

Staying On Course While Navigating Our Career Path

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## 25 JOB FINDING FACTS YOU NEED TO KNOW

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## Introduction:

This document lays out answers to many of the questions you need to ask before you start your life changing career quest. READ THE QUESTIONS CAREFULLY. Understand the warnings, traps and scams that are in your path. Consider the options you are presented with and be prepared for the problems that arise. Many of these articles concern answers to questions you had never thought to ask. I pray that this resource may both bless and guide you in your move forward in life.

Sincerely,

Deacon Bob

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## Applying to Places Not Hiring: A Wise Move or Not?

Are you in desperate need of a job? If you are currently unemployed or if you truly think that your current job is making you “crazy,” you may be. When it comes to finding a new job, especially in a hurry, there are many individuals who think that the more job applications they fill out or the more resumes they submit, the better their chances of finding a new job are. But, what about the employers who are currently not hiring? If you are wondering whether or not you should fill out a job application or submit your resume to a place that isn’t hiring, you are not alone.

When it comes to determining whether or not you should submit a job application or drop off your resume to a place that isn’t hiring, there are a number of important factors that need to be taken into consideration. Perhaps, the most important factor is if you know for sure they are not hiring. When it comes to filling out job applications, there are many applicants who try and determine, upfront, whether or not there are any positions available. If you happen to stop by a local business or call to ask about hiring and get a negative response, you may not want to submit an application anyways, especially if you gave your name. This tends to create a bad impression; an impression that states that you don’t necessarily listen to what you are being told.

Now, there is a difference between knowing in advance that a business isn’t hiring versus being told as soon as you go to turn in your job application or your resume. If you are told when you are submitting your resume or job application, it is advised that you ask about the future? Does the company representative that you are speaking with think that they will be doing any hiring in the future? If so, you may want to think about asking them to hang on to your job application or your resume for future use. In some states, employers are required to save all job applications and resumes for about a year. Of course, if the business in question later advertises the fact that they are hiring, you are advised against automatically assuming that your resume is still on file. You may want to call, just to make sure.

One of the few downsides to applying to places that aren’t necessarily hiring at the current moment is the timing. As it was previously mentioned, many employers are required to save any job applications or resumes that they receive for a period of time, like a year. This is nice because some employers decide to not even advertise the fact that they are hiring, instead many just go through the resumes or job applications that they accumulated overtime. The only problem is the overtime part. You may have submitted your application eight months ago and only end up getting a response now. If you are like many job seekers, you should be able to find a job in as little as a few weeks, sometimes a month or two at the most. That means that by the time your application or resume gets noticed, it may already end up being too late.

As a reminder, the decision as to whether or not you want to apply at a place that isn’t hiring is yours to make, but it is advised that you proceed with caution when doing so. If you are told that applications are not being accepted at the current time, even just to hang on to, you are advised to cut your loses and move on. The last thing that you want to do is create a scene or try to convince an employer to hang on to your application, as you may end up creating a bad name for yourself; one that may haunt you, your resume, or your job application for years to come.

## **Calling Around to Find Job Listings: Good Idea or Not?**

Are you looking to find a new job? If you are, you may be looking for a local job. One that doesn't require working from home or one that doesn't involve you having to relocate. When it comes to finding available job listings, you will soon see that you have a number of different options. Despite having a number of different options, there are many who decide to call around to local employers, to see if they are hiring. Before doing this, you are advised to examine the pros and cons of doing so.

When it comes to calling around to local employers to determine if they are hiring or not, the biggest pro or plus side to doing so is the time that it may be able to save you. If you weren't able to place a call, you would likely have to visit the establishment in question, drop off a resume, or fill out a job application. This can take up a considerable amount of your time, especially if it turns out the employer in question isn't even hiring right now. Yes, your application or resume may be saved for a later date, but you may consider the time spent to be a waste of time. Simply placing a phone call, before going through the application process, will be able to save you time. If the employer you contacted isn't hiring, your time can be better spent focusing on those who are.

Although saving yourself time is nice, especially when you are in desperate need of finding a job, you will find that most employers don't like being contacted just to see if they have any open job positions. In most cases, you will find that those who are hiring either take out a job listing in a local newspaper or on an online career hunting or job hunting website. Many employers actually find it to be a waste of their time to answer phone calls from hopeful job applicants. Many employers even get frustrated when they are hiring and hopeful applicants contact them for additional information. Many times, the individuals being contacted have other job responsibilities; responsibilities that need to be taken care of.

Since there are both pros and cons to contacting local employers to determine if they are hiring or not, you may want to use your best judgment. If you do decide to place a phone call to one of your local employers or to a number of them, go ahead and do so, but you may want to refrain from giving your name. This will help to keep you from being remembered as the person who couldn't be bothered to come in and personally see if any jobs were available. Many employers associate this lack of motivation as being lazy and the last thing you want to be associated with is being lazy.

In short, if it is at all possible, you are advised to try and refrain from calling local employers to see if they are hiring. As stated above, many employers will advertise the fact that they are hiring, either by taking an advertisement out in a newspaper's employment section, by using a career hunting or job hunting website, or by placing a now hiring sign in the window of their building. Looking for these signs or job listings is perhaps the best way to go about finding a good job, without having to risk making a bad impression.

## **Career Fairs: A Great Way to Find Jobs**

Are you searching for a new job or a new career? If you are, you may have searched for jobs online or even in your newspaper's employment section. Although these resources

are great ones, you may want to think about trying career fairs, as they are a great way to find available job positions, as well as apply for them at the same time.

Although there is a good chance that you have heard of a career fair before, there is also a chance that you haven't. If you didn't already know, career fairs are events that are often free and held in large public places. Most career fairs are held at hotels or in shopping malls. During a career fair, a number of employers, particularly those who are hiring, set up booths. Those booths are where participating employers will have information, including pictures, write ups, and more, about their company displayed. Most career fair employer participants also often have a company representative or two on hand, to accept applications and sometimes even do onsite interviews.

As nice as it is to know what career fairs are, you may be wondering why you should attend one. As it was previously mentioned, a large number of employers often come to career fairs. The exact number will all depend on the size of the establishment in question. Even the smallest of career fairs tend to house about forty or fifty hiring employers. Using the internet or searching for job listings in your local newspaper will never be able to produce this many employers in such a small amount of time.

Career fairs are also nice because the participating employers often run different types of businesses. For instance, at one of your local career fairs, employers looking for construction workers, nurses, secretaries, or teachers could have booths set up. This is nice because it can give you ideas or cause you to examine another job or career, one that you may have not thought of before. Also, when attending a career fair, you are under no obligation to provide prospective employers with your resume or your contact information, although it is advised that you do so. This means that you could not only use a career fair to find available jobs, but you can also use them to examine all of your options or to set new career goals for yourself.

If you are interested in attending a career fair, you will need to be able to find them. As it was previously mentioned, most career fairs are held in public establishments, like hotels or shopping centers. Many career fairs are advertised at their locations in advance. It may be a little bit harder to examine local hotels, but you may be able to see career fair signs when shopping at your favorite retail stores. You should also be able find out about locally hosted career fairs by using the internet or your local newspapers, as many career fair organizers take out advertisements.

The decision as to whether or not you want to attend a career fair is yours to make, but it is something that may result in a new job or a new career. For the best chance of success at career fairs, you will want to make sure that you dress professionally, bring extra copies of your resume to handout, as well as always be prepared for an interview. All career fairs are different, but some employers are known to give prospective candidates interviews right on the spot, as well as hire new employees!

