

## CHAPTER 3

# LOOKING FOR A JOB

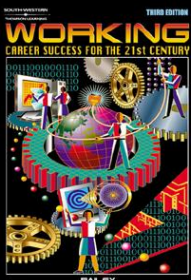
### LESSONS



**3.1** Preparing to Look for a Job

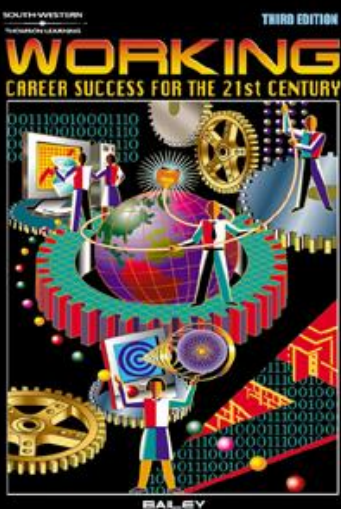


**3.2** Finding Job Leads



## Quote: Howard Newton-Author

- “People forget how fast you do a job, but they remember how well you did it.”
- How many times has anyone come up to you and said, “fast job!” but they do say “good job”
  - Which would you prefer?
  - How do you want to be remembered after you graduate?
  - What imprint do you wish to leave?

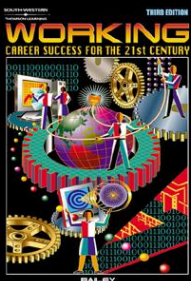


## LESSON 3.1

# PREPARING TO LOOK FOR A JOB

## OBJECTIVES

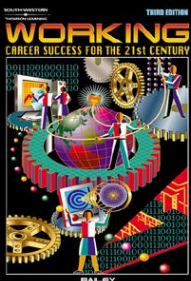
- Describe the importance of clarifying job goals before looking for employment.
- Explain how to get a Social Security number and work permit.



# JOB GOALS

- Thinking about job goals
  - Why do you want a job?
  - You will be asked this...
- Benefits of work experience
  - We discussed these earlier but will hit them again next.
  - You also ranked values that were important to you.

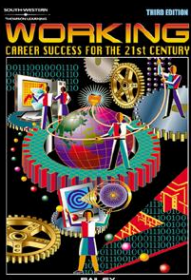
## Lesson 3.1



# BENEFITS OF WORK EXPERIENCE/JOB SHADOWS

- Learning occupational skills
- Developing employability skills
- Establishing a work record
- Earning while you learn
- Discovering career interests and goals
- Recognizing the relationship between education and work
- Remaining employed after graduation

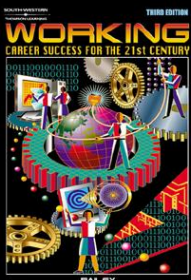
## Lesson 3.1



# GETTING READY

- Social Security number
- Work permit ( High School Level)

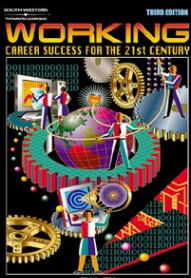
## Lesson 3.1



# SOCIAL SECURITY NUMBER

- The government uses this number to keep track of your earnings.
- Each number is unique.
- You will also need it to become employed along with other documents.
- Employer fills out I-9 form on you.
- Your number remains with you for life.
- There will not be any reassigning of SSN's.

## Lesson 3.1



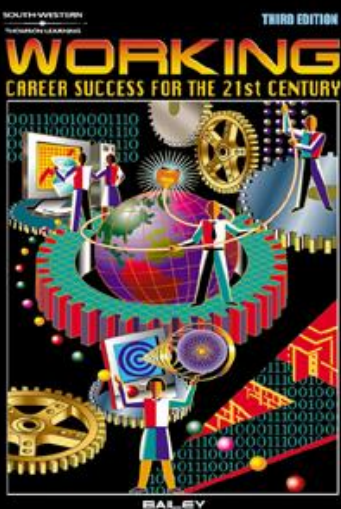
# WORK PERMIT

A **work permit** is a form issued by school officials that gives a student legal permission to work during school hours as part of a work experience education program.

The school district uses a Work Release Form for our students that leave for DMACC classes.

## Lesson 3.1



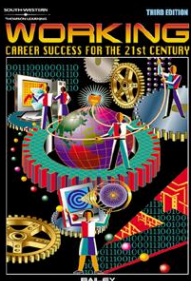


## LESSON 3.2

# FINDING JOB LEADS

### OBJECTIVES

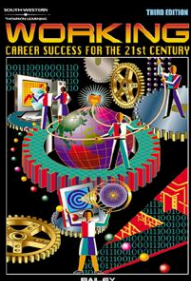
- Identify different sources of job leads.
- Illustrate how to prepare a job-lead card.
- Summarize the benefits of using job-lead cards.



