

Job Search Activity

Your task is to find three or more job opportunities that will help you reach your career goal. There are several sites listed at the bottom of this page, but you are not limited to these. When you are searching, remember that you are not just looking for a job but to start your career. Be sure to look for opportunities that fit your goals and personality as well as your job requirements (salary; hours; etc.).

Be cautious when applying to advertisements on certain websites (ex. craigslist) NEVER provide your bank account information when applying and be certain it is a legitimate company before giving your SS#.

Be sure to collect the following information:

- a. Name of the company
- b. Job title
- c. Job description
- d. Salary information
- e. Benefits
- f. Qualifications & Requirements
- g. Where you found the job

You can either email the information to your instructor or submit it using the following survey link.
www.surveymonkey.com/r/gesejobsearch

You should use at least three different online sources in your job search:

www.joinhandshake.com

www.snagajob.com

www.localjobclassifieds.com

www.monster.com

www.usajobs.gov

www.craigslist.com

www.careerbuilder.com

www.flipdog.com

www.indeed.com

www.simplyhired.com

www.hotjobs.com

- In order to use most of these sites you will need to build a profile. This will be very beneficial to you in the future as many employers often search these sites for profiles that match their personal needs.
- When you are looking for employment some advertisements will not include the company name; this is to protect them from scaring current employees or giving too much information to competitors.
- Always be sure to document the source (web address) where the advertisement is located in case you need to revisit it.