## How to Find Career Fairs

Are you interested in applying for a new job or are you looking for a career change? If you are, you are advised to attend career fairs, as they are one of the best places to gather information on who is hiring, what type of jobs are available, and what type of qualifications are needed. In fact, career fairs are also a great way to apply for jobs. While career fairs are nice to attend, they can sometimes be difficult to find.

Before outlining exactly how you can go about finding career fairs, it is important that you first know exactly what they are. Career fairs are events that are almost always open to the general public and held in public locations, like shopping malls. Although career fairs can vary, most employer participants set up their own tables or booths. These booths are often accompanied by printed information, brochures, or pictures about the company in question. Each booth is often staffed with a couple of company representatives; representatives who are able to accept applications or resumes, as well as answer any questions that job seekers may have.

Now that you know what career fairs are, you may be wondering exactly how you can go about finding them. When it comes to finding a career fair, one of the best things that you can do is keep your eyes and your ears open. For instance, many of the career fairs that are hosted in shopping centers are advertised weeks or sometimes even months in advance. Since career fairs are commonly held in local shopping centers, you are advised to always be on the lookout for any career fair signs or banners. If you are unable to visit your local shopping center or other public establishments, you can always try calling them once a month or so to see if any career fairs are scheduled for the future.

Career fairs are often advertised in local newspapers as well. While information about a career fair may appear in different newspaper sections, it is common to find information about them in the employment section of a newspaper. Although it isn't as common as newspaper advertisements, many career fairs are also advertised online. If you have access to any local business websites or message boards, you may be able to find information on an upcoming career fair.

Community boards are another way that career fair organizers go about advertising their upcoming career fairs. Since most career fairs are planned months in advance, many organizers have the time to go around the neighborhood and hang-up signs. Many career fairs are advertised on college campus community bulletin boards. Businesses where those looking for work are likely to hang out may also have bulletin boards that may have information on available job openings or career fairs. These types of businesses tend to include restaurants or coffee houses.

You are also advised to contact your local career center, which is sometimes referred to as a career counseling center. These types of centers are where you should be able to receive assistance with finding a job. Most career centers are staffed with those who are educated on the art of finding, applying for, and landing a job. If you do have a local career center in or around your community, they are often the first ones to know about an upcoming career fair. That is why it is advised that you contact your local career

center to ask if they know about any upcoming career fairs. If they do, be sure to get the important information, like when and where.

By keeping the above mentioned points in mind, you should be able to find and attend any career fairs that happen in or around your place of residence. For the best chance of success, when attending a career fair, make sure that you bring multiple copies of your resume, dress for success, and be prepared for an onsite interview, because they do occasionally happen.

### **How to Get the Most Out of Job Hunting Websites**

Are you looking for a new job? If you are and if you also have internet access, there is a good chance that you may end up turning to career hunting or job hunting websites. Two examples of these types of websites are CareerBuilder.com and Monster.com. Although these websites are great ways to gain access to hundreds, if not thousands, of up-to-date job listings, if you want to be successful it is advised that you know how to get the most out of these websites. A few helpful tips that you may want to familiarize yourself with are outlined below.

When it comes to using career hunting or job hunting websites, there are some websites that allow you to search through job listings without having to create an account. However, if you find a job listing that you would like to apply to, you will often need to create an account. The good news though is that most of these career hunting or job hunting websites, at least the reputable ones, are free to use. This means that there is absolutely no reason as to why you shouldn't register for a free account. In fact, registering for an account may also get you extra member benefits.

Speaking of the extra job hunting or career hunting website member benefits, there a number of "perks," that you may be able to enjoy; perks that may make it easier for you to find a job. Of course, it is important to remember that not all career hunting or job hunting websites are the same. With that in mind though, many career hunting and job hunting websites allow you save a sample job application, with all of your personal information already filled out, as well as a copy of your resume on their website. This can help you save time when it comes to applying for job. Also, many career hunting or job hunting websites also allow their members to make their resumes searchable by employers; employers who are looking for qualified candidates.

Even if you are able to make it is that your resume is searchable by employers you may still want to take the time to find and apply for job listings that you, yourself, are able to come across. Most career hunting or job hunting websites allow you to do this a number of different ways. For instance, you can browse through a large selection of job listings, often for the whole country. If you are unwilling to relocate or if you were looking for something in particular, you could tailor or customize your search. For instance, if you were looking to work within fifty miles of where you live, you could search based on that criteria. You could also perform a search for a certain type of job or a job in a certain industry, like education or construction.

When using a career hunting or job hunting website, many job listings request that you apply for the job through the job hunting or career hunting website in question, but not all do. Before applying for any job, whether you find it online or not, you want to make sure that you thoroughly read through all information given to you. Despite an 'apply now,' tab at the bottom of a job listing on a career hunting or job hunting website, the employer in question may actually want you to send your resume as an email attachment. You never really know unless you thoroughly read through all of the information given to you. To prevent yourself from looking silly or associated as being "the one who doesn't follow directions," you will want to make sure you read and think before you act.

By keeping the above mentioned points in mind, you should be able to use career hunting or job hunting websites to the best of your ability. In addition to CareerBuilder.com and Monster.com, you can find additional websites by performing a standard internet search.

## **How to Spot Employment Scams**

Are you looking for a new job? If you are, you may be using the internet or your local newspaper to find job listings. Although the internet and local newspapers are a great way to find up-to-date job listings, you also need to be on the lookout for scams. There is such a thing as an employment scam. The good news is that many employment scams are easy to spot, especially when you know what to look for.

When it comes to being on the lookout for employment scams, it is extremely important that you remember employment scams are not only found online. While these scams are more common online, many employment scams are making their way to local newspapers, possibly even your local newspaper. That is why you always need to be on the lookout for employment scams; you should never let your guard down.

As for spotting an employment scam, which is also commonly referred to as a job listing scam, there are a number of points that you will want to be on the lookout for. Perhaps, the biggest red flag is when you are required to put down a deposit to apply for a job or to get hired. If you are thinking that it is suspicious, you are right. Many people are so desperate for a job that they don't realize that they shouldn't have to pay to work; it should actually be the other way around. No matter what excuses you are given, like that your deposit would be used to process your application or pay for your training materials, do not fall for it. Under no circumstances should you pay an employer to let you work for them.

Another easy way that you can spot an employment scam is by examining the information given to you in a job listing. For instance, most legitimate business opportunities or job listings will be full of information. Whether the job listing is for a local job or work-at-home job, you should be able to get information on the type of job available, a little bit of background information on the company in question, qualifications needed, as well as information on how to go about applying for the job. Employment scams often provide as little information as possible. You will want to be



on the lookout for job listings just that encourage you to “act fact, as only five more positions available,” or something else along those lines. Never apply for a job without knowing exactly what you would be doing first.

One of the reasons why you are advised against apply for a job that you don't really know much about is because many job applications request your social security number. Your social security number in the wrong hands can result in a bad, costly situation. The requesting of a blank check, for direct deposit, is another red flag that you should be able to spot. If you are hired to work for a well-known company, one that is either local or online, direct deposit is okay, but you should never sign up for direct deposit because you are required to do so, especially if you are trying a new work-at-home opportunity.

The above mentioned red flags are red flags that you should always be on the lookout for and avoid. In all honesty, you may be able to search for and find legitimate job opportunities or examine a large number of job listings without every coming across an employment scam, but it is still best if you are prepared for it all.

