

Workplace Readiness Series

Making a Job Search

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There are many different places and people who will help you find the job you want. After you determine what type of job you are interested in, the next step is to look for that job.

The same basic rules will apply if you are already employed. If you are not happy where you work, then you may decide to find another job.

Choose at least three different jobs that you are interested in. In some cases, the job that you really want may not be available. Then you can look at your second or third choice.

It is important to be serious about finding a job. You must be willing and interested in order to be successful in finding a job.

Here are some basic rules to remember when looking for a job.

Rule #1: Make your job search a full-time job!

Looking for a job requires several hours each day. When you are employed, you are required to work a certain number of hours. You also should have a set number of hours that you spend looking for a job. For example, Johnny spends seven hours a day – from 8:30 a.m. to 12 noon and from 1 p.m. to 4:30 p.m. – looking for a job. He does this every day.

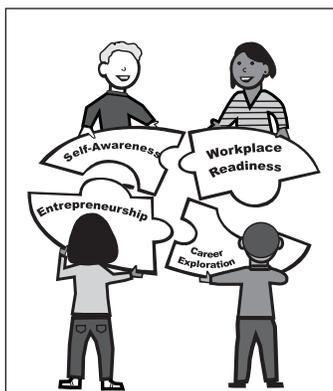
Never apply for a job between 12 noon and 1 p.m. This is considered lunchtime. In some cases, the employer will be closed during those hours or the company may be very busy. For example, if you go to a restaurant during lunchtime, chances are they will be very busy. The best time to apply at a restaurant is between the hours of 2 and 4 p.m.

Make a “things to do” list. It will help you get organized. Your list might look like this.

1. Apply for job at Video Shop.
2. Interview at John’s Steakhouse.
3. Call Mr. Smith at Brown’s Construction to check on interview.
4. Call Ms. Jones at Jack’s Hardware for job openings.
5. Fill out application at Kelly’s Market.

You may have to visit four or five companies on Monday, then another group on Tuesday. A list will help you to organize your time. Remember to keep a record of the places where you have applied and write down the results.

Remember . . . you will have to use your willpower to keep away from watching the television, talking on the telephone, surfing



Revised and correlated to

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the web, sleeping or shopping with friends at the mall. You will be competing with others looking for a job, so work every day to get the job you want.

Rule #2: Contact friends, relatives and former bosses.

This is a very important rule. You should let your friends and relatives know that you are serious about looking for a job. In some cases, they may work at jobs that have openings in the area you are interested in.

Word of mouth has been very successful in helping people who are unemployed or want to change jobs. You should never feel embarrassed or ashamed to admit that you are looking for a job. In most cases, working people who know you will want to help.

Rule #3: Check more than one place for a job.

There are many places where you can look for job openings. These are some of the places.

Newspaper “Help-Wanted” Ads or Store “Help-Wanted” Signs

These are good sources, but first you must know how to pair your skills with the want ads. Here are some examples of “help-wanted” ads.



JANITORS – Little Rock area, car repair company needs part-time janitors, for evenings after 9 p.m. Pay \$6.50 per hour. Call 733-4899 between 4 and 6 p.m. An Equal Opportunity Employer.

CARPET INSTALLERS – Experienced, must have working knowledge of carpet installation. Immediate employment. Call 793-4788 between 9 a.m. and 4 p.m.

RECEPTIONIST NEEDED – Must have working knowledge of word processing, taking messages and filing. Good personality. 3 openings. Call 774-0987 between 8 a.m. and 5 p.m.

When you are going through the newspaper ads and see a job you are interested in, always be sure to find out how they can be contacted and at what time. Write it down. The time is very important because it shows the employer that you at least will follow instructions. Arrive five minutes before your appointment to be sure you are prompt.

Remember to pair your work experience with your interests. If you have data entry experience and want a similar job, then you would contact that employer first. If you leave a friend or relative's phone number, remember to tell them that you have left their phone number and to contact you if someone calls. Notice that most of the jobs will list the work hours for that job. Recall the first ad: it states that the job will start at 9 p.m. This will help people know before they apply that a person will be required to work the night shift.

Job Placement Services

These are usually employment agencies that may charge a fee to help find you a job. However, sometimes they do not require payment of the fee until after you are working. Before you sign a contract, read it carefully.

Arkansas Department of Workforce Services

This agency offers a “free” public service to people who are unemployed, disadvantaged or wanting to change jobs. They assist many people in landing their first jobs. There are 27 employment offices and three satellite offices in Arkansas. Therefore, wherever you live, there should be an office close by where you can register.

Temporary Services

This service provides jobs to people for small amounts of time. They have light industrial (general laborer) and clerical (receptionist, typist, word processor) type jobs. Higher education is not required.

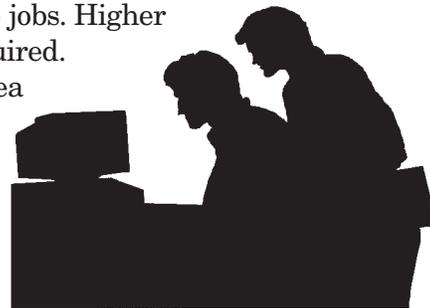
Only skills in the area you are interested in are required.

Check the yellow pages under

Employment:

Contractors —

Temporary Help.



Religious Groups

Sometimes your local church may post “help-wanted” listings. The preacher may know some member of his church who is looking for someone who wants to work.

Rule #4: Keep records on your job-hunting program.

When you are looking for a job, you will be contacting many people. Always keep a list of the people you have seen and the results of the contact – whether there is a job possibility or no openings at that time.

For example, if you go to Brown's Construction and the employer says to check back with him in a week, write it down and check back. Do not stop looking for a job while waiting for a "possible" job offer.

There are many different ways to look for a job. Ways to look for your first job can also be used when you want to change jobs. It usually

takes a little while to find the job you really want. Don't become discouraged if you don't get a job offer the first day or the first week. Keep trying. When you have a good attitude and believe in yourself, you will likely find the job you are looking for.

Sources

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