



JOB SEARCHING TECHNIQUES VIRTUAL WORKSHOP

Illinois workNet Center in partnership
with Workforce Investment Solutions

TABLE OF CONTENTS

- Step One: New Email Address Page 3
 - Step Two: Start by Getting Organized Page 4
 - Step Three: What to put in your Job Searching Notebook Page 5
 - Step Four: Job Sites to Use when Applying for a Job Page 6
 - Step Five: Special Job Searching Tips Pages 7-14
-
- This Online workshop is presented to you from the Illinois workNet Center in partnership with Workforce Investment Solutions

- ❖ Set up a new email address that you will dedicate only to your job search. Most people have an email address that they have used for a while and in many cases, have not checked and deleted messages and therefore, it has thousands of messages in the inbox.
- ❖ Your new email address should be professional. For example: Janedoe@yahoo.com Leave off cutesy names or nicknames.
- ❖ Be dedicated to checking your email at least 2 – 4 times a day, as employers can respond to your application at any time during their normal business day.
- ❖ Use your new professional email address when applying for your jobs. Make certain it is also on your resume.

New Email Address

Step Two:

Create a new email address for job applications

- ❖ You will need to get a notebook dedicated to your job searching. If you prefer using the computer, you can later transfer your data from the notebook to a document in your Saved files.
- ❖ Be prepared to take accurate notes on each of the websites you are visiting.
- ❖ Search the jobs that you are qualified for and that you feel would be a good match to your skills, abilities and education.

Example of how to search:

Job Type: **Waitress**; Location: **Decatur, IL**; Click: **Search**

START BY GETTING ORGANIZED

Step One:

Take notes

❖ In the notebook that you were told to get in Step One, start keeping a daily journal of your job search.

1) Start by putting the date you are applying for a certain job.

Example: May 1, 2020

2) The name of the position and company.

Example: Waitress at ABC Restaurant

3) The website where you found the job opening.

Example: Indeed.com

4) Which website you are applying for the job.

Example: Applying directly through ABC Restaurant

5) Most mid to large companies are now requiring you to “Create an Account” with them. If you must create a username and password for that Employer, you need to write this information down! Do not think that you will remember it weeks or months later.

Example: Username: janedoe@gmail.com Password: Winter2#

6) Write down any other pertinent details about that job, i.e., any specific requirements, etc.

Ex. Must have one-year experience, good customer service skills.

WHAT TO PUT IN YOUR JOB SEARCHING NOTEBOOK

Step Three:

Write down important job information for each employer, including username and password you created for accessing your application with that company.

❖ Here are some websites that are good to start your job search in Macon and DeWitt Counties:

- A. Indeed.com
- B. Illinoisworknet.com/Jobs
- C. Illinoisjoblink.com
- D. Limitlessdecatour.com
- E. Centralillinoishelpwanted.com
- F. Monster.com

It is always best, (sometimes not possible), to use these search engines to find a job and then go directly to the company's own website to apply. In some cases, applying directly from the search engine will open you up to receiving a lot of unwanted emails from unknown sources.

Job sites to use when applying for a job

Step Four:

When possible, use the job search engines to find a job opening that you wish to apply to and then go directly to the employer's website to apply.

Special Job Searching Tips:

Tip 1:

When you have found a job that you want to apply to, try and print the **Job Description** that is usually listed with the job. This will help you construct your resume to better match the job. Also, after the job posting ends, it may be impossible to retrieve the Job Description.

Special Tips

Step Five:

Important and helpful tips for assisting you in a successful job search.

Special Job Searching Tips

Tip 2:

Take a Resume Building Workshop to better understand the different types of resumes. Many employers are now using an Application Tracking System (ATS) and this requires a different construction of your resume for it to be read by their system.

If you are handing or physically attaching your resume to a paper application, then you would want to use a Presentation style resume.

**Special Tips
Continued**

Special Job Searching Tips

Tip 3:

Spelling and grammar counts! Your application and resume needs to have no spelling or grammatical errors. Have a friend proofread your resume.

Example:

Wrong: jane doe

Correct: **Jane Doe**

Wrong: 123 main st, decatur il

Correct: **123 Main Street, Decatur, Illinois**

**Special Tips
Continued**

Special Job Searching Tips

Tip 4:

Every job will require you to complete an application. Completing applications can be a time consuming and tedious task. Be better prepared by first writing out your answers on a “dummy” application. Have someone proofread the “dummy” application for grammar and spelling. Once all errors are fixed, then all you should have to do is to copy the corrected information from your “dummy” application to the real applications. This can ultimately save you valuable time.

**Special Tips
Continued**

Special Job Searching Tips

Tip 5:

Have at least **3 Professional References** and obtain their current contact information. Make sure first, to ask your potential reference if they will be a reference for you. If they say yes, tell them the type of job(s) you are looking for and ask how they would like an employer to contact them.

Get the full name of your Reference, their job title, their current place of employment, the address of their employer, the phone number they want to be contacted by the employer and their email address. This information is usually required on today's applications.

Example:

Mr. John Doe

Supervisor

ABC Company

123 State Street

Decatur, IL 62526

217-111-1111

johndoe@gmail.com

Special Tips Continued

Special Job Searching Tips

Tip 6:

Always use your network to try and find employment. Tell your friends and family, members of your clubs, previous co-workers or bosses, etc..., that you are looking for employment and what type of employment you are seeking. Most jobs are never advertised, so building your network is a great opportunity to find an unadvertised job that may very well suit your needs.

**Special Tips
Continued**

Special Job Searching Tips

Tip 7:

Once you know the type of work you are looking for, make it a daily practice to check the job sites to see if any new jobs have been added. New jobs pop up on job sites at all times of the day and you want to try and apply quickly, before an employer may remove the job.

Remember, after you have submitted your applications, you need to check your email several times a day for any reply from the employer(s).

**Special Tips
Continued**

Special Job Searching Tips

Tip 8:

Stay positive! Set a daily goal of how many jobs you want to apply for in a determined timeframe. Make sure you take breaks, etc., try not to get frustrated. If you do your best work in the morning, then do your job searching in the mornings, or vice versa in the afternoon and evening times. **Remember, finding a new job, is a full-time job!**

**Special Tips
Continued**

This PowerPoint presentation has been presented by the Illinois workNet Center in direct partnership with Workforce Investment Solutions.

