Searching for a Job

In

West Michigan

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Searching for Jobs

Before searching for a job, be sure you have written your resume and also have an idea of what type of position you would like.

What does it take?

Finding a position to fit your skills and desires, may take some time, but it's worth the wait to find the right position. There are times when money is tight and anything looks good, but keep in mind, its important finding a position where you will enjoy your work. It's good for the employer and employee.

There are many ways to find jobs!

Networking

Networking in professional, social and other settings is a vital part of your job search. Network everyday and everywhere, there are always networking opportunities. Talk to as many people as you can. People you meet at the gym, library, birthday parties or any other event.

Be careful to keep relationships with past employers; don't burn any bridges when leaving a job.

NOTE: All the following information was taken from the resumagic.com web site.

Some statistics on how people find work:

> 35% -- Found job through a friend, relative or other associate
> 30% -- Contacted an employer directly, without answering a classified ad
> 14% -- Answered a job classified advertisement
> 8% -- Found job through on-campus recruitment or job placement office
> 6% -- Employment agency or search firm
> 5% -- State-run unemployment office
> 2% -- Other

So, it is clear, finding a job will happen most frequently through networking.

Develop a networking plan. Here is a sample plan:

1. Search for advertised job openings in newspapers and on the Internet

2. Register with your local state employment office

3. Register with several private employment agencies and recruiting firms

4. Attend all career fairs in your area

5. Search for jobs at area college career centers

6. Contact trade associations and the area chamber of commerce

7. Contact companies for where you'd like to work after locating them through company and industry research

Develop a good networking list of contacts. Here are some ideas:

1. Your family members and relatives who are employed
2. Your friends, your friends' parents, your parents' friends, neighbors, and casual acquaintances
3. People with whom you have business relationships (insurance agent, banker, etc.)
4. People you know through your place of worship
5. People in professional associations, alumni associations, and clubs
6. Present and past co-workers, and former bosses
7. If a student or recent graduate -- your teachers, professors and instructors

On-Line Resources

There are many resources on-line to help you find jobs. Some are better than others. If you are focused on finding work in Michigan, there are two great resources, mlive and Michigan Talent Bank.

These are just a few resources that will be looked at today. There are many other resources and a few a listed at the end of the document.

Michigan Talent Bank – http://www.michworks.org/

A great place to search for work in Michigan is the Michigan Talent Bank, MTB. This is a project in collaboration with Michigan Works & Michigan Department of Labor and Economic Growth (DLEG).

From the Job Seeker menu you can:

- Sign up and create a resume
- Login to update, view and manage your resume
- Search for jobs
- Update your job order cart
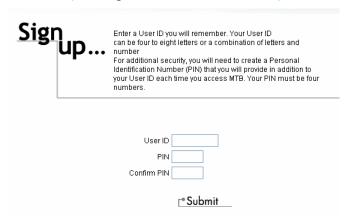- Find job fairs

Creating an Account

It is possible to search for a job without creating an account, but it make sense to use the entire system to its full potential, and it is vital to create an account.

Click on the Sign Up link from the Job Seeker menu to create an account.

The following fields are required:

- First Name
- Last Name
- Contact Information (email, phone number or address)

After clicking the NEXT button, you will create your User ID and PIN. The User ID can be a combination of letters and numbers and must be 4-8 characters long. The PIN must be all numbers and 4 characters long.

Click the Submit button to save your User ID and PIN. The privacy and terms of use statement are displayed. Click the Agree button if you agree with the text. Once the account is created, it will automatically begin to enter a resume.

Creating a Resume

There are two types of resumes available for creation, Functional and Chronological. The previous Resumes & Cover Letters course covered these two types, but here is a quick overview:

<u>Functional</u>
Summarizes professional "functions" or experience and avoids minimizing employment history because it focuses on what you have done rather than when and where. Reasons to use this format:

- Older worker – minimizes dates
- Career changer – minimizes number of jobs
- Recent graduate – minimizes lack of experience
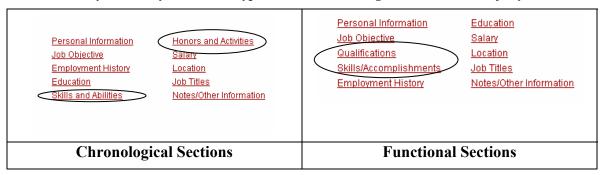- Returning employee – minimizes absence from workforce

<u>Chronological</u>
Traditional style resume lists professional experience chronologically, starting with the most recent and working backwards. Reasons to use this format:

- Professional experience in field of interest
- Recent college graduate
- Demonstrates measurable results
- Held impressive job titles
- Worked for big name employers

The next few sections explain how to enter a resume into the MTB system. There are very few differences between the Chronological and Functional resume types. Differences are noted clearly.

