TYPICAL JOB-HUNTING SYSTEM

Newspaper Ads
"I will place an ad to find someone"

Resumes
"I will look at some resume which come in, unsolicited."

Employment Agency
For Lower Level Jobs
"I want to hire someone for a lower level job, from a stack of potential candidates that some agency has screened for me." This is called "a private employment agency," or if it is within the company "the Human Resources Department," Only 15% of all organizations have such an internal department.

Search Firm for Higher Level Jobs
"I want to hire someone for a higher level job, from among outstanding people who are presently working for another organization; and I will pay a recruiter to find this outstanding candidate for me." This agency, thus hired by an employer is called "a search firm" or "headhunter"; only employers can hire such agencies.

A Job-Hunter Who Offers Proof
"I want to hire someone who walks in the door and can show me samples of their previous work." "I want to hire someone whose work a trusted friend of mine has seen and recommends." That friend may be: mate, best friend, or colleague

From Within
Employer’s Thoughts:
“I want to hire someone whose work I have seen.” (Promotion from within of a full-time employee, or promotion from within of a part-time employee; hiring a former consultant for a regular position (formerly on a limited contract); hiring a temp for a regular position; hiring a volunteer for a regular position)


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