

**Job Search Skills****Job Search Skills**

The job market can be a tricky place to explore, but with a bit of preparation and research, you will be able to find a job that you enjoy.

**The Hidden Job Market**

*Most job opportunities are not publicized:*

- Three out of every five job openings are not listed with any job placement agencies, electronic job markets, or want ads in newspapers
- Employers rely heavily on referrals from employees, unsolicited applications from job seekers, moves and promotions within the organization, and other formal and informal networks
- No more than 15% of all job opportunities appear in Canada Employment Centre listings

**How People Look for Work**

*Job seekers use a variety of approaches:*

- Six out of every ten unemployed job seekers contact employers directly; also more than five out of every ten unemployed job seekers look at job ads
- About one-third of job seekers approach public employment agencies; one-quarter contact friends and relatives
- With the exception of those seeking management and professional positions, job seekers don't usually use the resources of private employment agencies





## **The Best Ways to Find Work**

*Most people find jobs through personal contact or networking:*

- Over two-thirds of job seekers find full or part time work through personally contacting employers or networking
- Search firms and employment agencies find jobs for 14% of job seekers



## **Steps in the Job Search**

There are a number of steps you should follow when trying to find a job. Consider which ones you have done and figure out which ones you still need to do.



## **GETTING THE WORD OUT ABOUT YOU**



### **"PEOPLE GET PEOPLE JOBS" - SO MEET PEOPLE!**

How many people do you know? How many people know you? How many different places have you met and come in contact with various people? In order to search for a job you need to make a list of as many different possible contacts as you can. This is the first step in promoting yourself and making a good impression for future employers.

**TELL EVERYONE!**

**LET THE WHOLE WORLD KNOW!**

**PASS THE WORD AROUND!**

**WHO YOU KNOW HELPS!**

## Who can help?

*Some examples of people who could give you information about potential jobs:*

Family and Relatives  
Teachers, Coaches, Counsellors  
Job Club/Support Group Members  
Classmates and their Parents (past and present)  
Club Members (drama, fitness, skiing)  
Members of Organizations, Associations, Special Interest Groups  
Parents of Siblings' Friends  
Friends and Neighbours  
Teachers, Professors, Instructors  
Volunteer Co-ordinators/Associates  
People at Special Occasions (weddings, parties)  
Employers (personnel managers, company recruiters)  
Company Employees (workers, supervisors, secretaries)  
Former Co-workers and Colleagues  
People in contact with many others  
Community Members/Leaders



## **Assignment**

In groups of 3-4 people, review the list of people who can give you information on potential jobs.

List many different sources (at least 15) of people that you have had contact with. State only the source and not the people's names. (e.g. people seen frequently like tellers, cashiers, or pharmacists; casual acquaintances (friend of a friend of a friend); strangers, like store clerks, customers, or bus passengers.)

*Examples:*

*Cashier job that you found out about from your friend at the local convenience store.*

*Grass cutting job you found out about from your father's friend who owns a small business.*

**You will have to present your lists to the class at the end of the period.**