NOTE: Once you select your resume type, it cannot be changed, so selected carefully.

Chronological Sections	Functional Sections
Personal Information · Honors and Activities · Job Objective · Salary · Employment History · Location · Education · Job Titles · Skills and Abilities · Notes/Other Information	Personal Information · Education · Job Objective · Salary · Qualifications · Location · Skills/Accomplishments · Job Titles · Employment History · Notes/Other Information

The Chronological resume contains Honors and Activities and Skills and Abilities. The Functional resume contains Qualifications and Skills/Accomplishments. There is also some order change between the Chronological and Functional resumes. Other than those differences, the resume information is exactly the same.

Personal Information is self explanatory, but the other sections are explained in detail in the following sections.

Job Objective

This is the most important and critical piece of our resume because it is the first thing an employer sees when they view the search results using MTB. Remember, you are competing with other people to capture the eyes of an employer, make the text memorable.

Job Objective

Your job objective is one of the most critical pieces of your on-line resume. It is the first thing from the resume an employer sees when he/she does a search and gets a list of matching resumes. You should include skill words wherever possible (i.e. management, programming), and not vague terms such as "I want to grow, gain knowledge, etc."

Describe your desired position.
(only 750 characters will display)

Machinist with over ten years of operation and supervisory experience looking for a full-time position as a senior machine operator.

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Employment History

In the *functional resume*, the *job duties are not listed*, only the company name, city, state, job title and dates employed. For the *chronological resume*, the *job duties are listed.*

If you don't wish to put the dates employed, just put the number of years worked in the **From** field, this is particularly handy if work has been sporadic.

Education, Licenses and Certificates

The only required field is the highest level of education. Enter any additional schooling or training received.

Enter any pertinent certificates or licenses received, particularly if licensure is important to the position.

Skills and Ability AND Honors and Activities (Chronological Only)

The Skills and Ability section give an opportunity to write up any additional training or skills not already mentioned elsewhere.

Be sure to outline any honors, commendations, clubs or community work in the Honor and Activities section.

Salary, Desired Location and Job Titles

It is fine to leave the salary information blank, and it is recommended.

The location section is by city OR zip code (not both). If you are willing to travel, increase the mile section to match what you are willing to do to travel to the job.

The job titles section is another critical piece, because employer can search by job title. These are free form text, meaning it will depend on what the employer types into the search. In this example, an employer will find this person **IF** they type in Machine Operator or Operator or Machinist…. Get the picture?

It's sometimes good to do a search for jobs first before typing in your job titles.

Notes/Other Information

This section may contain other information for the employer. Do not list affiliations with churches, number of children/grandchildren or other personal information. It is not relevant.

Highlights of Qualifications (Functional Only)

This section is only for the Functional resumes. Here you can list up to 6 different qualifications that would be important to an employer. Remember, show the employer what skills you bring to the table, how you can save them money, etc.

Relevant Skills and Accomplishments (Functional Only)

Another section only found in the Functional resume. Here enter up to 5 skill categories and then up to 6 short skill descriptions for each category. Each skill description will be displayed as a bulleted term under the category. Remember, only list things you've done in the past and wish to do again. For example, in a retail setting, customer service may be a category and the skills would be: Skill Description 1: Maintained card index file of all customers and their transactions for follow up at a later date; Skill Description 2: Sent handwritten thank you card for each purchase over $100 to customers;
Skill Description 3: Very enthusiastic and knowledgeable about many products in retails setting helping customer to find just the right product.

Relevant Skills and Accomplishments.

This section allows you to enter up to five skill categories. After filling in a skill category you may provide up to six short skill descriptions (150 char). Each individual skill description will be displayed as a bulleted item under that category on your resume.

Category 1 [   ]   Add A Category

Skill Description 1

Skill Description 2

Skill Description 3

Skill Description 4

Skill Description 5

Skill Description 6

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Searching for a Job

To begin the search, from the Job Seeker menu, click on the Search for Job link. From here you can enter keywords and other criteria to begin the search.

Enter as many keywords as necessary. Not all words will match in the job posting.

Enter as many keywords as necessary. These words MUST be found in the job posting.

Enter the minimum pay by year or hour, for the position. Remember, the more you narrow the search, the fewer jobs you will retrieve.

Enter the company name to narrow your search further by a specific company. Be careful when using this option that the company name is spelled correctly.

Select the city or zip code for the criteria. You may also wish to have the search look in a radius, if you have the ability to drive.

Select dates or leave as default. Sometimes it's nice to remember when you looked last to see what new positions have been posted since last time you looked.

The results will be displayed based on your initial criteria. Notice in this search there are two pages of positions to look over. Notice that the miles from Grand Rapids shows here as well. This can be changes at this time as well, change 25 -> 75 and click the Search button to search again.

