

WORK

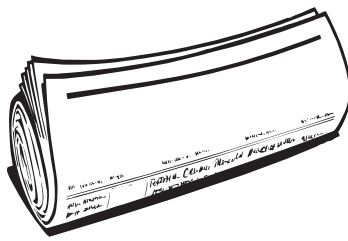


FORCE

HOW TO GET AND KEEP A JOB

What do you like to do?
What do you want to do?
What skills do you already have?

Your first job probably won't be the job that you've always wanted but you'll enjoy your work more if you choose a job that matches your abilities and your interests.



What can you do?

Complete the checklist "Starting With Me" to help you think about a job that is right for you.

Starting With Me

	Yes	No
1. I like to work outdoors.	<input type="checkbox"/>	<input type="checkbox"/>
2. I like to work indoors.	<input type="checkbox"/>	<input type="checkbox"/>
3. I like to work on my own.	<input type="checkbox"/>	<input type="checkbox"/>
4. I like to work in a team with other people.	<input type="checkbox"/>	<input type="checkbox"/>
5. I like to read and write.	<input type="checkbox"/>	<input type="checkbox"/>
6. I like to work with numbers.	<input type="checkbox"/>	<input type="checkbox"/>
7. I would like to work with computers/ office equipment.	<input type="checkbox"/>	<input type="checkbox"/>
8. I like to work with tools and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
9. I like to work during the day.	<input type="checkbox"/>	<input type="checkbox"/>
10. I like to work during the evening.	<input type="checkbox"/>	<input type="checkbox"/>
11. What else would you like to do in a job?	<input type="checkbox"/>	<input type="checkbox"/>

Follow-up:

Look at the items above that are checked "Yes." Keep these choices in mind when you look for a job.

Start the Search

Complete the checklist "Finding a Job" to help you identify places where you can go to look for work.

Finding a Job

1. Write down three places where you can go to get information about jobs in your community. If it is an office or agency, write down the address and phone number.

2. Look through the newspaper to find ads of businesses that could use your talents & skills.

3. Look through the classified ads in your local newspaper. List three jobs that might interest you.

4. Look in the phone book for the names and numbers of community services that may be able to help you in your search. List three community services.

5. Write 5 questions you would like to ask an employer about the job you want.

THERE ARE MANY DIFFERENT WAYS TO FIND JOBS.

COMMUNITY RESOURCES

Classified ads in the newspaper

Many different kinds of businesses put ads in the "Help Wanted" section of the newspaper. The ads are listed in categories, such as "Clerical/Office," "Restaurant/Food Service," "Trades," or "Sales." This makes it easy to find just the type of work you might be interested in.

The Employment Bureau in your community

The state you live in has offices that help people find work. Sometimes the office is called the Job Center. Sometimes it is called the Employment Bureau or the Unemployment Bureau. There is the Job Center in or near your community. The Job Center has people who can talk to you about the kind of work you want to do. They have lists of employers who are looking for workers. The Job Center may want to test you to find out what you can do best. This way they can better help you find a job that is right for you.

ON-SITE JOB POSTINGS

Many businesses — such as supermarkets, restaurants, stores, factories, and offices — put up "Help Wanted" signs to announce that they are looking for workers. You can go to look for work. These signs are sometimes posted in store or restaurant windows. Some businesses have large signs in front of their buildings which say "Job Openings." Many factories or industrial plants hang large banners on their buildings announcing job openings.

BULLETIN BOARDS

Many stores and small establishments allow individuals and businesses to post notices on their bulletin boards to announce job openings. Look for these bulletin boards in supermarkets, community centers, community agencies, or other public places.

FRIENDS AND FAMILY

Often, employees know about a job opening long before their company puts a Help Wanted ad in the newspaper. Ask your friends and family to watch for job openings at their work place. They can also tell their bosses and co-workers about you.

INTERNET SEARCH

The United States Department of Labor has a Web site that can help you with your job search. The site lists job openings across the country. It helps you check on the skills you have and tells you where you can get more education or training. You can also write a résumé and post it on the site so that employers can find you. Once you register on the Web site, you are linked to the Labor Department in your state. The Web address for the Department of Labor is <http://www.dol.gov>. Many private companies also advertise for workers on the Internet. Usually these jobs are for professional positions. If you want to try using the Internet but don't own a computer, go to your local library. Many libraries have computers available to use free of charge. Also, check your neighborhood for a cafe that has computers available for customer use. The change is very little. Some community agency offices may have computers that you can use. If you don't know how to use the Internet, ask for help. Most of these places will have someone on hand who will be happy to help you out.

You Have The Power

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Please call to sponsor "Job Center Page"

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What's Coming Up

Next Month

- Applying for a job
- Your Resume

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