

THE JOB SEARCH

Searching for Work in the 21st Century

Understanding how occupations are categorized

- ▣ There are over 12,000 distinct job titles identified by the US Department of Labor
- ▣ Occupations are grouped within the following classifications:
 - ▣ Realistic-People who enjoying working with tools, machines, plants or animals
 - ▣ Investigative-People who enjoying working with observation, analysis, evaluation or collection of information
 - ▣ Artistic- People who have an interest in creative expression of ideas or feelings
 - ▣ Social - People who enjoy working and interacting with people
 - ▣ Enterprising - People who have an interest in influencing, leading or persuading others
 - ▣ Conventional - People who are interested in working with data, numbers or organizing things

Understanding the Job Market

- ▣ The average worker changes careers eight times during his/her lifetime
- ▣ The market changes day to day
- ▣ It is a FACT: The higher your education the more money you will earn
 - A high school graduate earns 36% more per week than someone without a high school diploma
 - A person with some college but no degree, earns 13% more per week than someone with a high school diploma
 - A person with an Associate's degree earns 21% more per week than someone with only a high school diploma
 - A person with a Bachelor's degree earns 33% more per week than someone with an Associate's degree
 - A person with a Master's degree earns 22% more per week than a person with a Bachelor's degree
 - A person with a Professional or Doctoral degree earns 26% more than a person with a Master's degree
 - Based on data from the Bureau of Labor and Statistics 2008

Skills and Training are required to find sustainable work in today's job market

- ▣ Do you need training?
- ▣ If you can answer yes to any of the questions to the right, the answer is YES you need additional training.

- ▣ **ARE YOU....**
 - ▣ Wanting a better wage?
 - ▣ Being passed over for promotions?
 - ▣ Being laid off?
 - ▣ Feeling overwhelmed by Technology, changing practices or aspects of your current occupation?
 - ▣ Unfamiliar with computer programs in common use?
 - ▣ Brand New to the job market?
 - ▣ Re-entering the workforce after being a caregiver or homemaker for a long period of time?
 - ▣ Interested in changing careers?

Where do I get training in my career path?

- ▣ Training Institutions exist everywhere and most offer programs that are eligible for financial aid
- ▣ CFNC.org is a great resource for matching your career interests to college programs and financial aid
- ▣ O*Net is a great resource for researching your career interests as well
- ▣ Community Colleges
- ▣ Vocational Schools
- ▣ Universities
- ▣ Public and private options
- ▣ Online Instruction

How can I gain skills other than classroom training?

- ▣ Apprenticeship programs-On the Job Training programs
- ▣ Work Study Programs-Federally funded work positions while in school
- ▣ Co-op programs-similar to On-the Job Training but usually longer term
- ▣ Internships-learning a trade or skills while in school with private or public employers
- ▣ Volunteering or Civic work-offering to help with community organizations to gain skills

Getting to know your local One-Stop Career Centers

- ❑ One-stop Career Centers are designated by Federal Law and are made available to offer employment assistance, access to unemployment compensation and access to training scholarships and job seeker resources for diverse customer groups in every state
- ❑ In North Carolina our delivery system is called JobLink
- ❑ Most of the JobLink One Stop Centers in our state are operated by the Employment Security Commission of North Carolina while others are hosted by agencies such as colleges and independent businesses based on agreements with local workforce boards and the NC Department of Commerce
- ❑ Coastal Carolina Community College operates a JobLink Partner Information Site in cooperation with the Employment Security Commission – JobLink office and local workforce board
- ❑ Whenever you see the JobLink signage, you can feel confident that you will receive access to resources and information needed to assist you with your career development needs

Some of the Services JobLink Career Centers may offer either on site or through referrals:

- ❑ Job Boards and Job Referral Resources
- ❑ Access to adult literacy programs
- ❑ Access to Vocational Rehabilitation Programs for persons with disabilities
- ❑ Access to programs for Older workers
- ❑ Assistance for Veterans
- ❑ Access to programs for low income families
- ❑ Access to programs for Ex-offenders
- ❑ Access to Social Services Programs
- ❑ Assistance and Access to Job Training Programs
- ❑ Assistance with Unemployment Insurance Claims
- ❑ Business Services for Employers

Where are the Jobs?

