

# 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](http://www.loyalistces.ca)

[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

[www.gojobs.gov.on.ca](http://www.gojobs.gov.on.ca)

[www.wowjobs.ca](http://www.wowjobs.ca)

[www.eluta.ca](http://www.eluta.ca)

[www.indeed.ca](http://www.indeed.ca)

[www.monster.ca](http://www.monster.ca)

[www.kijiji.ca](http://www.kijiji.ca)

[www.workopolis.ca](http://www.workopolis.ca)

[www.simplyhired.ca](http://www.simplyhired.ca)

[www.youthconnect.ca](http://www.youthconnect.ca)

<http://charityvillage.com/>

<http://ovjobs.ca/>

[www.EasternOntarioJobs.com](http://www.EasternOntarioJobs.com)

[www.ontariomunicipaljobs.com](http://www.ontariomunicipaljobs.com)

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