### **Interview Tips to Help You Land that Job**

Are you looking for a new job or a new career? If you are, your first step should be examining job listings. When it comes to finding job listings, you have a number of different options. For instance, you can use your local newspaper, the internet, or career counseling centers. In a way, finding job listings is the easy part. Actually getting the job that you want is the hard part.

When it comes to landing a job that you applied for, your interview will play an important part in whether or not you are hired. If you are able to get a job interview for one of the jobs that you applied for, you are advised to proceed with caution. Your actions or your responses during an interview can either make or break you. To increase your chances of landing your dream job, or at least the one that you applied for, you will want to continue reading on, as some helpful tips are outlined below.

When going to a job interview, it is important that you are properly dressed. You would actually be surprised to learn how many job applicants show up to a job interview in unattractive, unprofessional attire. Even if you are just applying for a job as a cashier at one of your local supermarkets, you are still advised to dress professionally for a job interview. Depending on the job you are applying for, a dress or a business suit may be called for; however, a simple pair of black pants and a white shirt is much better than a pair of jeans.

You are also advised to bring a couple of copies of your resume to your job interview. This is something that many job applicants do not think to do, but it is actually a wise move. Yes, you may have already submitted your resume to the employer giving you the interview, but it is important to remember that they probably received hundreds, if not thousands, of resumes. It is not unheard of for resumes to get lost or misplaced. Bringing along an extra copy of your resume shows that you are responsible and likely to always be prepared. In addition to bringing an extra resume for the interviewer, it is

also advised that you bring a copy for yourself. This will make reviewing your work history and education easier, as everyone would be on the same page.

During the interview, you will be asked a number of different questions by the interviewer. One of the most common questions asked is about your strengths and your weaknesses. One of the biggest mistakes that a job applicant makes is stating that they don't have any weaknesses. Everyone has at least one weakness or something that they wish that they could change about themselves. You will want to be honest and admit this. Of course, you don't want to go overboard. What you will want to do is try and make your weakness a strength as well.

At the end of most interviews, most interviewers ask the interviewee, which would be you, if you have any questions. You are advised to ask questions. In all honesty, even if you don't have any questions to ask, you are advised to come up with some. Many interviewers use the "do you have any questions," as a ploy. Many are turned off by interviewees who do not have any questions. Some even associated it with not being interested in the job or the company. Even if you ask about how the company got started or what the chances are for moving up the company ladder, you are advised to ask questions. Of course, be careful with the questions that you do ask. You don't want to sound too pushy or overbearing.

At the end of your interview, it is extremely important that you shake the hand of your interviewer and thank them for the opportunity. This is very important. It is hard for some to imagine, but a simple thank you actually goes a long way nowadays, as it is hardly spoken anymore. It is also advised that you send a thank you note to the interviewer you met with. This may not necessarily increase your chances of landing the job, but it will make you look professional.

By keeping the above mentioned tips in mind, you should be able to have a successful interview. As a reminder, interviews are the most important part of landing a new job.

### **Job Hunting: Should You Lower Your Expectations**

Are you in need of a job? If you are currently unemployed you may even consider yourself to be desperate for a new job. If you are, you may end up wondering if you should lower your expectations, to make it easier to find a job right away. If so, you are definitely not alone.

When it comes to determining whether or not you should lower your expectations, when hunting for a job, there are a number of important factors that need to be taken into consideration. One of those factors is your need for a job. For instance, do you have a family to support? Do you have rent, mortgage, or car payments that need to be made? If you do, your need for a job may actually be quite high, especially if you are not receiving money from your state's unemployment fund. If your survival depends on having a job, you may need to lower your expectations, even just temporarily.

Another factor that needs to be examined, when determining whether or not you should lower your expectations, when hunting for a job, is your expectations. For instance, are they reasonable? Are you interested in working as a doctor? If you are, do you have a

degree in medicine? If not, your expectations are not only too high, but they are unreasonable. The first step in not being required to lower your expectations, when searching for a job, is making sure that your expectations are reasonable. For instance, if you worked as a retail cashier for a while and attended business school, you may want to think about trying to acquire a job as a retail store manager. This type of goal is one that is just right, as it isn't too unrealistic.

It is also advised that you examine the current job forecast for the industry that you would like to work in. In keeping with the above mentioned example of a retail store manager, if the retail industry isn't doing too well, there is a good chance that not as many new retail stores will open up in or around your area. This may limit the number of retail store manager jobs that are available. In this case, you may need to lower your expectations or just change them, to include something different.

Of course, what you need to remember is that if you do need to lower your expectations, when hunting for a job, especially if your survival depends on it, it doesn't have to be permanent. For instance, if you are required to take a job as a retail store cashier, but you are actually qualified to work as a school teacher, your retail store job doesn't have to last forever. When working and making a little bit of money, possibly enough to help your family or pay your bills, you can continue on by searching for teaching opportunities. If you keep after your goal long enough, you should be able to find an opportunity that you are more than qualified for. If and when that time comes, you could choose to give up the job that caused you to lower your expectations.

Although you may not necessarily want to take a job that you may consider to be beneath you, there may come a time in life when you have to. If and when that time comes, it is important that you remember that nothing has to be permanent or forever etched in stone.

## **Job Hunting: The Importance of a Professional Resume**

Are you currently job hunting? If you are, you will likely find a number of job listings that you want to apply for, if you haven't already done so. No matter what type of job you are applying for, whether you want to be a contractor, a secretary, or a retail store manager, you will want to make a resume for yourself. Resumes are often used to replace or supplement a traditional job application. The only thing is that your resume needs to be professional in nature.

When it comes to resumes that are professional in nature, there are many individuals who wonder why having a professional resume is so important. In all honesty, there are a number of different reasons. Just a few of the many reasons why having a professional resume, at least a professional looking one, is important are touched on below.

Perhaps, the biggest reason as to why you need to submit a resume that is professional in nature is because the resume is often the first thing that a hiring employer will see. With many employers using the internet and newspaper employment sections to find qualified candidates, many are not meeting their prospective employees in person. Most

just simply submit their resume as an email attachment or mail it in. Since your face will not be seen and your personality will not be witnessed right away, your resume will essentially end up doing all of the talking for you. That is why you want to make sure that it looks and feels professional.

What you may not realize is that there are many employers who classify all of their applicants based on their resumes. Yes, this may not necessarily be fair, especially when that classification is based solely on appearance, but it is something that does happen. That is why you will want to make sure that your resume gives a good first impression. You don't want it to be tossed to the side, just for its appearance. For the best chance of success, print your resume out on traditional white computer paper, use standard font, and make sure that it is easy to read.

A professional resume, even just a professionally looking one, is also important because it can help give you an edge above the competition. For many, submitting a resume that is professional in nature, right to the point, and easy to read is common sense, but for others it isn't so obvious. You may actually be surprised with how many applicants respond to a job listing with a resume that should have never left their house. Depending on the job listing you are responding to, you may end up being one of hundreds of applicants. That is why it is important that you get an edge. However, the way to do this is with a professional resume, not one that will get laughed at all the way to the trash can.

As you can see, from being outlined above, there are a number of different reasons as to why the resumes that you submit to hopeful employers should be professional in nature. The term professional in nature is used because your resume doesn't actually have to be professionally done. If you do have some writing experience, particularly concerning resumes, you may be able to produce your own professional resume. If not, you are advised to look into using the services of a professional resume writer.

