

EMPLOYMENT ZONE

The **LIGHTHOUSE Employment zone** will offer vocational assessment and career guidance by adopting a matching skills approach and labour market needs. It will also develop of a tailored LIGHTHOUSE JOB-GUIDE with step-by-step descriptions and practical tips. This zone should provide among other following services to facilitate the labour market and social inclusion of migrants:

- **Workshop on job search techniques**, including online and social media, search, facing employment services, simulation of job interview, etc.
- **Workshops to create the Europass**, self-presentation, letter of application, etc.
- **Promotion work based learning** opportunities.
- **Database of job offers** and link with recruitment organisations, employment services. Information on local/regional labour market needs.
- **Information about the national legal framework and responsible bodies** for migrants specifically oriented to work permit

The Employment zone must develop a strong and continuous relationship with public and private employment services. This means wide communication with public sector (local/regional governments), trade unions, business associations, chambers of commerce, etc. Besides, it must foster the involvement of regional/local companies, especially those from the sectors with bigger presence in the region, as well as NGOs, social enterprises and associations working with migrants.

LIGHTHOUSE JOB-GUIDE

The LIGHTHOUSE Job-Guide has been designed to assist migrants from overseas to better understand the national workplace context and find work in their chosen profession or related with their professional profile. It seeks to facilitate the process and gathered together useful information structured in four steps:

- **STEP 1 Before applying for jobs** – information about the job market, general employment information, where to find a job, job related vocabulary, useful contacts.
- **STEP 2 Selection process** – application, CV analysis, other selection methods.
- **STEP 3 Interview stage** – research the employer, interview preparation, how to behave, acceptable body language and communication aspects.
- **STEP 4 Getting work experience** – work-based learning programmes, community employment schemes, volunteering.