

...first for results!



Tapping into the hidden job market through networking

BY: MEGHAN ANIOL, FERGUS OFFICE

Did you know that approximately 80% of jobs are not advertised? This can be because of time and cost of advertising jobs publicly. Therefore, if you're feeling frustrated in your job search because you aren't getting any responses by replying to job ads, it's time to try the more proactive approach: networking! Networking can help open doors into the hidden job market.

Networking means making contact with people who could possibly have information on job openings. Who should be in your network? Friends, employers, co-workers, teachers, community leaders and your local librarians are just some of the people who may be able to give you information. Start building a network of contacts by developing a list of people and companies to contact. Then decide on a method of contact for each person e.g. phone, in person.

Remember: even though a job isn't posted, this does not mean that an employer isn't looking for a candidate. Keep your ears and eyes open! You never know who might have some inside information that can help you find a job.

More networking tips!

1. Networking starts at home. Tell friends, relatives and acquaintances what you're looking for.
2. All contacts are important. Your neighbour, roommate or plumber could lead you to the right connection.
3. Try to have your contact introduce you to the person you want to meet. The meeting will go more smoothly and your new contact will likely show more interest.
4. Prepare for each meeting. Be able to tell people what you do in a simple, interesting way. Rehearse questions about the industry, jobs you could do and other contacts you could make.
5. Keep careful notes. Include name, address, phone number, date and other details of the conversation and names of other leads.
6. Join a professional or community organization. Get involved in activities that let your personality and skills shine through.
7. Go to social and business events and mingle. Networking doesn't happen just because you are physically there.
8. Volunteering can help you acquire both experience and job related skills. It's a way to try out different types of jobs and puts you in touch with a new set of people.
9. Leave a resume only if you're asked.
10. Collect business cards. On the back, record the date, occasion, what you talked about and why you were interested.
11. Don't automatically accept everything you hear. It's one person's perspective.
12. Show your appreciation. Write thank you notes to everyone who helps you. Give key contacts progress reports. Help people you meet by sharing information and ideas. Give now and you're sure to receive down the road.
13. There's no script to follow. You decide what you're comfortable doing & saying.

My 2 Cents...

BY: CHRIS BAGINSKI-HANSEN

During this recession there has been a real focus on people upgrading and developing their skill set to enter more skilled and (hopefully) more secure jobs. Two programmes offered by the Provincial Government that support training for the unemployed are Second Career and Ontario Skills Development. Both programmes offer financial aid, including a living allowance that supports individuals to attend training. I can't possibly give any pertinent details about these programmes here, but please contact any of our offices or visit www.edu.gov.on.ca for further information.