## **Job Hunting? The Importance of Looking Out for Scams**

Are you currently on a search for a new job? If you are, you may be using the internet, as well as your local newspapers to find job openings. While these are both great way to find job openings that you are qualified for, as well as apply for those jobs, you need to remember to be on the lookout for scams.

Despite what you may believe, there are scams that are sometimes referred to as job hunting scams, career scams, or employment scams. These scams are run by those who are looking to profit from someone's need to find a job. Although it is horrifying, it is something that does happen. That is why you need to be on the lookout for scams, when searching for and applying for new jobs. As a reminder, you need to remember that these employment scams not only take place online; many scams are starting to make their way to newspaper employment sections.

When it comes to avoiding job scams, it is best if you know what to be on the lookout for. One of the most common scams associated with job hunting involves the

requirement of a deposit. This deposit is most commonly associated with work-at-home opportunities, but not always. These types of scams work when an “employer,” or a scammer says that a deposit is needed to start working for them. This deposit may be used for supplies, training materials, or just because. What you need to remember is that you should never have to pay to get a job. You should be paid to work, not the other way around. Yes, you may need to buy certain pieces of clothing or other needed supplies, but you should be able to make your own purchase, from anywhere you want.

Another type of scam that you will want to be on the look for is employment scams that are just out to get your personal information. As with deposit employment scams, these types of scams are most commonly associated with work at home jobs, but they are not limited to them. These types of scams work by having you hired for a job, any type of job, but one that doesn’t really exist. The only thing is that most typically don’t know that the job doesn’t exist. The “employer,” in question will then ask you to fill out required working papers or provide you bank account information for direct deposit. Once the “employer,” or scammer in question has your personal account information, you will likely never see or hear from them again. However, you may find yourself with an identity theft problem.

One of the best ways to avoid falling victim to an employment scam is by using your best judgment. If a job opportunity sounds too good to be true, chances are it is. You will want to be cautious of any job opportunity that requires paying a deposit to become an employee or a job listing that wants your personal information before you even know exactly what you would be doing. Be on the lookout for common scams, ones that state only a certain number of openings are left, ones that have 1-800 numbers for contact information, and such.

By keeping the above mentioned points in mind, you are more likely to find a legitimate career opportunity or job than you are to fall victim to an employment scam. As a reminder, use your best judgment.

## **Job Interview Dos and Don’ts**

Are you in the process of trying to get a new job? If you have already applied for a few jobs, there is a good chance that you may end up having an interview scheduled soon, if you don’t already have one arranged. As you likely already know, a job interview is often the deciding factor in whether or not you get hired. That is why it is important that your interviews go off without a hitch. To ensure that they do, you may want to familiarize yourself with the most common job interview dos and don’ts, some of which are outlined below.

One thing that you will want to do is prepare for your interview. There are too many individuals who mistakenly believe that all interviews are the same. This is actually something that you do not want to do. Yes, many interviews are similar in nature, but they are not all the same. In all honesty, it depends on the job that you are being interviewed for and the employer in question. Instead of assuming that your job

interview will be just like the last one, you are advised to expect something different, to help keep you on your toes.

Another thing that you will want to do is practice for your interview. As it was previously mentioned, many job interviews are similar in nature, despite being a little bit different. They are often similar based on some of the basic questions that are asked. For instance, some of those questions may be centered on your professional goals, your need to succeed, and so on. No matter how prepared you are for these questions, they can be difficult to answer in the moment. That is why you do want to prepare for your interview by doing a few practice runs, preferably with a friend or a relative.

As stated above, during the interview process, you will be asked a number of questions. These questions are what enables an employer to gain insight into you, your life, and your work habits. When responding to questions that you are asked or even when just making conversation, it is advised that you keep everything professional in nature. What you do not want to do is divulge too much information about your personal life. For instance, employers do not need to know how old you are or if you have any children. Also, do not badmouth any of your previous employers or bosses, as this will tend to make you look bad yourself.

When going for a job interview, it is important that you are properly dressed. What you do not want to do is wear jeans, sweatpants, or clothing that is too revealing. To increase your chances of getting a job, you want to look professional for your job interview. This not only includes your clothing, but your appearance as well. If you need to put on makeup or get a hair cut, go ahead and do so. When looking to hire a new employee, many employers want someone who can represent the company in a positive matter. That is why it is important that you do place at least a little bit of focus on your appearance.

Since the interview process is what is often the deciding factor in whether or not you are hired, you will want to make sure that your interview is one that is memorable, and in a good way. To do that, you will want to keep the above mentioned job interview do's and don'ts in mind.

### **Online Career Websites: Are They worth Your Time?**

Are you in the market for a new job? If you are, you may be wondering exactly how you can go about finding a new job or a new career. As you likely already know, you have a number of different options. One of those options includes websites that are often referred to as career websites or job hunting websites. The only question is are they really worth your time?

Before examining whether or not career websites or job hunting websites are really worth your time, it is best if you thoroughly understand what they are. Career and job hunting websites come in a number of different sizes, shapes, and styles. For instance, you can find online message boards where internet users, just like you, are able to post information on job listings that they come across. There are also other career or job hunting websites that are professionally done. These types of websites often deal

directly with employers; employers who are looking for qualified candidates, possibly just like you.

As for whether or not career or job hunting websites are worth your time, it honestly depends. If given the choice between a professional career hunting or job hunting website, one that deals with employers directly, or a website that allows job hunters, like you, to post information they find, you are advised to go with the professional websites. These are the ones that are worth your time and then some. To find a career website or a job hunting website, you may want to perform a standard internet search.

Once you have found an online career website or a job hunting website, your actions will also have an impact on whether or not your time is well spent. For instance, many online career websites or job hunting websites allow you to search through available job listings. When doing so, you may want to tailor your search. This will not only save you time, but it will help to give you more accurate job listings. You may want to tailor your search to include a career field, like sales or construction. It is also advised that you tailor your search to a specific area, like the city that you live in or a city in which you wouldn't mind traveling to.

In addition to tailoring your job search, on a career website or a job hunting website, you will also want to make sure that you closely examine the dates. Most job hunting websites have it so their most recent job listings will show first, but it is best to make sure. You will want to try and target new job listings. This doesn't mean that you can't go back and examine older listings, but you will want to place a focus on newer listings. Also, many employers remove their old job listings, once the positions have been filled, but not everyone does so in a timely matter.

Another way that you can make sure that online career websites and job hunting websites are worth your time is by posting your resume and making it searchable. When applying for a job, you will need to submit your resume along with your application, if one is required. In addition to doing this, you may want to think about posting your resume or making it public. Although many of the employers that use career or job hunting websites want applicants to come to them, there are others who go to the applicants. That is why it is advised that you make your resume, if it is possible to do so, searchable by employers. You never know, but you could end up with an interview or a job with little or no work done on your part!

As you can see, career hunting and job hunting websites are worth your time, as long as you use your time wisely. As a reminder, if you don't already know of a career or job hunting website, you can easily find one or a number of them by performing a standard internet search.

### **Online Job Hunting Websites: Why You Should Post Your Resume**

If you are looking for a new job or a new career, there is a good chance that you would turn to websites which are commonly referred to as online job hunting websites or career hunting websites. Two popular and well-known examples of these websites are

CareerBuilder.com and Monster.com. What is nice about these online job hunting websites is that you can search through hundreds or even thousands of job listings for your area, but did you know that you can also do more than that?

