Looking for Employment

Lesson 320

Workforce Development

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Lesson 320，Looking for Employment

WFD4320

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To the Student

In Lesson 320, *Looking for Employment*, you will learn about ways to conduct your job search. When you finish this lesson, you will be able to answer the following questions:

- How do I use networking to help me in my job search?
- How can I find and use job information on the Internet?
- How can I find and use job information in the newspaper?
- How can I find and use employment agencies in my job search?
- What other sources of job information can I find and use?
- How much time should I spend looking for employment?

This lesson is divided into numbered parts called Frames. Within these Frames, you will answer many questions about conducting a job search. Write your answers to these questions on a separate sheet of paper. Then look at the top of the next page in the lesson to check your answers along the way.

Some answer blanks may be filled with more than one word. The wording of your answer may vary from the answer in the lesson. Be sure to answer each question. If you use the lesson in this way, you will learn how to conduct a job search.

Some words in the lesson will be followed by an asterisk (*). This symbol shows that the word is listed in the Glossary at the end of the lesson. The Glossary will show you how to pronounce the word and what the word means.

After certain Frames in the lesson, you will see this sign:

The information that follows will direct you to complete a lesson worksheet. You should finish the worksheet before continuing the lesson.

If you do not understand how to use this lesson or if you need help with certain Frames, ask your Instructor.

Now turn the page and begin.

1. Lucinda recently graduated* from high school. She plans to look for her first job. Lucinda is not sure she has the skills for the kind of job she wants.

   Oscar has worked in a steel mill for ten years. He spends his spare time doing carpentry projects for neighbors. Oscar is moving to the Southwest. He will look for a job in construction.

   After her divorce*, Trudy decides that she should find a new job. She wants to work more than 20 hours a week as she does now. She must keep her present job while she looks for a new job.

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2. Lucinda, Oscar, and Trudy want to find a job. They are all starting a **job search**. They all will need information about jobs. What kind of information will they need? Where will they find the information?

   This lesson is about **sources* of job information**. In this lesson, you will explore various ways to find a job. You will find out where to get information about jobs.

How do I use networking to help me in my job search?

3. How do you begin a job search? One of the best ways is to ask people you know for help. You can start with friends, relatives, and neighbors.

   Asking other people to help you look for a job is called **networking**.

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4. Let everyone know you are looking for work. Also, let everyone know the kind of work that you are looking for. Ask for their help in your job _____. Then you will have a network of people on the lookout for jobs for you.

answers to previous page

4. search

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5. When you network to find a job, you may learn about jobs that are not advertised*. You may learn about new job openings.

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6. Many job openings are not advertised. People find out about these jobs through their friends, their ministers, their coworkers*, or their relatives. _____ is important because many jobs are found this way.

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7. You can create a network of people who will help you search for a job. Tell people who you know that you are looking for a job. Tell them what kind of job you are looking for. Tell them about your skills and work experience. Tell them about your education and training. People in your _____ can help you contact* employers*.

   An **employer** is the person or company someone works for.

answers to previous page

6. Networking
7. network

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8. Rachel is looking for a new job. She lost her job because of cutbacks* at her company. Rachel would like to find another job with good employee* benefits.

   An **employee** is a person who works for another person or for a company in exchange for pay.

   Employee benefits are support or protection provided to an employee by an employer. Benefits may include health insurance*, paid vacation, sick leave, and retirement*.

   After her aerobics* class at the gym, Rachel tells her instructor about her job _____. She tells him that she has worked as a secretary and that she has other skills. She can do bookkeeping and has knowledge of several computer* programs. She tells him that she completed a secretarial course at a business college after high school.

   Rachel tells her instructor what kind of work she wants. She tells her instructor what _____ and experience she has. She tells him about her _____ at the business college. Rachel networks at the gym by _____.

