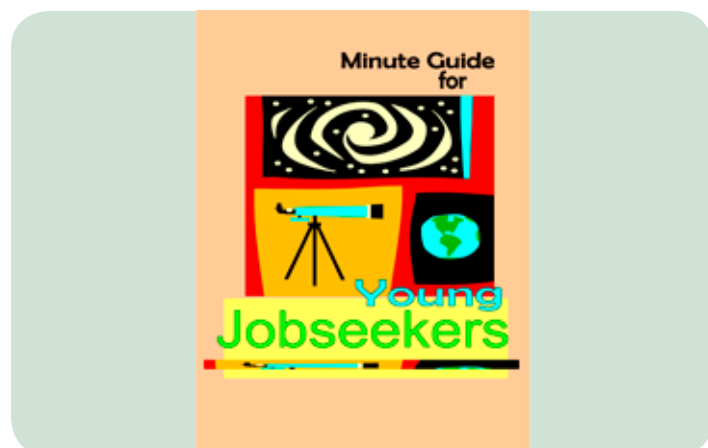


## Rural-Relevant Tools

# Minute Guide for Young Jobseekers

People



- Knowing where and how to look
- Making the deal
- A peek into entrepreneurship
- Dealing with your feelings
- Inspiring articles
- Useful internet links

### Which technical areas are covered?

- Youth employment
- Employment services
- Entrepreneurship and self-employment

### Can it cover more technical areas?

No, this is a targeted guide

### What is the Minute Guide for Young Jobseekers?

A self-help guide to assist young jobseekers make informed decisions about their career prospects and job options, in use since 2007

### For whom?

- **Direct beneficiaries:**
  - Young jobseekers
  - Trained professionals such as guidance counsellors and practitioners delivering employment and counselling services
  - Public Employment Service Office managers and staff
  - Significant but untrained influencers, such as parents, teachers, peers, and all those with whom young jobseekers explore job prospects
- **Ultimate beneficiaries:** Young jobseekers, especially new graduates, school leavers, out-of-school and unemployed youth

### For what purpose?

- Help the young job-seeker analyse his/her strengths and talents, job interests and life intentions to make informed decisions related to his/her job search process

### How is it delivered?

- Through the ILO Employment Services website
- As a reference or training materials to support practitioners delivering employment and counselling services
- Distributed to users through the ILO field offices

### What are its components?

#### Nine sections:

- Welcome
- Knowing where you've been
- Knowing what you've got





## Where has it been used?

In 4 countries: Egypt, Mongolia, Philippines, and Viet Nam (see map)

Successfully mainstreamed into national policies of 2 countries: Egypt and Philippines

## Which languages?

Available in 5 languages: Arabic, English, French, Mongolian, and Vietnamese

## Is it suitable for rural areas?

Yes, although not specifically designed to target rural areas, the Guide is a versatile tool that can be adapted to various economic and social contexts

The Guide is more effective if combined with additional resources providing specific information related to the labour market or careers in rural economies

## What are its strengths?

- Easy to use in combination with any other materials or sources of information providing counselling career or job-search services; for instance with the ILO publication *Guiding Youth Careers: A Handbook for Those Who Help Young Jobseekers*, 2007, and the *Jobs on Board Occupational Flyers*, 2007. Readers are encouraged to use these publications as complementary resources
- Provides awareness about entrepreneurship and self-employment as realistic career options
- Easy to read and organized in such a way as to encourage the young readers understand and plan their job search process and explore various career paths step by step
- Attractive design
- Small size, so it can be carried in back-packs or pockets
- Available in an electronic format to facilitate its distribution and reduce the associated costs

## Is there a training course in ITC-Turin?

No, however it may be referenced during training courses related to youth employment



© ILO/Marcel Crozet

## Where to find more information?

- Website: <http://www.ilo.org/skills>

## Who to contact?

E-mail: Donna Koeltz: [koeltz@ilo.org](mailto:koeltz@ilo.org) or Zulum Avila: [avila@ilo.org](mailto:avila@ilo.org) or [empskills@ilo.org](mailto:empskills@ilo.org)

Address: International Labour Office  
4 Route des Morillons  
Genève 22 CH-1211  
Switzerland



© ILO/Marcel Crozet