

STEPS TO LOOKING FOR A JOB:

- Media
- Events
- Internet
- Application Letter
- Resume
- etc



5 BASIC TIPS WHEN ATTENDING AN INTERVIEW

- ◆ BE CONFIDENT
- ◆ BE YOURSELF
- ◆ BE PREPARED
- ◆ ARRIVE ON TIME
- ◆ DRESS FOR SUCCESS

WHAT HAPPENS IF YOU FAIL THE FIRST JOB INTERVIEW?

THINK TWICE..NEVER GIVE UP!!!

IF YOU MISS OUT ON THE FIRST JOB OPPORTUNITY, DON'T STOP LOOKING FOR MORE OPPORTUNITIES.

KEEP LOOKING AND KNOCKING...IT'S NOT THE END.

THERE IS ALWAYS A SECOND CHANCE

IT'S NEVER TOO LATE GIVE IT ANOTHER TRY!!

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Ministry of Commerce, Industry and Labour
Matagaluega o Pisini, Alamanuia ma Leiga



EMPLOYMENT SERVICE

Helping people find employment!



EMPLOYMENT AND LABOUR MARKET UNIT

EMPLOYMENT SERVICE

The Employment Service of the Ministry of Commerce, Industry and Labour (MCIL) is mandated under the Labour and Employment Relations Act 2013. Section 13(1)(a) states that one of the general duties of MCIL is to *“register employment agencies to provide employment exchange services for the purpose of advising employees seeking employment where there may be suitable employment opportunities in order to assist employers to obtain manpower.”*

OUR THREE STEP PROCESS

1. **REGISTRATION** of jobseekers looking for employment opportunities. Relevant documents needed at the time of registration include:

- References from previous employment
- Curriculum vitae or resume
- Attainments or awards
- Certificate, Diploma or Bachelor Degree
- Previous work or volunteer experience

2. **REFERRAL** of jobseekers to employers is based on matching the skills and experience of jobseekers with the required criteria of the position advertised by the employer.
3. **PLACEMENT** of jobseekers occurs when employers accept the referred jobseeker after interviews. It is completely up to the discretion of the employer whether they accept a jobseeker for employment.

THIS SERVICE IS FREE OF CHARGE FOR THE EMPLOYER AND THE JOB SEEKER

ARE YOU LOOKING FOR WORKERS?

All you need to do is:

- Call the Employment and Labour Market Unit at MCIL
- State clearly the available vacancy
- List job requirements to be addressed by the jobseeker
- List all the criteria you need to be met by a jobseeker and the job offer
- State the due time of applications
- Give details on vacancy, location and conditions
- Date, time and venue for interview of the selected jobseeker
- Ensure to call back the employment section regarding the interview result
- Reconsider other jobseekers to call for interview if first group failed

LABOUR MARKET

INFORMATION SYSTEM LMIS

The Employment Unit has developed a new system called LMIS. The LMIS centralizes all information on the labour market, employers, surveys of employment and jobseekers. The system enables:

- Jobseekers to register online by simply logging on to the website: www.mcil.gov.ws



Employee Service - Advanced search

NOT

EMPLOYMENT SOUGHT : Equals Select

AREA OF QUALIFICATION : Equals Select

INDUSTRIAL AREA : Equals Select

Search Reset Back to list

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- Employers to log into the system for the purpose of looking and searching for jobseekers.



Employment Service - Jobseeker Add new record Card

PHOTO : No file selected.

REGISTRATION DATE : September 5 2016

INACTIVE DATE :

TITLE : Mr Mrs Miss

SURNAME : DATE OF BIRTH :

FIRST NAME : ADDRESS :

MARITAL STATUS : Single Married Divorced/Widowed

PHONE :

GENDER : Please select. TRANSPORT : Own Public