

Chapter 6

Finding a Job

Lesson 6.1

Gathering Leads

Lesson 6.2

Organizing Your Job Search

CAREER CLUSTER

You will explore careers in the Finance career cluster.



What You'll Learn

- You will learn how to go about finding a job.
- You will identify sources of information about job openings.
- You will discover how to use information you gather to get the job you want.



A young man with dark hair, wearing a plaid shirt, is shown in profile, looking upwards and to the right. He is in a workshop or garage, with wooden shelves and various tools and equipment visible in the background. The lighting is warm and focused on him.

Get Ready!

Finding Jobs

Gather together a group of friends and have a “roundtable” discussion about finding jobs. As you go around the group, each person should name a job that sounds interesting to him or her.

Apply As a group, brainstorm ways to find out about openings for each job named. Keep a list of the methods mentioned. Which method of finding a job would you use first? Why?

Gathering Leads

Discover

- What is involved in a job search
- How talking with people can turn up job leads
- Other ways to find out about job openings

Why It's Important

One day, you will be looking for a job. You'll want to know where to look for information about job openings.

KEY TERMS

- work permit
- job lead
- networking
- career fair
- contact list
- referral
- classifieds
- school-to-work program

You've got an idea for a job. Maybe you'd like to work as a party helper or a pet sitter. Maybe you want to do lawn or garden care. Perhaps you'd like to volunteer your time at your local hospital or recycling center.

Many part-time and volunteer job opportunities are open to you right now. By the time you reach high school, you'll have an even greater variety of job choices. To apply for some jobs, you'll need a work permit if you're under 16. In some states you'll need one if you're under 18. A **work permit** is a legal document that allows a minor to hold a job. It shows the number of hours you can work and the kinds of jobs you can hold.

Once you have an idea of what you want to do, you can take the next step and start your job search.



Talk and Listen

Talking to people is an important part of every job search. *What do you think you can learn by talking to people? What can they learn from you?*

Starting Your Job Search

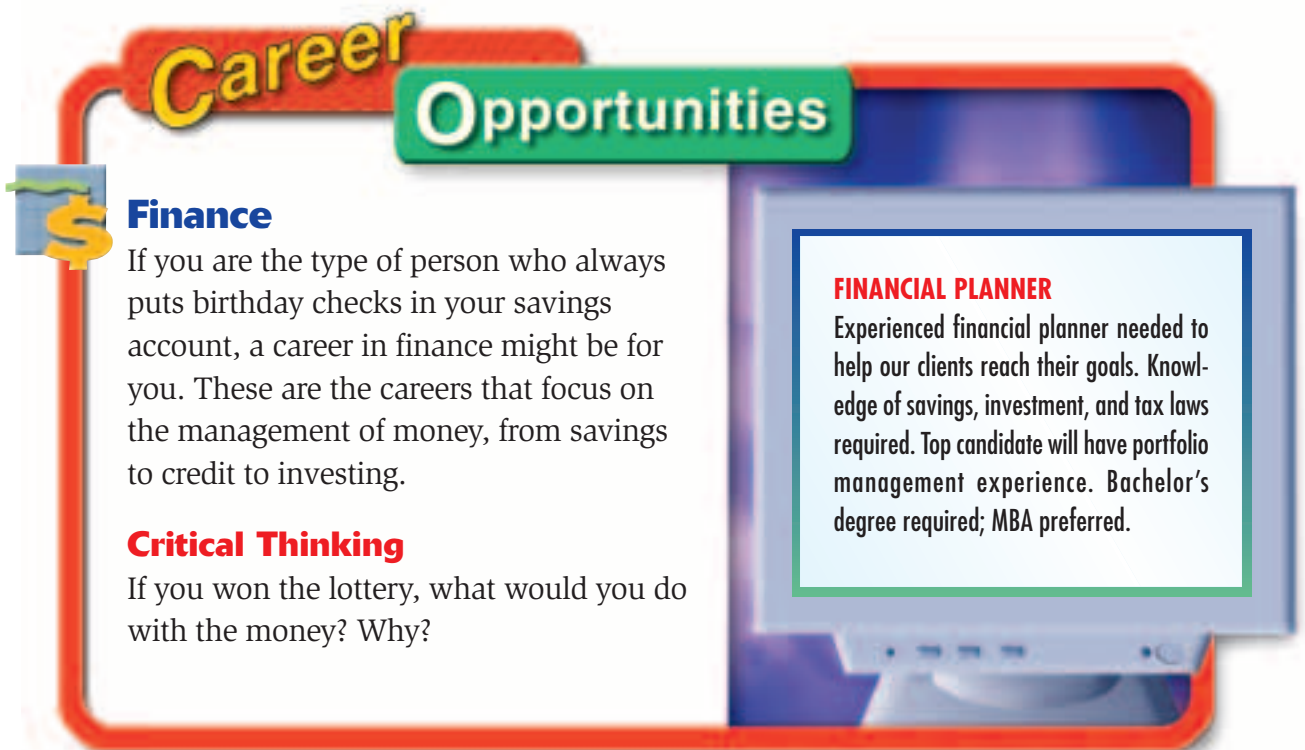
A large part of a job search is detective work—tracking down leads, clues, and evidence. Your search for the right job will begin with a job lead. A **job lead** is information about a job opening.

