TEN WAYS TO FIND EMPLOYERS

Referrals:
Talk to the people you know. Ask your family, friends, relatives, neighbors, classmates, teachers, and counselors if they know of any employers who hire people with your occupation. Referrals land more jobs that any other method.

Community Agencies:
If you are a veteran, a woman, a minority, a teenager, a senior citizen, and ex-offender, handicapped or disabled, you have dozens of community agencies that would like to help you. Find out who they are. Contact your city government, Job Service office, church, synagogue, or public library for information.

Job Fairs:
The chamber of Commerce, the Job Service, business associations, large corporations, colleges, and high schools often sponsor job fairs or career days. Look for announcements in the newspaper or call to see when job fairs are being scheduled. At these fairs you’ll get to meet employers, learn about their companies, and see where you might fit in.

The Job Service:
There are about 2,000 state employment offices around the country. They help job hunters find employment and they help employers find workers. You can check the computerized Job banks to see what job opportunities are available. You can also discuss your goals with a trained staff member who will provide counseling and arrange interviews with employers.

Newspaper Help Ads:
The help-wanted section of your newspaper can be used to spot the job you’re looking for. It can also be used to spot which companies are “hiring.” Don’t be afraid to approach a company that’s hiring – it doesn’t matter that they aren’t advertising for your particular occupation. What matters most is that they are hiring people.

Trade Directories:
If you’re looking for a job in a specific industry, go to the library and ask the librarian to help you find the trade directories. Directories list all the businesses in a certain industry. There are directories for hospitals, publishers, banks, department stores, computer companies, and just about any other industry group you can think of.

Trade Journals:
Practically every occupation has its own trade journal or magazine. There’s a journal for nurses, teachers, writers, bankers, lawyers, auto mechanics, engineers, and so on. Check your library to see if they subscribe to a trade journal for your occupation. Most journals feature articles and advertisements by or about major companies – employers. Most also have a help-wanted section.

State Indexes:
Most state publish indexes of all the registered businesses in their state. The index to manufactures would list all the textile, plastics, computer, appliance, and other manufactures. The index to retail firms would list all the department stores, pharmacies, restaurants, gas stations, and other retailers. The index to service firms would list all the banks, barbers shops, hospitals, law firms and so on. Check your library to see if your state published indexes of the businesses in your state.

Local Businesses:
If you want a job in your own hometown, check the membership lists of your local Chamber of Commerce. You might also check with your city or county government for a list of businesses in your neighborhood.

Yellow Pages:
The Yellow Pages of your telephone book is another good place to check for prospective employers. You’ll get a cross sectional view of all the businesses in your area plus a breakdown of businesses by their specialty (auto repair, beautician, veterinarian, and the like).