

JOB SEARCHING TECHNIQUES

Where to Find Jobs

- The Internet
- Community Employment Services and other Employment Agencies
- Help wanted signs in stores
- Bulletin boards
- Newspapers
- Job Boards
- 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 resumes with you

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. State that you are interested in setting up an appointment to gather information. Set up a time that is convenient for the Manager
- 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 resume
- 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 resume

How to Dress When Job Searching

- Try to avoid wearing blue jeans, jogging pants, graphic shirts, a lot of jewelry, etc.
- Avoid wearing too much cologne or perfume because of allergies
- Second hand 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

<http://emplois-jobs.gc.ca/index-eng.htm>

www.wowjobs.ca

www.eluta.ca

www.indeed.ca

www.monster.ca

www.kijiji.ca

www.workopolis.ca

www.simplyhired.ca/l-bancroft-on-jobs.html

www.youthconnect.ca

<http://charityvillage.com/>

<http://ovjobs.ca/>

www.EasternOntarioJobs.com

www.ontariomunicipaljobs.com

www.hastingscounty.com

www.canadian-forests.com

www.hydroone.com/Careers/Pages/Default.aspx

<http://www.ontariocampsassociation.ca/camp-jobs-2/members-job-postings/>