

Applying for a Job:

Where to Find A Job

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- Approximate Time: 30 to 40 minutes -

OBJECTIVES:

After this lesson, the learner will be able to:

- Recognize different methods of networking.
- Set networking goals and objectives.
- Identify the various sources available to search for job openings.
- Use online job sites to find job postings for open positions that meet career goals and qualifications.
- Prepare for and follow up on job openings.

MATERIALS:

- Blank name tags
- Markers for participants
- Pens and notepaper for participants
- Copies of [UT Extension Publication W 936-D](#)
- Copies of the Skill Up Tennessee marketing brochure

EVALUATION: Participants learned to practice effective job search skills

METHOD:

This lesson is designed to be taught in a group setting. You can teach this lesson either face-to-face or using technology such as Zoom.

PREP:

- Print copies of the UT Extension Publication W 936-D (see link above, under "materials").
- Assemble materials for participants.
- Review the lesson plan. Review the publication. Familiarize yourself with the content thinking about how you will present the content to your participants.

INTRODUCTION:

As participants are seated in the room, distribute pens, notepaper, markers and a blank name tag to each participant. Instruct participants to leave the name tag blank for now. Welcome the group.

SET:

Once the group has been gathered, begin with introductions.

YOU SET THE TONE!

As the instructor, you set the tone for your class. Use this first activity to set an open and fun tone for the lesson. Getting participants comfortable with you and with each other will make for a lesson that is educational, fun, and engaging.

Explain to participants that starting a job search can be daunting, but persistent effort usually pays off. Searching online sites is a great way to begin, but there are many more ways to find that perfect job!

Networking is one of those ways. The more people that know about your interest in finding a job, the more leads you will get, therefore increasing the chance of finding employment. Networking is nothing more than getting to know people.

ACTIVITY: *Who Do You Know? Circle of Networking* Ask

participants to write the following on the name tag:

- Their name
- Their dream job
- Place they would most like to visit in the world

(if teaching this lesson online, have participants complete this information in the chat)

Have participants get up and form a circle. Next, introduce themselves to the person on their left and briefly discuss the items on their nametag, then turn to the right and repeat the step.

Explain to participants: Whether you realize it or not, you're already networking every day and everywhere you go. You're networking when you strike up a conversation with the person next to you in line, introduce yourself to other parents at your child's school, meet a friend of a friend, catch up with a former coworker or stop to chat with your neighbor. Everyone you meet can help you move your job search forward.

Ask participants to return to their seats and start thinking about the people they know, family/friends, etc.

Who is in their network circle?

Next ask participants to use the paper and pen provided to write down anyone in their family and community that could possibly connect them with a job. *Don't forget to include the people you just met – they are now a member of your network!*

Discuss the following with participants: Does networking make you anxious?

Ask the group to keep the following in mind:

- It feels good to help others. Most people will gladly assist you if they can.
- People like to give advice and be recognized for their expertise.
- Almost everyone knows what it's like to be out of work or looking for a job. They'll empathize with your situation.
- Unemployment can be isolating and stressful. By connecting with others, you're sure to get some much-needed encouragement, fellowship and moral support.
- Reconnecting with the people in your network should be fun — even if you have an agenda. The more it feels like a chore, the more tedious and anxiety-ridden the process will be.

Explain to the group that most of the lesson will be spent reviewing the UT Extension Publication *Where to Find a Job W936-D*. Provide one copy of this publication to each participant.

INSTRUCTION:

In this lesson, participants will discover helpful tools for finding a job and learn the various avenues available to conduct a job search and how to best use those resources.

EXPLORE THE DIFFERENT ONLINE SOURCES FOR JOB OPENINGS

Guide participants in reviewing each of the online sources. Go to each of the sites and provide participants a preview of what each site offers. Instruct the group that they will need to explore their chosen site(s) individually to find the one that will work best for them. They can then create a profile and search for jobs. (Be sure to remind participants that UT Extension does not endorse any online job search sites and that these sites are being offered for educational purposes only.)

Show participants the Tennessee Department of Labor and Workforce Development site at Jobs4TN.gov.

Review each of the other sources listed in the publication:

- Company websites
- Chamber of Commerce office
- School guidance, vocational, technical or college placement centers
- Career fairs
- Private employment agencies

Ask participants to share which online sources they may already be using and what has worked best for them so far. Which of the other sources have they used?

FOLLOW UP ON JOB OPENING

Review with participants the tips to plan a telephone interview request.

DEBRIEF:

Explain to participants that today they learned how to expand their job opportunities by growing their network, using online resources and exploring lesser known sources.

Explain to participants that finding a job is a full-time job in itself. Review page 3 of UT Extension Publication W 936-D. Consider asking for volunteers to read each bullet to the class.

CONCLUSION:

Continue the networking and ask participants to find a partner. Instruct participants to share with their partner one new thing they have learned as a result of today's lesson. If time permits, allow a few volunteers to share with the group.

EVALUATION:

Ask participants to respond to the following statement by a show of hands:

How many of you learned to practice effective job search skills?

Record the answers for entry into SUPER. (Report under "Increase Capacity to Produce Income" - "Short-term Indicators".)



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