



SURVIVING TOUGH TIMES

HACE E-23-17

LOOKING FOR A JOB

It takes work to get work. The more effort and time you put into exploring the job market, the more likely you are to get a job.

Check newspaper ads for “help wanted” or place a “work wanted” ad. It’s important to know when the newspaper comes out. Check classified ads daily and be near a telephone if you placed an ad. When there is a job, action to hire can happen quickly.

Some newspapers and magazines carry ads for jobs, work-at-home or distributorship opportunities that sound too good to be true. Usually they are. Unfortunately, people most in need of money often end up losing time and cash when they respond to advertisements such as these:

**Get a \$1545 a week job in Alaska
Even if Totally Unskilled!**

**Earn \$400-\$600 Per Month
In Your Own Home**

While some work-at-home plans are legitimate, many are not. The most common deceptive promotion is for envelope stuffing at home. Promoters usually ask for a small fee to tell you how to earn money stuffing envelopes at home. They may also suggest you run the same type ad and have people send you money. You may receive a list of companies who use envelope-stuffing service, but you will need to write or call companies on the list to get their business.

Some companies request a sizable investment and they send you assembly or craft kits with promises to buy the finished products.

All too often, these companies refuse to buy the products because the work was “inferior” or did not meet “quality standards.”

Franchise or distributor promoters will often promise unrealistic profits and need your decision immediately. This pressure should raise a red flag for you to slow down. A legitimate promoter would encourage you to visit other distributors.

Be cautious when a job offers a too-good-to-be-true salary, claims no experience or skills needed, or expects a fee for job placement.

Protect yourself - ask yourself the questions listed below.

- What tasks will I be required to perform?
- Will I be paid on salary or commission?
- Who will pay me?
- When do I get my first paycheck?
- What costs do I need to pay for?

Get the name, address, and telephone number and call the promoter back at his or her office. Go one step further. Check with the Better Business Bureau in the area where the employer is located. Talk with the postmaster because the U.S. Postal Service investigates fraudulent mail practices.

For more information or to file a complaint, contact the office or your State Attorney General. The address in Georgia is 40 Capitol Square, S. W., Atlanta, Georgia 30334-1300. The telephone number is (404) 656-3300. You can also contact the Federal Trade Commission (FTC), Division of Marketing Practices, Washington, DC 20580. While they cannot resolve individual disputes, they can take action if there is evidence of a pattern of deceptive or unfair practices.

Georgia Department of Labor

The Georgia Department of Labor (GDOL) matches job listings with the talents and skills of job seekers. The location of the nearest employment service can be found in the telephone directory.

Private Employment Agencies

Private employment agencies are listed in the phone book's yellow pages. They offer three types of services:

- Bring together applicants and employers – Placement fee is usually paid by the hiring company, but when it is a shared responsibility of employer and employee, it is usually paid after a job is secured.

- Executive Search – when companies seek the help of employment agencies to find the right person for a position.
- Counseling Services – provide skill identification and self-evaluation, as well as resume preparation. Payment is made by the job seeker before service is rendered.

When selecting a private employment agency, consider your needs and their type of assistance. Ask questions about services, payments and the experience they have had in placing people with your skills.

Networking

Networking means talking to people. Take every opportunity to tell people you are looking for employment. Talk to owners and managers of small and large businesses in your community. Make contacts with organizations, churches, union groups, and others. Many job openings are filled before they are posted. This happens when supervisors ask employees, "Do you know anyone 'right' for the job?" Get the word out that you are looking for a job and what your skills are.

Workforce Investment Act (WIA)

WIA provides a variety of job training and placement services to meet people's needs from vocational counseling to job searching. Special emphasis is placed on serving unemployed and low-income people. They may provide supportive services such as transportation and child care. Contact your local GDOL for information and location of the nearest WIA office or look under "Employment" in the phone book's yellow pages.

Apprenticeship

Apprenticeship is one way that individuals learn to be skilled craft workers. It is a formal arrangement involving employers, unions, state government, or vocational/technical schools, and

individuals who want to learn a skilled craft such as plumbing, carpentry, tool and die making, or cosmetology. The apprentice is paid while learning. The employer pays required schooling costs and pays the apprentice for both hours worked and hours in school. The pay averages about 60 percent of the salary of a skilled worker in that occupation.

