

Module E

Module: Workplace Communication

Topic	Resources
Job Search	<ol style="list-style-type: none">1. Recruit Magazine (bi-weekly)2. Websites on job vacancies:<ol style="list-style-type: none">1. http://www.jobs.gov.hk/ → English → Search Jobs → Newest Jobs http://www.vst.jobs.gov.hk/SrchNewJob/SelDistMain.aspx?RunMode=English2. http://classifiedpost.scmp.com/jshome_en.html → Job Categories3. http://www.careertimes.com.hk/english/main.asp?browser=ie4. http://www.jobsonline.com.hk/EN/V6HTML/Home/default.htm?Apo185. http://www.recruitonline.com/jobseeker/main_view.jsp6. http://jobmarket.singtao.com/7. http://jump.mingpao.com/cfm/index.cfm8. http://www.job8.net/person/index.cfm9. http://www.jobs168.com/

	<p>10. http://www.talentbanks.com/</p> <p>11. http://www.jobasis.com/</p> <p>12. http://www.gov.hk/en/residents/employment/recruitment/domestichelper.htm</p>
Job Application	<p>Resume, Cover Letters:</p> <p>1. http://www.ehow.com/how_2062176_job-bbc.html#</p> <p>2. http://www.engineers-international.com/careersletters.html</p> <p>3. http://jobsearch.about.com/od/morejobletters/a/jobappletter.htm</p>
Job Interview	<p>1. Interview tips: http://www.bbc.co.uk/northernireland/schools/11_16/gogetit/getthatjob/interviewtips.shtml http://hotjobs.yahoo.com/interview</p> <p>2. Interview Questions: http://www.job-interview.net/ http://www.jobinterviewquestions.org/</p> <p>3. Interview: http://www.cvtips.com/ http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm</p> <p>4. Youtube video clips on Interviews: http://www.youtube.com/results?search_type=search_playlists&search_query=Interview&uni=1</p>