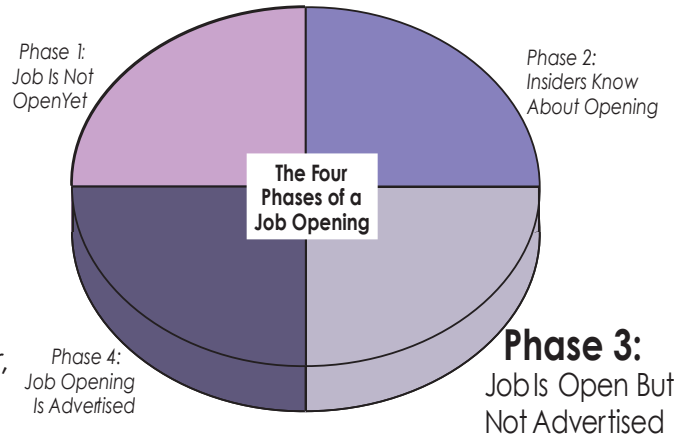


Where Are the Jobs?

3 Phase Three: A job is open but it has not been advertised

In this stage, the employer says there is a job opening. It may take days or weeks to officially open the position. Only the employer and some employees may know of the opening. At this point, others looking for jobs will find out about the opening. Remember, many job openings were filled in Phases 1 and 2. To get a job in Phase



3, it will be important to meet the employer. Let the employer know you are interested in a job. Don't forget, employers like to hire people they know or who are referred by their employees. Here are ways to help the employer know more about you:

- First, find out about the company. Call the main number and ask to talk with someone who can tell you about the company. Ask these questions:
 1. What is the product or service of the company?
 2. What is a recent success of the business?
 3. How many people are employed at the company?
- Second, call the employer and introduce yourself. Tell the employer why you would like to work for the company.
- Third, ask for an appointment to meet with the employer. At this meeting, talk about your reasons for wanting to work at this company. Let the employer know you are a hard worker.

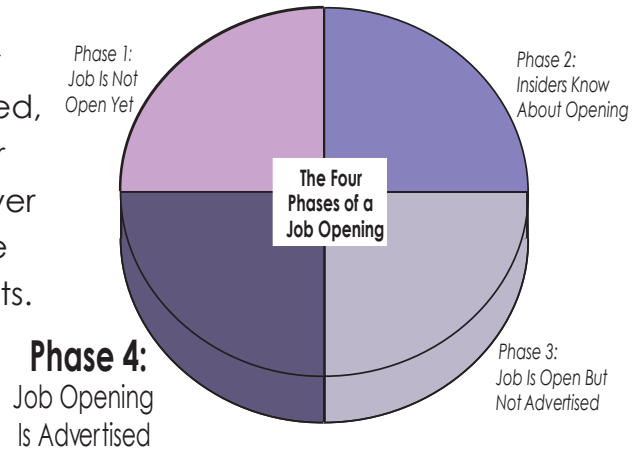
1. Who knows about job openings in Phase 3?
2. What can you do to get a job at Phase 3?
3. What can you do to help the employer get to know you in Phase 3?

Where Are the Jobs?

4

Phase Four: The job opening is advertised

In Phase 4, jobs are advertised for the public. Once a job is advertised, you will compete with every other job seeker. In Phase 4, the employer looks for every reason to eliminate you from the large list of applicants. This is the hardest way to get a job. Remember, most job openings are filled in the first three phases. The best method for getting a job is to go back to Phase 1 or 2. In these phases, you will let the employer get to know you. In these phases, you can learn about the company. This is the best way to find out about possible job openings. If you wait for Phase 4 to find a job you will need to:



- ✓ Check the help-wanted ads every day.
- ✓ Complete an application and turn it in as soon as possible.
- ✓ Call the employer every day to check on the job opening.
- ✓ Wait for the employer to invite you to an interview.

1. Who knows about job openings in this stage?
2. What can you do to get a job at this stage?
3. What steps can you take to let the employer get to know you at this stage?