

JOB SEARCH TECHNIQUES
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OVERVIEW

In this market, it is necessary to view finding a job as a many faceted process. First step in finding a job is to create or update your resume. Second step is to locate job opportunities and use your resume to obtain an interview. Third step is to interview and receive a job offer.

There are a variety of different ways to go about each step in this process. Below we will explore the second step – finding the job opportunities. The following briefly describes the basic job search techniques. You need to be aware of all the options and methodically check them all out.

THE WEB

Searching for a job on the Internet is very common. Most medium to large organizations will have a corporate website that contains career information. Smaller organizations may still rely on the other methods noted below.

Three different types of employment websites: 1) Websites where you post your resume for companies to peruse, 2) websites where you respond to a form of Internet help wanted ad, and 3) websites that serve as a combination of both. Do some research and target companies in the industry and geographic area that interests you and post your resume on their websites. This is very useful because after you complete their application process, frequently you can have them notify you when jobs become available. It also makes sense to post your resume on some of the major job boards.

On-line Application Process:

Be aware that the on-line application process is sometimes quite long. It is important to make sure that your resume uses industry/product buzz words. If there is a job posting, use that as a guide to be sure you have the correct terminology. In other words, repeat the same words that are used in the job posting to describe your experience. One of the main ways that electronic systems sort out resumes is by looking for specific words within your resume and within the answers to their questions regarding your experience.

Do not rush through this process. It is worth the time to do it right, proofread your work for typos and grammatical errors and then it will work for you later. Below are some of the more popular sites for jobs.

Popular Websites for Jobs:

- Careerbuilder <http://www.careerbuilder.com>
- Careermosaic <http://www.careermosaic.com>
- Careerpath <http://www.careerpath.com>
- Cool Jobs <http://www.cooljobs.com>
- Direct Employers <http://www.directemployers.com>
- Flipdog <http://www.flipdog.com>
- Headhunter <http://www.headhunter.net>
- Hot Jobs <http://www.hotjobs.com>
- Job Trak <http://www.jobtrak.com>
- Kforce <http://www.kforce.com>
- The Monster Board <http://www.monster.com>
- NY Times <http://www.nytimes.com/jobs>
- Studentcenter <http://www.studentcenter.com>
- Virtual Job Fair <http://www.vjf.com>
- Wet Feet <http://www.wetfeet.com>

Industry-Specific Boards

- Finance: <http://www.Jobsinthemoney.com>
<http://www.financialjobs.com>
<http://www.fjn.com>
<http://www.nbn-jobs.com>

- Government/non profit
 - <http://www.govtjobs.com>
 - <http://www.usajobs.opm.gov>
 - <http://www.opportunityNOCS.org>
 - <http://www.fedworld.gov/jobs/jobsearch.html>

- Media
 - <http://www.mediabistro.com>
 - <http://www.journalismjobs.com>
 - <http://www.mandy.com>
 - <http://www.nynma.org/careers>

- Marketing/advertising/sales
 - <http://www.marketingjobs.com>
 - <http://www.Tigerjobs.com>
 - <http://www.jobs4sales.com>

- Technology
 - <http://www.Tech-engin.com>
 - <http://www.dice.com>
 - <http://www.computerjobs.com>
 - <http://www.techies.com>

NETWORKING

It is best to speak with as many people as possible, you never know who might be aware of a need that must be filled. Frequently, teachers, and guidance counselors become aware of employment opportunities. Other networking opportunities come from friends, parents, neighbors, as well as any special interest group. Never disregard a potential opportunity, even if it is not exactly what you want. Consider what you might learn and how the opportunity might lead to other opportunities. Sometimes when you speak with a wide range of people, you just might end up with opportunities and ideas that you did not already consider exploring.

NEWSPAPER ADS

Check all of the local papers that cover your geographic area. Read the ads carefully and supply exactly what the ad requests. For example, some want you to send a resume by

fax or email, but no phone calls. Some ads request a cover letter and resume. Some ads request salary requirements. If you do not follow their directions exactly, often they will not respond.

EMPLOYMENT SERVICES

Register with several employment services that specialize in the field that interests you. Employment services can be a very useful way of getting into organizations that do not have their own websites or that do not do their own advertising. Many agencies advertise in newspapers and job boards. Some will ask you to come in and fill out forms, take computer literacy/technical tests and do a general exploratory interview to find out what your objectives are and the type of organization that you would like to join. A thank you card is appropriate after you have met with them and a phone call once a week to check on possible opportunities. They receive many applications per day, if you do not stay in touch with them, you might be forgotten.

COMMUNITY BOARDS, SOCIAL GROUPS, PROFESSIONAL ORGANIZATIONS, LOCAL LIBRARIES & THE CHAMBER OF COMMERCE:

Community groups, social and professional organizations often have postings for jobs from neighborhood businesses. The local library will have a job reference section and periodically conduct workshops on interviewing, resume preparation and job search techniques. The Yellow pages, industrial directories and the Chamber of Commerce all have names of firms with contact information that can assist you in reaching out to organizations of interest.

INDUSTRIAL AND CRAFT UNIONS:

If you are interested in a specific trade, it makes sense to contact the union and talk with someone regarding your interests. They will frequently have hiring authority for many companies. Each one deals with specific occupations. Members with seniority can be very helpful in the process. Don't be bashful with regard to asking someone for some help.

CIVIL SERVICE – City, County, State and Federal:

If you want to work for the local or state government, you must take the appropriate exam and wait for your name to be called from the list. Government employment can take a very long time from the test time to when you actually begin employment. Be prepared to make money in another way until the process is completed. This process can take up to one or two years. All of the government listings can be accessed on the web. The Civil Service website for Suffolk county is www.co.suffolk.ny.us. The Chief is also another way to find out when tests are given. It is a weekly newspaper that lists the schedule of the latest tests and it comes out every Tuesday.

DIRECT CONTACT METHOD:

Some companies will post a sign letting you know they have openings. Make sure that when you go into the company, you are dressed appropriately and have fresh copies of your resume. Be prepared to fill out an application and perhaps have an interview on the spot.

SCHOOL OR COLLEGE PLACEMENT SERVICES:

Many schools have reached out to the local business population and will be aware of potential networking or direct job opportunities. These services are frequently available to current students and alumni.