As it was previously mentioned, many career hunting or job hunting websites allow you to search through job listings in or around your area. This is often done by entering in your zip code and then a specific mile radius, which you would be willing to travel. You can even customize your searches a little bit more, to search for a certain type of job or a job in a specific industry, like medicine. Many career hunting or job hunting websites allow you to search through their listings without creating an account, but if you would like to apply for any of the job listings that you come across, you will need to register for an account. While different career hunting or job hunting websites vary, many are free to use.

When applying for a job, through an online career hunting or job hunting website, the application process will all depend on the website in question. In most cases, you will be required to fill out a small form. That form may ask your full name, your address, your telephone number, as well as a little bit of information about your work experience and the education that you received. In addition to this information, which in a way resembles a standard job application, you will need to attach your resume. Many career hunting or job hunting websites allow you to upload your resume to their system or have you create a new one in their system. This resume is what will basically determine if you get an interview; therefore, it is important that you always make sure to attach a resume when applying for a job online, even if the employer in question only says that one is optional.

Although it is advised that you attach a resume whenever applying for a job, especially online, there are many job hunting or career hunting websites that allow you to do more than that. For instance, many also allow you to post your resume online or make it searchable; searchable to employers who use the website in question. What does this mean for you? It means that you and your resume could get exposure without you having to do any work yourself. The simple uploading of your resume, the clicking of the searchable box, and you should be good to go. As a reminder, most career hunting or job hunting websites do not make your resume available to the general public, just the employers who use their services; therefore, you shouldn't have to worry about your resume falling into the wrong hands.

As previously stated, uploading your resume to a job hunting or career hunting website and making it searchable may help you land a job or at least an interview with little or no work on your part. This is because many employers actually find it easier to search for the perfect candidates themselves, instead of having to go through hundreds or thousands of resumes and job applications, many from those whose are not even qualified for the job in question anyways. So, that is why it is important that you have your resume posted and made viewable by employers on career hunting or job hunting websites. You never really know who may come across your resume or what type of job they will offer you.

As a reminder, most career hunting or job hunting websites allow you to use their services, as well as post your resume on their websites free of charge. That is all the



more reason as to why you should make your resume available for viewing; you have nothing to lose by doing so.

## **Preparing for Your Job Interview**

Have you recently landed a job interview, from one of the job listings that you applied to? If you have, when is your interview scheduled? If your interview is scheduled to take place in a few days or even in a few hours, are you prepared for it? What you may not know is that most job applicants aren't. To make sure that you are prepared for your interview, you will want to continue reading on.

When it comes to hiring an applicant, there are many interviewers who do place a large focus on personal appearance. This focus on personal appearance doesn't just focus on beauty, but hygiene as well. Employers want to hire workers who will give their business a good public perception. That is why it is important that you give that good perception, especially in an interview. When attending a job interview, you will want to make sure that you are professionally dressed, either in a pant suit or a dress. Make sure that your hair is well kept as well. In fact, you may want to think about buying a new outfit or getting your hair done before your interview is scheduled to take place.

Before your interview, you may also want to make a trip to the store to purchase some needed supplies, if you don't already own them. These supplies may include a notebook, writing utensils, and a thank you note. As for the notebook and a writing utensil, you may want to take notes during your interview. If you applied to more than one job listing, you may have multiple interviews scheduled. Taking notes during your interviews will help you keep all of them straight. Also, taking notes during a job interview makes you look as if you are more interested in the job. It also shows a side of you that says "I am professional and always prepared."

As for the thank you note, which was mentioned above, you will want to send a thank you note to your interviewer. A thank you note may also help to create a good, positive impression of yourself. With thank you notes, many have intentions of sending them, but not everyone ends up doing so. Having a standard thank you note already filled out and ready to go is ideal. In fact, you may also want to drop it off at the post office right after your interview has been completed. Of course, make sure that you don't drop it off beforehand. Should the mail be delivered early or your interview needs to be rescheduled, you may be embarrassed with the early delivery of a thank you note, for an interview that never even occurred yet.

As you likely already know, job interviews are where hiring employers are able to learn as much as they can about you. This is often done by asking a series of questions. The questions that you are asked during a job interview will tend to vary, but most are likely focused around your goals and your work ethics. For instance, you may be asked to describe your strengths and your weaknesses, your goals in life, your desire to move up the corporate ladder and such. Even if these questions are expected to be asked, it can be nerve-wracking when they are actually asked. That is why you may want to do a number of practice interviews. These practice interviews work best with another person,

like a family member or a friend, but you can also do them by yourself, like in front of a mirror. Practicing your responses before a job interview is one of the best ways to make sure that your answers come out exactly the way that you wanted them to.

The above mentioned preparation tips are just a few of the many that you may find useful, when it comes to preparing for a job interview. If you are hoping to schedule multiple interviews, you may want to invest in resource guides that focus on successfully mastering the interview process, as that interview process is often the deciding factor in whether or not you get hired.

## **Questions to Ask During a Job Interview**

Have you recently been contacted for a job interview? If so, you may be pretty excited. When it comes to getting a new job or starting a new career, an interview is the first step towards success. The only problem is that many interviewees end up making costly mistakes during their interviews. One of those mistakes is by not asking any questions. You are advised against doing this. Not asking any questions during a job interview gives the impression that you are not a leader, just a follower. That is not the type of impression that you want to make.

When it comes to asking questions during a job interview, you may be wondering what type of questions you should ask. Before examining the type of questions that you should ask, it may be best to focus on the type of questions that you shouldn't ask. For one, you are advised against asking about the pay or raises, like when they kick in. Salary is something that should be brought up by the interviewer. If and when salary is discussed, you may want to ask about raises, but it is advised that you refrain from doing so, at least right away.

In keeping with questions that you should not ask, many employers give their job applicants information about their company, like a company brochure or a link to their online website. You are advised to thoroughly examine all of the information given to you, whether that information be online or in print. This will prevent you from asking questions that you should already know the answers to. Asking a question about the history of the company, when you were already given detailed history information, gives the impression that you did not read through the materials given to you. This is not the type of first impression that you want to make.

Now that you know some of the questions that you do not want to ask during a job interview, you may want to focus on some of the questions that you can ask, or at least ones that are considered "safe," to ask. One of those questions is about the average workday or workweek. For instance, ask if you were hired for the job, what would your workdays or workweeks be like? What type of tasks would you be required to complete?

Another question that you may want to ask during a job interview is about the company's future? Are there any plans for expansion? How does the company rate against the competition? These are interesting questions that show that you want to work for a successful company, one that will be around for a long period of time. Asking

about the stability of a company gives a good impression of yourself, as it often means that you are also looking for stability.

You may also want to ask the interviewer some personal questions, but do not go too personal. Try asking them about how they like working for their company. Ask about when they started working for the company and what level did they start at. If they advanced, ask if it was relatively easy to do? Does the company in question tend to promote from the inside up or do they hire new employees? This may get you on a personal level with the interviewer, which tends to make your interview more memorable.

The above mentioned questions are just a few of the many that you may want to ask an interviewer during a job interview. In all honesty, you are advised to use your best judgment when asking questions, but it is important that you do ask at least some.

## **Resume Tips to Help You Land That Job**

Are you looking for a new job or a new career? If you are, have you already started using the internet or your local newspapers to find jobs? If you have, you may be at the applying stage. The applying stage of job hunting is perhaps the most important part. Many times, you are only required to send in a job application or submit your resume. Since your face and your personality will not originally be seen, you will need to let your resume do all of the work for you. That is why it is extremely important that your resume is professional looking. A few tips that you may want to keep in mind when making your resume are outlined below.