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9. At home, Rachel makes a list of all the _____ who might help her find a job. She lists friends, relatives, and neighbors. She lists former coworkers, former supervisors*, and professionals* that she knows, such as her church minister.

   A **supervisor** oversees work done by a department, a team, or a group.

answers to previous page

8. search; skills; education **or** training **or** course; telling her aerobics instructor she is looking for a job **or** similar* answer
9. people

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10. Rachel makes a second list. This list includes her skills, her _____, and her education. When she calls the people on her first list, she will tell them about herself. She will tell them what kind of work she is looking for.

    Lesson 330, *Preparing Your Resume*, explains how to arrange your skills and work experience on a resume.

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11. Rachel's mother helps Rachel _____. Rachel's mother tells her friends and people in her workplace about Rachel's job _____. Rachel knows that networking will be a good source of job leads*. In fact, she has read that over half of all jobs are filled through networking.

    Job leads are opportunities located during a job search. They are openings for jobs that fit your job search. You can find job leads by networking. The more networking you do and the better you describe your needs, skills, and education, the more job leads you will get for jobs that you want.

answers to previous page

10. work experience
11. network **or** look for a job; search

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12. Rachel's networking pays off. One of her mother's friends works in a lawyer's office. The lawyer is looking for an administrative assistant*. The lawyer has not advertised the position in the newspaper.

    Rachel calls her mother's friend to speak to her about the job. Because of Rachel's _____, she finds out about a chance to apply* for the _____.

    To **apply** for a job means to make an official request* to an employer for a job, usually in writing. A person who applies for a job is called an **applicant***.

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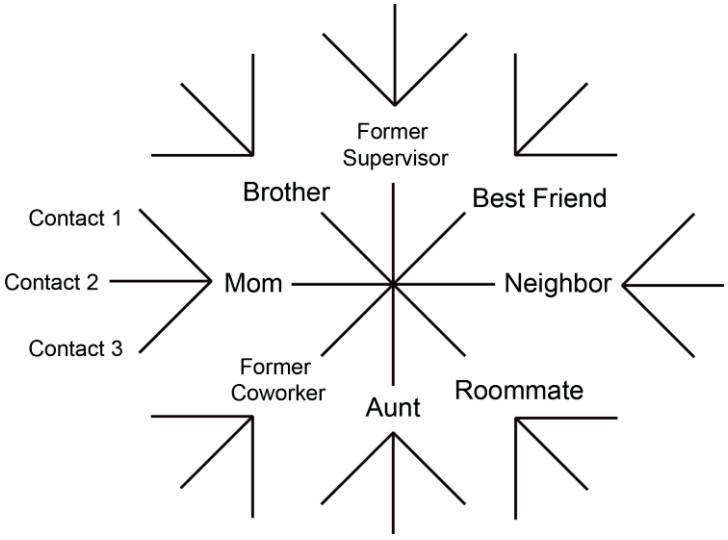
13. You can see how important networking is by imagining the people in your network, each sharing the news of your job search with the right people in their network.

    You can dramatically improve your chances of finding the right job through _____.



answers to previous page

12. networking; job
13. networking

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14. Belonging to social, civic*, or community organizations* gives you a chance to meet new people. Meeting new _____ offers you the opportunity to network. The more people you know, the more _____ you can receive in your job search.

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15. You should keep in touch with the people in your network. They may have information about _____ leads for you to follow. You should also let your network contacts* know that you appreciate their help.

    Lesson 380, *Managing Your Job Search*, tells more about keeping in touch with network contacts.

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16. Rob Gooding worked during the summer of his junior year in high school. He worked part-time as a counter person at an ice cream shop. **Part-time** means that you work less than 30 hours a week.

    Rob graduated from high school last month. He wants to find permanent*, full-time employment*. **Full-time** means that you work between 30 and 40 hours per week.

    Employment is the situation of working for another person or company. Having employment means having a job.

