

Job Search Booklet – Video 7

WARNING: Save this document to your device now. Once saved, open the document and begin working

Youth Employment Services – Video: Job Search Presentation

1. What ages does Youth Employment Services serve?

2. Explain the difference between the **open job market** and the **hidden job market**?

3. List two examples of how to get a job in the **open job market** and two examples of how to get a job in the **hidden job market**.

4. How should you dress when you go out to businesses to get a job?

5. After listening to the three scenarios, how would you prefer to look for a job in the future? Why?

MyBlueprint - Steps to Getting a Job

Answer the following questions. Think of the kind of job you might enjoy doing. Talk to people in your network as you are considering these questions.

1. What type of work do I enjoy doing? - Serving? Retail?

2. What company or business would I like to work for?

3. What hours am I willing to work? - Balancing school and family life.

4. What wage would I like to be paid? - minimum wage, commission, tips

Video: How to Get a Job (As a Teen)

1. After watching the video, list 3 more things you learned about getting a job.

2. Talk to the people in your network. List the suggestions they gave you below.

Open Job Market Search with myBlueprint

On page 2 of the Job Search Booklet, you answered 4 questions relating to type of position, company name, hours and wage.

The next step is to find 3 jobs listed in the **myblueprint Job Search Engine** that offers what you are looking for and list them below. List the following: A) Position B) Company Name C) Hours D) Wage

1.

--

2.

--

3.

--

Open Job Market Links

The links below will help you to start your job search. Simply hit Ctrl + click to follow the link.

Remember to record all contacts with employers or the websites below in the Job Search Sheet on the previous page.

- [Student/Youth Job Bank](#)
- [Federal Student Work Experience Program](#)
- [STEP Services](#)
- [Jobbank.gc.ca](#)
- [myBlueprint Job Search Engine](#)
- [Indeed](#)
- [Workopolis](#)
- [Youth Employment Services](#)
- [Good Work - Environmental Jobs](#)
- [Monster](#)

Hidden Job Market – Where to Look?

- Yellowpages.ca
- Google
- Google Maps
- Company websites
- Walkabouts
- Networking

Cold Calling

A **cold call** is a telephone call or visit to a company made during a job search to a potential employer that did not advertise any positions. Many job opportunities are never advertised, so cold calls are an effective work-search strategy.

A cold call can include:

- Asking for a job interview
- Asking about internships
- Asking about freelance work
- Asking for the names of additional contacts for other job openings.

Cold calling used together with other job search methods can help you to:

- Show that you are enthusiastic, proactive and using your initiative
- Ask if they are hiring
- Find out what the application process is
- Find leads for other jobs
- Establish a personal relationship
- Expand your network

Cold Calling Tips

- 1) Before calling, research the company to find out as much as you can about what it does, its philosophy, and its reputation in the community.

- 2) Call and ask for the hiring manager's name and email address. A quick phone call to the general receptionist can usually get you this information. (See sample scripts below)

- 3) If you have the email address for the hiring manager, send them a short email introducing yourself and indicate your interest in working for that company.

- 4) Prepare to answer questions they may ask:
 - Why you are interested in working for that organization?
 - What skills and experience do you have?
 - What are your goals?

- 5) When you call be courteous. Ask if this is a good time or if you can set a time to call back later.

- 6) When you talk to your contact, be sure to explain why you are calling.

- 7) Be enthusiastic and professional throughout your conversation. Keep your questions clear and brief, and take notes so that you remember important details.

- 8) Follow up on your conversation, sending any materials that were requested (ex. Resume, completed application)

Planning and Scripting Cold Calls

It can be difficult coming up with the right thing to say when you are making a cold call. Before calling the company try creating a script to help you to ask the right questions and get the information you are seeking. Use the sample scripts below to help you prepare for situations, such as:

- Asking for the name of the hiring manager
- Call the hiring manager for a meeting once you know their name.
- Calling the hiring manager about job openings over the phone
- Script to leave if you get a voicemail

Sample Scripts for Making Cold Calls:

Script 1 - Asking for the name of the hiring manager

"Hello, my name is _____. I was wondering if you could give me the name of the person in charge of hiring." I am a student at _____ and I am interested in working for your company.