Once you get a job lead, you'll follow it. You'll chase job leads until you land the job you want.

Networking

How do you go about finding job leads? One of the best ways is by networking. **Networking** is communicating with people you know or can get to know. When you network, you share information and advice with others.

You've probably already done some networking. Remember that summer art class or softball league you heard about? How about the after-school teen center that just opened? You talked with teachers, friends, neighbors—anyone who might know something about it. In the same way, networking can also lead to a job.



Career Opportunities

Finance

If you are the type of person who always puts birthday checks in your savings account, a career in finance might be for you. These are the careers that focus on the management of money, from savings to credit to investing.

Critical Thinking

If you won the lottery, what would you do with the money? Why?

FINANCIAL PLANNER

Experienced financial planner needed to help our clients reach their goals. Knowledge of savings, investment, and tax laws required. Top candidate will have portfolio management experience. Bachelor's degree required; MBA preferred.

Friends and Family

You can begin networking with anyone you know. *How might friends and family members be able to help you find a job?*



How Networking Works

It's easy to start networking to find job leads. You can begin by just talking with people about what you're interested in. Spread the word. Ask people you know to spread the word to others for you.

Your network will grow quickly. Someone you know will know someone else. That person will know someone else, who knows a person you need to talk to. To get the ball rolling, all you have to do is talk to people you know.

Tony Demetriou knows that networking works from experience. He used networking to find a job mowing lawns in the summer and shoveling snow in the winter. Tony talked to his next-door neighbors about lawn mowing and snow shoveling. One said he did the work himself. The other had older children who did the work.

Although neither neighbor had work for him, a few days later, one of the neighbors telephoned Tony with a job lead. She had several older friends in the neighborhood who needed someone to do their lawn mowing and snow shoveling work. Tony called them. They were happy to hear about the services he had to offer. Tony now has a busy schedule year-round mowing lawns and shoveling snow.

Figure 6.1 shows that networking works. In fact, more people get their jobs through networking than any other way.