Apprenticeships usually last three to five years. Some occupations such as cosmetology and meat cutting can be as short as two years. Contact the local GDOL, labor union office or vocational/technical school for further information.

Cashless Job

Jobs without cash income include volunteering and bartering. Volunteering may sound unusual, but it has helped a number of people obtain a job once the employer has an appropriate opening. Volunteering makes some jobless people feel good about themselves. Volunteering can be for several hours, half or full days. Some people believe it is important not to have a lapse in their employment record or on their resume. Volunteering can fill that gap.

Bartering is a way of exchanging your skills and services for another person's needs in return for skills and services that you need.

Career Counseling

Self-assessment is a critical part of finding a job. The first goal of assessment is to obtain an accurate picture of one's skills, interests, values, and accomplishments.

New technologies are redefining the basic skills required for today's jobs. Many employers say that the most important skills for any employee

are the basics – reading, writing, and computations. But employers also say they want employees who have “learned how to learn.”

A recent study identifies skills essential for non-managerial workers, listed below.

- **Know How To Learn** – the basic of all skills. Rapidly changing business conditions demand employees who can acquire and use new information easily.
- **Reading, Writing, and Computation** – New technology requires better reading ability to understand it, higher mathematical skills to use it, and better writing skills to communicate about it.
- **Listening and Speaking** – The primary way people communicate with one another. Success on the job has been directly linked to communication skills.
- **Creative Thinking - Problem Solving** Today's organizations give workers unprecedented responsibilities for decision-making. Workers must have creative thinking and problem-solving skills to be able to make those decisions.
- **Interpersonal Skills - Negotiation:** Teamwork Dramatic changes in the work place, including the tremendous increase in the use of teamwork have made these skills critical.
- **Organizational Effectiveness - Leadership** To be effective in an organization, employees need a sense of the workings of the organization and how their actions affect organizational and strategic objectives. Leadership skills enable workers to understand and influence others.

Many agencies offer career counseling and other job placement information. The Department of Technical and Adult Education (DTAE) system offers career planning assistance through their

student services office throughout many states. You can contact them by phone at (404) 679-1700, or visit their web site at www.dtae.org.

Goal-Oriented Adult Learning (GOAL) is an instructional program to aid students in developing basis skills and career preparation. DTAE schools also offer a variety of courses and training programs to increase your present level of skills. Their web site is www.dtae.org/teched/CTS/goal.html. Libraries are an excellent source of materials on job hunting, interviewing and writing resumes. In many communities, there are private and non-profit agencies that can help you in your job search. Look under Professional Associations, Unions, and Employment Agencies in the phone book's yellow pages. Local social services agencies and your county Extension office may also be able to help.

Website Addresses:

Georgia Department of Labor -
www.dol.state.ga.us/

Georgia Attorney General - www.ganet.org/ago/
Phone: (404) 656-3300

VTAE - www.dtae.org
Phone: (404) 679-1700

GOAL - www.dtae.org/teched/CTS/goal.html

SURVIVING TOUGH TIMES

Surviving Tough Times is a 19-part series for individuals and families experiencing under-employment and unemployment. Originally developed by Linda Boelter, University of Wisconsin Cooperative Extension Service.

Adapted for use in Georgia by:

- University of Georgia Cooperative Extension Service South District Family and Consumer Sciences Agents: Judy Bland, Karen Brunegraff, Christa Campbell, Rhonda Coleman, Sylvia Davis, Ann Hudgins, Rebecca Moore, Debbie Purvis, Jennifer Robbins, Mandel Smith, Rachel West, and Martha Weston; and Sharon Gibson, Regional Educator, College of Family and Consumer Sciences.
- Michael Rupured, Consumer Economics Specialist, University of Georgia, College of Family and Consumer Sciences Extension.



The University of Georgia and Fort Valley State University, The U.S. Department of Agriculture and counties of the state cooperating. The Cooperative Extension Service, The University of Georgia College of Agricultural and Environmental Sciences offers educational programs, assistance and materials to all people without regard to race, color, national origin, age, sex or disability. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, The University of Georgia College of Agricultural and Environmental Sciences and the U.S. Department of Agriculture cooperating.

An Equal Opportunity Employer/Affirmative Action Organization

Gale A. Buchanan, Dean and Director