**Make sure you write that person's name down so you don't forget **

Script 2 - Call the hiring manager for a meeting once you know their name

"Hello. My name is _____. Is _____ available?"

(When the hiring manager comes to the phone...)

"Hello. My name is _____. I am calling you to follow up on an email I sent. I am interested in working for your company and would like to meet with you. Would it be possible for me to have a few minutes of your time next week to ask you a few questions?"

**** Make sure you actually sent them an email before calling them****

Script #3 - Calling the hiring manager about job openings over the phone

"Hi _____. This is _____. I am contacting you because I have experience in _____ and _____.

"I was wondering if there are any openings at your company right now/this summer."

If the answer is no, respond with:

"Can I send you my résumé in case any jobs open up in future?"

Script #4 – Script to leave if you get a voicemail

"Hello _____. This is _____. I am calling you to _____. I am interested in connecting with you to tell you a bit about myself. I have heard _____ about your company and am really interested in working for you. I am looking for a part-time/summer job. I have experience _____. I can be reached by cell at _____ or email at _____. I look forward to hearing from you. Thank you very much!

Creating your own Script

To create your own script to talk to a potential employer, follow this pattern:

1. Prepare: You need to be able to say this in about 30 seconds.

Write this down to make the script:

- ✓ Say who you are
- ✓ What you are asking

The answer to this is similar to the answer you gave in the Interview section "Tell me about yourself."

2. Before you ever make the call, practice, practice.
3. Tailor what you say for each job.
4. Be sure you prepare for a voicemail.

Using what you learned about how to make a cold call, prepare a script below that you will use when you call or visit a business asking about a potential job.

Appendix A

Where else to Look?

1. **Job Search.** Research and view real-world job and volunteering postings in your region. These are real-life postings aggregated from 10 online job websites including Workopolis, TalentEgg, Indeed, and many more.
2. **Company Web sites.** Scan the careers section on the sites of companies you are interested in working for.
3. **Employment Centres.** Visit government centres, such as [Service Canada Centres for Youth](#) for advice and job leads. Make sure that you check back often for new job postings. If you are looking for fun part-time, full-time, summer and entry-level jobs, [Student Jobs International](#) is a new provider of employment for students in Canada that may be helpful to you
4. **Connections.** Ask family, friends, and acquaintances to keep your job search in mind, and if they know of any job opportunity for you.
5. **Federal Student Work Experience Program (FSWEP).** These public service jobs for students aim to match you with work experience related to your area of interest. Investigate possibilities early. Recruiting efforts for summer begins as early as January. FSWEP also offers part-time work during the school year.
6. **Newspapers.** These ads are seen by many people, so there will be more competition. On the other hand, since employers are paying to advertise, these jobs tend to be more challenging and better-paying positions.

7. Temporary employment agencies. Once you start post-secondary education, you may find that you have regular days off from classes. Temporary employment agencies are particularly good for clerical-type office positions.

8. Seasonal/holiday hiring. Retail stores and restaurants need extra bodies for short periods of time. That can mean lots of hours and cash.

9. Guidance Office/Counsellors. Make an appointment with your guidance counsellor to ask for more helpful resources!

10. Co-op/Internships at your School. Many schools have co-operative education or internship programs that allow students to experience the world of work while earning school credits. Although you won't be paid, it's a great way to decide what field of work is right for you.

11. Other Helpful Links (Ctrl + Click to follow link)
 - [7 best student jobs](#)
 - [How to get a job with no work experience](#)
 - [Balancing work school](#)
 - [Best student jobs](#)
 - [Who will hire me if I'm under 18?](#)
 - [Indeed Summer Student Jobs](#)