Now there are three pages of jobs to look over which are in a 75 mile radius of Grand Rapids. It is possible to get back to the original 25 miles and search again!

It is also possible to sort the data (descending or ascending) by:

> Salary – can show the highest paid jobs first (descending)
> Job Title – can put the job titles in alphabetical order (ascending)
> Last Update – can show the jobs most recently placed on-line (descending)
> Location – can put the locations in alphabetical order (ascending)

Read through all the job postings until one catches your eye. Click on the Job Title, it is a link to more information.

Click on the link to get more details.

JOB DETAIL

Job Order Number: 2254554

Job last updated: July 22, 2004
Job posted on: July 22, 2004

Company name: Rcm Technologies Inc.
Product line/service: Placement Agency

Job title: Cnc Programmer
Job type: Contract
Hours per week: 40
Position(s) available: 1

Job location: Grand Rapids
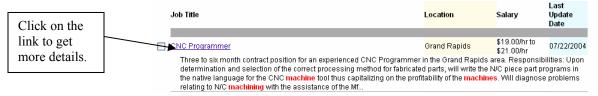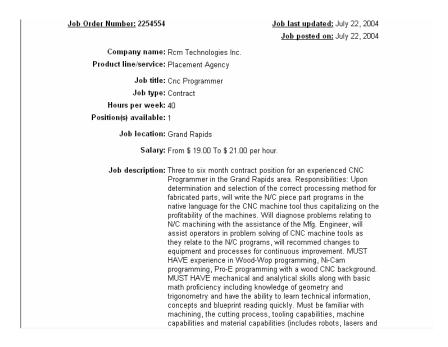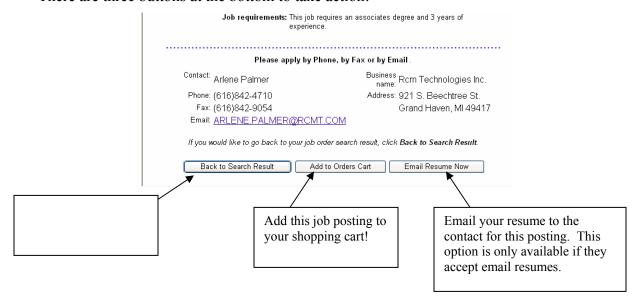
Salary: From $ 19.00 To $ 21.00 per hour.

Job description: Three to six month contract position for an experienced CNC Programmer in the Grand Rapids area. Responsibilities: Upon determination and selection of the correct processing method for fabricated parts, will write the N/C piece part programs in the native language for the CNC machine tool thus capitalizing on the profitability of the machines. Will diagnose problems relating to N/C machining with the assistance of the Mfg. Engineer, will assist operators in problem solving of CNC machine tools as they relate to the N/C programs, will recommed changes to equipment and processes for continuous improvement. MUST HAVE experience in Wood-Wop programming, Ni-Cam programming, Pro-E programming with a wood CNC background. MUST HAVE mechanical and analytical skills along with basic math proficiency including knowledge of geometry and trigonometry and have the ability to learn technical information, concepts and blueprint reading quickly. Must be familiar with machining, the cutting process, tooling capabilities, machine capabilities and material capabilities (includes robots, lasers and

Job requirement and contact information can be found at the bottom of the page. Make sure to read through the Job description to learn more about the position.

There are three buttons at the bottom to take action!

Job requirements: This job requires an associates degree and 3 years of experience.

Please apply by Phone, by Fax or by Email .

Contact: Arlene Palmer

Phone: (616)842-4710
Fax: (616)842-9054
Email: ARLENE.PALMER@RCMT.COM

Business name: Rcm Technologies Inc.
Address: 921 S. Beechtree St.
Grand Haven, MI 49417

If you would like to go back to your job order search result, click **Back to Search Result**.

[Back to Search Result]   [Add to Orders Cart]   [Email Resume Now]

Add this job posting to your shopping cart!

Email your resume to the contact for this posting. This option is only available if they accept email resumes.

Viewing the Job Cart

MTB allows you to organize and manage the jobs which you have applied for with the Shopping Cart.

Jobs are not kept indefinitely in the shopping cart. The rules are:

- Once you apply for a job, the position will be saved in the cart for 60 days.
- If you have not applied for the job, the position will be saved for 14 days.

