



# Ready Reference D-4 Learning About Job Opportunities

## Learning About Job Opportunities

Successful job campaigns identify information about the best potential employers and job openings. Limiting your knowledge by relying on only a few sources of information may cost you an opportunity to get a better job. The following list of resources may help you identify employers and jobs.

### **PERSONAL CONTACTS:**

Family	Friends	Mentors, senior level contacts
Neighbors	Fellow job seekers	Former teachers & counselors
Sports contacts	References	School or college associates

### **EMPLOYMENT-RELATED CONTACTS:**

Fellow employees	Ask people who turned you down for other leads
Former employers and co-workers	Bulletin board job postings
“Informational interview” employers	

### **JOB REFERRAL SERVICES:**

OSU Career Services	CEAT Career Services Coordinators
Private employment agencies	Professional association services
Job or resume banks	State and Federal employment offices
Executive search firms	

### **PUBLISHED SOURCES OF EMPLOYER INFORMATION:**

Chamber of Commerce Directories	Newspaper classified ads
Professional magazine ads	Ads in old newspapers and magazines
Telephone Books	Financial pages of newspapers

### **SPECIALIZED REFERENCE BOOKS AND PERIODICALS (A FEW EXAMPLES)**

<i>The College Placement Annual</i>	<i>The National Job Market</i>
<i>Career Guide to Professional Associations</i>	<i>National Business Employment Weekly</i>
<i>The National &amp; Regional Job Bank Finder</i>	<i>The Professional &amp; Trade Association Job</i>

### **MAKE DIRECT CONTACT WITH EMPLOYERS:**

Campus Interviews	Unsolicited letter of application and resume
Career fairs	Volunteer, unpaid, temporary, or part-time work
Want ads for yourself	Telephone job search
Walk-in contacts	Company information session

## **REGISTER WITH OSU HIRE SYSTEM & USE THE CAREER SERVICES WEB SITE**

- Look at job postings and the on-campus interview schedule
- Build a resume to be made available to inquiring employers
- Participate in the on-campus recruiting process
- Read about upcoming job search development programs, employer info sessions, etc.

### ***Summary of The Top 10 Job Search Methods suggested by Career Services!***

Career Services recommends that all job seekers take advantage of several methods of conducting a job search. The following 10 ways can prove invaluable, especially when several or all are used. While we recognize that networking among personal and professional contacts has been identified as the #1 way to find a job, we also suggest learning about job openings in every way possible. OSU's career opportunity search engine, the HIRE System, may prove to be a valuable resource by providing access to more than 1000 employers recruiting for a wide variety of positions. Taking part in several of these ten job search methods can greatly enhance your employment opportunities.

1. CEAT Career Services
2. Networking
3. Career Fairs
4. Free Job Listings on [www.hireOSUgrads.com](http://www.hireOSUgrads.com)
5. Internet Job Search
6. Professional Association Involvement
7. On-campus interviews – HIRE System
8. Newspaper Job Listings
9. Direct employer contacts
10. Employment agencies