As a reminder, your resume is the first thing that an employer will see. If you apply for a job that you saw advertised online or in your local newspaper, there is a good chance that you will not be submitting your resume in person. Although it isn't always fair, many employers categorize their applicants solely on their resumes. That is why it is extremely important that you thoroughly review your resume before turning it into hopeful employers. In most cases, the resume is what makes or breaks an applicant's chance of getting the job that they were seeking.

Perhaps, the most important tip to remember, when creating a new resume for yourself or reviewing your current resume, is the appearance. Many people mistakenly believe that they stand the best chance if their resume stands out. Yes, you want your resume to stand out, but in a good way; a professional way. At all costs, you will want to try and avoid colored paper and flashy, hard to read print. As stated above, many employers categorize their applicants by their resumes. Having an unattractive, unprofessional resume is the quickest way to get your resume into that "don't bother," pile.

It is also advised that you tailor your resume to the job that you are applying to, or at least the industry that you are hoping to get into. For instance, if you are looking for a job in retail, your resume objective may want to mention "looking for a career in a fast paced retail environment," or such. Tailoring your resume to each specific job will help

to keep you one step above the competition. There are many hiring employers who wonder if their applicants even read through the job listing before applying. You do not want to be one of those applicants. Outlining the need for a job in the construction industry, while applying for a job in the retail industry is another quick way to get your resume into that “don’t bother,” pile.

Another tip that you will want to remember, when it comes to making a nice, professional resume, is length. Yes, you want to make sure that your resume includes as much information as it can, but you will want to make sure that it isn’t jam packed with information. If, at all possible, you are advised to keep your resume around one or two pages long. Be sure to include all applicable information, like your work history and your education. When outlining your previous work experience and your education, you want to include the basic information, just that. Anything else can further be discussed in an interview. Many employers hate reading long resumes, especially when the information isn’t always applicable.

The above mentioned tips should be able to help you create a professional resume; one that will be looked at. If you are not dropping your resume off in person, you will want to create a cover letter for yourself. A cover letter should be short and to the point. Outline the job that you are applying for, the experience that you have which makes you a good candidate, and ask the hiring employer to see your attached resume for additional information.

## **Searching for a Job? How to Find Job Listings**

Are you looking for a career change or are you currently unemployed? If you are, you will need to find a new job. As you likely already know, you have a number of different options when it comes to finding a job. However, you may be curious as to what all of your options are.

When it comes to finding a new job, one of the first places that you should look is in your local newspapers. Many newspapers, including those that are distributed on a daily and weekly basis, have classified sections. These sections often tend to include an employment section. In that area, there should be job listings available. While many job listings vary, you should be able to get a little bit of information about the job in question, the experience required, as well as instructions on how you can go about applying for the job.

You can also find job listings by using the internet. When using the internet, there are a number of different approaches that you can take. One of those approaches involves using websites that are sometimes referred to as career websites or job hunting websites. These are websites that partner with employers, to give you accurate and up-to-date information on job listings. What is nice about using online career websites or job hunting websites that they are free and easy to use. You can also choose to have your resume posted online. This is nice because it allows employers to find you, instead of it only being the other way around.

In addition to using online career websites or job hunting websites, you can also use the internet to find information on available jobs by visiting websites where changing careers or finding jobs are being discussed. Many times, these websites come in a message board format; a format where internet users, just like you, are able to share the information that they come across. These types of websites may not have as much information as professional career or job hunting websites, but they may have just what you are looking for.

You can also find job listings by attending career fairs, which are also commonly referred to as job fairs. These types of functions are when a number of employers set up booths, often in a large public place, like a shopping center. When attending a career fair, new job seekers, just like you, are able to visit each booth and learn more about the company in question. If you bring your resume with you, you may even get an interview right on the spot. In fact, some career fair employer participants have been known to hire new employees at career fairs too!

Depending on where you live, you may also have a career center in or around the city or town that you live in. Some cities have their own career centers, but the county that you live in should have at least one. Career centers are establishments that you can visit to get help with finding a job. Many of those on unemployment are required to visit career centers on a regular basis, but you may want to do so even if you are not on unemployment. Most career centers are staffed with workers who can help you look for a job, determine if you are qualified for it, and so on. Also, most career centers have internet access, which can be used to search for job listings. This means that if you don't have internet access at home, you will definitely want to look into visiting your local career center.

The above mentioned approaches are just a few of the many ways that you can go about finding job listings. Additional approaches that you may want to take involve contacting local businesses, word of mouth, and so on. For the best chance of success, you are advised to try one or more of the above mentioned methods to find job listings; job listings that you may be qualified for.

### **Should You Apply for Jobs that You Are Not Qualified For?**

Are you on a hunt for a new job or a new career? If you are, you will likely come across a number of job listings, some of which you may be qualified for and others that you may not necessarily be qualified for. When it comes to applying for a job, there are many job seekers who wonder if they should bother applying for a job that they are not really qualified for. To determine whether or not you should, you may want to examine the pros and cons of doing so.

When it comes to applying for a job that you may not necessarily be qualified for, the biggest pro of doing so is the unexpected. You would be surprised how many employers just schedule interviews without actually examining resumes first. This is most often done when an employee needs to be hired right away or when there weren't a large number of applicants. When that is the case, your resume won't necessarily do all of

the talking for you, your personality will. There are thousands of instances each year where employers actually hire those that weren't necessarily qualified for the job in question. The reasons why they were hired tend to vary, but many were just impressed with the applicant's personality, goals, and need to succeed.

Another pro or plus side to applying for a job that you may not necessarily be qualified for is other opportunities, often from the same employer. It is not uncommon for an employer to be doing hiring for more than one position. Although you may not necessarily be qualified for the position that you applied for, the employer in question may have another position available; another position that you may be better suited for. If an employer likes your resume or your personality, if an interview was scheduled, you actually stand a good chance of getting hired, even if it is for a different position than the one that you originally applied for.

Although there are a number of pros or plus sides to applying for a job that you are not necessarily qualified for, there are also a number of cons or downsides to doing so as well. One of those cons is the impression that you may end up giving of yourself. Some employers easily get frustrated or fed up with those who apply for jobs that they aren't qualified for. From the perspective of an employer, it is time consuming to sort through hundreds or thousands resumes or job applications, especially when a good portion of them are from those who aren't even qualified for the available position.

When it comes to applying for a job that you aren't qualified for, the decision as to whether or not you want to do so is yours to make, but it is advised that you use your best judgment. For instance, do not apply for a position as a teacher or a doctor if you don't have the proper degree or required training. However, if you are interested in becoming a retail store manager and it is required that you have a business degree, you may want to think about applying for the job if you are currently working on your degree, even just part-time, or if you have the equal years work experience.

If you are able to land an interview, the question as to why you applied for a job that you aren't qualified for may arise. When answering that question, you will want to spin it in a way that you will benefit you. For instance, respond with something like how you are always up for a challenge or go into detail about how you think you are qualified in other ways. One thing you will definitely not want to do is respond with "I was hoping that I would get lucky." This is a surefire way to lose your chance of getting the job.

