

# JOB LEADS: RESOURCES

## JOB SEARCHING SUCCESSFULLY

In order to get a job, you want to use as many different “job leads” as possible.

The more job leads you find, the better your chances of getting a job!

Below is a list of job searching methods that are outlined in this packet:

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*A great resource that you don't want to over look is the Library in your area. You can get helpful information on companies you would like to work for, industries you would like to work in, and many resources, such as newspapers or phone books; are available for you for free! Go to your local library and explore the possibilities.*

### Word-of-Mouth

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Neighbors</li> <li>• Potential employers</li> </ul>	<ul style="list-style-type: none"> <li>• Relatives</li> <li>• Friends who are in the field</li> </ul>	<ul style="list-style-type: none"> <li>• Co-workers</li> <li>• Clubs &amp; Associations</li> </ul>
<b>How to Use:</b>	<ul style="list-style-type: none"> <li>• Don't keep it a secret that you are looking for a job – tell all of your friends.</li> <li>• The more people who know about your job search, the wider your scope.</li> <li>• Let your contact know what kind of job you are looking for.</li> <li>• Contact as many potential employers as possible, so when they have an opening, they will already have you in mind.</li> </ul>		
<b>Advantages:</b>	<ul style="list-style-type: none"> <li>• Remember, 80% of jobs are filled through word-of-mouth.</li> <li>• It's free.</li> </ul>		
<b>Helpful Hints:</b>	<ul style="list-style-type: none"> <li>• Give your contacts a copy of your resume so they are able to describe your qualifications for specific position that may come up.</li> </ul>		

\*Additional resources and/or workshops may be available. Please check with our Resource Specialist.

## Yellow Pages

<b>Where:</b>	Telephone directory
<b>How to Use:</b>	<ul style="list-style-type: none"> <li>• Read through the index in the back of Yellow Pages to identify categories.</li> <li>• The category “Associations” is a gold mine.</li> <li>• Make a list of categories of positions and types of places in which you have an interest.</li> <li>• There are 2 ways to proceed:             <ol style="list-style-type: none"> <li>1. Start calling each place to inquire about possible employment</li> <li>2. Select a few places and scout them out. Go to the place to inquire about possible employment.</li> </ol> </li> <li>• Even if there is no job available, tell them you would be interested in future positions.</li> <li>• Get the name of a person to contact in the future.</li> </ul>
<b>Kind of Service:</b>	Almost every type of employment and potential employer is available to reach by phone. The telephone company has been kind enough to provide you with this list at no charge!
<b>Advantages</b>	<ul style="list-style-type: none"> <li>• No fee</li> <li>• Easily available</li> <li>• Shows an employer that you have initiative</li> <li>• Has proven to be an effective method of identifying potential employers</li> </ul>

## Newspaper Help-Wanted Ads

<b>Where:</b>	In the newspaper. Don't overlook smaller community papers. Sunday editions often have more listings, but don't limit yourself to Sunday only.
<b>How to Use:</b>	Most often jobs are listed in alphabetical order under different categories. Skim several sections that are related to your interests.
<b>Advantages:</b>	They are delivered right to your door, or there is a selection at the library, provide daily listings of jobs currently available, cost only the price of a paper.
<b>Helpful Hints:</b>	Only about 15% of jobs are obtained through ads. Beware of “come-on? Ads promising fantastic jobs. Ads that suggest “investing in your future” often mean you have to put money down.

## News Media- Business News

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• News Magazine</li> <li>• Radio</li> <li>• Television</li> </ul>
<b>How to Use:</b>	Pay attention to news items that give an indication of possible future jobs. Examples of stories that would indicate new jobs: “Government Awards Contract to General Hospital to Expand Facilities,” “Construction on New Highway Will Begin Next Month,” “Apex Will be Opening a New Plant this Year,” “Grand Opening of New Shopping Mall is Scheduled.” By becoming a detective you can find out about these jobs.
<b>Advantages:</b>	You can make inquires about jobs before ads appear. Because you were early and you were so alert, you might stand out in the employer's mind.