You can view the cart from the Job Seekers menu by clicking on the Job Order Cart link. From here, you will see all the jobs which have been placed in the cart.
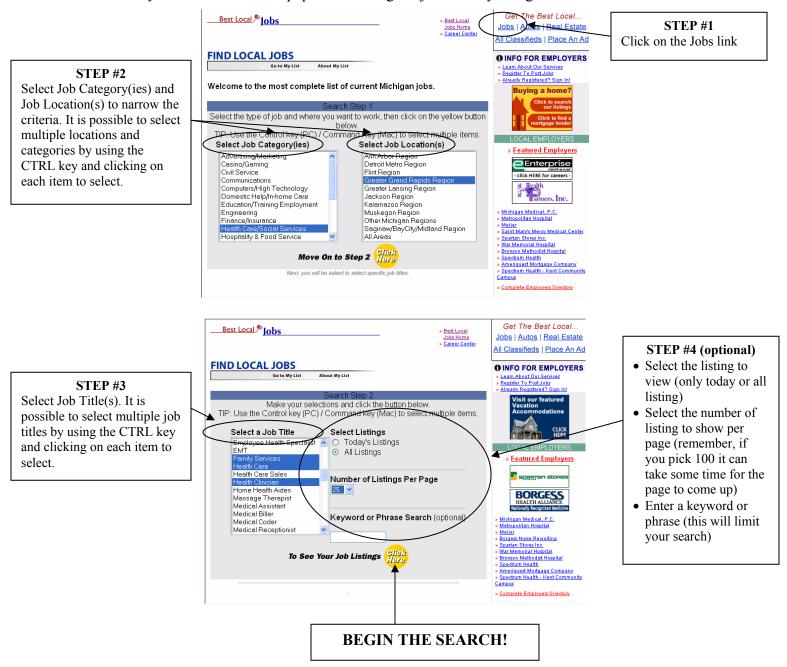

You may wish to keep track of the dates you applied for a position and the manner in which you applied. Again, these jobs will be kept for 60 days.

mlive – http://www.mlive.com/jobs

mlive is the on-line division of Advance Publications, owner of 22 newspapers, including various local newspapers such as the Grand Rapids Press, Muskegon Chronicle and Advance Newspapers.
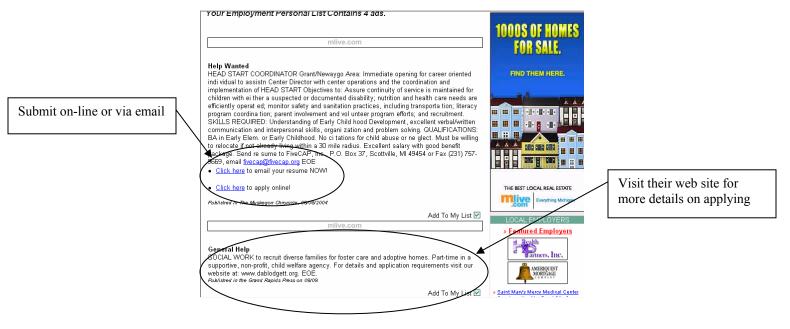
The site also offers the ability to search for jobs online. These jobs may have been posted directly on-line or in a newspaper. Searching for jobs is easy using mlive.

STEP #1
Click on the Jobs link

STEP #2
Select Job Category(ies) and Job Location(s) to narrow the criteria. It is possible to select multiple locations and categories by using the CTRL key and clicking on each item to select.

STEP #3
Select Job Title(s). It is possible to select multiple job titles by using the CTRL key and clicking on each item to select.

STEP #4 (optional)
- Select the listing to view (only today or all listing)
- Select the number of listing to show per page (remember, if you pick 100 it can take some time for the page to come up)
- Enter a keyword or phrase (this will limit your search)

BEGIN THE SEARCH!

Notice, the search will display the job it has found based on the criteria selected. The criteria are shown at the top along with the number of items returned, in this case 55 positions to wade through.

All the details of the job will be listed. Each employer will have different ways to submit resumes.

Submit on-line or via email

Visit their web site for more details on applying

Other Resources

Web Site Address	Description
http://www.mel.org	Michigan eLibrary offering a variety of on-line resources as well as magazines, newspapers and more for Michigan residents for **FREE**.
http://www.jobsearch.org	America's Job Bank is one of the best searching tools for jobs around the United States. Post your resume and search for jobs for **free**.
http://www.net-temps.com	Find temporary or part-time work using net-temps. Can search by State and industry.
http://www.careerbuilder.com	Career Builder is an excellent searching tool which combines the Internet and newspaper advertising, similar to Mlive. They also offer a resume builder where you can have up to 5 different resumes, a career builder to help with job search and job alerts and advice and resources for your career. All this **FREE**. There are some fee services available as well.
http://www.monster.com	One of the largest resume banks and job searching opportunities. This is another excellent place to create a resume. There is also a resume builder and tons of resources available for **FREE**.
http://online.onetcenter.org	Developed for the US Department of Labor as a comprehensive database of workers attributes and job characteristics. This web site can be used to aid you in writing up past job descriptions and even your job objectives.
http://www.resumagic.com/networking.html	Great resource for networking and tips on how to approach people when looking for a job.