

MANAGE YOUR OWN CAREER!

10 tools to help active job searchers and engaged employees become creative, innovative and passionate workers

TOOL 6 of 10

▶ CHECK OUT THE
WORKFORCE
WINDSORSESSEX WEBSITE

▶ SHARE THIS TOOL WITH A
FRIEND OR COLLEAGUE WHO
IS LOOKING FOR WORK

Get active

Tool Overview

When applying for employment it is essential that you know exactly where to look. Finding a job in today's volatile labour market can prove to be a challenge. As a result, it is crucial that you approach the application process in the right way, with the right attitude!

As an **active job searcher** you will explore any avenue that may lead to employment. That means treating the search for work as a job in itself. You will keep an open mind and take the time to identify the benefits of every possible employment opportunity.

Google this: *job searching with a positive attitude*

Self-Assessment Quiz

Use this quiz to identify your strengths and pinpoint areas for improvement.

	YES	NO	SOMEWHAT	N/A
1. My typical job search consists of more than just scanning the newspaper and online job postings for available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I approach employers to propose a potential working arrangement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am open to different types of employment including part-time and contract positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I follow up by phone or email to jobs that I apply to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I keep track of all my communication with potential employers to ensure that I don't miss an opportunity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Reality Check!

Only **20%** of available jobs are actually advertised to the public. That means 80% of jobs available are simply **waiting to be found**. Get searching and you might be surprised to find exactly what you are looking for!

Let the Search Begin!

The Active Job Search

Participating in an active job search means really searching to find employment.

Believe it or not, there are many different opportunities out there waiting to be found.

Job search success is just a matter of knowing how and where to look to find opportunities!

"The person who goes farthest is generally the one who is willing to do and dare. The sure-thing boat never gets far from the shore." - Dale Carnegie

**EMPLOYMENT
ONTARIO**

workforce
WINDSORSESSEX
INVESTED IN A WORLD-CLASS WORKFORCE

Reality Check

While the typical job searcher will recognize visible avenues for job searching, they will most often overlook the **hidden job market** and opportunities available through **personal proposals**. As an **active job searcher** you will be sure to really **dig** to find or create a position that you can be excited about.



Get Looking!

THE ACTIVE JOB SEARCH

Visible Job Market

Job opportunities that are advertised publicly in some way.

Consider:

- Newspaper Ads
- Company Websites
- Career Centers
- Online Job Boards
- Employment Agencies

Hidden Job Market

Job opportunities that are unadvertised and in some cases unidentified.

Consider:

- Networking Events
- Community Involvement
- Volunteer Opportunities
- Approaching Companies
- Word of mouth

Personal Proposal

A short proposal outlining a problem you've identified and your proposed solution that results in a job or some work.

Consider:

- **What** are you proposing?
- **Why** is it important?
- **How** will you do it?
- **When** will you do it?
- **Who** will assist you?

Think Big Picture

- Look at the **big picture** when considering any potential employment situation. Consider how **every** position you apply for will help you to achieve your long term goals.
- Rather than viewing part-time and contract positions in a negative light due to their lack of hours or stability, think of the overall experience you could gain and how it could assist you to take your career to the next level.
- If a paid position in your field of interest is not an option consider **volunteering**. It's a great way to gain the skills you need to advance and allows you to get your foot in the door with a reputable company. Consider it a dress rehearsal for future employment.

Want more? Check out this great read!

Secrets of the Hidden Job Market: Change Your Thinking to Get the Job of Your Dreams by Janet White

View it online @ <http://www.amazon.com/Secrets-Hidden-Job-Market-Thinking/dp/1595940529>

Job Search “Brainstorm” Worksheet

Instructions: Brainstorm ways to access the hidden job market and develop personal proposals.

The Hidden Job Market:

Contacts I can go to for support:

1. _____
2. _____
3. _____
4. _____
5. _____

Personal Proposals:

Contacts I can go to for support:

1. _____
2. _____
3. _____
4. _____
5. _____

Top 5 Advantages of Part-Time & Contract Work

- 1. More Options:** Lots of available jobs take the form of part-time or contract work. By including these positions in your job search you'll increase your chances of finding employment.
- 2. Flexibility:** Part-time and contract positions are known for shorter hours, varied shifts and the ability to work from home. This may give you the opportunity to work your job around your personal responsibilities and lifestyle (ex. childcare, school etc.).
- 3. Lack of Dependency:** In some cases you may need to take on more than one part-time or contract position. On the bright side, if you work more than one job you'll avoid relying solely on one employer.
- 4. More Experiences:** Part-time and contract positions usually give you the opportunity to get involved in a variety of tasks and work environments. Use this as an opportunity to grow your skill set!
- 5. Ability to Prove Yourself:** Part-time and contract work is a great chance to demonstrate your skills to an employer. This may help you to create great relationships that you can use to advance yourself in the future.

Quick Tips for Job Searching Success:

Google this: *active job searching*

Review Progress

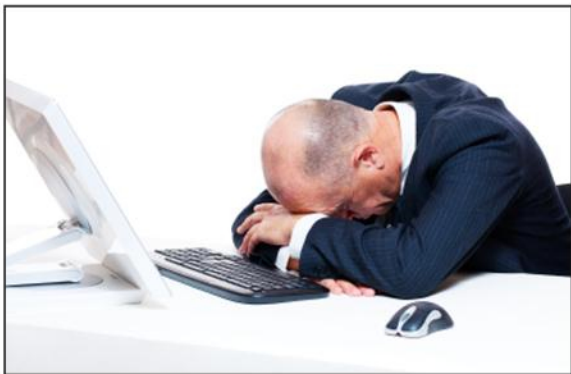
Keep track of your applications and communications with prospective employers so you are always aware of the actions you've taken and commitments you've made. Consider options such as charts, folders, spreadsheets in either an electronic or hard copy for tracking.

Get Organized

Reflect on your progress and consider what is getting a positive response and what's not. Be proactive and change things that aren't working for you.

Take a Break

While it's true that you should treat finding a job like a job itself you must be sure not to burn yourself out. Take some time out to do things you enjoy and go back with a fresh perspective.



AVOID JOB SEARCH OVERLOAD!

Manage Your Job Search Stress By . . .

- keeping a journal of your thoughts and feelings
- talking honestly to someone you trust
- seeking employment assistance
- participating in a hobby or activity
- rewarding yourself when goals are met

Key Terms

Active Job Search: seeking employment opportunities from all possible sources

Hidden Job Market: job opportunities that are unadvertised and in some cases unidentified; often found through networking

Personal Proposal: a short proposal outlining a problem you've identified and your proposed solution that may result in a job or some work.

Visible Job Market: job opportunities that are advertised publicly in some way, such as newspaper classifieds

Volunteering: the act of performing unpaid services for the purpose of developing new skills and acquiring network connections