### School Placement Offices

<b>Where:</b>	Colleges, universities, community colleges, technical schools, trade schools, proprietary schools provide placement services for their students. Look in the student handbook or school phone directory. Ask your advisor, counselor or teacher.
<b>How to Use:</b>	Call for information regarding procedures. Go to the office and request an explanation of the services available.
<b>Kind of Service:</b>	Some schools provide the service for graduates only or for a fee. <ul style="list-style-type: none"> <li>• Provide general job search assistance (i.e.- Resume writing, interview skills, etc.)</li> <li>• Keep and post a list of companies and institutions coming to the school to interview students.</li> <li>• Set up interviews with prospective employers who come to the school.</li> </ul>
<b>Advantages:</b>	Your records, letters, etc. are mailed for you to save time and effort. The file is kept and available to be reactivated for use even after you leave the school and are looking for a second or third job. You can add to and update your file. Either no fee or usually a reasonable fee.
<b>Helpful Hints:</b>	The letters of recommendation and records must be of a general nature rather than pointing out the particular qualifications you have for a specific job.

### Placing Your Own Ad

<b>How to Use:</b>	Write your ad to include specific skills; place in the paper; wait for calls.
<b>Advantages:</b>	Gives you one more source of visibility.
<b>Disadvantages:</b>	Not very effective, particularly when unemployment is high or there are many job seekers in your field. You may get calls from agencies, sales persons, cranks.

### Mass Mailing Letters and Resumes to Prospective Employers

<b>Where:</b>	You do this on your own. Perhaps have your resume printed professionally.
<b>How to Use:</b>	Send a cover letter and resume to agencies, companies, institutions and businesses. Prospective employers can be found in want ads, yellow pages, professional journals, etc. (See other sections on this Resource handout.)
<b>Kind of Service:</b>	You may receive information about present or future job vacancies.
<b>Advantages:</b>	You obtain information about jobs in other states without the expense of going there. If you are very shy and don't think you could seek information in person, this might be a useful technique.

### Special Interest Groups

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Yellow Pages</li> </ul> <ul style="list-style-type: none"> <li>• Library (get help and advice from a librarian)</li> </ul>
<b>How to Use:</b>	Contact the group(s) that you think can help you and what services they offer. Ask for suggestions of where you can get further help. They might have a job opening there!
<b>Kind of Service:</b>	Each group provides different services so you need to get information from each group.
<b>Advantages:</b>	Often these groups are formed because they have problems or goals in common. It is helpful to find a group that has similar interests to yours. They can be much more understanding and probably "know the ropes." No fee.

## Unions

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Yellow Pages</li> <li>• Library to get addresses</li> </ul>
<b>How to Use:</b>	Write or call the union to discover what services they offer. Most unions have good printed materials at no charge. They may not have specific job placement services, but if you talk to some of the officials, they can have inside tips. Ask for names of people who can give you further assistance.
<b>Advantages:</b>	You get information from someone who is in contact with many potential employers and there is no cost.

## In-House Newsletters

<b>Where:</b>	Larger companies, school systems, institutions often have newsletters to keep the employees informed about other divisions – one section is often a list of job vacancies.
<b>How to Use:</b>	Personnel offices often post these on a bulletin board. Once you've found where they are posted or how they are distributed, it is easy to get a copy. Usually, all you need to do is ask for a copy.
<b>Advantages:</b>	<ul style="list-style-type: none"> <li>• Discover openings before they are publicized or not publicized at all.</li> <li>• Can get a sense of the turnover rate and types of jobs that become available.</li> </ul>
<b>Helpful Hints:</b>	<ul style="list-style-type: none"> <li>• Must be assertive enough to get copies, which come out weekly or monthly.</li> </ul>

## Professional Journals, Newsletters, and Trade Magazines

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Libraries</li> <li>• People currently employed in the field probably subscribe and would be willing to lend you their copy so you can subscribe.</li> </ul>
<b>How to Use:</b>	<ul style="list-style-type: none"> <li>• Most of these have regular sections of want ads.</li> <li>• Scan the article for openings of new businesses, government grants, new products (all mean new jobs)</li> <li>• Use this as a source to learn jargon of the field you are interested in, and some accept resumes and print summaries of your qualifications for local employers.</li> </ul>
<b>Kind of Service:</b>	<ul style="list-style-type: none"> <li>• Examples: <u>Publishers Weekly</u> lists openings in the communications field</li> <li><u>Chronicle of Higher Education</u> lists open college and university positions</li> <li><u>American Journal of Public Health</u> lists openings in public health</li> <li><u>Pipeline and Gas Journal</u> lists openings with pipeline companies</li> </ul>