Top Skilled Trades*as of 2009

- ▣ HVAC, refrigeration
- ▣ Controls technicians
- ▣ Project engineers
- ▣ Welders
- ▣ Electricians
- ▣ Plumbing
- ▣ Outside building materials sales

*based on information provided by jobshopinc.com

Top part-time jobs*

- ▣ Tax preparer
- ▣ Physical fitness trainer
- ▣ Dental Assisting
- ▣ Pharmacy Technicians
- ▣ Receptionists
- ▣ Physical Therapist Aide
- ▣ Product Demonstrator
- ▣ Library Aide
- ▣ Child care worker
- ▣ Home care aide

Where are the jobs?

BASED ON CURRENT LABOR
MARKET INFORMATION AND JOB
PROJECTIONS THROUGH 2016

**In North Carolina the fastest growing
employment sectors are:**

- ▣ Ambulatory health care services
- ▣ Administrative support
- ▣ Education
- ▣ Food Services
- ▣ Professional and Scientific Occupations
- ▣ Specialty Trades
- ▣ Hospitals/Medical
- ▣ Nursing Care Facilities
- ▣ General Merchandise Stores
- ▣ Amusement and Recreation Industries

EMPLOYMENT SECURITY
COMMISSION DATA PROJECTIONS
2006-2016

**In North Carolina, those industries
experiencing declining
employment are:**

- ▣ Furniture and product manufacturing
- ▣ Textiles
- ▣ Apparel manufacturing
- ▣ Telecommunications
- ▣ Electrical and appliance manufacturing
- ▣ Beverage and tobacco product manufacturing
- ▣ Utilities
- ▣ Small Retailers
- ▣ Printing and support activities
- ▣ Paper manufacturing

Know the labor market!

- ▣ The Career Center houses current labor market projections and related job growth, salary data and statistical data compiled from a variety of trusted sources to help guide your decisions about careers you wish to train in and pursue
- ▣ The Bureau of Labor and Statistics is the national clearinghouse for labor market information
- ▣ The Employment Security Commission Labor Market Division is an expert resource for all of North Carolina

Important Aspects of Job Searching

- ▣ Networking-the more people you know, the better your chances of discovering hidden job opportunities
- ▣ Being organized-keep a record of jobs and related information for easy reference if you are called for an interview
- ▣ Systematically search and apply for jobs-set a weekly program for checking job sites and a goal for applying for jobs
- ▣ Bookmark sites and check them daily
- ▣ Prepare your resume and cover letter and related application materials in advance and be prepared to conduct the majority of your search online

Types of work to consider

- ▣ Government jobs,
 - www.usajobs.gov
- ▣ State employment,
 - <http://www.osp.state.nc.us/jobs/>
- ▣ Employment Security Commission Job Bank
 - www.ncesc.gov
- ▣ Local government (city and county) and schools
- ▣ Bookmarked job search sites through the career center (see our resources on our website) and personal sources
- ▣ Temporary Agencies
- ▣ Entrepreneurship

Traditional Search Methods

- ❑ Fewer than 25% of all available jobs are posted through print media such as newspapers
- ❑ The Hidden job market accounts for nearly 75% of the positions in the market
- ❑ Individual web sites and internal vacancies comprise about three fourths of the nations jobs and knowing where to look is important
- ❑ Job Fairs are a great resource
- ❑ Cold calling potential employers is a last resort

Don't get discouraged!

- ❑ Employers are struggling in today's economy and may not have the resources or staffing to send you correspondence as to whether your application is being considered or even if it was received
- ❑ The general rule of thumb has been you should expect to receive an interview for every 20 applications you send; however, in a difficult economy that number can be more in the realm of 50 to 100...in other words, be patient, your turn will come
- ❑ The more positive your efforts are, the better your chances of finding work
- ❑ You must trudge ahead regardless of feeling rejected
- ❑ If you are not achieving positive results or getting interviews after several months of trying, you should reevaluate your resume and cover letter-Are you providing information unintentionally that paints you in a negative light? Ask for help and let a professional review your materials

STOP BY THE CAREER CENTER

Or Visit our Website for a listing of job search sites and tools to help guide you in the process.

http://coastalcarolina.edu/career_center/career_center_home.htm