

Student name: _____ Date: _____

Identify state and private employment services.

Objectives:

- List sources of job openings.
- Utilize the service of a state employment agency.
- Utilize the service of a private employment agency.

MODULE 3G: INFORMATION SHEET

TO THE STUDENT: Read the following information sheet and complete the activities at the end.

Introduction

Once you know what kind of job you want, you are ready for the job hunt. The challenge then is finding a job that will fit your career plans. Finding your first job can be both a rewarding and frustrating experience. Half the battle of job hunting is finding job openings. The other half is getting interviews with employers.

To be successful on the job hunt, you need to have a plan. First, list all the companies where you would like to work. Second, prepare a resume summarizing your education, work experience, and other qualifications for the job you want. Finally, contact the person in each company who has the responsibility to hire you.

The Problem

Job-hunting takes work. Job openings won't wait for you; you must find them. To find available jobs, locate employers who are looking for a worker with your qualifications. How do you find these employers? You can find them through a variety of sources. Some excellent sources of job leads include the following:

- Networking with friends, relatives, school and business contacts
- School placement services
- Direct employer contact (cold-calling)
- Want ads in newspapers, professional journals, and trade magazines

- Trade and professional associations
- Yellow pages of telephone directory, industrial directories, and Chamber of Commerce lists
- Career/Job Fairs
- Internships and Job Shadows
- Internet
- Industrial and craft unions

This module will explore finding jobs through *state and private employment agencies*.

Try using most or all these sources in your job-hunt. The more sources you use, the more job openings you will likely find. Then, you'll have a better chance of finding a job you really like instead of taking the first job that becomes available.

The Solution

Government Employment Services

State employment offices are located in most large cities and towns. These offices are available to help jobseekers find job openings within and outside government. The offices may have different names in different states. To locate the nearest state employment office, look in your local telephone directory under the name of your state. For example, in Chicago, the state employment office is listed under *Illinois (state of), Employment Service*.

To use this free job service, you must fill out an application at a state employment office. An employment counselor will interview you to determine your skills and interests. If a job becomes available for which you qualify, the office will arrange an interview for you. Keep in mind, however, only a small percentage of job seekers find a job through state employment services. Therefore, register for work at a state office, but use other job sources to find job leads.

Many cities have federally mandated career centers as part of America's One-Stop Career Center System. These One-Stop Career Centers coordinate local, state, and national resources to provide a wide range of employment, education, and training services. These include employment counseling and assessment, information on job trends, and assistance in filing unemployment insurance. The centers also help individuals find job training and government funds to help pay training costs.

Different names are used for the centers in different states. You can find the center nearest you by contacting your state employment office and asking for the location of the closest One-Stop Career Center. You can also learn more about the career center system by checking the U.S. Department of Labor Employment and Training Administration online at (<http://www.doleta.gov>). Through these career centers, the following resources are available free to jobseekers:

- America’s Job Bank – is the largest listing of U.S. jobs. It’s a database of job listings from the Department of Labor in partnership with state-operated public employment services. Job seekers can search for specific jobs, related jobs within career clusters, and job openings by geographic areas. Job seekers can also enter their resumes and cover letters at the AJB site, create job searches, and save searches for future use. The job postings represent all types of work, from entry-level to technical to professional positions.
- America’s Talent Bank – (<http://www.doleta.gov/almis/atbnew1.htm>) - is an electronic resume system. It has its own Internet site that can also be accessed through America’s Job Bank. Job seekers enter their resumes into the national network, which is then searched by employers. You can also use this site to learn how to write a good resume, prepare for a job interview, research companies, and conduct Internet job searches.
- America’s Career InfoNet - explores the outlook and trends for all types of careers. It’s another resource that can assist job searches and increase your overall understanding of the job market. This source includes state-level employment projections as well as the state and local wage information.

Private Employment Agencies

Private employment agencies are in the business of helping employers locate workers and job seekers locate jobs. To stay in business, agencies must charge fees for their services. They either charge the job seeker or the employer. For most entry-level jobs, the job seeker can expect to pay the fee. For most high paying professional jobs, the employer usually pays the fee. When employment agencies advertise job openings in the want ads, they usually state, “Fee paid” if the employer is paying the fee.

