

3

Know the Phases of a Job Opening

TRANSITION OBJECTIVE

Students will identify the phases of a job opening.

RELEVANCE TO SUCCESSFUL TRANSITION

New jobs open in phases and tend to be filled before the last phase, advertising to the public, is ever reached. In fact, 75% of all jobs are filled before advertising is necessary. These phases of hiring are not generally known to the average job seeker, but, once understood, they make the task of job searching much easier.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I can find a job by . . .

❑ STEP 2: Convene Roundtable

"Looking for a job makes me feel ____."

❑ STEP 3: Advance Organizer

"Today you will learn about the four phases of a job opening."

❑ STEP 4: Activity - 10 Minutes

Review from the last lesson that many jobs are hidden or not known to most people who are looking for a job. Quickly go over the facts from **How People Find Jobs**. Tell students they now need to learn how to get a hidden job by understanding the phases of a job opening.

60



CAREER MANAGEMENT: Unit 2 LESSON 3

Where Are the Jobs?

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 of 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 employers 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.

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

© Used by permission of the James Starfield Company, Santa Barbara, CA 93103 THE TRANSITIONS CURRICULUM 60

59



CAREER MANAGEMENT: Unit 2 LESSON 3

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.

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.

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

© Used by permission of the James Starfield Company, Santa Barbara, CA 93103 THE TRANSITIONS CURRICULUM 59

61



CAREER MANAGEMENT: Unit 2 LESSON 3

Where Are the Jobs?

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:
 - What is the product or service of the company?
 - What is a recent success of the business?
 - 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.

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

© Used by permission of the James Starfield Company, Santa Barbara, CA 93103 THE TRANSITIONS CURRICULUM 61

62

CAREER MANAGEMENT: Unit 2 LESSON 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 of this stage?

© Used by permission of the James Starfield Company, Santa Barbara, CA 93103 THE TRANSITION CURRICULUM

62

of the section. Go over the questions and answers with the class before going on to Phase 2. After all sections have been read and questions answered and discussed, summarize with the following: some of all jobs are filled at Phase 1 before there is a job opening; others are filled at Phase 2 when insiders know about an opening; more are filled during Phase 3 when a job has been opened but not advertised; the remaining jobs are filled in Phase 4 after the job opening is advertised. To get hired, students must look for jobs in the first three phases before jobs are advertised.

☐ STEP 6: Evaluate Outcomes

I am more likely to get hired if I “_____.”

☐ STEP 5: Activity - 35 Minutes

In small groups, have students take turns reading Phase One of **Where Are the Jobs?** Have groups answer the questions at the end

☐ STEP 7: Connecting Activity

Have students call five businesses to ask about job openings and keep a log of their calls.

KEY WORDS

phase

advertise

announcement

opportunity

percentage

MATERIALS AND PREPARATION

- Student Handouts: **Where Are the Jobs?**, pages 59-62.
- Prepare to review facts from handout **How People Find Jobs**, Lesson 2.
- Prepare to discuss the four sections of **Where Are the Jobs?**

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Listening
- Thinking Skills: Visualizing, Reasoning
- Personal Qualities: Sociability, Self-Management