

Job Listing Procedures

Searching listings for job openings online and in print remain the most common and popular means for finding available job openings.

Nearly two-thirds of recent college graduates cite online job boards (like Job Center of Wisconsin) as the main method of job search, and the most effective. The next most popular methods were speaking to a friend or acquaintance who works at a company of interest, and talking with friends and family.

The second-most effective job search method for job research was connecting directly to a company's web site. Job seekers also report high everyday use of social networks like Facebook or LinkedIn, but low use of these social networks for job search, although that number is rising.

Make the most of job search activities. Put together a brief outline about your background, with the knowledge, skills and abilities you can bring to a job. When reviewing job postings, this will help you to understand your interests — the things you want to do; and, your aptitudes — the things you are capable of doing.

The steps below are provided to help you maximize your effectiveness when reviewing job listings on Job Center of Wisconsin, on company web sites, in newspaper classified ads, or other locations.

1. Print out or make notes on all job possibilities of interest.
2. Get details – web address, important personnel, email addresses, phone numbers -- so you're prepared when you make contact.
3. If a phone number is listed, call immediately. Keep a note pad to jot down names, addresses, etc.
4. If an address is listed, go in person. Try for a personal interview, rather than be interviewed by phone. An in-person interview is vital for establishing a business relationship.
5. If asked to write, do so immediately. In the cover letter, include your name, address, and phone number, and send a copy of your resume.
6. Job Center of Wisconsin always contains legitimate job openings, which list specific requirements that job seekers must meet in order to be considered. Examples of these are: training, education, experience, physical demands, minimum age, etc.
7. Blind ads are those in which almost no information is given as to who the employer

Job Search publications:

- Networking
- Where to Look for Job Opportunities
- 80% of Job Search Success Depends on Research
- Turned Down for That Job?
- Qualities an Employer Looks for When Hiring

Publications available in these topic areas:

- Resumes and Applications
- Interviewing
- Job Readiness





is or specifics about the job. Often the only reply is to a box number.

A blind ad may be any one of three things:

- a) A legitimate job listing (with a current opening) placed by businesses which for one reason or another decide not to broadcast the fact that they are hiring.
- b) A private employment agency trying to recruit applicants. This may be helpful in referring people to jobs. These firms charge either the applicant or the employer a fee.
- c) A “rip-off” put in to entrap desperate people looking for work. They will take advantage of you by making you pay in advance for lists of employers that you usually could have compiled yourself for free. Beware of anyone asking you to pay before they give out information.

Online resumes

Whether in print or online, the resume gives a potential employer with a glimpse of your work background, educational attainment, and other measures of job readiness. The advantage of the online resume is its customizability — tailored to match specific elements of a current job opening.

Job seekers should always have an up-to-date print resume at hand and save a digital version (aka a “soft copy”) on the computer. Then, when either posting a resume to a site like Job Center of Wisconsin, placing it directly on a company’s site, or sending a copy as an email attachment, it can be updated to highlight the skills most important to that employer.

8. Watch out for attractive phrases:

- Public Contact or Public Relations — may mean soliciting door-to-door or by telephone
- Sales Promotion — means direct selling
- Outside Order Taking — house-to-house canvassing
- Supervisory Position or Management Candidate — may mean gathering friends and relatives into a sales team
- Opportunity to Earn ... — chances are slight to earn this amount until after a long time

9. When you call, email, or write a letter about a job listing, use a pleasant tone, and be friendly and clear. Be prepared with answers ready for the most frequently asked questions.

On the telephone, don’t “umm and ahh”. Don’t sound tired, bored, nervous or hesitant. The background must be quiet and professional (no television, radio or loud music; no kids yelling, etc.).

The main goal is an interview appointment. The less you say on the telephone, the better. Be sure to get the person’s name right (and use it often when speaking to that person), the date and time of the interview, the address and the directions to get there.

10. Thank the person (by name) for their help and time. Sound eager to meet them and be interviewed!



Department of Workforce Development