

The background is a dark grey chalkboard with various white chalk sketches. On the left, there is a large drawing of a microscope. Above it, a globe of the Earth is sketched. In the bottom left, there are sketches of books and papers. In the bottom right, there are sketches of a percentage sign, an exclamation mark, and a right-angle symbol. The overall theme is educational and scientific.

Gathering Job Leads

West Branch High School Career Intervention Program

Gathering Job Leads

Before you apply for a job you need to know where and what the jobs are.

- What is a job opening?
 - A job that is vacant.
- What is a job lead?
 - Information about a job opening.



Where do I find job openings?

- Job Listings: a written notice of a job opening.
- Employment agency: an organization that matches workers with jobs.
 - Two types of employment agencies. Public and Private.
 - Public are free and private charge a fee.
 - One advantage of a private agency is that some specialize in a certain field.
- Newspaper
 - Classified ads
 - Job listings in the newspaper.
 - Use many abbreviations when listing jobs to save space



Where do I find job openings?

Internet

- Ohio Means Jobs <http://ohiomeansjobs.com/omj/>
- Ohio Hiring Management System <http://careers.ohio.gov/>
- Snagajob <http://www.snagajob.com/>
- Monster <http://www.monster.com/>

Many others



Where do I find job openings?

- Temporary Employment Agency
- Workers are usually paid by the hour.
 - Flexible hours
 - No benefits
- Temp job
 - a job that is not permanent.
- Temp-to-hire-job
 - a job that changes from a temp job to a permanent job.
 - You are hired and after a period of time you are evaluated and if your employer likes what they see then you are hired permanently.



Your Assignment! Whoop! Whoop!

