

The background is a dark chalkboard with various white chalk sketches. In the top left, there's a large 'V' and a globe. Below the globe is a microscope. In the bottom left, there's a stack of books. In the bottom center, there's an open book with some handwritten text. In the bottom right, there's a large percentage sign and some other symbols.

Gathering Job Leads

MCCTC 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?

- Family and friends
- In school sources
 - Career Coordinator
 - Guidance Counselor
- 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.
- Advertisements
 - Job listings in the newspaper, TV, and internet posting.



Where do I find job openings?

Internet

- Ohio Means Jobs <http://ohiomeansjobs.com/omj/>
- Ohio Hiring Management System <http://careers.ohio.gov/>
- Indeed <https://www.indeed.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.



Job Lead Card

Job Lead

Source:

Date:

Type of Position:

Person to Contact:

Company Name:

Phone Number:

Email Address:

Action Taken:

Call Made To:

Date:

Contact Made With:

Date:

Results:

Date, Time, Place of Appointment:

Follow-Up:

Your Assignment! Whoop! Whoop!

