

JOB SEARCHING TECHNIQUES

Where to Find Jobs

- The Internet
- Community Employment Services and other Employment Agencies
- Help wanted signs
- Bulletin boards
- Newspapers
- Job Fairs
- Pounding the pavement

Networking

- Networking is a form of self-marketing that allows professionals to expand their circle of contacts, building valuable relationships for job searching
- Everyone you meet is a potential employer or network contact
- People often rely on word of mouth when making their hiring decisions
- Your network can include friends, family, friends of family, former employers, community leaders, neighbours, colleagues, people you meet through informational interviews, mentors, and volunteer contacts
- When networking, be sure to know yourself and skills, introduce yourself to people, tell people what sets you apart, and always keep résumés with you (Have an Elevator Speech prepared)

Informational Interviews

- Informational Interviews are a good way to network and become familiar with different businesses and work environments
- To set up an Informational Interview, call and ask for the manager or owner. State that you are interested in setting up an appointment to gather information. Set up a time that is convenient for the manager/owner
- Always prepare questions before going to the interview
- Ask questions about the duties, what education is needed, what he/she feels the prospects are, what skills and experience are needed, etc.

Pounding the Pavement

- There are many jobs that are not posted
- A good way to find work is to go to any place you would be interested in working, talk to the manager, and hand in a résumé
- If you have not received responses in a couple of weeks, then follow up with a phone call or visit. Ask the manager if they have had a chance to look over your résumé

How to Dress When Job Searching

- Dress professionally
- Try to avoid wearing blue jeans, jogging pants, graphic shirts, a lot of jewelry, etc.
- Avoid wearing cologne, perfume or other scents because of health alerts
- Secondhand stores are a great place to shop when you are on a budget

Internet Job Search Websites

www.loyalistces.ca

www.jobbank.gc.ca

www.gojobs.gov.on.ca

www.wowjobs.ca

www.eluta.ca

www.indeed.ca

www.monster.ca

www.kijiji.ca

www.workopolis.ca

www.simplyhired.ca

www.youthconnect.ca

<http://charityvillage.com/>

<http://ovjobs.ca/>

www.EasternOntarioJobs.com

www.ontariomunicipaljobs.com

<http://www.hastingscounty.com/services/careers>