

Networking Tips

Set a goal for every contact (to get a job lead, or just to get information).

Example: “Hello my name is Joe JobHunter. I am pursuing a career in shipping and receiving and I’m calling to find out about opportunities with your company.”

Talk to hiring authorities.

Example: “Could you please give me the name of the individual responsible for the hiring decisions for the shipping and receiving area?” “Could I please speak with Mr. Smith?”

Use a sales pitch.

Example: “I have over two years’ experience as a shipping and receiving clerk with the Valley Dental supply company. For the past year, I handled all billing and invoicing. I am now looking to continue my successful career with a new company and was wondering what types of shipping and receiving positions your company has to offer.”

If Jobs are available, ask how to apply.

Example: “Those opportunities sound very interesting to me, what should I do to apply for them?” “When would be a good time for me to come in and meet with you to discuss my qualifications in more detail?”



If not, ask about future opportunities.

Example: I understand that you don’t have any openings at this time, but how can I make sure I’m aware of openings in the future?” “Could I meet with you anyway just in case something comes up?”

Get a referral.

Example: “Before I go, could you please give me the name of someone else in this field who is as knowable as you are?” When I contact Mr. Jones, may I say you referred me?”

Keep track of your contacts.

Create and maintain a form to keep track of whom you contacted, when the contact was made, and what was discussed.

Be courteous.

Example: “Thank you very much for your time and information. I look forward to speaking with you really soon.”

Follow up.

Example: “Hello Mr. Smith. This is Joe JobHunter. You may remember that I called you last month to ask about job opportunities with your company. I was wondering if you could spare five minutes to bring me up to date on any new developments?”

partnership dedicated to bringing coordinated services to the residents and business community of Fayette County.

We encourage you to explore our website and to visit our Resource Room located at:

**7Fayette Center
Washington C.H., OH 43160
or call
(740) 335-4830
for more information.**

Tips For a Successful
Job Search

**The Ohio Department
Job & Family Services
Bob Taft, Governor**

A successful job search employs a blend of:

Positive Attitude

Planning

Research

Networking

Positive Attitude

Think like a salesperson.

Job seeking is a full-time sales job. Start thinking about what good salespeople do to make you want to buy a product, then use those approaches to “sell” your skills and accomplishments to employers. Learn from every contact and never give up until you make the sale.

Consider all options and offers.

Pursue every job lead that interests you, regardless of location, pay, etc. Communicate with the employer about your concerns and drawbacks that you see with the position. Discuss possible ways to offset what seems to be barriers. Just because something in the job posting doesn't mean it's not negotiable.

Planning

Set “working hours.”

Treat your job search just like a regular job, with set hours to start and finish your day. A good rule is to devote the same number of hours you'd like to be working to your job search. Report to “work” on time and don't let distractions take you away from the task at hand. Tell family members and friends that you are unavailable during job search time.

Select your methods.

There are many different job search methods in use today. They include classified ads, resumes, applications, information interviews, Internet job banks, and personal contacts with employers. Take some time to find out more about the methods available to you and determine which ones will best suit your needs and interests.

Be prepared.

Maintain a “job search file” that contains copies of your resumes, a master application, names and addresses of at least three references, copies of any correspondence with employers (cover letters, thank you notes, etc.), and maps of the area. In addition, always have a calendar, pens, and note paper ready so you'll be prepared when the hot lead pops up.

Research

Know yourself.

You need to know that facts of your work history (dates, places, job duties), as well as any training or volunteer experience you have that supports your career goal. You should also know what kind of worker you are and be prepared to discuss your goals and accomplishments.

Know what you want

Employers are most impressed by job seekers who know what kind of tasks they want to perform and the environment they prefer. Talk to employers and consult books and other resources to find out what kinds of careers interest you.

Know potential employers in your area.

Take some time to learn more about every employer in your chosen area. Something you learn now could be of use in the future. Find out each company's customers, their products, the competitors, etc.

Networking

Written communication.

One way to build a network is to write letters to potential network members explaining your goals and what part you'd like them to play in your job search. Follow-up in person or with a phone call to maintain their involvement in your search.

WEBSITE ADDRESSES FOR CAREER INFORMATION

America's JobBank <http://www.ajb.dni.us/>

Best Jobs U.S.A. = <http://www.bestjobsusa.com/>

Career File = <http://www.careerfile.com/>

Employment Classifieds = <http://www.employment.classifieds.yahoo.com/>

Federal OPM jobs = <http://www.usajobs.opm.gov/>

Head Hunter.Net= <http://www.headhunter.net/>

Hot Jobs = <http://www.hotjobs.com/>

Infoseek = <http://www.infoseek.com/>

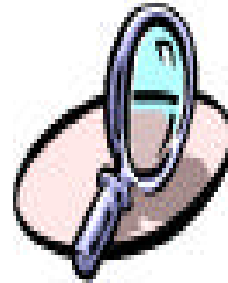
Internet Career Connections = <http://www.iccweb.com/>

Job Center = <http://jobcenter.com/>

Monster Board = <http://www.monster.com/>

Labor Market Information= <http://lmi.state.oh.us/>

Ohio Department of jobs and family services = <http://www.state.oh.us/odjfs>



Ohio Government = <http://www.state.oh.us/ohio/>

Ohio Works = <http://www.ohioworks.com>

Skill Search = <http://www.skillsearch.com>

The Internet Job Locator = <http://www.joblocator.com/>

Veteran Services http://www.state.oh.us/obes/veterans_home.htm