Start Building Your Network

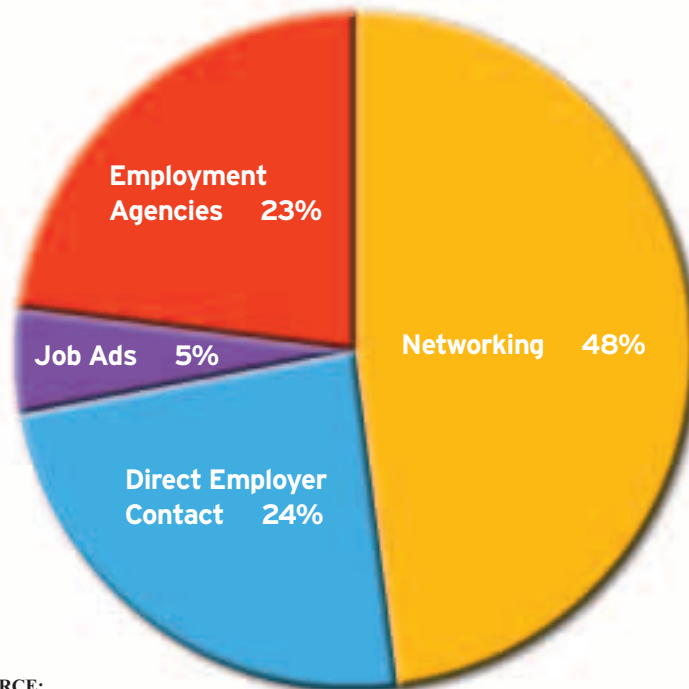
Start building your own network right now. It's never too soon. Talk to people about jobs and careers that interest you.

School clubs and events such as career fairs are great places to network. A **career fair** is an event where employers offer career and employment information. When you start looking for a job, your networking may bring you job leads.

The steps in networking are simple. First, it helps to make a contact list. A **contact list** is simply a list of people you know. For example, do you have any friends who have started new jobs recently? Write their names down on your list. Do any family members or friends own or manage their own businesses? Write their names down, too. They may need someone with your qualifications or may have a business contact who is looking for a good worker.

Figure 6.1

WAYS THAT PEOPLE GET JOBS



SOURCE:
U.S. Department of Labor

Find a Job The graph shows which ways of finding jobs bring people the greatest success. *Why do you think so many people get jobs by networking?*

Try This Activity

Get Started

Start a contact list. Include everyone—family members, family friends, neighbors, teachers, classmates, friends of friends. People who are just acquaintances also belong on your list. Keep your list up-to-date by adding new people you meet or get to know.

Take Another Step Think of a job you'd like. Make a contact list for that job. Write down the names of everyone you know who might give you a lead for the job.

Once you have a list, the next step is to contact the people listed. Talk to each person on your list about your job idea, even if you aren't quite ready to look for a job yet. Ask for any information that might lead to a job.

Some people on your list may not know anything about job openings. A neighbor or friend of theirs might, though. Don't cross people off your list. Ask contacts whether they know someone who works in the area you're interested in.

Grow Your Network With Referrals

Getting a referral from each person you talk to is the next step in networking. A **referral** is someone to whom you are referred, or directed. That person may have the information about a job or job opening that your contact did not. Your contact list will grow with each referral. By contacting referrals, you'll expand your network.

Make Contact

Contacts are anyone you know. *Who would be the first five people on your contact list?*



Networking will come in handy as you plan and build a career. By talking to people, you can learn a lot about your career field. You can also share what you know with other people. You never know where networking will lead. The networking you do today may lead to a job in the future.

Other Ways to Get Information

Although networking is one of the best ways to find a job, it isn't the only way. **Figure 6.1** on page 107 shows that people have success finding jobs in other ways.

Phone Businesses for Leads

One of the first things many job seekers do is call businesses they might like to work for. They ask for general information. They also ask about job openings and whom they can talk to about them. Calls like these are known as *cold calls*.

The secret to making successful cold calls is careful planning. Look at **Figure 6.2** for some tips on using the telephone to get job leads. The more calls you make, the more comfortable you'll feel on the phone. Just remember, the first cold call is often the hardest. You'll warm up in no time.