    At a family reunion, Rob tells his _____ about his job search. He tells them about the work he did a year ago. He tells them that he wants a job to save money to attend community college.

answers to previous page

14. people; help **or** similar answer
15. job
16. relatives **or** family

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17. Rob tells his _____ that he would like to find a job with a good salary and paid vacation. His aunt tells him about a job as assistant* manager* of Taco King. She has heard that Taco King trains its employees.

    Rob's aunt thinks his experience in the food service industry will help him. Rob applies for the job.

    Rob is a good match for the job of assistant manager. He already has _____ dealing with customers in the food service industry.

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18. Rob has a job interview* with Ms. Wilson, the manager of Taco King.

    A **job interview** is a face-to-face meeting between an applicant and an employer. The purpose of the interview is for the applicant and the employer to find out about each other.

    Rob tells Ms. Wilson about his experience working at the ice cream shop. Ms. Wilson calls Rob's former* supervisor Mr. Hopkins. Mr. Hopkins says that Rob was a hard worker and a responsible employee.

    Mr. Hopkins tells Ms. Wilson that Rob picks up new skills quickly. This is important because Rob will learn how to run the restaurant. Ms. Wilson is impressed* with Rob. He is hired.

answers to previous page

17. relatives **or** family; experience

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19. Rob tells Ms. Wilson about his job at the ice cream shop. Rob's former _____ gives him a good recommendation*. Rob is hired! The first successful step Rob takes in finding his new job is _____ at his family reunion.

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20. Any gathering is a chance to network for job information. Belonging to a social, civic, or community organization provides opportunities for you to _____.

    When someone tells you about a job opening, **follow up immediately**. Most jobs do not remain open for long.

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21. When you hear about a job opening, you should _____. The best way to follow up is to visit the job site*. While you are there, ask for an application*.

    A **job application** is a form completed by someone seeking employment with a particular employer. Most employers require that you complete a job application to be considered for employment.

    Lesson 350, *Completing a Job Application*, explains how to fill out a job application.

    Be prepared when you respond* to a job lead by visiting a job site. You may have an interview for the job at the time of your visit.

answers to previous page

19. supervisor **or** employer; networking
20. network
21. follow up immediately

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22. Having a network of people to help you is one of the best ways to find a job. Someone may give you information that leads to you getting a job. When people help you in your job search, you should send them a thank-you note. Lesson 380, *Managing Your Job Search*, explains how to write thank-you notes.

You are now ready to complete Worksheet 320A, "Networking."
When you finish the worksheet, go to Frame 23 and continue this lesson.

How can I find and use job information on the Internet?

23. Once you establish your job search network, you can also look for jobs in other ways. One great source of job information is **the Internet**.

The Internet holds a wealth of information about available jobs, either in **online job boards*** or on **company websites***. While there is a lot of information available, it is important to determine which sources of information are reliable and which are unreliable.

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24. The Internet is freely accessible at all times. If people don't have Internet at home, many local libraries have computers to use. Usually, computers at public libraries have Internet access. Many career centers also provide this service.

25. There are many different types of **job search websites** available. It is important to determine which of these sites are the most _____. You can check how often sites are updated, whether they are managed by site administrators*, and which organizations sponsor them.

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26. **Job search websites** offer different things. Some just offer job listings. Others offer **social networking*** opportunities, discussion **forums***, and articles with job search advice. They also may offer links to trade association* websites, which you can review for more information on certain trades.

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27. Some job search websites allow you build an **online profile***. You can attach your resume, describe your skills, _____, and experience, and even apply directly for jobs posted by hiring employers.

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28. One reliable website for job openings is the Occupational Information Network or O*NET (http://www.onetcenter.org). This website is a good source of occupational information* and job search information. It offers career planning tools and assistance, occupational descriptions, and links* to available jobs.

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29. O*NET is developed under the US Department of Labor/Employment and Training Administration (USDOL/ETA). O*NET is an accurate and _____ source of information for your _____.

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