

Finding job leads

Most jobs are never advertised – they go straight to the people who actively look for them. Here are some tips on how to go about finding job leads and making contact with employers.

Finding leads

- Check the papers every day
- Get in touch with all your contacts
- Follow-up all the leads you find
- Keep a job leads diary

Actively looking for a job

Checking job ads is an important part of your job search. But it's also very important to find your own leads because you get in first and show the employer you have initiative.

To find job ads:

- Check the newspapers, community papers, local noticeboards and radio job lines
- Use Internet job services
- Contact employment agencies

To find your own leads:

- Ask friends, family and other contacts if they know of any jobs going
- Find employers in the yellow pages and phone or visit them
- Place 'job wanted' adverts in the paper
- Read the business pages and tenders columns of the papers to find new or growing businesses that might have jobs

Tips for checking job sites

Read all the ads and read the whole ad, not just the title, so you don't miss anything suitable. If you're interested, apply for it – even if you don't think you have all the skills (most people won't). Ask for a job description first so you can match your application to what they want, but be ready in case they ask you some questions when you first call.

Some Internet job sites

Visit...	To find out about...
www.workandincome.govt.nz – click on 'Find a job?'	Jobs we have listed
www.kiwicareers.govt.nz	All sorts of jobs and advice
www.jobs.govt.nz	Government jobs
www.dexcel.co.nz – click on 'Employment'	Jobs in farming
www.edgazette.govt.nz – click on 'Vacancies'	Teaching jobs
www.yellowpages.co.nz	Businesses near you

Use your contacts

Most people find work by word of mouth. Ask people you know if they've heard of any jobs or know anyone else who can help.

Try asking your family, friends, neighbours, people you've worked with before, and people you know through sports and community groups. Don't feel embarrassed – networking is something successful people do all the time.

Who could I ask?

Contact	Phone
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow every lead

Once you have a lead you need to follow up by phoning or visiting the employer. Here's how to go about it:

- Think about what you want to say and be ready for questions (have your CV handy)
- If you're phoning make sure it's quiet
- If you're visiting wear clean, suitable clothes
- Introduce yourself and ask for the name and title of the person who does the hiring
- Ask to speak to that person, address them by their name and introduce yourself
- When you meet in person, look them in the eye and shake hands firmly
- Use your contacts (for instance 'Fiona who works for you suggested I call')
- Say briefly why you are calling and give basic information about your skills
- Ask if they have time to talk now – or if you can make an appointment
- Ask if they have any work coming up or if they can give you any leads
- Thank them and ask if you can call again
- Leave them a copy of your CV – or if you've phoned, follow up with a letter and your CV

Keep a job leads diary and make sure you follow up on any possible job opportunity.

