



**Finding Job Opportunities Handout**

Video: 12 minutes

**Uncovering Open Jobs**

- The \_\_\_\_\_ is an essential job-search tool.
- The two most prominent job boards: \_\_\_\_\_ and \_\_\_\_\_
- Other sources of leads for job seekers:
  - Classified sites, like Craigslist or Kijiji
  - Trade association websites
  - Company webpages
- 5 signs of a fake job posting:
  - Job sounds \_\_\_\_\_
  - Vague \_\_\_\_\_
  - Typos and grammatical errors
  - Requests \_\_\_\_\_ information
  - Company \_\_\_\_\_ is unclear or missing

**Online Networking**

- \_\_\_% of hiring managers are using social networking to find candidates. (U.S. News and World Report)
- Networking is just \_\_\_\_\_ to and connecting with people.
- The most popular online professional networking tool is \_\_\_\_\_.
- As important as it is to build your network, \_\_\_\_\_ it is just as significant.

NOTES: \_\_\_\_\_

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**Utilizing a Staffing Company**

- Staffing companies help \_\_\_\_\_ businesses find people to fill all kinds of jobs, in all kinds of career fields.
- Express Employment Professionals has up to \_\_\_\_\_ job openings at one time, and more than \_\_\_\_\_ offices across the country.
- Express is always \_\_\_\_\_ of charge for job seekers!
- Three types of job placements:
  - Temporary/Contract
  - \_\_\_\_\_ Hire
  - Direct \_\_\_\_\_

**Job Fairs**

- Range from “\_\_\_\_\_” multi-employer events to \_\_\_\_\_ events.
- Remember to:
  - Wear comfortable, but professional \_\_\_\_\_
  - Dress \_\_\_\_\_
  - Bring \_\_\_\_\_ to hand out
  - Network
  - Be proactive

**Understanding Job Descriptions**

- Learn what they really mean by visiting the Movin’ On Up blog at [Blog.ExpressPros.com](http://Blog.ExpressPros.com) and reading:
  - “Deciphering What a Job Description Really Means”
  - “Job Posts Decoded”

**Questions to Ponder:**

- What’s my game plan for finding open jobs?
- Are my LinkedIn and other social media accounts set up and designed for effective networking? What changes are needed?

ANSWERS ON BACK





## Uncovering Open Jobs

- The internet is an essential job-search tool.
- The two most prominent job boards: Monster and CareerBuilder
- Other sources of leads for job seekers:
  - Classified sites, like Craigslist or Kijiji
  - Trade association websites
  - Company webpages
- 5 signs of a fake job posting:
  - Job sounds too good to be true
  - Vague description
  - Typos and grammatical errors
  - Requests credit card information
  - Company name is unclear or missing

## Online Networking

- 75% of hiring managers are using social networking to find candidates. (U.S. News and World Report)
- Networking is just talking to and connecting with people.
- The most popular online professional networking tool is LinkedIn.
- As important as it is to build your network, maintaining it is just as significant.

## Utilizing a Staffing Company

- Staffing companies help local businesses find people to fill all kinds of jobs, in all kinds of career fields.
- Express Employment Professionals has up to 20,000 job openings at one time, and more than 700 offices across the country.
- Express is always free of charge for job seekers!
- Three types of job placements:
  - Temporary/Contract
  - Evaluation Hire
  - Direct Hire

## Job Fairs

- Range from “real life” multi-employer events to online events.
- Remember to:
  - Wear comfortable, but professional shoes
  - Dress professionally
  - Bring résumés to hand out
  - Network
  - Be proactive

## Understanding Job Descriptions

- Learn what they really mean by visiting the Movin’ On Up blog at Blog.ExpressPros.com and reading:
  - “Deciphering What a Job Description Really Means”
  - “Job Posts Decoded”