

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 Personal Data Book with all your employment related information. A copy of a Personal Data Book can be downloaded online at dol.georgia.gov/develop-marketing-package to assist you with compiling your information.
- Voice mail set up on your phone with a professional prerecorded greeting. Make sure to check your voice mail often, removing old messages, ensuring employers do not get a message that your mailbox is full.
- An email address to use only for the job search (free with Yahoo, Gmail, Hotmail, etc.) Make sure the address you use sounds professional.

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

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 dol.georgia.gov



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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. Don't stop there. Try networking online. Start with joining a professional social network like LinkedIn. Online networking helps you learn about industries and companies and to connect with people in your industry. Companies also use these sites to find out more about applicants before they decide to interview or hire them.
3. **Local Newspapers and Trade Publications** - Although many employers may post their openings online with major job boards, local newspapers and trade publications may also offer online or print publications that can be an effective resource. Trade publications may have articles by industry experts, information on networking events, industry blogs, and job banks.
4. **Company Websites and Online Job Boards** - These are the most common tools used to search for jobs on the Internet. Company websites can be used to learn more about businesses or organizations. A company's website is the first place you should go to research an employer and to view their job postings. Another online resource are job boards. They let you search by keywords to find jobs. Start with Georgia Department of Labor's job board Employ Georgia by visiting <https://employgeorgia.com>.
5. **Job Fairs** can be virtual (online) or in person. Whether virtual or in person, these events allow you to meet many employers face to face. Always dress as

you were going to an interview. Make sure that you have updated your résumé and follow the instructions if the event requires you to register. Practice your pitch (how you introduce yourself), be mindful of your body language in person and on camera, be sure to research the companies ahead of time, 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 can be made by phone, email, or mail. Most employers will confirm a verbal job offer in writing, including salary, position, and start date. Take time to weigh the offer carefully (usually 24 or 48 hours). Consider the position, salary, commute time, hours/flex time, training, company brand, career advancement, any relocation expenses if applicable, start date, and any other details important to you as an employee. If you accept the offer, make sure to ask if they will send hiring documents, forms, and information that needs to be completed, signed, and returned before your start date.



Visit our website at dol.georgia.gov

Equal Opportunity Employer/Program
Auxiliary Aids & Services are Available Upon Request to Individuals with Disabilities