

Introduction

The national newspapers in their printed form are an important source of job vacancies. They specialise in particular functions or sectors on particular days. However, on their websites you can search most of their printed jobs plus a number of others at the same time. It is important to remember that not all jobs from the newspaper will be on the website.

All sites have a number of search options with many standard features, but also each one has their own particular limitations or extra features. In this document, we look at the four major national newspapers (for appointments) and review the features offered by their job site.

At the end of the document is a summary table comparing the features offered by the sites.

Use this document in conjunction with our guides to vacancies in the printed newspapers.

The Financial Times

<http://www.exec-appointments.com>

The FT bought the senior job vacancy website Exec Appointments in 2007 so their jobs website is much broader than the scope of appointments advertised in the newspaper. Exec Appointments is a very user-friendly site, with excellent search options and functionality. You can do a quick browse by sector (which also includes functions) or you can use the more detailed search page. The search page has a clear layout and shows all the search options on the page.

Job Type	Detailed choices including permanent, interim, contractor, NXD, business angel, voluntary and part time
Income	Small salary bands for permanent roles and option to search by daily rate for interim and contract roles
Job Title	Choice of main job titles such as chairman, CFO, consultant etc
Functional Area	Wide choice of functional areas
Industry Area	Detailed choice of industries
Location	International. In the UK there is the option to search by region within England (although not Scotland, Wales or Northern Ireland)
Keywords	Free text search with options for exact phrase, exclude or all words
Other	Language search

Search results are presented in a summary list from which you can view the full details of the job. All appointments are presented in a clear, standard format. You can apply online, save searches, email jobs to yourself or a friend, and receive alerts by email or RSS. Registration is needed to access all features other than searching and viewing.

The Guardian

<http://jobs.guardian.co.uk>

The Guardian jobs website is clearly laid out and easy to navigate. You have the option to browse or search. Browsing is quick, as you simply select the industry or function you are interested in then scroll through the jobs or refine by subsector and/or location. Searching allows more options to narrow your criteria.

Job Type	Search by permanent, contract, job share and temporary
Income	Salary banding choices
Job Title	Only via keyword, no index
Functional Area	Combined function and industry menu of choices
Industry Area	Combined function and industry menu of choices
Location	Proximity search from your postcode or select from UK regions or overseas country
Keywords	All words
Other	Search by full-time or part-time hours

Search results can be viewed as a simple or descriptive list. You can apply online (with or without registration), save jobs and searches and set up email alerts and RSS feeds. The Guardian also has a WAP version of the site for use on your mobile phone.

The Times

<http://www.timesonline.co.uk>

The Times website gives you the option to search or browse for jobs. Browsing is by industry/function or location with the option to refine if there are too many jobs. Advanced search allows you to search by industry/function, location, salary and keyword.

Job Type	No
Income	Salary banding choices
Job Title	Only via keyword, no index
Functional Area	Combined function and industry menu of choices
Industry Area	Combined function and industry menu of choices
Location	By country with the option to narrow by English region
Keywords	All words
Other	None

Jobs are viewed in a descriptive list by date or salary and you can apply online for selected jobs (without registration). Searches can be saved and set up as email alerts and there is also an RSS feed.

The Telegraph

<http://jobs.telegraph.co.uk>

The Telegraph jobs site is clear and easy to navigate. The advanced job search gives clear advice on how to construct keyword searches which you can combine with other menu items. Alternatively you can browse by sector and then refine by subsector.

Job Type	Search by permanent, contract/interim and part time
Income	Free text salary bandings
Job Title	Only via keyword, no index
Functional Area	Combined function and industry menu of choices
Industry Area	Combined function and industry menu of choices
Location	By English region or county and for major towns within Scotland, Wales and Northern Ireland
Keywords	Detailed keyword options
Other	Date range

Results are displayed in a descriptive list and can be sorted by date or salary. Full details are not as clear as some other sites. You can apply online if you register with the site and you can save searches, receive email alerts and RSS feeds.