Figure 6.2

TELEPHONE TIPS

- Write a script for your call. A script will help you remember what you want to say and help you feel more relaxed. Jot down important questions.
- If possible, know the name of the person you are calling, his or her title, and the department in which he or she works. Learn how to pronounce the person's name before calling.
- If you don't know the name of the person you need to speak to, explain who you are and why you are calling. Then ask to speak with someone who can answer your questions.
- If you reach your party, greet him or her by the proper title, such as Professor, Dr., Mr., or Mrs., and his or her last name. Then introduce yourself and state the purpose of your call.
- Create a positive impression by how you speak. Be aware of what you sound like and avoid littering your speech with verbal clutter, such as *uh*, *um*, and *like*.
- Get the information you want. Ask about job openings. Don't forget to ask for referrals.
- Always remain pleasant and professional.



A Powerful Tool The telephone is a useful job-hunting tool. *How else can you contact businesses you'd like to work for? Why might a phone call be a better job-hunting tool than other methods?*

Check the Classifieds

Many job hunters go straight to newspaper classifieds. The **classifieds** are advertisements organized in classes, or groups. The classifieds section lists things for sale and places for rent. It also lists job openings, often in the region the newspaper serves.

The truth is, though, that only a small number of people find jobs through print ads. There are other ways, such as networking, that businesses fill jobs. Many businesses post “Help Wanted” signs when they have job openings. A local day care center may have a bulletin board on which parents post ads for baby-sitters and other jobs, for example. Keep your eyes open for job leads.

Search Internet Job Sites

The Internet is another place to look for job advertisements. On the Internet, you can find jobs far beyond your own community. You’ll be looking at job openings in the worldwide community. When you begin a search one day for a full-time job, you’ll probably check the Internet for listings.

Try This Activity

Find Online Job Listings

Just for fun, locate some job listings on the Internet. You can log on to the Internet on a computer at home, school, or your local library. Most public libraries have computers connected to the Internet.

Search Smart Use a search engine or Web directory to find links to job sites. Enter search keywords such as *careers* or *employment opportunities*. You might visit America’s Job Bank, USAJobs, or the Monster job site, for example.

Read Company Job Listings You can also go to company Web sites. Use the name of a company whose products you like as the keyword for your search. When you reach the company’s site, click on the link to employment opportunities.

Take Notes Take notes on three interesting job openings you find on the Internet. Record where you found the posting, what the job is, and why it interests you.

Ask for Help and Advice at School

You can also look for help or advice about jobs at your school. Most schools have a counselor or teacher who helps students with career plans. Some schools even have a placement office to help students find jobs.

Make your school counselor part of your network. Tell him or her about careers you'd like to explore. Ask your counselor about student organizations related to careers. Your counselor may be able to set up an appointment for you to do some job shadowing. He or she may also know about volunteering opportunities in your community and special events such as career fairs.

In high school, your school counselor may be able to help you get into a school-to-work program. A **school-to-work program** brings schools and businesses together. If you take part, you will gain work experience and training at a local business. When you graduate from high school, the business may even consider hiring you.



Opportunities Online

Thousands of jobs are posted on the Internet. *What keywords would you use to find job listings for careers of interest to you?*



Keeping Contact

Q: If a contact has no job leads or referrals for me, can I cross this person's name off my list?

A: No! You aren't finished with this person yet. First, you should thank your contact. It's very important to thank *everyone* you speak to—even those who don't have information for you. After all, they did give up their time to speak to you. Sending a note is one nice way to say thanks. It's also a good idea to keep in touch later on. Consider sending out a yearly card or a friendly e-mail letting your contacts know what's new with your career. They might have a job for you next time.

Key Terms Review

1. A friend has asked you for job-hunting advice. Write a letter to your friend explaining how to find a job. In your letter, use each of the key terms below.
 - work permit
 - job lead
 - networking
 - career fair
 - contact list
 - referral
 - classifieds
 - school-to-work program

Check Your Understanding

Choose the correct answer for each of the following items. Write your answers on a separate sheet of paper.

