Finding a Job

Many agencies and people can help you find the job you want. After you determine the type of job you are interested in, the next step is to look for that job.

The same basic rules apply if you already have a job, but want another one. If you are unhappy with where you work, you may decide to find another job.

To begin, choose at least three different jobs you would like to have. In some cases, the job you want the most may not be available. If so, you can look at your second or third choice.

It is important to be serious about finding work. You must be willing and interested if you want to be successful in finding a job.

Here are some basic rules to remember when looking for a job:

**Rule 1: Make your job search a full-time job.**

Looking for a job requires several hours of work each day. When you have a job, you must work a certain amount of hours. Treat the job search as you would a job. Set a number of hours a day to spend looking for a job. For example, Johnny spends 7 hours a day looking for a job. He begins looking for a job at 8:30 a.m. to noon and from 1:00 p.m. to 4:30 p.m. He does this every weekday.

Do not apply for a job between noon and 1:00 p.m., because this is considered lunchtime. Some employers are closed or very busy during that hour. For example, restaurants are usually busy at lunchtime. The best time to apply at a restaurant is between 2:00 and 4:00 p.m.

Make a “things to do” list. It will help you get organized. Your list might look like this:

1. Apply for job at Burger Queen.
2. Interview at John’s Steakhouse.
3. Call Mr. Smith at Brown’s Construction to check on interview.
5. Fill out application at Kelly’s Janitorial Service.

You may have to visit four or five companies on Monday, then another group on Tuesday. Make a list to help organize your time. Remember to keep a record of the places where you have applied, and write down the results.
Carpet Installers — Experienced, must have working knowledge of carpet installation. Immediate employment. Call 793-4788 between 9 a.m. and 4 p.m.

Receptionist Needed — Must have working knowledge of typing, taking notes and filing. Good personality. 3 openings. Call 774-0987 between 8 a.m. and 5 p.m.

When you see a job you want in the newspaper ads, be sure to note how you can contact the company and at what time. Write it down.

The time is very important because it shows the employer that you at least will follow instructions. Arrive 5 minutes before your appointment to be sure that you are on time.

Notice that many listings include the work hours for each job. The first ad above states that the job will start at 9 p.m. This tells you before you apply that you will be required to work the night shift.

Job placement services or employment agencies may charge a fee to help find you a job. However, sometimes you do not have to pay the fee until after you begin working.

Texas Workforce Commission (TWC)

This agency offers free help to people who are unemployed, disadvantaged or want to change jobs. It has helped many people get their first jobs. The TWC supports 28 local workforce boards across the state to help you find jobs and training for jobs in your community. It has information on the Web at http://www.twc.state.tx.us

Manpower Temporary Services

This agency provides jobs to people for small periods of time. It includes both light industrial (general laborer) and

Remember: Use your willpower to keep from watching TV, talking on the telephone, doing household chores, sleeping or daydreaming. You will be competing with others looking for jobs, so work every day to get out there and get the job you want.

Rule 2: Contact friends, relatives and former bosses.

This rule is very important. Tell your friends and relatives that you are serious about looking for a job. Some of them may work at jobs that have openings in the area you are interested in.

“Word of mouth” has been very successful in helping people who are unemployed or who want to change jobs. Never feel embarrassed or ashamed to admit that you are looking for a job. In most cases, working people who know you will want to help.

Rule 3: Check more than one place for a job.

You can find out about job openings in many places, including “help wanted” ads in newspapers and signs at stores, job placement services, the Texas Workforce Commission, Manpower Temporary Services, the Job Training Partnership Act and religious groups.

Newspaper “help-wanted” ads or store “help-wanted” signs

These are good sources, but you must match your skills with those requested in the want ads. For instance, if you have experience in dishwashing and want a similar job, contact that employer first.

Here are some examples of “help-wanted” ads:

Janitors — Oakland-area car repair company needs part-time janitors, for evenings after 9 p.m. Pay $5.15 per hour. Call 733-4899 between 4 and 6 p.m. An Equal Opportunity Employer.

“Word of mouth” has been very successful in helping people find jobs.
clerical (receptionists, typists, word processors) jobs. You do not have to have a college diploma to qualify for most of these jobs. You need only the skills required for the jobs you want.

- **Job Training Partnership Act (JTPA)**

This program is offered by the Texas Workforce Commission. It provides job training programs to people who are unemployed and for those who want to learn new skills. Local workforce development boards and private industry councils plan and operate these programs to meet local job training needs. Check the local telephone directory for the board or council closest to you.

- **Religious groups**

Sometimes local churches post “help-wanted” listings. The minister may also know of a member of the church who is looking for workers.

**Rule 4: Keep records on your job hunt.**

When you are looking for a job, you will contact many people. Always keep a list of the people you have seen and the results of each contact whether there is a job possibility or no openings at that time.

**For example:** If you go to Brown’s Construction, and the employer says to check back in a week, write it down and check back. Do not stop looking for a job while waiting for a “possible” job offer.

There are many different ways to look for a job. It usually takes a while to find the job you really want. Don’t be discouraged if you don’t get a job offer on the first day or in the first week. Keep trying. If you have a good attitude and believe in yourself, you will be more likely to find the job you want.

Do not stop looking for a job while waiting for a “possible” job offer.
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