Effective Job Search Strategies

FROM RESUMES TO ONLINE APPLICATIONS...
AND (ALMOST) EVERYTHING IN BETWEEN
Effective Job Search Strategies

The Job Search - Enabling Versus Support

Resumes, References, etc. - Creating a Toolkit

The Master Application & Saving Everything Online

Networking & Sharing Resources

Q & A
The Job Search

- Enable versus Support
  - Provide access to resources
  - Provide them willingly!
    - (what you have access to, that is)
  - Acknowledge the past
  - Focus on the future

- Online profiles and tools
  - Links on the next page
Helpful links to get started

Commonly Used Job Search Websites:
- https://www.indeed.com/?from=gnav-homepage
- https://www.ziprecruiter.com/
- https://www.careerbuilder.com/jobs
- https://www.upwork.com/freelance-jobs/
- https://hartford.craigslist.org/
  - https://hartford.craigslist.org/search/jjj

Job Search and Skill Building Resources:
- Liberty Job Seekers Assistance (libertycsjobs.blogspot.com)

Nonprofit jobs:
- https://www.idealist.org/en/
- https://careers.ctnonprofits.org/
Resumes, References, Etc.

Creating a toolkit:
- Cover Letter
- Resumes
- References
- Saying Thank You
- Master Application
The Master Application

Save Everything Online:
- Have clients email themselves
  - Share Professional Email info
- Have them email you!
  - CMs Create Online Space
- Help Create Online Profiles
  - LinkedIn
  - Indeed
  - Organizations of interest
Network & Share Resources

- Most jobs are found through personal/professional networking:
  - Network within your CoC or CAN
  - Encourage clients to network
- Avoid being territorial:
  - Most employers have more jobs than they can fill
  - Most agencies have less clients than there are jobs
- Employment retention is no different between our clients and the general public!
Important Points to Remember

1: Focus on the positives, provide access to resources, and provide support!

2: Create an Employment Toolkit

3: Help clients complete a Master Application & Save Everything Online

4: Network & Share Resources!
Thank You!

You will be provided electronic versions of the materials from the presentation- please reach out if you have any questions, networking opportunities, or additional suggestions to share with others!