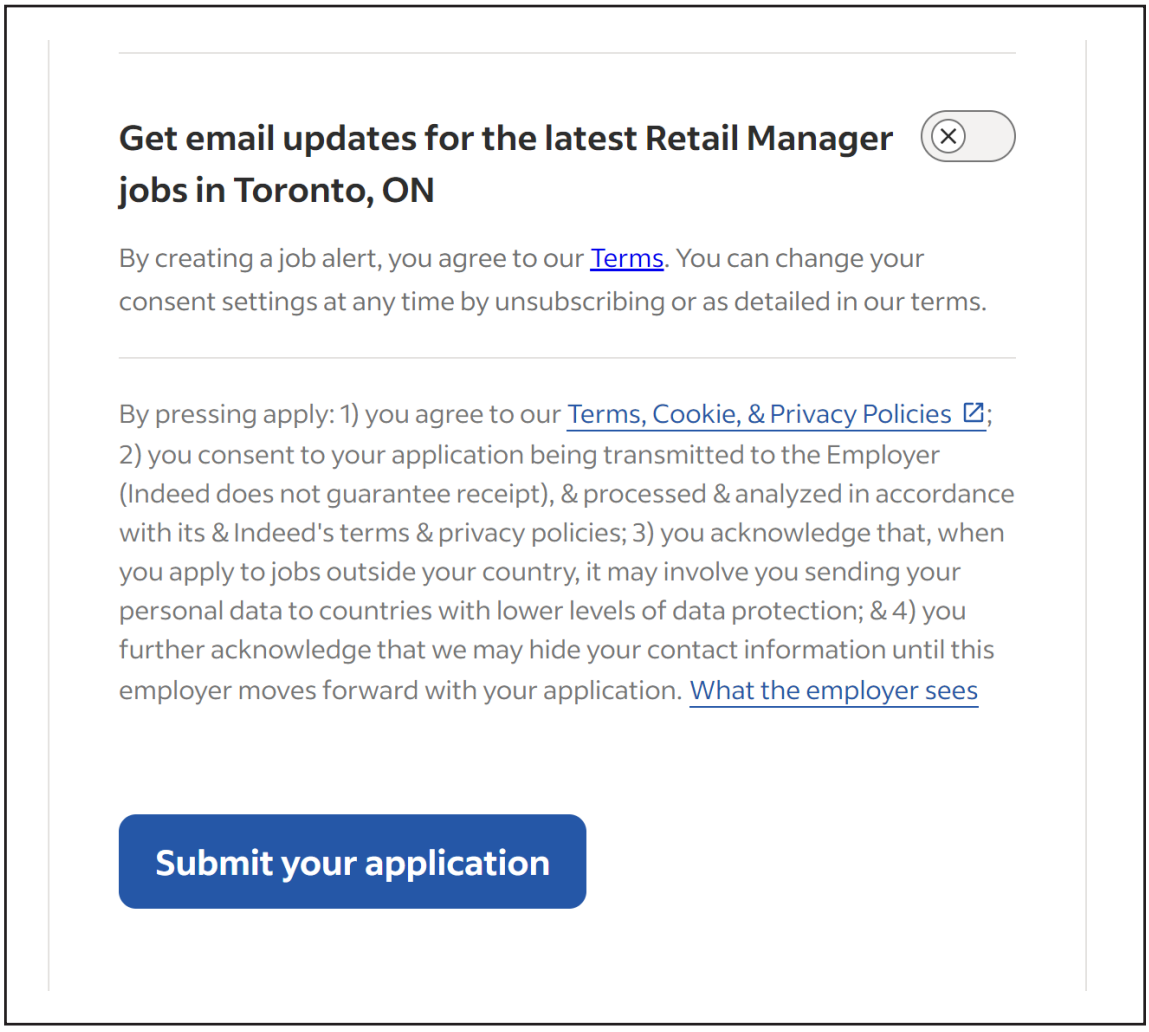


To build your resume, answer the questions on the screen. For example, if you've had a job before, enter the **Job title** and **Company** of your most recent job. This information will help employers see that you have experience.

Click **Continue** when you're done.

After you've entered all of your information, double check what you've typed to make sure everything looks right and there aren't any mistakes.

When you're happy with your application, click the button at the bottom of the screen that says **Submit your application.**

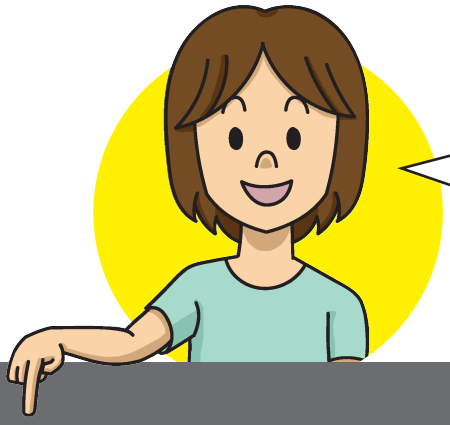


Review

Did everything make sense?

Is there anything you want to try again?

Now let's see what you've learned



Do you think you can do these things by yourself?

Can you...	Yes	Not Yet
Open the internet and go to **www.indeed.com?**	☐	☐
Sign-in to Indeed using your email or Gmail account?	☐	☐
Search for a job on Indeed?	☐	☐
Apply for a job on Indeed?	☐	☐
Upload or create a resume using Indeed?	☐	☐

What do you want to do next?

☐ **Refresh,**
let's go over this lesson again

☐ **I understand it all,**
let's go to the next lesson