

Find a Job

ARE YOU READY to take that first step into the workforce? Whether you are making money to purchase your first car or you are ready to take on your first full-time job, navigating the world of work can be intimidating. Knowing where to look for possible job opportunities and developing a system to evaluate job openings will give you the best chance at finding your ideal job.



Objectives:



1. Describe information sources of job opportunities.
2. Explain how to evaluate job opportunities.

Key Terms:



direct calling	job security	private employment agencies
employment agencies	media	public employment agencies
Internet	networking	training opportunities
job advancement	placement services	
job description		

Information Sources for Job Opportunities

Finding a job is work. The first step in the process involves locating information or sources for job opportunities. Many sources can be utilized in your job search. **Networking** or connecting with friends, family, relatives, neighbors, and members of groups you belong to is an excellent way to obtain valuable information. These people can make you aware of jobs that match your interests and goals. The majority of jobs are found by networking. The people in your network may provide recommendations for you or even land you a job interview at the company where they work. Build a strong network when you begin your job search.

SERVICES AND AGENCIES

Placement services are activities to help people find jobs. They are typically associated with secondary and post-secondary schools and are usually free. These services are a great place to start while you are still in high school. Your high school placement office can assist you in identifying job opportunities, following up on leads, and writing résumés. Colleges and universities have the same type of program.

Some schools partner with local businesses to provide work experience for students. Such a program can be especially useful to you, as it provides valuable experience that many students do not have.

Employment agencies are services that help people find jobs in the private sector and the government. There are two types: public employment and private employment agencies. **Public employment agencies** are organizations operated by local and state governments and may be connected with the local unemployment office. **Private employment agencies** are organizations that provide many of the same services as public agencies, except they usually charge a fee. Both types of agencies typically provide résumé assistance, job-related skill training, and job leads.



FIGURE 1. Employment agencies are services that help people find jobs.

PRINT SOURCES AND DIRECT CALLING

Media are sources such as newspapers, magazines, radio, and television; all advertise job openings. Your local newspaper will typically advertise job openings every day, but the Sunday newspaper usually has the largest number of openings. Magazines, especially industry-specific magazines, may be a good resource. When companies advertise using media sources, they usually receive a lot of applications, so these jobs will be competitive.

The **Internet** (a vast computer network joining smaller networks) is an important source of information for job openings. Companies routinely list employment opportunities on Web pages. Several communities list area job opportunities on their Web sites. Many companies rely solely on the Internet for their job openings and insist that you apply online. If you are interested in applying to a certain company, visit the Web site first. Many Web sites pool job openings from multiple companies. Companies typically pay a fee, similar to advertising in a newspaper, to have their job openings posted on these sites.



DIGGING DEEPER...

UNCOVERING ADDITIONAL FACTS: Private Employment Agencies

As discussed in the text, private employment agencies provide different services to job seekers. These services may include computer training, résumé writing, direct job placement, and certification testing. For more information, contact a private employment agency in your area to discuss what services they offer and what costs or fees are associated with them.

Direct calling is personally contacting employers to ask about job openings. These calls can be by telephone or in person. This technique demonstrates initiative and can be fairly effective. Before calling, explore the company's Web site, as all the information may already be posted on the site.

Job Opportunity Evaluation

Evaluating whether a potential job is right for you involves researching certain topics. A **job description** is a written explanation of the type of service to be performed by the jobholder. You must make judgments as to whether you are suited for the work described. **Job security** is an understanding as to how long the job will last. You must consider whether it is a short- or long-term job.

Training opportunities are conditions favorable for goal attainment that involve an explanation of the training and instructional programs the company offers. **Job advancement** is the opportunity for jobholders to advance in the company if their performance meets expectations. You should determine whether employees in higher positions began working for the company in lower positions. Consider the above topics when deciding whether a job is right for you.

Summary:



Finding a job is work. It can be intimidating. Knowing where to look for possible job opportunities and developing a system to evaluate job openings will give you the best shot at finding your ideal job. Many sources can be utilized in your job search, including networking, placement services, employment agencies, media, Internet, and direct calling. Evaluating whether a potential job is right for you involves researching certain topics.

Checking Your Knowledge:



1. List three types of people that could be included in your network.
2. What is the difference between a public employment agency and a private employment agency?
3. What are the four types of media in which job opportunities are advertised?
4. Define direct calling.
5. List the four topics you should research when evaluating a job opportunity.

Expanding Your Knowledge:



Human resource professionals typically handle the job opportunity advertising and hiring for a company. Interview a human resources professional from a local company. Prepare your questions in advance after doing some research. However, include this question: How does your company advertise its job openings and hire employees?

Web Links:



Job Pooling

<http://www.monster.com>

Federal Programs and Local Resources

<http://www.usa.gov/Citizen/Topics/Education-Training/Finding-Jobs.shtml>

Ways to Find Your Next Job

<http://www.forbes.com/sites/deborahljacobs/2013/03/22/the-six-best-ways-to-find-your-next-job>