2. Your search for _____ will begin with a job lead.
 - a. how to perform on the job
 - b. the right job
 - c. a network
3. You can build a network by _____.
 - a. giving out your phone number
 - b. making a contact list
 - c. asking people to find jobs for you

Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

4. Why is it important to know what kind of a job you want before you start looking for a job?
5. Why do you think most people get their jobs through networking?
6. Why is it important to use more than one way to find a job?

Character Building

7. **Sharing Information** You've found some great contacts and leads for possible baby-sitting jobs. A friend is also hoping to find some summer baby-sitting work, but has not had much success finding job leads. He's asked you if you have any contacts or leads he might follow. Should you share your information? Why or why not? Write a paragraph explaining your answer.



Teamwork

8. **Make a Group Presentation** Working in a small group, choose a job in the Finance career cluster. Research openings for the job. Each team member should use a different research method. Compare your results with your teammates' results. What information did each method produce? As a group, present your findings to the class.



Organizing Your Job Search

You've got some good ideas about where to look for job leads. Now you need a way to keep track of the information you gather. Being organized is the key to a successful job search.

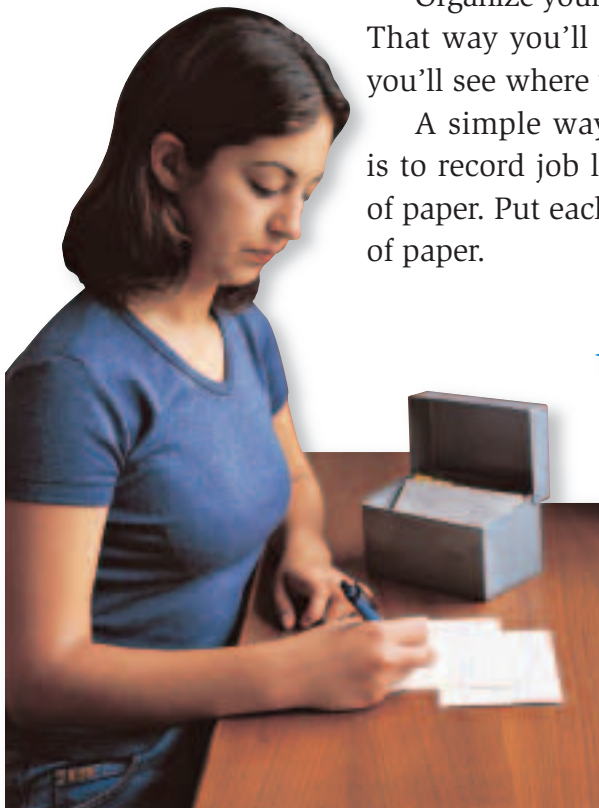
Keeping Track

You'll talk to many people during a job search. You'll discover job leads in many places. It's easy to forget people's names and what they said. Don't rely on your memory. Don't make notes on scraps of paper. You need a well-organized system for remembering.

Setting Up a System

Organize your job search from the beginning. That way you'll know where you started, and you'll see where you're going.

A simple way to organize your job search is to record job leads on index cards or sheets of paper. Put each lead on its own card or sheet of paper.



Get Organized

Organizing your job search is a good idea. Think of some other projects or activities you have organized. *What kind of system did you use for each? How did it work? What could you have done differently?*

Discover

- How to keep track of job leads
- How to gather information about jobs and businesses

Why It's Important

When you're organized, it's easier to use the information to get the job you want.

KEY TERMS

- database
- employer
- annual report

Attitude Counts

Starting a New Job

Starting a new job is hard for anyone. You may not know your coworkers' names, where to eat lunch, or even where to find the restroom. What's the best thing to do? Relax! Your employer doesn't expect you to know everything right away. If you're willing to learn and have a sense of humor, your first few weeks will not be too difficult.

Cooperative Learning Activity

- Team up with two or three classmates.
- Brainstorm a list of things you might need to do on the first day of a new job.
- Discuss ways to prepare for each situation.

