

Fifty Ways to Get a Job

All things being equal, the more job-seeking techniques used the better your chances of locating an appropriate position. The following ways can be used. They are not listed in any order of priority.

1. Newspaper: Place or answer an ad in a newspaper.
2. Magazine: Place or answer an ad in a periodical.
3. Read the Professional and Trade Association Job Finder (available from the Garrett Park Press Garrett Park, Maryland 20896)
4. Job Banks: Uses services that list candidates for jobs.
5. Job registries: This is another form of a job bank
6. Clearinghouse jobs: Use employment services that list candidates and vacancies. Use employment services set up in conjunction with national or regional meeting of professional organizations.
7. Cold canvass in person: Call on employers in the hope of finding a vacancy appropriate for your skills, personality, and interests. Cold canvass by telephone: Call employers to identify organizations with appropriate vacancies.
8. Union hiring hall: Use employment services set up by labor organizations.
9. Alumni office contacts: School or college alumni offices may suggest former students in a position to help you.
10. Public career and counseling services: Use state employment and other public career-oriented services
11. Private career and counseling services: The fees charged by these organizations may be more than justified by the job search time saved.
12. Employment agencies: These may charge a fee or a percentage commission-but only if you take a job through them.
13. Executive search firms: These are "head hunter" organizations retained by employers to identify persons for specialized jobs.
14. Volunteer work: Millions have begun their careers by first gaining experience or a "foot in the door" through unpaid work.
15. Part-time work experience: A part-time job may be easier to obtain than full-time work and may lead to a permanent position.
16. Temporary or summer work: these provide experience and an introduction to the employer's organization.
17. Make your own job: Free-lance work may lead to self-employment or a job with an employer.
18. Join a 40-plus group: Most cities have these job clubs that specialize in older workers.
19. Tell friends and acquaintances: Most studies show that friends and family are the best single source of job leads.
20. Federal job centers: These offices, located in major cities, are a good source of job leads. Look them up in the telephone book under "U.S. Government."
21. Computerized placement services: Many organizations inventory candidates and employers by computers to make job matches.
22. Social agency placement services: Along with social services, many of these groups now provide job counseling and placement assistance.
23. Membership services: Many professional and other organizations maintain employment assistance programs to aid their members.
24. Mail order job campaign: Send out dozens or hundreds of letters to potential employers, hoping to identify suitable openings.
25. School or college placement services: Both current students and alumni generally are eligible for help from these groups.

26. Association placement services: Many professional and other organizations include employment assistance as part of their service program.
27. Trade placement services: In many occupations, an organized placement program operates.
28. Professional placement services: Use professional career placement specialists, particularly if seeking a high-level job.
29. Hotlines: Use these answering services (many operate 24 hours a day) maintained by community organizations or libraries.
30. Federal civil service offices: Contact employment offices of federal agencies in your area of interest.
31. State service offices: Get in touch with appropriate state government agencies.
32. County or city personnel office: File for suitable openings with agencies of local government.
33. Internships: Use paid or unpaid short-term internship to gain experience and make contact with potential employers.
34. Work-study program: Use a cooperative work-study program to gain experience and make contact with potential employers.
35. Networking: Expand contacts that may help you by working with peers, supervisors, friends and others.
36. Mentor: Cultivate an older, more experienced person to whom you turn for advice. Such a mentor may take a special interest in your proper placement.
37. Television job and career announcements: Don't overlook ads placed on television for employees.
38. Radio job and career announcements: Many employers, with numerous jobs, use radio to help solicit candidates for them.
39. Bulletin board posting: Check ads placed on career related bulletin boards.
40. Check the College Placement Annual, published by the College Placement Council (P.O. Box 2263 Bethlehem, Pennsylvania 18001.)
41. Check in house job vacancies: Most progressive employers now post all vacancies for their current employees to examine and, if interested, apply for. This permits a maximum use of upward mobility technique.
42. DVR placement services: All state division of rehabilitation services offer disabled individuals extensive job counseling and placement services.
43. Former employers: Don't hesitate to ask former employers for help.
44. Fellow employees: Persons who work with you might know suitable vacancies in other offices or organizations.
45. Personal office counseling: Many times the personnel office will counsel with you about career paths or alternative jobs in your organization.
46. Religious leaders: Often ministers, rabbis and priests know of potential employers among their members.
47. Library resources: Check Moody's Industrials, for Fortune "500" list, and other library reference books for employment suggestions.
48. Overseas work: Major religious groups and other international agencies may hire for jobs in other countries.
49. Sponsored interviews: If possible, have persons you know set up employment contacts for you.
50. Military services: Enlistment in one of the armed forces may provide both and job training in field of interest.