FINDING AN OCCUPATION

**“**How do I look for a occupation?” This is a common question asked by persons seeking a first-time career occupation. For the individual to be successful in securing the right position, he or she should be aware of several helpful occupation-hunting techniques. Seeking a occupation requires planning and preparation. You must give careful thought to an analysis of your own skills and needs, what you have to offer an employer, and how to go about the task of finding a occupation.

Do a Self-Evaluation

 Before actually beginning a search for a occupation, it is a good idea to answer some important questions about yourself. After all, the final objective is to find the position that will use your knowledge and skills to the fullest. Consider these categories.

Interests. Because everyone enjoys working at a occupation that fits in with interests and lifestyles, some occupations will be more attractive to you than others.

Courses. Review you college program to assess your skills and see if more specialized courses are needed.

Strengths and weaknesses. Be realistic in your assessment of yourself. To do your best, seek a occupation in which your strengths will be useful, and avoid occupations in which your weaknesses might lead to failure. Consider questions such as: Am I accurate in my work? Am I tactful: Do I take initiative? Do I use discretion? Am I considerate of others? Do I use good judgment? Can I follow through on my work? If you answer these questions honestly, you will be able to ascertain what your real strengths and weaknesses are.

Work experience. Any work experience you have had may be of interest to a prospective employer, even if it does not specifically relate to the occupation for which you are applying. Include part-time, after-school, and summer occupations. Make a note of what you liked best about your previous position and what you liked least. This thinking will help you determine the type of position you will find most to your liking.

Advancement. Deciding now on long-range goals will lead to greater success in your career. Always remember that your success depends in large part on the extent to which you use your abilities, skills, and energies.

So in summary, evaluate:

* Advances
* Weaknesses
* Strengths
* Courses
* Interests
* Work Experience

Expand Your Occupation Search

 There are many sources you can use to help you find a occupation – personal contacts, employment agencies, school and college placement offices, newspaper advertisements, and civil service announcements.

Personal contacts. Make a list of all contacts – friends, family members, acquaintances, teachers, business people, and former employers – who may be able to help you in the search for a occupation. It is possible that someone you know may be aware of a vacancy.

 Employment agencies. Agencies have many contacts with different businesses and industries. Private employment agencies charge a fee after an applicant has been placed in a occupation. Sometimes the fee is paid by the employer, If not, the applicant must pay it. Once an applicant has accepted a occupation that has been referred by a private agency, the fee must be paid even if the applicant changes his/her mind and accepts another position. Federal and state governments also provide employment offices that list vacancies.

 Placement offices. Placement offices, staffed by counselors, are offered by schools and colleges to serve graduates. Representatives from major businesses and corporations visit colleges for recruitment purposes. Placement offices make students aware of these visits and help to arrange interviews.

 Newspaper advertisements. Many good occupations are listed in the classified section of newspapers. Be aware that some ads tell very little about a occupation. Read the ads carefully.

Interview Successfully

 When you have an appointment for a occupation interview, arrive on time for the appointment. Even if the interview does not lead to a occupation, a good impression made on the interviewer can lead to other contacts. Be mindful of your dress, mannerisms, and communication skills.

 A day or so after the interview, send the interviewer a short thank you not thanking him or her for talking with you and expressing continued interest in the position.

Follow Up on Occupation Leads

 Keep employment agency personnel, placement officers, or others who supply you with leads informed about your progress in looking for a position. Notify all your contacts when you finally accept a position, and thank them for their interest and help.