JOB GENIUS VIDEO SERIES

Finding Job Opportunities Handout   Video: 12 minutes

Uncovering Open Jobs

o The _____is an essential job-search tool.

o The two most prominent job boards: _____ and _____

o Other sources of leads for job seekers:

  • Classified sites, like Craigslist or Kijiji

  • Trade association websites

  • Company webpages

o 5 signs of a fake job posting:

  • Job sounds _____

  • Vague _____

  • Typos and grammatical errors

  • Requests _____ information

  • Company _____ is unclear or missing

Online Networking

o ___% of hiring managers are using social networking to find candidates. (U.S. News and World Report)

o Networking is just _____ to and connecting with people.

o The most popular online professional networking tool is _____.

o As important as it is to build your network, _____ it is just as significant.

NOTES: _____
_____
_____
_____
_____
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_____
_____

Utilizing a Staffing Company

o Staffing companies help _____ businesses find people to fill all kinds of jobs, in all kinds of career fields.

o Express Employment Professionals has up to _____ job openings at one time, and more than _____ offices across the country.

o Express is always _____ of charge for job seekers!

o Three types of job placements:

  • Temporary/Contract

  • _____ Hire

  • Direct _____

Job Fairs

o Range from "_____ _____" multi-employer events to _____ events.

o Remember to:

  • Wear comfortable, but professional _____

  • Dress _____

  • Bring _____ to hand out

  • Network

  • Be proactive

Understanding Job Descriptions

o Learn what they really mean by visiting the Movin' On Up blog at Blog.ExpressPros.com and reading:

  • "Deciphering What a Job Description Really Means"

  • "Job Posts Decoded"

Questions to Ponder:

o What's my game plan for finding open jobs?

o Are my LinkedIn and other social media accounts set up and designed for effective networking? What changes are needed?

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