# SOURCES OF JOB LEADS

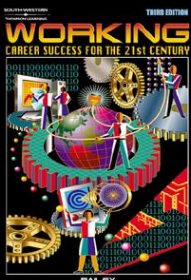
- Family and friends
- In-school sources
- Newspaper classified ads
- Job service
- Private employment agencies
- Direct employer contact
- Internet

## Lesson 3.2



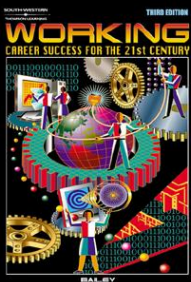
# 1) Family and Friends

- This is the networking we have discussed.
- Relatives, neighbors, community members, etc...
- Places where you family may do business
- Don't hesitate to ask for help
- They won't find the job for you.
- Don't expect anything more than just a lead.



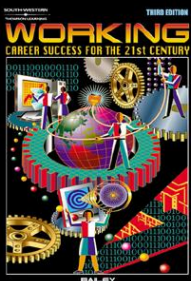
## 2) In-School Sources

- Teachers-some employers contact them directly when they have job leads.
- Counselor-let him/her know you are looking. They will keep their ears and eyes open for you.
- Job Placement Centers-they help match students with openings, make referrals.
- Others at Post-Secondary level.



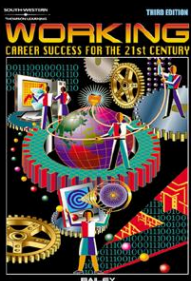
### 3) Newspaper Classifieds

- Employers often advertise but not always.
- There are four common kinds of ads.
  - Open
  - Blind
  - Catch-type
  - Agency Spot



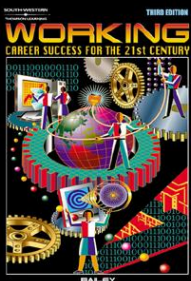
# Newspaper Classifieds Con't.

- Open Ad:
  - Best type of ad.
  - Tells all the requirements for the job and/or for applying.
  - Identifies the employer.
  - Gives all contact information.
  - Gives brief description of duties and responsibilities.



# Newspaper Classifieds Con't.

- Blind Ad:
  - The employer is unknown
  - Reasoning is that the employer does not want to be bombarded with lots of inquiries.
  - Often just gives a P.O. box number to apply to.
  - This allows for careful screening of applicants.

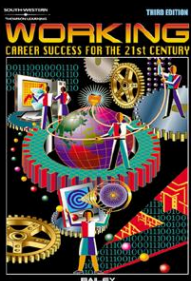


# Newspaper Classifieds Con't.

## ■ Catch-Type Ad:

- Promises good salary.
- Large salary listed at the top or inside of the ad in BOLD to catch your eye.
- Lists little if any requirements.
- Typically doesn't tell you what it is you have to do.
- Often the more unpleasant jobs, (door-to-door sales.)

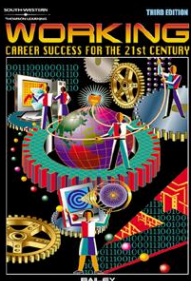




# Newspaper Classifieds Con't.

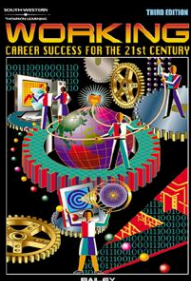
## ■ Agency-Spot Ad:

- This is an ad placed in the paper by a private employment agency, for the business wanting to hire.
- Hardest to find in the newspaper.
- Omits the name of the employer.
- So you don't know who for or where you may be working.
- Does give some basics of requirements/duties.
- You apply to the employment agency.



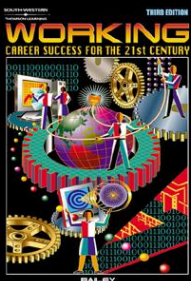
# On-Line Newspapers

- <http://www.onlinenewspapers.com/>
- <http://www.desmoinesregister.com/>
- <http://www.omaha.com/>
- <http://siouxcityjournal.com/>



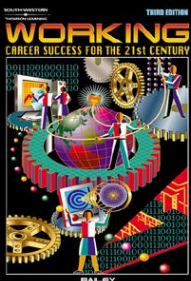
## 4) Job Service/DES Workforce Centers

- This is the system of PUBLIC employment offices located all over the state and in almost every town. (Denison, Carroll, & Harlan) have one locally.
- Services are provided free by the government.
- Primary purpose is to help workers who have lost jobs or have been laid off.



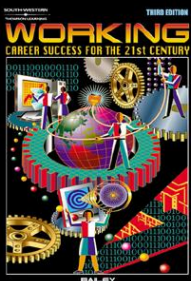
# Job Service/DES Workforce Centers

- First-time employment seekers may also be provided services, but preference is given to the groups listed previously.
- An application is filled out at the Job Service.
- A counselor does a **basic** interview to find out your interests, aptitudes, and work values.
- The counselor may arrange an interview if a job opens up.



