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## FINDING WORK

# Where to Find a Job

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There are a variety of places and methods for finding employment. This publication has been designed to highlight a few resources that can guide you in finding a job. While there are numerous outlets for finding work, the key is to seek out and use those outlets that are best suited for you and your job search. Persistence and dedication—even during difficult times—will be key to finding the right job for you.

## WHERE TO START

### *Networking*

Tell everyone that you are job hunting. Talk to who you know, and maybe even those you don't know so well to make new connections or renew old ones. Former coworkers, classmates, friends and family work at or have connections to companies for which you may want to work.

### *Get Introduced to the Company*

Is the company hiring? Any time you can get introduced directly to a company or hiring manager you will have a much higher chance of getting an interview. Always get introduced to the company if you can.

- Reasons companies might interview even if a job wasn't posted:
  - They are growing fast and want talented people.
  - Growth-stage companies are looking for ambitious talent and if you go out of your way to contact them even when a job isn't posted you'll definitely get their attention.

## SOURCES FOR JOB OPENINGS

- *LinkedIn*

LinkedIn is the largest professional network on the internet. You can use LinkedIn to find the right job and connect and strengthen professional relationships. Once you create a LinkedIn profile, you will be able to share work experience, education and skills with a network of professionals, companies and groups in the areas where you are seeking employment.

You can use LinkedIn to research companies and reach out to the hiring community. You can also apply directly for jobs, save job searches and notify your connections and recruiters that you're open for job opportunities.

- *Indeed*

Indeed is a free service for job seekers where you can upload a resume, create job alert emails, search for jobs, save them and apply to them directly.

- **CareerBuilder**

CareerBuilder is an employment website that helps job seekers and companies connect, giving people a chance to find their calling and many employers a chance to find and hire top talent.

- **Monster**

Monster is a job search site that connects people to jobs. You can search for jobs and read career advice from Monster's job experts.

- **Glassdoor**

Glassdoor is a website where you can search and apply for jobs on its platform and current and former employees can anonymously submit and view salaries.

Register on more than one site and set up alerts because each one offers different benefits.

Make sure your resume is professional and polished before uploading to any job search site. For more information see UT Extension Publication W 936-C.

*NOTE: UT Extension does not endorse any commercial sites named in this publication. These sites are used for illustrative purposes only.*

### **Tennessee Department of Labor & Workforce Development**

- Check out the website **Jobs4TN.gov**. This site gives you an unprecedented amount of jobs averaging 90,000 available every day. Build your resume online, discover labor market information and search more Tennessee jobs than any other search engine.
- Visit a Tennessee American Job Center. Each American Job Center offers digital labor market information, free internet access, workshops, online talent banks, job placement, recruitment and training. **Find your local American Job Center.**

### **Company Websites**

- Apply directly to a company. Visit their Careers page to view openings.

### **Chamber of Commerce Office**

- The chamber can provide a list of firms that employ workers in your area of interest.

### **School Guidance, Vocational, Technical or College Placement Centers**

- Valuable sources for professional and skilled openings
- May be available only to students and alumni of the school
- Some schools have webpages that list job openings

### **Career Fairs**

Attending a career fair for the first time can be a little overwhelming so preparation is key. Remember that the goal of a career fair should be to secure an interview.

- Develop a Strong Resume: Highlight your skills and accomplishments.
- Research the organizations that will be at the fair. Target the ones in which you are most interested.
- Tell organizations what you can do for them instead of asking what they can do for you.

For more information on preparing for job fairs, check out the **Job Fair Checklist** from the Tennessee Department of Labor and Workforce Development.

### **Private Employment Agencies**

Many private agencies specialize in particular types of employment, such as temporary clerical jobs, health professions, management positions or technical jobs. Before you get involved with any organization, make sure you understand its function and the agreement form.

- **Executive search firms** are retained by an employer for a fee to locate candidates for executive positions. They are paid whether or not the employer hires their candidates. “Head hunters,” as they are known, will be of little use to you unless you’re already an executive. However, head hunter firms will take any resume for their required fee.
- **Temporary services** actually hire workers and assign them to short-term or part-time work in client firms. These firms can place a person quickly. However, a worker will not receive benefits (sick days, medical insurance, paid vacations) one normally receives on a regular, full-time job. This may be a way to enter the workforce, because it enables you to get your foot in the door, which could lead to full-time employment.
- **Career counselors** give the job seeker advice on how to conduct a job search and scout the job market for an hourly fee of \$75 to \$150. Many also provide aptitude and interest testing, as well as personal counseling. These agencies do not make job placements and you will have to pay the fee whether you find a job or not. The agency should explain the amount of the fee and when it is due in the agreement form.

Make sure you fully understand your legal responsibilities before deciding to use a private employment agency.

### **VISIT FIRMS**

- Do not stay at home and wait for someone to call you.
- The more contacts you make, the more quickly you will get a job.

### **BE PERSISTENT AND DEDICATED**

- Treat job-hunting as a job. The search is a 40-hour-a-week commitment. You are marketing yourself. Until you land that job, searching is your job!
- Contact several potential employers each day.
- Obtain the name of the supervisor of the department you want to work in and call him or her directly. Inquire about potential job openings.
- Direct your attention to positions that will become available, not just those that are available.
- Follow up leads immediately. If you learn of a job opening late in the day, call the firm to arrange an appointment for the next day.

### **FOLLOWING UP ON JOB OPENINGS**

Once you have identified a potential job opening, you have the option of four contact approaches:

- Submit your resume and cover letter online through a job search site or by email.
- Send a cover letter and a resume through the mail.
- Take a copy of your resume and go directly to the prospective employer’s place of business to seek an interview.
- Place a telephone call to the place of business to request an interview.

The following tips may assist you as you plan a telephone interview request.

## **BEFORE THE CALL**

Have information about the available job handy.

Have a list of thoughtful questions ready so you can demonstrate that you are taking this seriously and have done some research beforehand.

Have paper and pencil ready.

Make a list of the information you need to learn during the call.

Place the call in a quiet place, preferably in a private home.

## **THE CALL**

Give your name and reason for calling.

Ask to speak to a specific person or department or for the personnel department.

Mention where you first heard of the job you are interested in discussing.

Give short, clear answers to questions.

Be positive about yourself.

Give important, but minimal, information about yourself (do not talk too much).

If salary is mentioned, ask about salary range rather than a specific amount.

Ask appropriate questions.

Be persistent, but polite.

## **SETTING UP THE INTERVIEW**

Record the name of the interviewer.

Note the date and time as well as location.

If needed, request travel directions.

Review specifics with the speaker to be sure you have everything recorded correctly.

Thank the speaker for his or her time and express interest in the upcoming interview. For more information on interviewing refer to UT Extension publication W 936-F.

Once you start your job search, you will find that looking for work can become discouraging at times, but sustained effort usually pays off. Be resourceful and dedicated during your job hunt. The more people you let know about your interest in locating a job, the more leads you will get, therefore increasing your chance of finding employment.

Are you a SNAP recipient interested in finding a job that can help you be self-sufficient? If so, contact us. UT Extension offers Skill Up Tennessee, a program designed to help eligible SNAP participants gain the skills, training, work or experience that will increase their ability to obtain regular employment.

To find out more about this program check out [skillup.tennessee.edu](https://skillup.tennessee.edu)

*Skill Up Tennessee is UT Extension's SNAP Employment and Training program. Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) is a partnership between the United States Department of Agriculture (USDA) and states to provide training and employment services to eligible SNAP participants. Skill Up Tennessee is offered through a partnership with the Tennessee Department of Labor and Workforce Development.*

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