

The Job Search

How many hours a day should you spend looking for a job? Searching for work is a full-time job, so be sure to spend as much time looking as you would spend working. You must actively search for opportunities and leads. This will take time and effort but the payoff will be worth it.

An effective job search requires clear career goals. Knowing what kind of work you are looking for will keep your search focused. Every job seeker has a list of what he/she wants and limits on what he/she can do. You are comparing each job opening against your list just like the employer is comparing your qualifications to the job description. Think about what you must have in a job and what is open to discussion so you can concentrate your efforts on those jobs that will best fulfill your needs.

What Do Employers Want?

Employers are looking for applicants who match the skills of the position they are trying to fill. They want people who will help their businesses expand and meet their goals. It is important for you to show how you can meet these needs on job applications, in résumés, and during the interview. Here are some basic employer needs:

- Employers need to make and save money to stay in business.
- Employers need to grow their businesses.
- Employers need a problem-free work setting.
- Employers need people who get along well with others.

Job Search Tools

These items will aid in your job search:

- A notebook just for your job search, containing a

copy of your network list, copies of job messages (cover letters and follow-up letters) sent to potential employers, and a page for notes on each phone conversation with an employer and/or interview.

- A calendar for quick reference of important dates including: interviews, dates when you expect to hear back from employers, job fairs, networking activities, etc.
- One or more résumés that show your skills and abilities.
- A personal data sheet or a Personal Data Book (available at your local GDOL Career Center) with all your employment-related information.
- An answering machine or voice mail system with a professional message.
- An email address to use only for the job search (free with Yahoo, Gmail, Hotmail, etc.) Make sure the address you use sounds professional.

Have Questions?

Georgia Department of Labor Career Centers are available to assist you with job leads and free access to the Internet, copiers, phones, and faxes.

Locate an office near you at www.dol.georgia.gov



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Some people only respond to job postings or advertisements. If this is your plan, you are limiting your chances for success. Identify the companies you would like to work for and be proactive by contacting them.

The majority (80 percent or more) of job openings are never advertised. Most employers do not need to advertise job openings - they have enough applicants or they prefer to hire based on referrals from people they trust. Being proactive will generate more leads and will help you learn about other opportunities.

Eight Job Search Methods

1. **Georgia Department of Labor Career Centers and One-Stop Centers** - To take full advantage of the variety of free services, meet with staff to discuss job market trends, Internet job postings, workshops to prepare you for that next job, job fairs, etc.
2. **Networking** - To begin, make a list of people who may be willing to help you in your job search. Follow up on all leads.
3. **Newspapers and Trade Magazines** - Most job seekers rely on these to find job leads, so, expect there to be a lot of competition. To increase your success rate, respond quickly and research the company to add details in your cover letter. When you have the company name, follow up with a phone call to ask about the hiring timeline.
4. **Internet** - New employment sites appear each day. Some are specialized for a particular industry, or for a certain type of job. Many companies post their job openings on their own websites.
5. **Job Fairs** - These events allow you to meet many employers at one location. Dress as if you were going to an interview and take plenty of copies of your résumé. Ask for business cards and follow up on all leads within a week.
6. **Direct Employer Contact** - Think about all previous jobs, internships, and volunteer work where you have a contact within the company. Renewing that relationship may allow you to get

your foot in the door to learn about job opportunities. Persistence and follow-up are keys to success.

7. **Private Placement Agencies** - Employment agencies come in a variety of sizes and specialties. Investigate them carefully. Ask what they will do for you and how much it will cost.
8. **Temporary Agencies** - Many employers use temp or staffing agencies when they have openings. Then they offer full time positions to those temps who worked best. Temporary jobs are an excellent way to build skills, gain experience, and reduce your expenses while looking for a job. Check them out very carefully and be sure you understand all the conditions of the contract.

Receiving a Job Offer

Job offers are generally made by phone or mail. Most employers will confirm a verbal job offer in writing, including salary, position, and start date. Don't accept a job on the spot. Ask for some time (usually 24 or 48 hours) to think about it. Evaluate the position carefully before you accept the offer.



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Auxiliary Aids & Services are Available Upon Request to Individuals with Disabilities