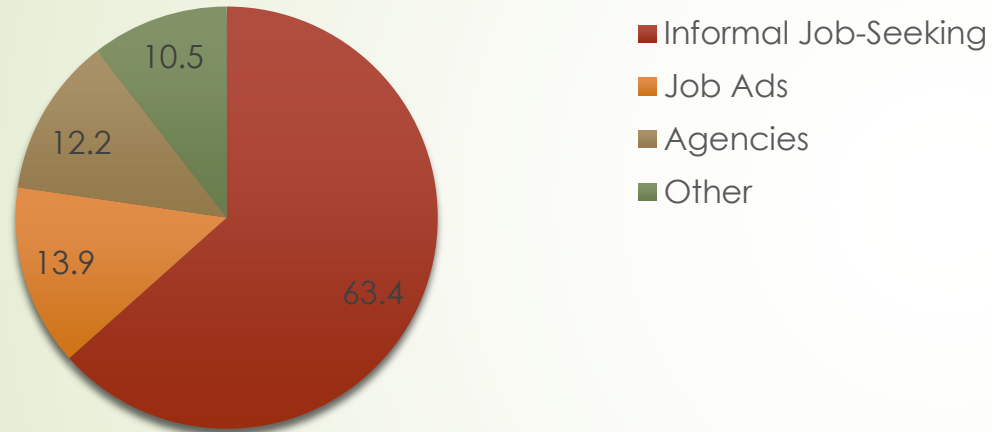


# Job Search Workshop

The Search

# How People Find Jobs



## Informal Methods

- Direct Contact with Employers
- Networking through family, friends, acquaintances

## Ads

- Internet job sites
- Social Media

## Agencies

- Employment Agencies

## Other

# Networking

- Tell people that you are looking for work
- Update Social Media with the position you are looking for and what your skills are

BE AWARE THAT EMPLOYERS MAY CHECK SOCIAL MEDIA. ARE YOU POSTING ONLY THINGS YOU WOULD WANT AN EMPLOYER TO SEE?

- Get contact information from the people in your network
- Volunteer. You will expand your network, learn new skills and get potential referrals and references
- Promote yourself in a professional manner
- Follow up with contacts

# Internet Job Sites and Job Ads

- ▶ Most job ads will be on-line
- ▶ Sites like Indeed, Canada Job Bank, Monster, Kijiji, and Social Media like Facebook and LinkedIn all have local job ads
- ▶ Check the websites of Companies that you want to work for and apply directly on the Company's website, even if you find the posting elsewhere
- ▶ Many jobs will require you to fill out on-line applications as well as upload your resume and cover letter
  - ▶ When you upload your resume, pay close attention to the file type accepted, if no file preference is given, save your resume in a PDF format
  - ▶ Some jobs may require you to take a skills test before you upload your resume

# Employment agencies

- ▶ Help with Resume and Career Development
- ▶ Are responsible for matching employees to the needs of employers
- ▶ Many private employment agencies charge for their services, this is usually paid by the employer
- ▶ Some employment agencies fill temporary positions, this is a good way to gain experience if you are new to a career