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# Job Searching



## College of Education Career Services

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## Finding a Job

Before you can put your clearly typed resume, informative portfolio, and dazzling interview skills to work you must first find a position; this can be a long and tedious process depending on the job market. The question is where do I begin? The following pages include information on where to start. Remember, if you don't find something right away don't be discouraged; finding the right fit for you can take time but it will be worth the wait.

## Job Searching Strategies

- 1. Be assertive and proactive-** Don't wait around for opportunity to come knocking on your door. While completing applications online can be quick and convenient, meeting an employer face-to-face or talking to them on the phone can leave a much more lasting impression. If applications are online only don't be afraid to follow-up with a phone call to make sure your application was received.
- 2. Be flexible-** Temporary positions are a great way to increase skills, gain experience and earn money while looking for a permanent position. Consider substitute teaching while you are on the job hunt; it is a great way to make connections and find openings in the field.
- 3. Keep careful records-** Maintain a detailed record of all the jobs you have applied to, including communications, interviews, referrals, and follow-up actions. This will help you build a network of valuable contacts both for your current job search and for any future ones.
- 4. Be persistent-** Job searching is hard work and there are times when you will be discouraged. Just keep in mind that everyone has been through the same grind at one point. Try to keep a positive attitude, and look at your job hunt as an exciting challenge. Your perfect job is out there somewhere!

<http://www.allbusiness.com/human-resources/careers-job-hunting/1594-1.html>

## Personal Contacts

Many jobs are never advertised; people get them by talking to friends, family, neighbors, acquaintances, teachers, former coworkers, and others who know of an opening. Let people know that you are looking for a job and work on developing new contacts—join student, community, or professional organizations.

## Classified Ads

The "Help Wanted" ads in newspapers, professional journals and on the Internet list many jobs, and lots of people find work by replying to these ads. When using classified ads, keep the following in mind:

- Track all leads to find a job; do not rely solely on the classifieds.
- Answer ads quickly, because openings may be filled swiftly, even before the ad stops appearing in the paper.
- Read the ads every day, particularly the Sunday edition, which usually includes the most listings.
- Keep a record of all ads to which you have responded, including the specific skills, educational background, and personal qualifications required for the position.

## Labor Unions

Labor unions provide various employment services to members and potential members, including apprenticeship programs that teach a specific trade or skill. Contact the appropriate labor union or State apprenticeship council for more information.

## Private Employment Agencies and Career Consultants

Private agencies can save you time and they will contact employers who otherwise might be difficult to locate. However, these agencies may charge for their services. Most operate on a commission basis, charging a percentage of the first-year salary paid to a successful applicant. You or the hiring company will pay the fee. Find out the exact cost and who is responsible for paying associated fees before using the service. When determining if the service is worth the cost, consider any guarantees that the agency offers.

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## Employers

Directly contacting employers is one of the most successful means of job hunting. Through library and Internet research, develop a list of potential employers in your desired career field. Then call these employers or check their Web sites for job openings. Web sites and business directories can tell you how to apply for a position or whom to contact. Even if no open positions are posted, do not hesitate to contact the employer: You never know when a job might become available.

## Internet Resources

The Internet includes many job hunting Web sites with job listings. Some job boards provide National listings of all kinds; others are local. Some relate to a specific type of work; others are general. To find good prospects, begin with an Internet search using keywords related to the job you want. Also look for the sites of related professional associations.

In online job databases, remember that job listings may be posted by field or discipline, so begin your search using keywords. Many Web sites allow job seekers to post their resumes online for free.

## Professional Associations

Many professions have associations that offer employment information, including career planning, educational programs, job listings, and job placement. To use these services, associations usually require that you be a member; information can be obtained directly from an association through the Internet, by telephone, or by mail.

For more information visit:  
<http://www.bls.gov/oco/oco20042.htm>



# Job Searching Sites

## Links to Job Search Engines

Monster

- <http://www.monster.com/>

Indeed

- <http://www.indeed.com/>

WorkTree

- <http://www.worktree.com/>

Simply Hired

- <http://www.simplyhired.com/>

Yahoo! Hot Jobs

- <http://hotjobs.yahoo.com/>

JuJu

- <http://www.juju.com/>

Career Builder

- <http://www.careerbuilder.com/>

The Job Spider

- <http://www.thejobspider.com/>

Hound

- <http://www.hound.com/>

## Links to Education Websites

Teach for America

- <http://www.teachforamerica.org/>

Teachers Count

- <http://teacherscount.org/>

K-12 Jobs

- <http://k12jobs.com/>

Academic Employment Network

- <http://www.academply.com/>

School Spring

- <http://www.schoolspring.com/>

ABC Teaching Jobs

- <http://www.abcteachingjobs.com/>

Teacher Jobs

- <http://www.teacherjobs.com/>

Education America

- <http://www.educationamerica.net/>

School Staff

- <http://www.schoolstaff.com/>

Education Jobs

- <http://www.educationjobs.com/>

## Example of Job Searching Record Keeping

Company / School Name	Date Applied	Interview Date	Contacts	Notes
White Bird ES	1/21/09	1/25/09	Dr. Bob May 356-4562	Will call on 1/29/09 to follow-up with Dr. May
Garfield ES	1/22/09	N/A	Jan Davis 346-5623	Will follow-up on Application on 1/28/09
Century ES	1/22/09	1/26/09	Dana Roberts 867-5309	Talked with Dana on 1/28/09 she will call back by 1/31/09