## **Should You Hire a Professional Resume Writer?**

Are you in the process of trying to get a new job? If you are, you will likely come across numerous job listings that you would like to apply for. When applying for a job, you are almost always required to submit a copy of your resume. When it comes to submitting a resume for a job, it is advised that your resume be professional in nature. A professional resume is one that will up your chances of getting the job of your dreams.

When it comes to submitting a professional resume, there are many job seekers who wonder if they should hire the services of a professional resume writer. As you likely

already know a professional resume writer is often a freelancer writer, but one who specializes in writing professional resumes. Many professional resume writers have a degree or years of experience with creating professional resumes. In all honesty, the decision as to whether or not you want to hire the services of a professional resume writer is yours to make, but there are a number of benefits to doing so.

As it was previously mentioned, many professional resume writers have training and experience. Not all, but many freelance writers have a degree or at least some schooling that is either related to journalism or English. You may also find some professional resume writers who have some freelance writing experience, but who have also worked as hiring managers or company representatives. Perhaps, these types of professionals are the best ones to do business with, as they can not only write professional resumes, but they also often know what hiring employers look for in a resume.

Another one of the many benefits to hiring a professional resume writer is the work that you will have to do. Of course, you will need to be in communication with your hired resume writer, as they need to gather information on your work history and education, but that is about it. After the needed information has been obtained, you pretty much just need to review your resume and submit payment for it. If you are inexperienced with writing or resumes in general, it could literally take you days or even weeks to get your resume exactly the way that you want it. In fact, there are many who never get their resumes "exactly," how they want them, so many just end up settling with what they have. When doing business with a professional resume writer, you don't have to settle for second best; you should always be given the best service and the best results available. In fact, many professional resume writers have satisfaction guaranteed policies.

The only downside to hiring the services of a professional resume writer is the cost of one. However, it is important to remember that there are an unlimited number of professional resume writers to choose from, especially if you use the internet to examine all of your options. This means that you should be able to find a number of professional resume writers, many of which who have affordable rates. Of course, it is important that you don't go too cheap, as you want to make sure that you get professional results. Spending fifty or one hundred dollars on a professional resume writer really isn't that bad of a deal, especially when a professional resume writer may be able to get you a higher paying job.

It is also important to mention your competition. When applying for a job, there is a good chance that you will not be the only applicant. Many jobs, especially those advertised online, receive hundreds and sometimes even thousands of applicants. Out of all of those applicants, you would actually be surprised to see how many do not use the services of a professional resume writer. In fact, you may be surprised with how many applicants turn in resumes that were never even proofread. Hiring the services of a professional resume writer will give your resume a professional look and feel; a look and feel that most hiring employers want to see.

## Should You Pay to Get Access to Job Listings?

Are you in need of a new job? If you are currently unemployed, you may actually be desperate for a job, especially if you have a family to support or bills that need to be paid. When it comes to finding job listings, especially online, you may find many websites that want you to pay to gain access to their information. The only question is should you?

When it comes to paying for job listings, the decision is yours to make, but it is important that you know that you don't have to do so. There are a number of different ways that you can get access to an unlimited number of job listings free of charge. As previously stated, the decision as to whether or not you want to pay to gain access to job listings is yours to make, but you are advised against paying for information that you should be able to get free of charge.

If you would like to avoid having to pay for job listings, you are advised to do a standard internet search, to see if any of your local newspapers have online websites. In today's society, where the popularity of the internet has reached an all time high, even small town newspapers are starting to have online newspaper editions. These online editions may include an employment section. You are advised to check out any local newspaper websites that you can find online. It is also advised that you look to see if they are the same job listings as the ones that are in the printed newspaper. If they are not, you may want to think about spending the few cents it costs to buy a newspaper and also examine those job listings.

There are also websites, which can be found online, that are sometimes referred to as career hunting or job hunting websites. Two of these websites include Monster.com and CareerBuilder.com. These websites and many other similar ones are free to use and register for. They not only allow you to search through available job listings and apply for any jobs that you want to, but may also allow you to post your resume on their systems. By doing this, employers, who are looking for applicants themselves, are able to come across your resume, without you actually having to apply for the job.

Many of the online websites that request that you pay to gain access to their information don't always allow you to apply for the jobs in question directly through their websites, like most career hunting or job hunting websites do. Sometimes, you aren't even given information on to how contact the company in question! This is because these types of websites, the ones that want you to pay, unlike the above mentioned career hunting or job hunting websites, do not work directly with hiring employers.

As a reminder, the decision as to whether or not you want to pay for job listings is yours to make, but you are advised against doing so. In fact, what you may not realize is that some of the websites that ask you to pay to gain access to their information are like scams. Many of these individuals running these websites find the information for their sites online, without paying a dime. With a small amount of time and work, you should be able to do the same. When it comes to paying for job listings, the only time that you should so is if you decide to buy a newspaper.



## Unique Ways to Find Jobs

Are you in need of a job? Whether you are currently unemployed or if you would just like to find a new job, one that pays better or one that you actually enjoy doing each and everyday, you may be wondering how you can go about finding new opportunities. When it comes to finding job listings, which outline open positions, you will find that you have a number of different options. Some of those options are quite obvious, like using online career hunting or job hunting websites or the employment section of a newspaper; however, there are other options that are fairly unique, but effective.

One unique way that you can go about finding information on available jobs is by speaking to those that you know. Word of mouth is a great way to find jobs that you may be qualified for; jobs that you may want to apply for. What is amazing about this approach is those that you know, whether they are your friends, family members, or neighbors, may not even be looking for a job themselves. They may have just come across a now hiring sign or happen to see an advertisement in their newspaper's employment section. It may seem weird when you think about it, but those who aren't actually looking for jobs are usually the best sources of information when it comes to finding a job.

Another unique way that you can go about finding a job is by working with a buddy or a partner. If you know of anyone, like a family member or friend, who is also in need of a job, you and that person may want to think about teaming up. For instance, you could search for job listings online and your partner could search for job listings in local newspapers. This approach is nice because it allows you to save time, when searching for job listings. Yes, you may end up receiving a little bit of competition from your job hunting buddy, but the amount of time that you are able to save will likely be well worth it in the end. Also, depending on where you live, you may be able to find hundreds of available job listings; therefore, the chances of both you and your job hunting buddy finding a job are actually quite high.

Another unique way that you can go about finding jobs is by using the internet to your advantage, namely online message boards. Online message boards, as you likely already know, are online forums where internet users can interact with each other. Although many internet users use online message boards for recreational purposes, there are others who use them for business purposes, like with assistance with finding a job. In most cases, online message boards are great ways to learn about work-at-home opportunities or nationally operated companies that may have a local branch near you. It is not uncommon for a current company employee to mention that their company is hiring or just outline the fact that they enjoy working for the company in question. If you happen to come across these types of discussions, you may want to prod for more information or at least do your own investigation of the company in question.

Another approach that you may want to take isn't necessarily considered unique, but it isn't as common as you would think. Many businesses, even those that are locally owned and operated, now have online websites. Many businesses have a webpage that is devoted to employment. That employment page may outline whether or not the company in question is currently hiring. If they are, information on what positions are available or how you can apply may also be touched on. If you don't already know the

online websites of your local employers or ones that you would be interested in working for, you can easily find them, if they do exist, by performing a standard internet search.

The above mentioned approaches are just a few of the many unique or less common ways that you can go about finding a job. With the above mentioned approaches, combined with online career hunting or job hunting websites, career counseling centers, career fairs, and your newspaper's employment sections, you are sure to find a handful of job listings; job listings that you may want to apply for.