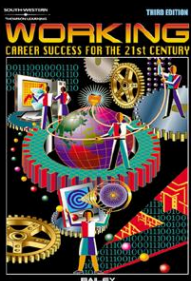
## 5) Private Employment Agencies

- These are businesses that find jobs for people for a fee!
- The agency will find jobs for either an individual or a business.
- If individuals use the service, they have to pay the fees.
- If a business uses the agency, either the business or the individual may pay the fee.



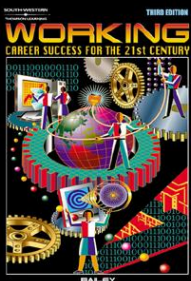
## Private Employment Agencies Con't.

- Be sure to know the financial arrangements before you sign agreements
- Usually must be over 18, looking for full time work.
- Also, usually not entry level positions.



# Private Employment Agencies

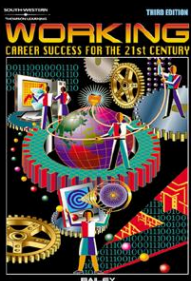
- Sample Temp/Fulltime Service Agencies In Omaha Area
- Sample Temp/Fulltime Service Agencies In Des Moines Area



## 6) Direct Employer Contact

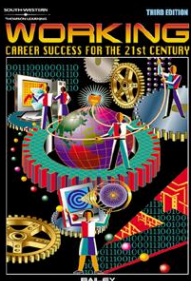
- This is where you talk directly to the potential employer.
- There may be a help-wanted sign in the window or on the door.
- Again many employers have unadvertised openings, you have to visit the company to find out.
- Use the yellow pages, internet etc. to make contacts.





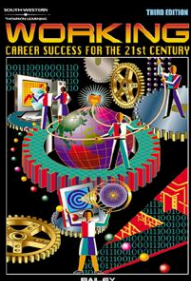
## Direct Employer Contact Con't.

- You may need to visit the company employment/personnel office.
- Be sure to go dressed for an interview!
- Be prepared to fill out an application on the spot, hand in a resume/cover letter.
- Take any materials you may need with you when you go looking, including your PDS.



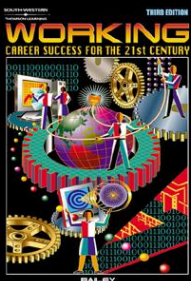
## 7) The Internet

- The internet has changed how many companies announce openings and is more prominent than ever.
- Many companies now have links directly to employment opportunities.
- They will also want you to post your resumes and or cover letters on-line.
- Posting on-line looks entirely different from a hard copy resume/cover letter.



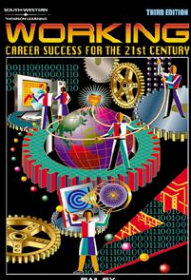
## The Internet Con't.

- Potential employers now have you fill out applications on-line also. They will take important information from this to determine the possibility of calling you in for an interview.
- Looks more like filling in a form.



# Website Information

- [www.desmoinesregister.com](http://www.desmoinesregister.com)
- [www.owhjobs.com](http://www.owhjobs.com)
- [www.omahajobs.com](http://www.omahajobs.com)
- [www.careerbuilder.com/](http://www.careerbuilder.com/)
- <http://www.kellyservices.com/Global/Home/>
- <http://www.manpower.us/en/Job-Seekers.htm>

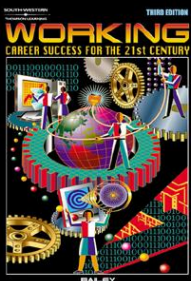


# 25 LEADING OCCUPATIONS FOR WORKERS AGED 16–24

## Occupations 1–9

1. Cashiers
2. Cooks, except short-order
3. Stock handlers and baggers
4. Waiters and waitresses
5. Janitors and cleaners
6. Secretaries
7. Laborers, except construction
8. Waiters' and waitresses' assistants
9. Sales workers, apparel

## Lesson 3.2

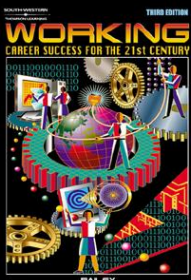


# 25 LEADING OCCUPATIONS FOR WORKERS AGED 16–24

## Occupations 10–17

10. Receptionists
11. Child-care workers, except private household
12. Food counter, fountain, and related occupations
13. Nursing aides, orderlies, and attendants
14. Supervisors and proprietors, sales occupations
15. Child-care workers, private household
16. Truck drivers, light
17. Bank tellers

