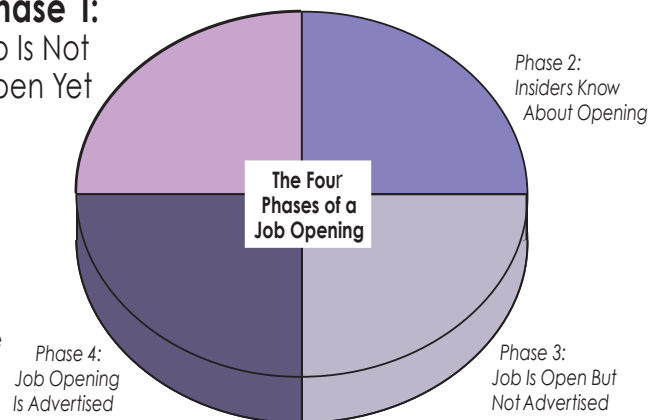


Where Are the Jobs?

Do you know how jobs open up for hire? Employers may know about job openings for weeks or even months before they are open to the public. Sometimes jobs never open to the public. They are given to someone the employer knows. To get the job you want, learn about the four phases of a job opening.

Phase 1:
Job Is Not
Open Yet



1 Phase One: There is no job open now

During this phase the employer has no job openings, BUT, employers are always looking for good employees. Introduce yourself to employers so they can get to know you. Most people ignore this stage, but this is the smartest place to start. Employers prefer to hire people they know. So, the first step is to meet the employer. Here is a list of ways to let the employer know about you:

- Ask for a short meeting to talk to the employer. Ask about the company and jobs that may open up. Tell the employer about your experience.
- Ask to job-shadow at this business to watch and find out about the job.
- Volunteer at this business (if it is nonprofit). Show that you like this business.
- Get a job through a school work program. Show that you are dependable.
- Get a summer job at this business. Show that you are a hard worker.
- Always watch for possible job openings. Let others know you are interested in working at this business.

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

Where Are the Jobs?

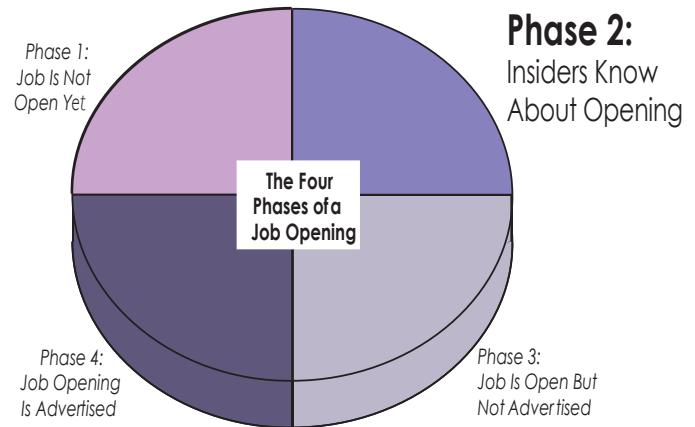
2

Phase Two: Insiders know there will be a job opening

Someone in the business knows about a job before it is open. For example, workers usually know when a co-worker is leaving. And they know before the employer finds out. Remember, a number of all job openings are filled in Phase 1. These are filled by people the employer knows, before the job is open. More jobs

are filled in Phase 2. These are filled by people other co-workers know, before the job is open. So many job openings are filled before the job is officially open. When looking for a job, research to get more information about the business where you want to work. Also, help the business get to know you. Here are some suggestions:

- Ask for a short meeting to talk to the employer. Ask about the company and possible future job openings. Tell the employer about your experience.
- Job-shadow at this business. Find out about the business while you shadow.
- Volunteer at this business if it is a nonprofit organization. Show that you are a hard worker. Listen for job opportunities. Let employees know that you are interested in getting a summer job.
- Get a summer job through a school work program. Ask other employees about future job openings. Show you are dependable.



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