

# Self Determination Conference Employment Toolbox

## Job Seeking Tip Sheet

### What makes a good job seeking plan?

You will get a job faster with a good job seeking plan. A good job seeking plan involves using several job seeking strategies at the same time. For example, if you only look on-line for job openings in your area, you are missing out on knowing about a lot of other job openings in your community. This is because less than 20% of job openings are ever advertised. Most job openings are found in the “hidden job market.” You can tap into the hidden job market by networking with friends and family, and by researching and connecting with local businesses.

### Job Seeking Strategies:

***Looking for Job Postings and Advertisements*** – These can be found on the internet, at the local Job Center, in newspapers, and help wanted and hiring signs posted at businesses.

***Researching and Approaching Businesses*** – Make a list of the businesses that you are interested in learning more about and possibly working for. Next do some research by looking at the companies’ websites on-line, asking people you know if they know something about the businesses or someone who works for the businesses on your list. Gather as much information as you can about the businesses on your list. Next, call or stop into the businesses and request an informational interview or job shadow. Tell them that you are interested in their business and would like to learn more about it and what they look for in job candidates. If you walk in or get an informational interview or job shadow, be prepared to fill out an application or give your resume on the spot should the business ask you for it!

***Use Your Personal Networks*** – write out a list of all the people you know and the places they work. Let all the people in your network know you are looking for a job and tell them the kind of job you want and the skills you have. Ask them for their help with job leads they might come across. Follow up with them a couple of times a month to let them know you are still looking for job ideas and leads. If you are interested in a place where one of your family members or friends work, then ask them to connect you to someone to talk about an informational interview appointment or how to apply for open positions.

***Using a Job Developer*** – If you apply for services with the Division of Vocational Rehabilitation, your counselor can connect you to a job developer. Job developers can help you find job leads. Keep in mind that a job developer isn’t just going to hand you a job! You need to be involved in your job seeking plan too. You can do that by using the three strategies listed above.

# Job Seeking Activity Worksheet

My job goal is:

Five businesses I would like to work at are: (If you can't come up with 5, come up with some ideas for how you can learn about more business in your community)

- 1.
- 2.
- 3.
- 4.
- 5.

People I know who I can talk to about job ideas and leads are:

- 1.
- 2.
- 3.
- 4.
- 5.

Three specific things I learned about today that I can add to my job seeking toolbox:

- 1.
- 2.
- 3.