### **What to Do Before You Start Job Hunting**

Are you currently unemployed? If you are, there is a good chance that you may be looking for a new job. Even if you are not unemployed, you may still be interested in finding a new job, like one that gives you more pleasure or one that pays better. When it comes to finding a new job, you will end up embarking on a journey that is often referred to as job hunting. Although your first thought may be to start finding job listings right away, you are advised against doing so. There are actually a number of things that you will first want to do.

Before you start job hunting, it is advised that you create a plan for yourself. For instance, do you know what type of job you would like to have? If you are unemployed and need a job to pay your bills or support your family, the type of job you want to have may not play as big of a role as it would if you were searching for a job better than the one that you currently have. Even if you are considered desperate, when it comes to finding a job, it is still advised that you take the time to consider what type of job you would like to have. When making your determination, it is important that you be realistic. For instance, if you only have a high school diploma, a job as a doctor or a teacher isn't doable, at least not without first furthering your education.

It is also advised that you develop a plan for yourself, when it actually comes time to find a job. For instance, when looking for a job, you will want to be on the lookout for job listings. Job listings are often described as small write-ups, like a paragraph or two, that outline a position that applications are currently being accepted for. When it comes to finding job listings, you will see that you have a number of different options. For instance, job listings can be found online or in the employment section of most newspapers. Others learn about jobs through career counseling centers, word of mouth, and so forth. Developing a plan for yourself, one that outlines exactly how you can go about finding available job positions, is the best way to ensure that your job hunting time is wisely spent.

If you decide to search for job listings by using your local newspaper, most of the job listings that you come across will likely be for local companies. If you choose to use the internet, you may be able to come across job listings that are for local opportunities, as well as long distance ones. Before you start searching for jobs, it is advised that you decide whether or not you would be willing to relocate to work. When it comes to relocating, there are some instances, where you may only be required to relocate a few states away and others where you may be required to relocate all the way across the

country. Since relocation can actually play an important role in finding a job, it is important that you examine your ability to relocate or your desire to ahead of time.

Once you have an idea as to what type of job you would like to have or whether or not you would be interested in relocating, you should have a better idea as to what type of job listings you should be on the lookout for. Still, before you start searching, you may want to think about creating a resume for yourself, if you haven't ready done so. Many job listings will be seen by hundreds, if not thousands, of hopeful applicants, just like you. Having a resume all prepared and ready to go will allow you act fast and possibly beat out some of your competition.

Finding a new job is a process that may take time, but it is one that shouldn't cause you too much worry, time, or stress. By keeping the above mentioned points in mind, your job hunting journey will likely go off without a hitch.

### **Why You Should Be Cautious of Newspaper Job Listings**

Are you looking for a new job or a career change? If you are, you may end up turning to the employment section of your local newspaper. Although your local newspaper is a great way to get access to local, up-to-date job listings, you need to be cautious of some of those listings.

When we think of scams in general and when they are associated with job opportunities we automatically think of the internet. Yes, most scams take place online, but what you may not realize is that some of your local newspapers may also be home to employment scams. Unfortunately, most newspapers do not have the time, the money, or the resources needed to check each and every one of their employment ads. That is what allows some employment scams to make their way into your local newspaper. However, the good news is that most scams can be spotted right away, at least with the correct knowledge.

Most commonly, employment scammers, those who use job listings to scam unsuspecting job seekers, try and target free or weekly newspapers. Although they still have to pay a fee to take out an advertisement, most of the fees associated with weekly or monthly newspapers are quite minimal. If and when the scam works, the scammer could either walk away with "required," deposit, or your social security number, possibly even your bank account number, if you were "required," to sign up for direct deposit. The money that scammers make is actually quite high. That is why five dollars to post a job listing isn't much of an expense to them.

As outlined above, many scammers make money by stating that all job applicants or hired applicants must pay a deposit. You should never have to pay to get a job; it should be the other way around. Of course, with this in mind, a legitimate business opportunity, particularly one that is home based, may require that you purchase certain equipment, like a telephone headset, but you should be able to make your own purchase, anywhere you want. You are urged to avoid any job opportunity that asks you to pay a deposit, whether that deposit is for learning materials or "just because."

You are also advised to be cautious of any job listings that are for work-at-home opportunities. Yes, work-at-home jobs and business opportunities do exist, but most of those opportunities are actually advertised online, not in a newspaper's employment section. You will want to be cautious of any work-at-home opportunities that say they only have a certain number of openings, like five or more. Many times, these listings are used to get job applicants to act fast and avoid their suspensions in fear of the opportunity being given to someone else. Avoid, at all costs, any job listings that say you can make money stuffing envelopes, as this is almost always a scam.

When using your local newspaper, especially one that is a daily newspaper, most of the job listings will be for local jobs. You are advised to find a legitimate job listing, one for a local job, and compare it to one that may raise your suspicions. In most cases, you will find that real, legitimate job listings will contain as much information as possible. Be cautious of any job listing that doesn't actually explain the job to you or one that also has a 1-800 number listed. 1-800 numbers are common, but they should be accompanied with lots of information.

In short, what you need to remember is that just about anyone can take out space in a newspaper's employment section. By keeping the above mentioned points in mind, when examining your local newspaper's employment section, you should be able to spot and avoid employment scams.

Are you looking for a career change or just a new job? If you are, you may also be wondering what is the best way to go about doing so. When it comes to finding a job, you have a number of different options. For instance, you could use the internet, visit one of your local career help centers, go to career fairs, or flip through your local newspaper. Although all of these job finding methods are doable, you may want to closely examine looking in your local newspapers. Although many do not think so anymore, your local newspaper or newspapers are great ways to find open, available job listings.

Perhaps, the best part about using your local newspaper to find local job openings in the area is that newspapers are often free or low-cost. It is also important to mention that most buy newspapers anyways. If you find yourself wanting to know the local news, if any concerts are taking place next weekend, or what the weather will be like, you may end up picking up a newspaper anyways. If you are a regular reader of your local newspaper or newspapers, it wouldn't even be an extra expense for you. All you need to do is remember to flip to the back of your local newspaper and checkout the employment section.

Another one of the many reasons why you should use your local newspaper or newspapers to find available job listings is because they are easy to get. As previously mentioned, most local newspapers are either free or really cheap, like less than .50 cents each! When it comes to getting the newspaper to look through, you should be able to find a collection of newspapers at your local supermarkets, gas stations, or newsstands. If you would really like to find up-to-date job listings or just keep track of the local news, you can even sign-up for a newspaper subscription and have your local newspapers delivered directly to your door!

When it comes to finding job listings in your local newspaper, you will typically find that most jobs are local. If you are looking for local jobs, this is an added plus for you. If you would be willing to relocate or travel a little bit, like a half an hour away, you may want to think about picking up some newspapers for the areas that you would be interested in working in. This would give you a larger number of job listings to examine, choose from, and apply to.

In a world where many people are starting to get their news from the internet, many of the people in charge of running local newspapers also realize the importance of having a smaller, free online version. For that reason, you are also advised to checkout the internet and see if your local newspaper has an online website. In most cases, you will find the same job listings online as you would in your newspaper's employment section, but some papers offer discounts for online ads only, so you may be able to find some new job listings.

In short, your local newspaper is a great way to get up-to-date information on available job listings. The information you find in your newspaper's employment section will typically include a short description about the job, the experience that is needed to complete it, as well as information on how to go about applying.