## Lesson 3.2

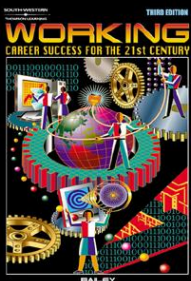


# 25 LEADING OCCUPATIONS FOR WORKERS AGED 16–24

## Occupations 18–25

18. Construction laborers
19. Garage and service station related occupations
20. Farm workers
21. Carpenters
22. Bookkeepers and accounting and auditing clerks
23. General office clerks
24. Groundskeepers and gardeners, except farmers
25. Computer operators

## Lesson 3.2

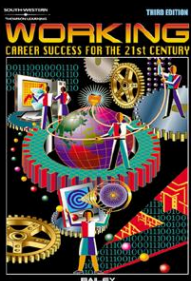


# KEEPING TRACK OF JOB LEADS

- Preparing job-lead cards
- Benefits of job-lead cards
- Following through

## Lesson 3.2





# SAMPLE JOB-LEAD CARD

(front)

## JOB LEAD

Source:

Date:

Type of Position:

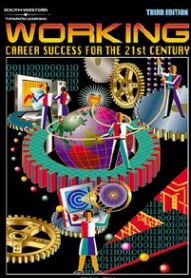
Person to Contact:

Company Name:

Address:

Phone Numbers:

Web Address:



# SAMPLE JOB-LEAD CARD

(back)

## ACTION TAKEN

Call Made To:

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Date:

---

Contact Made With:

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Date:

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Results:

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Date, Time, and Place of Appointment:

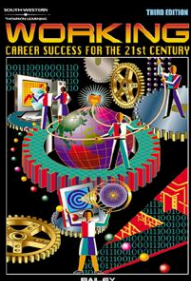
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Follow-up:

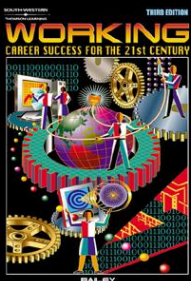
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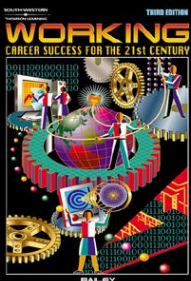
## Benefits of a Job Lead Card

- Keeps you from forgetting important information...Names, addresses, phone numbers, etc.
- Saves time. All information is located in one place!
- Allows you to be sure that you are not crossing names, titles, and places of business when contacting them.



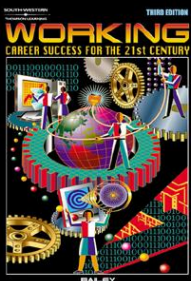
# Following Through

- Competition is stiff for positions.
- If you hear or know of something, act quickly to get your name known. (Contacting potential employer)
- If you wait or hesitate, others won't be.
- If you don't get the job right away, call them in a few days.
- Motivation and persistence are good qualities to have in an employee. You demonstrate that by keeping after job leads.



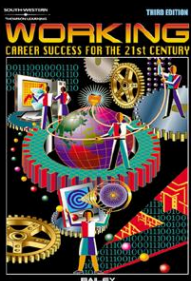
# Temporary Workers

- This is a very fast growing part of the workforce.
- Kelly Temp Services and Manpower are two of the more popular temp agencies in this region. But there are many others! (Google Temp Agencies or see the websites previously mentioned.)
- They help employers fill short-term needs.
  - Absent employees
  - Peak seasons
  - Special projects



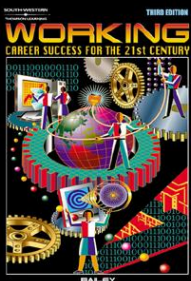
# Temporary Workers Con't.

- Most common temps are for office workers or administrative work.
- However, there is the possibility for temp work in just about any career area.



## 5 General Reasons Why People Do Temp Work:

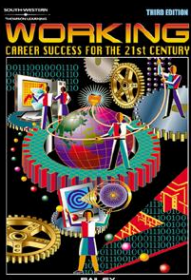
- **1) Rusty Skills:** temp work allows for employees to brush up on their skills. (Occ & Emp)
- **2) Uncertain About Goals:** these employees are not sure what they want to do for a stable job/career, so they temp to explore several possibilities.
- **3) Between Jobs:** high school, college students, laid off workers. They temp to finance the job hunting process among other things.



## 5 General Reasons Why People Do Temp Work:

- **4) Supporting Another Occupation:** those without permanent jobs may temp to support and earn money while pursuing another occupation. Ex: writers, actors, artists.
- **5) Extra Money:** students looking to pick up extra cash, possibly retirees.
- Temp work may be as short as one day or as long as a year or more. Some temp work can lead to permanent full-time employment.





# **WORKING**

## **Career Success for the 21<sup>st</sup> Century**

**by Larry J. Bailey**

Click on the title below to view the presentation for the next chapter.

### **CHAPTER 4**

## **APPLYING FOR A JOB**