If you prefer working with computers, you can organize your job leads in a database program. A **database** can store data, or information, in different ways. If you use a database, you will be able to search, sort, and reorganize the information you enter.

Getting the Details Down

Create an index card or a database entry for every person on your contact list. If there are any businesses you'd like to work for, create a card or database entry for each. You can also create cards or database entries for classified job listings you are interested in.

Whether you use cards or a database, you'll want to record the same information:

- name and title of person or business
- if it's a person, name of his or her department and company
- address, telephone number, and e-mail address
- additional information

Figure 6.3 shows how to list all of this information on a job-lead card.

Figure 6.3

A JOB-LEAD CARD

Mrs. Goldbaum

335 Prospect Street

(924) 555-0100

She needs someone to help with grocery shopping once a week. Aunt Elaine suggested I call her.

Write It Down You'll need to keep detailed information on your job-lead cards in order to make a contact. *How would you open a conversation with Mrs. Goldbaum, using this information?*

How the System Works

Now here's how to use your system. Let's say you have decided to use job-lead cards. After you've made a card for each contact or lead, make contact. After contacting the person or business, make notes on the card. Keep your cards handy. If someone you've talked to calls you, get out his or her card. Use it to refresh your memory. Update the card with new information.

The time you take to get organized and stay organized will be worth it. As **Figure 6.4** on pages 116–117 shows, a well-organized job search helped Jason Lee locate a job. Organization can work for you too.

Researching Jobs and Employers

Getting a job lead is exciting. Getting a job is even more so. In between, though, you have another job to do. You need to do some investigating.

The Benefits of Research

You can stand out in a job market full of qualified people if you do your research. A person who takes the time to do such preparation stands out among his or her competition.

You want to find out as much as you can about possible jobs and employers. An **employer** is a person or business that pays a person or group of people to work.

Researching employers will give you self-confidence, which will help you make a good impression. You will feel comfortable talking to your contact and be able to ask intelligent questions about a job opening. The person you talk to will notice that you took the time to do some research. He or she will know that you are serious and genuinely interested in the company.

What you learn will also help you decide whether a particular job is right for you. You will want to find out what kind of situation you'll be working in and who you'll be working with. You'll want to know as much as possible about the kind of work you'll do. Then you can match what you learn with what's important to you.



Questions to Ask

You can get basic facts about a business by asking these questions:

- What kinds of goods or services does the business offer?
- What kind of reputation does the business have?
- What types of work do people do there?
- Is the business growing and expanding?
- Is it possible to move up in the business?

Figure 6.4

ORGANIZING JOB LEADS

Jason Lee of Roanoke, Virginia, wants to be a veterinarian someday. After his first year of college, he took a summer job at a small animal clinic. Jason's job-lead cards show how networking got him the job he wanted. *If Jason had kept his job leads in a database instead of on cards, would the information be different?*

A



While home on break, Jason talked to his neighbor Liz Sherman about her new puppy. He mentioned that he wanted to work with animals. Liz gave him the name of the office manager at an animal clinic. Jason made a card with Liz's name that included a referral to Winnie Scott.

Liz Sherman, Neighbor
134 Dogwood Street
Roanoke
555-0198

Suggested I call:

- Winnie Scott, office manager
Vinton Pet Care, Vinton

Ways to Get Answers to Your Questions

How do you get answers to your questions? Here are a few suggestions. If you know someone who works at the business you're interested in, ask him or her about it. Talk to customers of the business. Ask why they use it and what they like about it.

Search for stories about the business in news databases at the library or online. News stories will give you information and leads to other sources of information.

B

Winnie Scott, Office Manager
Vinton Pet Care, 11 Elm St., Vinton
555-0176

- Called 2/23
Connected me with Dr. Ainsley, the
vet at the clinic

Then Jason made a card for Liz's referral. He followed up by calling her. Winnie Scott connected Jason to Dr. Ainsley, the vet at the clinic. Dr. Ainsley said he was thinking of hiring someone. He promised to give Jason a call in a couple of months.