If you apply to a private agency, you may be asked to sign a contract concerning the payment of fees. Be sure to read and understand all conditions of any contract before signing it. Make sure you know exactly what you’re agreeing to pay if you take a job the agency locates for you. The fees charged by private employment agencies vary. Some are only as much as the applicant earns in 1 week on the new job. Others are thousands of dollars.

Before registering with a private agency, ask your school coordinator or counselor if any particular agency is recommended. Some agencies specialize in placing people in certain jobs, such as office, technical, or sales jobs.

Only a small percentage of job hunters find jobs through private agencies. You should, therefore, spend more time utilizing other job-seeking options. However, obtaining a short-term assignment through a temporary agency can give you and a company the chance to check each other out.

MODULE 3G: STUDENT ACTIVITIES

TO THE STUDENT: Read the information sheet above and complete the following activities.

Activity 1: Online

1. Go to the Lehigh Valley, PA Online website – www.lehighvalleyonline.com.
2. Click on JOBS IN THE LEHIGH VALLEY.
3. Click on BUREAU OF STATE EMPLOYMENT.
4. Under JOB OPPORTUNITIES, click BUREAU OF STATE EMPLOYMENT again.
5. Click on APPLY NOW.
6. Download an application.
7. What types of information is required to apply for state jobs?

8. Click BACK to the previous screen.
9. Under JOB OPPORTUNITIES, click CIVIL SERVICE COMMISSION.
10. Click JOB OPPORTUNITIES again.
11. List 4 Civil Service Job Clusters.

12. Click on 1 JOB TITLE and answer the following:
 - What is the Job Title? _____
 - What is the Job Code? _____

- What is the starting salary range for your region? _____
- What are the 6 areas of information provided by the Civil Service Commission about this particular job?

_____	_____
_____	_____
_____	_____

13. Click BACK to previous screen until you get to the LEHIGH VALLEY EMPLOYMENT screen.

14. Click on LEHIGH VALLEY AT WORK and answer the following:

- What 6 ways can you search for jobs on this website?

_____	_____
_____	_____
_____	_____

15. Click BACK to previous screen until you get to LEHIGH VALLEY EMPLOYMENT again.

16. Click on AARON RESOURCES, INC. What kind of service does this company provide?

17. Click on ONLINE APPLICATION. Print this and complete it. Hand this is in with this packet.

18. Click BACK to the previous screen.

19. Click SEE WHAT OTHERS ARE ASKING and answer the following:

- How do you get paid?

- What types of placements are available?

- List 2 types of positions Aaron places people in:

- List 2 types of companies Aaron services:

- Briefly list how this type of employment agency works:

20. You are done at this website. Now go to the US Dept. of Labor Employment and Training Administration website www.doleta.gov to locate the nearest One-Stop Career Center to you.

21. Click on STATE ONE-STOP WEB SITES.

22. Click on AMERICA’S SERVICE LOCATOR

23. Click on the link <http://www.servicelocator.org>

24. Enter your ZIP CODE or CITY and STATE.

25. Enter a MILEAGE preference.

26. Select service FOR YOUTH – FINDING WORK.

27. You will now see a listing of the nearest One-Stop Career Centers. Click on one and answer the following:

- What is the name of the center? _____
- What is its address and phone? _____
- What is its website? _____
- What site resources does it have?

_____	_____
_____	_____
_____	_____
_____	_____

- List 4 services they provide under Youth Services:

28. Did you find any of the above websites useful? Why or why not?

Activity 2:

Contact one local, private employment agency other than Aaron Resources, Inc. Inquire as to the following:

1. What is their area of specialization? _____

2. How do they charge fees?

3. What's involved with signing a contract?

4. What is their success rate? _____

5. How long have they been in business? _____

6. What types of companies do they service?

MODULE 3G: STANDARDS ADDRESSED IN THIS MODULE

Pennsylvania’s Academic Standards for Career Education and Work

13.2.11. Career Acquisition (Getting a Job)

B. Apply research skills in searching for a job.

- CareerLinks
- Internet (i.e. O-NET)
- Networking
- Newspapers
- Professional associations
- Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)

Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)

1.1.11. Learning to Read Independently

E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.