## Directories

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Library</li> <li>• Advertising Agencies</li> <li>• Banks &amp; Large Companies</li> </ul>
<b>How to Use:</b>	You get names, addresses and phone numbers of people who can give you specific information about the field. These people are also prospective employers. By calling them, you increase your knowledge of the field, get advice and leads for jobs. The more you know about a field, the more confident you can be in job interviews.
<b>Kind of Service:</b>	<ul style="list-style-type: none"> <li>• Examples: <u>Standard Rate and Data</u> lists publication in every field</li> <li><u>The Directory of Directories</u> lists the names and addresses of directories in almost any field</li> <li><u>The Encyclopedia of Associations</u> lists about 500 professional associations</li> <li><u>The Foundation Directory</u> lists organizations that give grants</li> <li><u>Dunn &amp; Bradstreet Inc.</u> lists the larger corporations</li> <li><u>Directory of National Trade and Professional Association</u></li> </ul>
<b>Advantages:</b>	Gives you specific people to call. (It is easier to call a company and ask for Ms. Smith or Mr. Jones than to just call and say you want some information.) With the name of the person, you are more likely to talk to someone with the power to hire than if you talk to whoever answers the phone.
<b>Helpful Hints:</b>	Requires time and effort to look up the information and make the calls.

## State Employment Agencies

<b>Where:</b>	Phone book under your state offices.
<b>How to Use:</b>	Call for information regarding procedures. Go to the office and request their services.
<b>Kind of Service:</b>	They offer information on changes, trends and opportunities, and aptitude testing and counseling. Register, classify, select and refer people to employers. No fee.
<b>Advantages:</b>	You can get information about job opportunities in other cities and states. Has a record of placing approximately 50% of users. No fee.

## County and City Personnel Offices

<b>Where:</b>	County and city governments hire through their own systems. Usually there is a central personnel office. Look in the phone directory under county or city name.
<b>How to Use:</b>	Go to personnel office to file application and also try the direct office where you have an interest. Use personnel offices as a source of information rather than to get a job.
<b>Kind of Service:</b>	They have a comprehensive list of positions available as well as a list of current job openings. Provide applications procedures. Some have a system of notifying you when a position becomes available.
<b>Advantages:</b>	Centralized sources of information. No fee.
<b>Helpful Hints:</b>	These offices don't do the hiring, but process applications and receive large number of applications. Your qualifications on paper may be similar, so you won't stand out.

### Civil Service Commission

<b>Where:</b>	Look in a telephone directory under US government (libraries have telephone directories of large cities). You can get a list of toll free numbers by requesting the pamphlet on Federal Job Information Centers from US Govt. Printing Office in Washington, DC.
<b>How to Use:</b>	Call the office and request information about procedures. GO to the office and indicate that you need information. Make sure you understand the procedure and give all pertinent information. The rating you get depends on information you provide them and determines the jobs you qualify for and the money you will make.
<b>Kind of Service:</b>	When a vacancy occurs in an office, they send a list of qualified people to the person doing the hiring. If you are qualified, your name may appear on the list. The person doing the hiring goes over the list and considers other people she/he may know that are qualified and selects a few to interview.
<b>Advantages:</b>	It is a real advantage to be one of the “other people she/he may know”. The informational interview and network of contacts are techniques for being in that category.
<b>Helpful Hints:</b>	The competition is stiff because of the high number of applicants. The Commission is a barrier between you and the persons doing the hiring. The prospective employers don’t know you except on paper.

### Informational Interviews

<b>Where:</b>	<ul style="list-style-type: none"> <li>• Network of Contacts</li> <li>• Friends</li> <li>• Co-Workers</li> <li>• Directories</li> <li>• Yellow Pages</li> <li>• Relatives</li> </ul>
<b>How to Use:</b>	<p>See also informational interview handout in lobby.</p> <ol style="list-style-type: none"> <li>1. Select a place you would like more information about or a place where you might like to work.</li> <li>2. Set up an interview with a person in the position you are interested in.</li> <li>3. Go for the interview <b>only</b> to obtain information and not to ask for a job.</li> <li>4. Keep a record of the information obtained and follow-up your interview with a thank you letter.</li> </ol>
<b>Advantages:</b>	In contrast to a job interview, you are the questioner; therefore, you are less apt to be nervous. This makes it easier for you to make a good impression for networking purposes. It gives you a chance to have an inside view to see if you have an interest in working there and it allows you to make a new contact.
<b>Helpful Hints:</b>	Be prepared to plan for the time and effort to arrange and conduct the interview.