

QUICK JOB SEARCH GUIDE

Seven Steps to Getting a Good Job in Less Time

Sixth Edition

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INSTRUCTOR'S RESOURCE



St. Paul

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Instructors, trainers, counselors, and others who work with job seekers usually want to know which training topics make the most difference to job seekers. There is a lot of variety in what job seekers need to know and what job-seeking skills need to be developed. For example, a person who does not have a defined job objective probably needs to settle that before working on mastering interviewing skills. In spite of the variety of needs among job seekers, there are common themes that should be addressed in a resource for it to be universally valuable. The *Quick Job Search Guide* provides advice that helps job seekers get better jobs than they might otherwise. It also provides job search methods that help reduce the amount of time required to get those jobs. In its hands-on approach, the booklet reinforces the importance for job seekers to have full understanding of and control over the decisions and actions they take.

Topics Covered

The *Quick Job Search Guide* covers the key points that all job seekers need to know. While some job seekers may not need work on all of the topics covered in this booklet, most job seekers will benefit from the practical advice. Like so many things, repetition of the basics allows us to improve our skills. The *Quick Job Search Guide* will help job seekers do the following:

- Identify their key skills.
- Define their ideal jobs.
- Learn the two most effective job search methods.
- Create superior resumes and cover letters.
- Organize their time to get two interviews a day.
- Dramatically improve their interviewing skills.
- Follow up on all job leads.

Using the Booklet

The *Quick Job Search Guide* has been employed in many ways over the years, but following are its three most common uses.

- **As a giveaway to job seekers.** The booklet is inexpensive enough to give to each person who needs its information. How you distribute it and other related material will vary by your program and resources, but here are a few examples:
 - **Systemwide use.** One state bought a license to use the contents of the *Quick Job Search Guide* in its own publication. That edition was distributed to all unemployed people in the state who applied for unemployment compensation. Local offices chose how they would distribute the booklets.

- **Free handouts.** Schools and employment programs provide the *Quick Job Search Guide* free to students and program participants. They might set them out on racks, give them to receptionists or intake workers to hand out, or distribute them in some other way.
- **As part of an initial orientation.** Programs providing individual or group orientations to their services give the *Quick Job Search Guide* to participants. Participants may be asked to complete one or more sections before they attend a future session.
- **As the basis for a workshop or class.** The *Quick Job Search Guide* topics provide an outline for a workshop or for several class sessions. The most important topics can be covered in as little as a few hours, but it is easy to use the *Quick Job Search Guide* to support a longer workshop or a series of class or group sessions. The content is flexible, so it can be used to fit whatever format you have. For example, you can ask participants to complete activities in the booklet after the workshop, or you can assign readings or activities to be completed prior to a session and then use that material as the basis for group discussion. Also, you can assign workshop members to teams and have them complete or review completed activities together.
- **As homework to support individual counseling.** If your organization does not provide group instruction, you can use the *Quick Job Search Guide* to assist in individual career counseling. Assign sections to be completed by the job seeker at home and then review the material one on one.

Additional Instructional Resources

JIST Publishing has more resources for instructors on career and job search topics than any other publisher. Ask for a catalog (call 800-328-1452) or visit <http://JIST.com> for details. The following materials will be particularly helpful for use with the *Quick Job Search Guide*:

- ***Getting the Job You Really Want* workbook, instructor's guide, and resource materials.** This set of resources provides group presentation ideas that support the *Quick Job Search Guide*. It includes group activities, discussion questions, homework, PowerPoints, sample resumes, quizzes, videos, rubrics, and other material to help structure your presentation.
- **Videos and video series.** JIST Publishing offers videos that cover all topics in the *Quick Job Search Guide*, including ones on writing resumes, using career references, interviewing, career planning, and using the Internet in the job search. JIST also has several video series that discuss topics in the *Quick Job Search Guide*. The videos provide an interesting change of pace to supplement or replace lecturing in front of the group.

- ***Pocket Book of Job Search Data & Tips.*** This booklet fits in a pocket or purse. It collects and organizes details needed during a job search, such as addresses and phone numbers of references, employers, and others; lists of key skills and experiences; related courses, education, or training; detailed work history; and tips for interviewing and job seeking.
- **Assessment instruments.** Although the *Quick Job Search Guide* has some career-planning information, some people need more extensive resources. JIST Publishing offers career-interest inventories and other assessments to help people identify career options. These resources are available in online, interactive formats and as print assessments. Some good options include the *Career Exploration Inventory (CEI)*, *RIASEC Inventory*, *O*NET Career Interests Inventory*, and *Transferable Skills Scale*.
- **Career reference books.** The list of jobs in the *Quick Job Search Guide* is found in the *Occupational Outlook Handbook*. Updated by the US Department of Labor every two years, this book is one of the most useful career information resources. Other important career references include the *O*NET Dictionary of Occupational Titles* and *Best Jobs for the 21st Century*.
- **Other JIST books.** *Getting the Job You Really Want* and *Young Person's Guide to Getting and Keeping a Good Job* are workbooks for use with specific groups or that cover topics in more detail than in the *Quick Job Search Guide*. Others, such as *The Quick Resume & Cover Letter Book*, are resources for job seekers and instructors who want more detailed information.

In Closing

Remember to find ways to enjoy what you do and to help others to enjoy the workshops, classes, or counseling sessions you provide. In some cases, what they learn from you will be the most important education they ever experience.