Chapter 6-Finding and Applying for a Job

A. Matching

1) _____ communicating with people you know or can get to know to share information and advice
2) _____ brief summary of your personal information, education, skills, work experience, activities, and interests
3) _____ a list of people you know
4) _____ document that shows you have been advised of laws restricting young people's working hours and jobs they can hold
5) _____ people who will recommend you to an employer
6) _____ information about a job opening
7) _____ a one-page document telling who you are and why you're sending a résumé
8) _____ a person to whom you have been directed in your job search

a) cover letter b) work permit   c) contact list d) job lead
e) résumé   f) networking   g) referral   h) references

B. Multiple Choice

9) Networking, employment agencies, and classified ads can all be sources of _____
 a) Job leads   c) résumés
 b) School-to-work programs d) work permits

10) When applying for a job, always use _____.
 a) a public or private employment agency c) standard English
 b) job referrals   d) a chronological resume

11) Performance, polygraph, or drug tests are _____.
 a) illegal and cannot be given
 b) sometimes used by employers in various fields to test job applicants
 c) always written in standard English
 d) required for job seekers without Social Security numbers

12) The first step in creating a network is to build a(n) _____.
 a) job lead   c) referral
 b) introductory script d) contact list

13) Classified ads in newspapers _____.
   a) lead to jobs for only a small percentage of job seekers
   b) are a good source of referrals
   c) should be your main source of job leads
   d) are more effective for finding a job than networking

14) School counselors and placement centers can help you _____.
   a) identify job leads and set up interviews
   c) learn standard English
   b) place a classified advertisement
   d) screen job applicants

Chapter 6.1 Notes
Exploring Sources of Job Leads

In this section, you will learn how to:
- Define networking and explain why it is an effective way to develop job leads
- Develop a career network and contact list
- Explain how to use the Internet and other resources to find career opportunities
- (CAST-A #s 3.5, 3.6, 5.5)

Key Terms

- **Job lead-**

_____

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- **Networking-**

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- **Contact list-**

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- **Referral-**

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- **School-to-work programs-**

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_____

- **Temp job-**

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- **Temp-to-hire job-**

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_____

- **Internet-**

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Finding Job Leads

- Finding the right job starts with a _____ lead. Job leads can come from friends, _____, schools, newspapers, and the Internet.
- One of the best ways to find job leads is by networking. In order to network, you need to _____ to people you know and ask questions about possible job leads. School clubs and sports are good places to start networking.
- Finding a good job takes can take _____. You need to make sure the job matches your personality profile and your abilities.
- _____ and community organizations can help you with networking (ex. NAACP, The Rotary Club, local church).
- A guidance counselor, teacher, or _____ can also help with networking.
- Job advertisements in the newspaper, bulletin boards, and on the Internet can help you with job _____.
- You can use the _____ to make hot or cold calls. **Hot** calls are for specific job openings. **Cold** calls are used to ask if there are any openings _____.
- Employment agencies can be public or private. **Public** employment agencies provide _____ services. **Private** employment agencies charge a _____.

- The Internet has a lot of websites available to help in your job search. Many websites allow you to fill out an _____ online, along with upload your resume and cover letter.
- Good Internet job sites include: Monster.com, CareerBuilder.com, Flipdog.com, Hotjobs.Yahoo.com, and USAjobs.gov.

Associations In Successful Networks

Association	Description	Examples
	All the people you know personally	Classmates, neighbors, family, friends
	The people you know through their business, your business, or a professional organization	Your doctor or plumber, coworker, supervisors, customers, colleagues
	People you know because of organizations or clubs to which you belong	Members of your Sierra Club chapter, computer club, softball team, church, temple

Association	Description	Examples
	People you communicate with over the Internet	People you talk to in a chat room or on an online bulletin board

Chapter 6 Finding and Applying for a Job

Section 6.1 Exploring Sources of Job Leads

English Language and Arts
Organizing Information

Competency: Organizing and Maintaining Information

Directions A contact list is a list of the people you know who may be able to help you find a job. Start a contact list for your own job search. Think about family members, friends, neighbors, teachers, classmates, and friends of friends who would be good contacts for your job search. Use the space provided to note information about each contact. An example is provided.