Summary table

The table is split into three sections:

a) Search options:

The standard options are to search by job sector or function, salary, location and keyword. Some sites also allow searching by date or job type (eg contract, permanent, full time etc). We have indicated which options you have on each site. On some sites you can select multiple criteria, which can be helpful as you then need to do less searches. We have indicated whether multiple values are allowed.

b) Results options:

When your results are displayed on screen it is possible that you may have too many hits. If so, it is useful to refine or sort your search. Refining enables you to narrow down your search by adding additional criteria (rather than going back and starting again) and sorting allows you to keep the full set of results but view them in a different way – such as by date or descending salary. In this section we have also indicated whether you can apply online for jobs and whether you can email jobs to friends (or yourself).

c) Save and alert options:

When you have found a search strategy or strategies that work for you, it is helpful if you can save that search and/or receive email alerts of new jobs which match your criteria. This saves you from having to tap in your details and/or visit the site. We have noted the options available for saving and receiving emails on each site.

	FT	Guardian	Times	Telegraph	Independent
Search Options					
By single job type	Yes	Yes	No	Yes	No
By multiple job type	Yes	Yes	No	Yes	No
By sector	Yes	Yes	Yes	Yes	Yes
By multiple sector	Yes	Yes	Yes	No	No
By function	Yes	Yes	Yes	Yes	No
By multiple function	Yes	Yes	Yes	No	No
Separate function / sector	Yes	No	No	No	No
By keyword	Yes	Yes	Yes	Yes	Yes
By location	Yes	Yes	Yes	Yes	No
By multiple location	Yes	Yes	Yes	No	No
By date	No	No	No	Yes	No
By multiple date	Yes	No	No	No	No
By salary	Yes	Yes	Yes	Yes	No
By multiple salary range	Yes	Yes	Yes	n/a	No
Proximity search	No	Yes	No	No	No
Results Options					
Refine results	Yes	No	Yes	No	No
Sort results	No	Yes - date and salary	Yes - date and salary	Yes - date and salary	No
Email a friend	Yes	Yes	No	Yes	No
Apply online	Yes *	Yes	Yes (selected)	Yes *	Yes
Save / Alert Options					
Save single job	Yes *	Yes *	Yes *	No	No
Save search	Yes *	Yes *	Yes *	Yes *	No
Email alerts	Yes *	Yes *	Yes *	Yes *	No
Frequency of alerts	Real time	Daily	Ad hoc	Daily or weekly option	n/a
RSS feed	Yes	Yes	Yes	No	No
WAP version	No	Yes	No	No	No

* Registration needed

Further Research

You can find a full list of all our documents, arranged by subject, on the Career Workshop website at:

www.careerworkshop.co.uk/documents

Search

There is also a search facility on the website which offers an alternative method of finding documents, and indexes all our other content too ... such as news items, content pages, newsletters etc.

www.careerworkshop.co.uk/search

Have we missed anything?

Although we do our very best to identify the most useful sources of information on any topic, you may know of a good resource that we have missed. If so, we would like you to share it with us.

Please email us at info@careerworkshop.co.uk or use the suggestion form on the website. There's a bottle of wine every quarter for a lucky winner, chosen randomly from all suggestions received.

If you need more information about our content or have a suggestion for future documents, please contact us by email: enquiry@careerworkshop.co.uk or by post, telephone or online form: www.careerworkshop.co.uk/contact

Copyright Notice

The copyright of this document is held by Career Workshop Limited. This document must not be copied, reproduced, sold, transmitted or distributed by any means without prior written agreement from Career Workshop Limited. Please see the website for more information about using our content for business purposes.

Disclaimer

All information in this document is checked regularly for accuracy. However, sometimes factual errors or broken links may occur despite our best efforts, and we cannot take responsibility for the consequences of any such errors, broken links or omissions.

Full Terms and Conditions can be found on our website.