

GLC20 Unit 3: Preparations for Change

Activity 3: Job Search Skills

Overview

The job market can be a tricky place to explore, but with a bit of preparation and research, you will be able to find a job that you enjoy. There are a number of steps you should follow when trying to find a job. The following activity will help you to get organized for your future job searches.

Lesson

Job Readiness

How are you going to get a part-time or summer job? Before you begin your job search, there are a few things you need to consider.

Do you have a Social Insurance Number? Every person who works in Canada is required to have a Social Insurance Number. If you don't have one, get one! You can apply for one online.

5 Steps to An Effective Job Search

There are a number of steps you should follow when trying to find a job. Consider which ones you have done and figure out which ones you still need to do.

1. Assess Your Interests, Skills, and Goals

- Complete a personal inventory to help you choose the right occupation.

2. Develop Job Leads

- Identify the job market.
- Use different methods to search for jobs.

3. Write Your Resume

- Include all relevant information on education and prior work experience.
- Include all relevant skills and abilities including extracurricular activities.
- References should be included on a separate sheet.
- Include a different cover letter for each new job you apply for.

4. Communicate with Employers

- Complete application forms correctly - Learn How!!
- Contact employers by letter and telephone.
- Hand out your resume.

5. Ace the Interview

- Prepare yourself for the interview by researching the company.
- Make a favorable impression.
- Follow up.

6. Perform on the Job

- Give a good impression.
- Meet work standards.
- Get along with supervisors and co-workers.

The Hidden Job Market

Most job opportunities are not publicized:

- Three out of every five job openings are not listed by any job placement agencies, electronic job markets, or want ads in newspapers
- Employers rely heavily on referrals from employees, unsolicited applications from job seekers, moves and promotions within the organization, and other formal and informal networks
- No more than 15% of all job opportunities appear in Canada Employment Centre listings.

How People Look for Work

Job seekers use a variety of approaches:

- Six out of every ten unemployed job seekers contact employers directly; also more than five out of every ten unemployed job seekers look at job ads
- About one-third of job seekers approach public employment agencies; one-quarter contact friends and relatives
- With the exception of those seeking management and professional positions, job seekers don't usually use the resources of private employment agencies.

The Best Ways to Find Work

Most people find jobs through personal contact or networking:

- Over two-thirds of job seekers find full- or part-time work through personally contacting employers or networking.
- Search firms and employment agencies find jobs for 14% of job seekers.

Getting the Word Out About You

How many people do you know? How many people know you? How many different places have you met and come in contact with various people? In order to search for a job you need to make a list of as many different possible contacts as you can. This is the first step in promoting yourself and making a good impression for future employers.

Who can help?

Some examples of people who could give you information about potential jobs:

- Family and Relatives
- Teachers, Coaches, Counselors
- Job Club/Support Group Members
- Classmates and their Parents (past and present)
- Former Customers/Clients/Business Competitors
- Club Members (bowling, bridge, fitness, skiing)
- Members of Organizations, Associations, Special Interest Groups
- Parents of Siblings' Friends
- Friends and Neighbors
- Teachers, Professors, Instructors
- Volunteer coordinators/Associates
- Workshop/Conventions/Conference Attendees
- People at Special Occasions (weddings, parties)
- Employers (personnel managers, company recruiters)
- Company Employees (workers, supervisors, secretaries)
- Former Co-workers and Colleagues
- People in contact with many others

Assignment

1. What are the 5 steps to an effective job search?
2. Are most job opportunities publicized? Explain.
3. What are the best ways to find work?
4. Make a list of at least 5 people that might be able to help you find a job.