

Job Search Strategies

Directions People look for jobs in different ways. Some techniques are more effective than others. Follow the steps below to compare three different job search strategies.

1 Choose a candidate and job. What kind of job will you look for? First, choose an imaginary job candidate. For example, you could seek a job for a new high school or college graduate. List the job seeker’s qualifications on paper. Then decide what type of work this candidate wants, and write that down as well. As you search for jobs, concentrate on the field selected for the candidate.

2 Search the want ads in a local newspaper. The newspaper is your first search strategy. If you do not have a local paper, you can find one at the library. The listings are usually organized by job title. Look for positions in your candidate’s chosen field. On the lines below, list the jobs that seem worth pursuing. Include relevant information about each job, such as the employer, the job title, any description provided, and salary (if supplied).

3 Search online. The Internet is your second search strategy. Try to find online job sites. Searching on a phrase like “job listings” will probably turn up several of these sites. There are several ways to search job sites. For instance, you can look for jobs in a specific area, jobs with a specific title, or jobs at a specific company. Try different combinations of search strategies to find job listings for your imaginary candidate. List below the job leads you find, along with relevant details.

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CHAPTER 5 Entering the World of Work (Continued)

Focus on *Planning*

4 Search by talking with people. Your third strategy for finding a job is to talk with friends, family members, and even casual acquaintances. When people use this strategy, they tell others that they are looking for work in a particular field. Even if other people do not know of any job openings, they may suggest someone who could be helpful. They might even hear about an opening later and let the job seeker know.

To use this strategy for your imaginary job search, tell people you know that you are working on a school project. Ask whether they know of any jobs that might be available for your candidate. List the job leads they provide below.

Also ask whether they can suggest any job contacts—other people who might be able to help your candidate find a job. List their proposed contacts here.

5 Compare results. Which of the three job search strategies turned up the most job leads? Which strategy yielded the most promising leads? On the lines below, summarize which strategy you think is best overall and why.