JOB CONTACT EXAMPLE

Name: Marcia Goldman

Address: 3_ Prospect Street, Anytown, NC 27600

Contact Information: (888) 555-5555; marcia@mail.com

What I know about this contact: Aunt Elaine suggested I call Ms. Goldman. She needs someone to help her with grocery shopping once a week.

JOB CONTACT #1

JOB CONTACT #2

JOB CONTACT #3

Chapter 6 Finding and Applying for a Job
Section 6.1 Exploring Sources of Job Leads

Study Skills
Critical Thinking

Directions Thinking critically is important when taking in new material and information. Practice these tips for improving your critical thinking skills as you read the article about networking, and answer the questions that follow.

- Be objective and honest with yourself about what you think and believe when reading or listening to someone else.
- Think things through completely before taking a stance on what you believe.
- Look for evidence on which you can base your decisions.
- Ask yourself questions while reading or listening to new information.

NETWORKING TO FIND JOB LEADS

One of the most effective ways to find out about job possibilities is by networking. In fact, I believe it is the only way to land a good job. As the old saying goes, it is not what you know, but who you know that counts.

Whether you are trying to obtain a job in marketing, sales, or production, there is no better way to land a position than by talking to people you know. Contacting all of your friends and relatives and asking about the job opportunities they are aware of is the only way to find good employment these days.

Of course, you can prepare and send your professional résumé to a temporary job agency or to a human resources office at a company that interests you. You can also comb through the classified section of your local newspaper. However, why go through all that trouble when the easiest way is to simply call someone you know and ask for a job?

The next time you are looking for a job, I encourage you to make a list of all of your friends and relatives who are employed. Call each one of them until someone offers you a position. Indeed, networking is the only way to find a good job.

1. The author of the article insists that networking is the only way to find a good job. While other strategies are mentioned, the author believes that these are troublesome and encourages the reader to network. What is your opinion of the author's advice?

_____

_____

_____

_____

_____

_____

_____

Chapter 6 Finding and Applying for a Job
Section 6.1 Exploring Sources of Job Leads

Test Prep
Deciding What to Study

Directions Briefly review your notes for Section 6.1 and read the following tips. Then take the practice test shown below. Fill in the circle next to the word or phrase that best completes each sentence.

DECIDING WHAT TO STUDY

- Gather and review your notes.
- Review textbook material.
- Turn textbook headings into questions and answer them.
- Ask your teacher to identify the information that is especially important for a test.

1. A _____ is information about a job that is available.
   - ○ contact list
   - ○ job lead
   - ○ network
   - ○ qualification

2. A _____ is a recommendation from a contact who is part of your network.
   - ○ referral
   - ○ letter
   - ○ supervisor
   - ○ organization

3. A phone call to a prospective employer with whom you have had no prior contact is called a _____.
   - ○ prank call
   - ○ hot call
   - ○ business call
   - ○ cold call

4. A _____ is a temporary job that becomes a permanent job after a period of evaluation by the potential employer.
   - ○ temp job
   - ○ managerial job
   - ○ temp-to-hire job
   - ○ blue-collar job

5. A list of people you know who might be helpful in your job search is called _____.
   - ○ a contact list
   - ○ a support group
   - ○ an e-mail list
   - ○ a temporary agency

6. The two types of employment agencies are _____.
   - ○ personal and professional
   - ○ referral and contact
   - ○ support and temporary
   - ○ public and private

Chapter 6 Finding and Applying for a Job
Section 6.2 Applying for a Job

Study Skills
True-False Statements

Skill: Concentration

Directions Indicate whether the following statements are true or false. If a statement is true, then circle the letter T. If a statement is false, then circle the letter F. Rewrite false statements so that they are true.

1. Being confident and being prepared are two ways to help you be successful when trying to find a job.   T F

   _____

   _____

   _____

2. A Social Security number is a document that shows you are allowed to work in the United States.   T F

   _____

   _____

   _____

3. Standard English is the form of English you are taught in school.   T F

   _____

   _____

   _____

4. References are people from whom you are seeking employment.   T F

   _____

   _____

5. A chronological résumé is best for highlighting skills and accomplishments.   T F

   _____

   _____

6. A cover letter should have two parts: an introduction describing your education, and a request for an interview.   T F

   _____

   _____

   _____