

THE INTERNET

The Internet offers many websites that list employment opportunities. Using your Internet browser, type in workplace-related terms such as 'career', 'job', or 'employment' and you will be amazed at the number of locations that post available jobs. The Internet is also a good place to find out more information about prospective employers before you go to an interview. Many school and public libraries provide free internet access and help with using their computers.

GOVERNMENT AGENCIES

Many federal jobs will require you to take a test which helps to determine your qualifications. To begin collecting information on federal government jobs, contact your local Texas Workforce Commission office or:

United States Office of Personnel Management
www.opm.gov

State employment encompasses a variety of professions. One way to find out about different state government jobs is to contact state agencies. Most state agencies hire directly rather than going through a state human resources office. Contact the Human Resources Director's office at each state agency for information on job openings or use workintexas.com.

Local governments include city and county offices. Job openings are posted with the Texas Workforce Commission, at city hall, in local newspapers and at the county courthouse.

SCHOOL PLACEMENT PROGRAMS

Job hunters who have education or training beyond high school should check to see if their school has a placement center. Schools often assist current students, those graduating and alumni in finding employment opportunities.

LABOR UNIONS

Labor unions are another source of job leads. These groups may help job hunters in several ways. For example, the union may:

- 1) know of local, state or national job openings,
- 2) know what jobs are now needed or will be in the near future.

PROFESSIONAL ASSOCIATIONS

Professional associations are groups with similar work interests. Job openings are often found in association newsletters and at annual meetings. To find out about professional associations, contact an employer, other professional workers, or a library.



Another quality product from
**Texas Workforce Commission Labor Market
and Career Information**

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Where Do People Find Job Openings?



Friends and Relatives

Newspaper Want Ads

Applying Directly to Employers

Public and Private Employment Agencies

Temporary Employment Services

The Internet

Government Agencies

School Placement Programs

Labor Unions

Professional Associations

FRIENDS AND RELATIVES

Before you start your job search, it is important that you learn about the hidden job market. The hidden job market refers to those vacancies that are never made known to the public. These jobs are not advertised in newspapers or listed with employment agencies.

These openings are posted “inside” the business and are often filled by current employees. In many cases, these jobs are filled by friends, relatives or acquaintances of employees.

Talking with friends and relatives is one of the best methods of uncovering “hidden jobs” and of finding work. They can be good references, help you to locate a position that pays more, and help you find a job that you will stay with longer.

NEWSPAPER WANT ADS

Almost all job hunters use newspaper ads to locate openings. The most likely ads to follow up on are those that list the job title, qualifications, business name, address and/or telephone number.

Use your newspaper effectively. First, newspapers follow a schedule. Sunday and Wednesday papers usually have larger classified advertising sections. Second, spend most of your time reviewing all the sections of ads that apply to you. Third, be creative in your search. For example, receptionists may not think to look in the medical section, but hospitals do need such workers.

APPLYING DIRECTLY TO EMPLOYERS

The second best way to uncover jobs in the hidden market is to apply directly to the employer. Direct application can be made in one of several ways:

- 1) telephoning the employer,
- 2) conducting an informational interview,
- 3) writing a letter of application,
- 4) completing a job application form or
- 5) visiting the company’s web site to see if they offer an application.

One goal of job hunters is to speak to the person responsible for hiring. By applying directly to the employer, personal contacts can be made with those people who have the power to hire.

TEMPORARY EMPLOYMENT SERVICES

Temporary employment agencies place workers in jobs with different employers for a limited period of time. If you are unemployed, temporary work will help to produce an income to meet daily living expenses.

Temporary jobs can also help you make contacts with employers. Working with a temporary service agency is also a good way to explore different jobs.

PUBLIC AND PRIVATE EMPLOYMENT AGENCIES

The Texas Workforce Commission (TWC) is a public employment agency where all employment services are provided free of charge. The TWC, through a network of 28 regional Workforce Development Boards, provides federal funding for employment and training opportunities statewide. Each regional Board supports one or more local Workforce Centers; often known as One Stop centers because of the variety of services that are accessible through each location. Both youth and adults are eligible for assistance, and special assistance is available depending on your individual situation. The principal goals of the TWC are to assist you in getting a job, or if necessary, to improve your basic education, job readiness, or vocational skills.

TWC local staff assist workers in searching through available job openings and making referrals. They provide access to labor market and career information to help identify career options. Many Centers provide Job Search Seminars to teach people how to find jobs on their own and how to prepare for an interview. Find the location of the Workforce Center closest to you in the online directory of Workforce Centers at www.texasworkforce.org.

Private employment services often learn of job openings directly from employers. They generally require a placement fee. Typically, the fee is a percentage of your salary. Search the Internet for the private employment services nearest you.

