### THE SYSTEMATIC JOB SEARCH

Research has shown that people who go about their job search methodically tend to have a higher success rate: They locate work in a shorter amount of time. Here are some suggestions to increase your job-search effectiveness:

1. Make it your full-time job to look for a job, especially if you are currently unemployed and not in school. Get up at a time you would normally get up to go to work. Create a daily schedule for yourself and stick to it. For example, use your mornings to research job postings and to contact employers directly. You can then use your afternoons for going on interviews and contacting people in person. Keep a log of everything you do. This will keep your focused, positive and busy!

### 2. Know where and how to look for work.

Recent surveys indicate that this is how people found their most recent job:

35% heard about a job opening from someone

30% contacted employers directly, whether or not there was an opening

14% answered a want-ad, found in newspapers or on job boards

6% used a private employment agency

5% were referred by their state's Employment Center

2% took civil service tests

8% used other methods (made contact at career fairs, went to their union hiring hall, a community agency or placed an ad themselves).

These numbers show that at least 65% of jobs are filled by word-of-mouth, or by being at the right place at the right time. The more methods you use simultaneously, the greater your likelihood of success. Don't sit in front of your computer! Get out there and network!

3. Have your resume ready <u>before</u> you start your search. That way, you can respond immediately when you hear of an opening. If you have multiple skills sets and extensive experience in more than one industry- have more than one resume for each. We can help you with this. Call 206.934.4383 for an appointment.

# 4. Let everyone know that you are looking for a job.

Start with family, friends and acquaintances, but don't stop there. Use the more formalized way called NETWORKING - of making contact with people who might be able to tell you about job openings or introduce you to a hiring authority. Beginning with your own informal network of family, friends and acquaintances, ask these people if they can refer you to someone they know in a company you're interested in or someone who works in the field you want to work in. If you have recently graduated from college, or are still in school, your professors might be able to refer you to people in particular industries. Ask your network if you can use their name. Call the people you have been referred to (it helps to develop a phone script ahead of time). Briefly explain why you are calling and who referred you. Ask if they can spare 10 minutes of their time to meet with you in person to talk about possible opportunities in their company; If they can't or won't, ask them if they can refer you to another person. Always thank the person for their time, even if they can't meet with you. If they do agree to meet with you, send them a thank-you note after your meeting. Create a Linked-in profile and join professional groups in your industry for networking and to share knowledge.

5. Know what type of job(s) you are looking for and the skills that are required for each particular job. Know your skills and what you can offer an employer.

For example, if you are looking for a job in retail, good communications and customer service skills and an ability to sell are a must. Carefully read want-ads and job descriptions, and analyze them for required skills. It will be your task to sell yourself to a potential employer, and convince him or her that you have the skills for the job. Create a list of employers (anywhere from 20 to 200) who might be interested in someone with your skills.

## 6. Use the Internet wisely.

Good use of your Internet time is to look at individual companies' web sites to locate job openings and to learn more about those specific companies. More and more companies are posting their job openings on their web sites. This means that you have to become familiar with company names. The Career Services Center has several handouts with company web addresses to help you in your search. Don't surf the web aimlessly, and don't spend all your time at general job boards such as Monster. People report greater success when using local business and/or industry-specific job boards and websites. Some web site you may find useful:

http://seattle.craigslist.org
http://www.monster.com
http://go2worksource.com
seattlejobs.org
snagajob.com
wetfeet.com
indeed.com
simplyhired.com
http://college.monster.com (for recent graduates)
idealist.org
nwjobs.com

## 7. Follow up on all job leads as soon as you hear about them.

Use all methods of job searching simultaneously, and follow up on job leads immediately. That means sending out resumes and letters of application in response to advertisements on job board, in newspapers and other places where employers advertise. Listings don't always appear in the section where you expect them to be. Apply for all jobs you are interested in (and for which you qualify), and follow the procedures as requested in the ad. If someone gives you a verbal lead, pick up the phone and call the employer in question. This is not the time to procrastinate!

- 8. The CAREER SERVICES CENTER (Room 1102E) receives new job listings daily for part-time jobs and full-time jobs. We can also offer you assistance with resume writing, interviewing preparation and developing your own job search skills. Make our office your first stop in your job search. Our website also can be helpful for all your self-serve job search needs: http://www.seattlecentral.edu/careercenter/links
- 9. Private employment agencies and Washington State's WorkSource Centers can help to bring employers and job seekers together. If you've never used a private employment agency, here's how it works: First, you register yourself with one or more agencies (listed in the Yellow Pages under "employment"). You will complete an application and be given an interview by one of the agency's employees. You may also be given some general aptitude and/or office skills tests. You want to treat the interview as a regular job interview. The agency is trying to determine whether and how you may be a good fit for their employer-clients. The various skills test can help determine whether you will need additional training in certain skill areas.

Employment agencies use three categories of placement: temporary help, temp-to-hire and direct-hire placement. Temporary help is self-explanatory: the job you will be send to is time-limited. Temp-to-hire is a way in which employers can try out new employees without going through a lengthy and costly recruiting process themselves. The employment agency does the initial recruiting for the employer and you will be given a temporary assignment, perhaps for a month or so. If you pass your probationary period, you will be offered a permanent position, but you can also be told that your employment at the particular company will end after the temporary assignment. Finally, direct placement is similar in that the agency does the initial screening for the company, but you will be offered a permanent position immediately.

Agencies make their money by placing people. *Almost* always the employers pay the fees (they *always* do so for temporary help), but make sure to ask who is responsible for the fee. Also, since agencies don't earn money unless you take a job, be aware that some agencies may put pressure on you to accept a position.

10. Washington State WorkSource is a joint venture of organizations dedicated to addressing Washington State's employment needs. The offices maintain extensive job listings, provide placement services, hold job fairs, provide job-finding workshops and offer other services, such as access to unemployment insurance. The SCCC Career Center is a 'connection site'. This means we can assist with basic job search items (resume, interview, etc...), but we cannot access their large database and view your file or do electronic job referrals from the system. The Rainier Avenue office and the downtown Seattle satellite offices are closest to Seattle Central. On-line, start your visit by typing www.go2worksource.com, and be sure to visit all the different links you see there.

### 11. Job Fairs

Visiting job fairs can be a good introduction to potential employers. Most community colleges and 4-year universities have at least one job fair per year, and job fairs are also organized through the WorkSource Centers, by community organizations and by employers themselves. Job fairs are generally advertised in the business sections of the daily paper and in free publications such as *Today's Careers* and *The Job Seekers' Update* that are available at public libraries and career centers throughout King County. The recruiters are often doing the initial screening for employment, so treat your meeting with them as a job interview: bring your resume and act businesslike!

## 12. Tips for posting your resume on-line

Having your resume available on the Internet so that prospective employers can find you is an option that is nowadays available to you, but there are also some drawbacks that you should be aware of so that you can make the most of your on-line posting. By posting on-line, you certainly increase your visibility, which is especially useful if you want to apply for jobs in another city or state. Posting on-line is also beneficial if you have very specific skills to market and you are not sure who might be able to use your skills. Drawbacks to posting can include a loss of control and a loss of privacy. Creating a 'linked in' profile gives you a way for employers to view your resume and also can serve as a networking tool for you.