C



Jason made a card for Dr. Ainsley. On it, he made notes about their conversation. Dr. Ainsley called Jason back in the spring. Jason looked at his notes to recall their earlier conversation. Dr. Ainsley told Jason there was a job opening at the clinic for the summer. He invited Jason for an interview. A week later, he offered Jason the job.

Dr. Jim Ainsley, Veterinarian
Vinton Pet Care, 11 Elm St., Vinton 555-0176

- Spoke on 2/23. May be hiring for summer. Won't decide for a couple of months. Took my phone number and promised to call me
- Called me 4/15 and set up an interview for 4/20 at 1:30 PM
- Interview on 4/20 went well, will call me by 4/30 at the latest

-4/27 GOT THE JOB!

You might even visit the business. Judy Johnson thought that would be a good idea. She had her eye on a part-time job at a bakery in town. Before calling about the job, she stopped by the bakery to check it out. “My best friend came with me,” Judy explains.

“ We bought a few cookies to see what the baked goods were like. There were lots of other customers. The woman behind the counter was very friendly and helpful. It looked like a great place to work to me. ”

Do what Judy did if you can. Visit before you make contact. Pay attention to what you see. Does the business have a good atmosphere? Does it look like a safe place to work? Do the people who work there look happy? Are they courteous and ready to help? Are the customers happy? Ask yourself, “Is this a place I’d like to work?”

Other Paths to Information

One way to find out about a public business is to call, write, or e-mail and ask for its annual report. An **annual report** is a summary of a company’s business for the year. It will tell you a lot about a business.



Get the Facts

There are many ways to gather information about places where you might work. *Where would you get information about a business or organization for which you’d like to work?*

You might also check out the Web site of the business. There you'll find a lot of general information. You'll get up-to-the-minute news about the business. You'll learn about its latest products or projects.

Gather Your Facts

You won't be the only one asking questions. A possible employer will want to know about you. Employers want to know about your education, skills, and interests. They're also interested in other jobs you've held, including both part-time and volunteer work.

The next step is to gather the facts about yourself. Presenting yourself is an important part of your job search. You'll learn about this important step in Chapter 7.

The Global Workplace

Dining Around the World

Mealtime in America means breakfast, lunch, or dinner; but you may have to eat your way through a few other meals while traveling on business to a foreign country. In Spain, save room for appetizers called "tapas" eaten at around 5 P.M. Don't worry about spoiling your appetite. Dinner in Spain is not eaten until much later, after 9 P.M. In England, you might have "high tea" between 4 and 6 P.M. instead of dinner. During high tea you'll be served tea along with finger sandwiches and desserts. In Chile, you can take a small break at 5 P.M. called "onces" and eat bite-sized sandwiches, pastries, and tea. *Bon Appétit!*

Internet Activity

Using the Internet and library resources, find out what the traditional foods are in one other country. How are these dishes prepared? When are they served? Go to the *Exploring Careers* Web site at exploring.glencoe.com for a list of Web sites to help you complete this activity.



Key Terms Review

1. Write a glossary definition for each of the key terms below. Compare your entries with those of your classmates.

- database
- annual report
- employer

Check Your Understanding

Tell whether each statement is true or false. Rewrite any false statement to make it true. Write your answers on a separate sheet of paper.

- The best way to keep track of job leads is to memorize the company information you uncover.
- The place to begin organizing your job search is your contact list.

Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

- Why do you think it's important to organize your job search from the beginning?
- What would you especially want to know about a business you might work for? Explain your answer.
- What would be convenient about using a database instead of cards to organize job leads? How might a database not be practical?

