

## Checklist: *Where to look for employment leads*

Listed below are methods that you may pursue, both reactive and proactive, to identify possible employment leads. Successful searches involve careful preparation, multiple strategies, and, most importantly, good follow-through. The following information provides various strategies for your consideration

### **Chambers of Commerce**

These organizations can be contacted to obtain information about employers in their area. Some require a membership but may offer meetings or community events that are open to non-members. Before you pay for membership make sure the information is worth your while.

### **Company websites**

Research companies job openings by going to their websites.

### **Conduct informational interviewing with prospective employers**

An informational interview is a brief meeting between a person who wants to investigate a specific position or several positions at a company of interest and a person working in position and/or in the company. The purpose of an informational interview is not to get a job. Instead, the goal is to find out more information about jobs that you are interested in. Surprisingly, most people actually enjoy taking a few moments out of their day to give advice to someone with an interest in their field.

### **Employment agencies**

An employment agency or staffing agency is a service that matches the labor needs of their corporate clients with individuals who have the skill sets necessary to meet those needs. Some agencies focus on particular industries. They match your skills to the needs of their client – your potential employer. Be sure to treat interactions with the agency as if they were your potential

employer. Before signing with an agency ask about fees and contracts. It is a good idea to check the background of the agency with the Better Business Bureau before signing on.

#### **Government Personnel Offices**

County, city, state, and federal offices have job postings for government positions. Be sure to follow application procedures as stated on the job posting.

#### **Job Fairs**

A job fair can be a great way of talking with many employers all under one roof. When preparing for a job fair, it is helpful to have a list of employers registered for the event. Identify employers that you would like to meet. You should prepare a list of questions to ask employers. Don't leave without getting a business card if there is one.

#### **Internet job sites**

Employment web sites of all kinds exist on the Internet. Many sites offer advice on job search information and others offer job listings. You can even arrange to be sent alerts regarding types of jobs relevant to you. Some applications are completed online.

#### **Libraries**

Libraries are often overlooked in terms of finding employment. Most libraries have computer labs and tutorials that are free to the public. You may only have 30 minutes to an hour to use the computer but during a slow period you may use it for longer periods of time. Kids usually dominate the computers after school and on weekends. Choose your time wisely. Some Libraries are offering employment assistance also. All libraries possess resources that contain labour market information, newspapers and job seeking guides.

#### **Newspapers**

The classified section of the newspaper is very important. It may take a while for you to understand how to find your job listing but it is worth the search. Always research the organization if possible

before applying. The Better Business Bureau is a good tool to check out a company. Apply to the listing within a few days.

### □ **Professional Associations**

You may consider joining professional associations in your field of interest. It is a great source for networking and you will be able to participate in activities that may be added to your resume, and make contact with employers.

### □ **Targeted letters**

If you have an internal contact who would not mind your mentioning his or her name in a cover letter, you should consider sending targeted cover letters accompanied by your resume to the employer of interest. This may help to get a foot in the door. Your letter should state your intention to follow up with a phone call. If your phone call is not returned you may ask your internal contact to advise you on your next move. Don't be disappointed if you do not get a response. The employer may not be interested or he or she may place the resume in the database until there is an opening. Do not force the issue.

### □ **The Employment Guide**

Provides an outline of duties, required education and training, professional associations and related occupations for hundreds of jobs. You can gain an overview of trends in areas of interest, employment prospects, potential for growth projects.

### □ **University Careers and Employment services**

If you are a student, check campus listing for career counselling. Most will have, assistance with applications, career directories, graduate recruitment programs, employment information.

### □ **Your Network**

One of the most effective means of locating a job is through networking. When done correctly, it can work for you when you are not working. Good network will alert you about new job opportunities, give wise career advice and enhance you professionally. To begin, develop a list of people who would be

willing to assist you: relatives, friends, faculty, former employers, teachers, and other professionals. Pass out your resume and ask them to assist you in finding employment by giving you leads and advice. Be sure that your network consists of reputable people and people who are interested in contributing to your success.