



LOOKING FOR A JOB: STEP BY STEP

DECIDE WHERE TO LOOK

STEP 6

Remember, *looking for a job is a job!* It is up to you. YOU need to find the job openings. The jobs do not come to you. You will need to get out into your community and LOOK. Check out these job sources:

- State Employment/Job Service Centers – usually have the largest list of job openings for your state... and the service is free.
- Family, friends and anyone you know who is working – many jobs are found this way.
- HELP WANTED signs – small businesses often use them – be ready to fill out an application and have an interview.
- Newspaper and shopper's guides ads – will give you an idea of the kinds of jobs available...but only 15% of jobs show up in ads, the rest are not listed.
- The Internet has become a popular tool for employers to advertise jobs. Many companies list jobs on their websites.
- Company's personnel office – will have job listings for the entire company.
- Yellow Pages – look here for employers that might have not listed jobs. The Yellow Pages can help you decide which employers are close to where you live.
- Work-study programs – earn while you learn, usually located at vocational schools/community colleges.
- Schools, colleges, hospitals, churches and libraries often have not listed jobs. Call them. Visit them.
- Small/home businesses are good sources for part-time jobs.

Make a list of places where you can look for a job. Remember that the job you look for should match your transportation. The job also needs to match your education, interests, and skills. Places where I can look for a job are:

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Find out information about companies/businesses. Most have websites or other information posted on the Internet. Be informed about the work of the company/business. Employers are impressed when applicants show some knowledge of their work.