

Capsule 6 – Where to look?

Goal: Identifying the right sources and places and taking advantage of the available tools

Introduction

Finding a job is not as easy as 1, 2, 3! But if you turn to the right sources, the odds will be on your side! If you do not wish to waste your time or look in the wrong places, it is important that you select the sources most suited for your objectives.

Classified ads

Many employers use classified ads to find their best workers.

NEWSPAPERS

Voir

This newspaper is very useful to find job offers in community groups, as there are lots of subsidized jobs.

La Presse

With more focus on specialized professions and occupations, the job offer section of *La Presse* also displays offers from placement agencies.

Le Journal de Montréal

This is a must when looking for a job. Definitely the largest and most detailed job offer section in Montreal newspapers, with ads from various fields such as food services or construction. Something for everyone.

Neighborhood weekly newspapers

Who knows, maybe your dream job is 2 blocks away from home? Be careful, though: these ads contain many work-at-home job offers.

Read: Avoid Work-at-Home Job Scams

http://content.monster.ca/12466_en-CA_p1.asp

WEB SITES

The web contains many classified ads services.

Emploi-Québec

<http://placement.emploiquebec.net/mbe/ut/rechroffr/erechroffr.asp?CL=english>

The starting point for jobs without specialization.

Jobboom and Monster.ca

www.Jobboom.com

www.monster.ca

Two must-see sites. However, these portals are aimed at job candidates for specialized occupations or professions, managers for example.

Monster.ca allows you to look at job offers from anywhere in Canada.

Repère emplois

This portal displays all job offers from Transcontinental's 62 weekly publications in Québec and the *Les Affaires* newspaper.

www.Reperes-emplois.com

Workopolis

A very popular site, it allows you to see job offers per category without having to make a prior search.

<http://www.workopolis.com/index.html>

Other sites

Emploi-Québec also provides a selection of job offer sites.

<http://emploiquebec.net/anglais/individus/recherche.htm>

Many classified ads portals contain a job offer section. Be careful with easy money promises. While work-at-home offers sometimes are scam, others are straight out illegal (prostitution or else).

Placement agencies: Let others look for you!

Placement agencies work in many various fields. Their resume bank usually is made of less specialized workers or workers who have not yet reached the highest hierarchical levels. Most times, they offer short-term contracts in various companies. It could be a good way to diversify your work experience and expand your network.

To register to a placement agency, just send it your resume and it will be added to the bank of candidates. In addition to posting ads regularly to find new candidates, many agencies allow you to post your resume online.

The most important ones

Adecco

http://www.adecco.ca/ViewPage.aspx?lang=en&text_pages_id=6

Drakkar

<http://www.drakkar.ca/webconcepteur/web/Drakkar/>

Quantum

<http://www.quantum.ca/default.aspx?ln=en-CA&SpecialtyID=null>

Madeleine Martel inc.

http://www.madeleinemartel-inc.ca/mm_comptabilite.html

Some agencies listed by Service Canada

http://www.jobbank.gc.ca/Related_en.aspx?CT=PA&CC=IR&Student=No

123go.com

<http://www.123goemploi.com/Liens.asp>

Links listed by field

Agencia.ca

<http://www.agencia.ca/>

An agency of agencies!

To learn more:

Entre bonnes mains: registering to a placement agency

<http://carriere.jobboom.com/marche-travail/secteurs/agences-placement/2006/06/10/1624745.html>

Accessing the hidden job market

Most of the time, classified ads are only a small portion of the vacant jobs. To get to the other jobs, which will never be in the classifieds, you must find a way to access the hidden job market.

Publishing a classified ad often is very costly for a company. In addition, receiving hundreds of resumes may not be helpful or productive at all. In fact, it is estimated that between 85 to 90 % of all jobs will never be announced anywhere. Therefore, you should focus most of your job search on the hidden job market. This approach has its dividends in the long run!

YOUR NETWORK IS THE KEY!

Looking for a job? Do not hesitate, spread the news. Whether you are talking to friends, former colleagues or parents, anything goes. Your voluntary work group, your child's sport club or day care centre are part of your contact network. You will be amazed at how many people you know.

Overcome your shyness and talk about it to people you see everyday but do not really know well, such as the local store clerk or the grocery store cashier. You never know:

they may have heard about a vacant job. Even though this approach may seem intimidating, remember that you should never be ashamed to offer your services.

-Certain groups offer networking sessions, job clubs or other activities allowing you to meet people. Meet with an employment advisor to learn about the resources available in your neighbourhood.

-You can make a search on the Internet with regards to the job sector that interests you. Some professional associations have set up focus groups or mailing lists that you could join.

-Visit job and training shows. It is a great way to test waters.

-Stay alert! Remember that job offers are not always in the classified ads sections of the newspapers. An article on upcoming investments or new projects could give you hints on the situation in your field! Look particularly at your local newspapers which often talk about projects from local small and medium enterprises (SME).

CONTACT ENTERPRISES DIRECTLY

To access the hidden job market, you must expand your network and knock on the door of the enterprises that interest you. An informational interview could be a great way to open doors for you in the hidden job market. Gather all your courage and give a call to the companies for which you would like to work. Ask them to talk to the person responsible of hiring or human resources and gather all the information possible about the company, its philosophy, its needs and projects.

If contact is good, ask about the company's needs in terms of recruiting. Other people in the company may also know about possibilities elsewhere. Do not hesitate to ask for a list of other people you could eventually contact during your process.

Before taking the phone, you could write a list of the places that may interest you. To find their contact information, use the yellow pages or even the Internet. And, to give yourself courage, tell yourself that you have nothing to lose, but everything to gain. You will see, with time confidence will come.

To learn more

The hidden job market

http://www.jobsetc.ca/content_pieces.jsp;jsessionId=32ABBE079E570143C0E4171883877D38.jvm11

Networks that work

http://www.careerccc.org/products/cp_94/tools/networks.html

Created to help Canadian students to find a job, this site is a great resource on networking, informational interviews, etc.

<http://contenu.monstertrak.monster.ca/guide/networking/>

Thanks to Nathalie Brie, of Académo, for her help with this section.

Evaluation

Have you looked through the classified ads in the newspapers?

Have you looked at classified ads web sites?

Have you consulted online resources?

Have you made it clear around you that you are looking for a job?

Have you listed potential employers?

Have you contacted a few of them?

If you answered “yes” to 3 questions or more, keep it up, you are on the right track. Do not hesitate to see an advisor to help you with the process.

If you answered “no” to 3 questions or more, maybe you need a little hand. Take an appointment with an advisor; he/she will be able to help you.