



**STATE OF NEW YORK
DEPARTMENT OF LABOR**



JOB SEARCH GUIDE

PLAN YOUR JOB SEARCH

1. Plan and start your search as soon as you know you will need to find a new job.
2. Make your job hunting a full-time project - 40 hours a week.
3. Before approaching a firm, learn as much about the company as you can.
4. Be on time for appointments.
5. Apply early in the day.
6. Follow up leads immediately.

USE ALL POSSIBLE SOURCES OF JOB LEADS

1. New York State Department of Labor (Community Services Division) offices
 - Have more job listings in more occupational categories than any other single source.
 - Operate computerized job banks.
 - Offer counseling and career consultation.
 - Charge no fees.
2. School or college placement services are usually available to students and alumni of the school.
3. Newspaper want ads, professional journals and trade magazines provide a broad range of definite openings.
4. Industrial and craft unions are productive sources for union members.
5. U.S. Office of Personnel Management (OPM) handles U.S. Government civilian jobs.
 - The jobs cover a wide variety of professional, technical, clerical, craft and other occupations and are located in Washington, D.C., and throughout the United States and overseas.
 - Federal job opportunities are listed on NYSDOL's JOBS PLUS! and WORKStation self-service computer systems.
 - OPM's Career America Connection Nationwide Telephone Network (912) 757-3000 provides a variety of Nationwide Federal job opportunities information.
6. Private employment agencies often specialize in selected occupations. Some charge applicants a fee for registration and/or placement; others collect fees from employers.
7. Yellow pages of telephone directories, industrial directories and Chamber of Commerce lists are sources of names of firms.
8. Professional associations often have listings for specialized occupations.

JOB INTERVIEWING GUIDE

A job interview is your showcase for merchandising your talents. During the interview an employer judges your qualifications, appearance and general fitness for the job opening. It is your opportunity to convince the employer that you can make a real contribution to the firm. Before each interview, assume the job you are applying for is the one you want.

BEFORE THE INTERVIEW

- Learn all you can about the company, for example, its products or services.
- Know what you have to offer - your education and training, your work experience and abilities.
- Know the kind of job you want and why you want to work for that specific firm.
- Have the names, addresses and business affiliations of three persons (not relatives) for references.

DURING THE INTERVIEW

- Never take anyone with you to the interview.
- Dress conservatively. Avoid either too formal or too casual attire.
- Be pleasant and friendly but businesslike.
- Let the employer lead the interview. Your answers should be brief but complete, without rambling.
- Be flexible but give the employer a clear idea of your job preferences.
- Stress your qualifications without exaggeration.
- Avoid criticizing former employers or fellow workers.
- Don't discuss personal, domestic or financial problems.
- Don't be in a hurry to ask questions, but ask what you need to know.
- Be prepared to state the salary you want, but be realistic in discussing salary.
- If the employer does not definitely offer you a job or indicate when you will hear from the firm, ask when you may call to learn the decision.
- If the employer asks you to return for another interview, note the time, date and place.
- Thank the employer for the interview.

AFTER THE INTERVIEW

Make each interview a learning experience by asking yourself these questions.

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook any that are pertinent to the job?
- Did I pass up clues to the best way to "sell" myself?
- Did I learn all I need to know about the job?
- Did I talk too much? Too little?
- Did I interview the employer rather than permit the employer to interview me?
- Was I too tense? Too relaxed?
- Was I too aggressive? Not aggressive enough?
- How can I improve my next interview?