Connecting to the Workplace

- Develop a Contact List and Card System** Think of a part-time or volunteer job you'd like to have, such as tutoring, baby-sitting, dog walking, newspaper delivery, or helping older people shop. Put together a contact list that will help you get the job. Use a card system to organize your search for work. Arrange your card system on a poster board to show how your network developed from one contact to several. Share your poster with the class. Use it to explain your card system and search results.

Community Involvement

- Prepare a Group Report** Team up with two or three classmates. Together, select a business in your community that offers financial services. List questions your group has about the business. Then gather information to answer these questions. Ask friends and family members what they know about the business. Do some networking to get more information. If it's possible, visit the business. Then prepare a brief report on the business, based on your group's research. Share your group report with the class.



Investigating Career Clusters



FINANCE

Finance • Acquiring, investing, and managing money

Job Title	Work Description
Accountant	Prepares and analyzes financial information for managers of businesses
Bank Examiner	Makes sure that banks operate according to the law
Bank Teller	Cashes checks, accepts deposits and loan payments, and processes withdrawals
Budget Analyst	Researches, analyzes, and develops budgets
Economist	Studies and analyzes economics and economic conditions
Financial Planner	Helps clients establish and accomplish their financial goals
Insurance Agent	Sells insurance policies to individuals or businesses
Loan Officer	Works in a bank and helps people apply and get approved for loans
Stockbroker	Buys and sells stocks, bonds, and commodities for clients
Tax Preparer	Prepares tax returns for clients

Exploration Activity

Finance Use library and Internet resources to research a career in the Finance career cluster. Write a report on your findings. Include information about the kinds of work, the skills required, the working conditions, the training and education required, and the career outlook.

Cooperative Learning Interview a classmate about the career he or she researched. Find out as much information about that career as you can during the interview. Then have your classmate interview you about the career you researched. Afterward, share what you learned with the class.

Chapter Highlights

Lesson 6.1 Networking is one of the best ways to get job leads.

Lesson 6.2 Being organized is the key to a successful job search.

Key Concept Review

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

1. What is networking?
2. How is networking useful in developing job leads?
3. What are some other sources of job leads besides networking?
4. What are two ways you can keep track of job leads?
5. How can you gather information about jobs and businesses?

Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

6. Why might employers like to hire people referred to them through a network?
7. Which source for job leads would you use first in job hunting? Why?
8. Which source for job leads would give you the most control over your job search? Explain.

Skill Building

9. Basic—Speaking

Role-play telephone conversations with a partner. Pose as someone looking for a job. Explain what you are looking for and why. Your partner should give you a referral. Role-play a second conversation in which your partner poses as the referral. Then switch roles with your partner. Afterward, discuss how you could improve your telephone skills.

10. Information—Use Computers to Process Information

Explore job listings on the Internet. Then create a Web page for people to read before job hunting online. In the page, give advice for conducting an online job search. Suggest keywords other than *careers* and *employment opportunities* to use for a job search. List Web sites that provide job listings. Include other advice.

Academic Applications

11. Mathematics



Steve has 20 people on his first contact list. Each person refers him to 2 more people. Each of those people refers him to 1 more person. How many people will be on Steve's list after these referrals?

12. Language Arts



Review the classifieds for job openings. Make a list of abbreviations used in the ads. Then create a glossary of all the abbreviations you found and the phrase or term that each stands for. Share your glossary with your classmates.



Create a Networking List

- **Create** a table, list, or database that contains information on at least ten contacts who may be valuable members of your personal network.
- **Include** columns for relevant contact information (name, address, phone number, and e-mail) as well as contact attempts and contact results.
- **Describe** what type of assistance you expect each contact to be able to provide.
- **Contact** each person on your networking list and ask for any information that might lead to a job.
- **Document** the results of the contact and any planned follow-up.
- **Title** the document *Network* and file it in your Personal Career Portfolio.
- **Update** the document when you make new contacts.
- **List** your portfolio entry on your Personal Career Portfolio contents page.