

63912

✓ X  
ACA  
✓ COMPREHENSIVE WORK  
ENTRY PROGRAM

✓ X  
UNIT 3  
✓ FINDING A JOB



DO NOT WRITE IN THIS BOOKLET!

NCJRS

DEC 27 1979

ACQUISITIONS

CCOEP STAFF

Osa D. Coffey, Ph.D.  
*Director*

Conan N. Louis  
*Assistant Director*

Mary O'Connell Fulton  
*Administrative Assistant*

THE AMERICAN CORRECTIONAL ASSOCIATION

Norman A. Carlson  
*President*

Anthony P. Trivisono  
*Executive Director*

Raymond S. Olsen  
*Associate Executive Director*

Illustrations

James B. Donnelly

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4321 Hartwick Road  
College Park, MD 20740  
301/864-1070

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UNIT GOALS

After completing this unit, you will be able to:

Look for a job

Recognize the need for self-confidence, personal motivation and a sense of responsibility

Keep a positive attitude

Recognize that the weight of finding a job must be on you  
Recognize that job hunting itself is a full-time job

Recognize the need to plan and organize your job search

Recognize the need to set goals for the number of places you will contact

Use all resources you can

Recognize that most new jobs are gotten through self-help

Recognize that many jobs are gotten by being in the right place at the right time  
Talk to relatives and friends  
Read the want ads

Read the ads before 9:00 a.m.

Use the Yellow Pages

Use public agencies

Use drug programs

Call or go to the employment office

Call or go to labor unions

Call or go to the U.S. Civil Service Commission

Call or go to your state Civil Service Commission

Use private agencies

Call or go to employment agencies

Call or go to college placement offices

Call or go to programs for offenders in your community

Make "cold calls"

Identify "cold calls" as calls made to companies which might need someone with your skills or interests

Recognize that even if the company can use someone with your skills or interests, there still may not be any jobs open

Talk to someone in the company's personnel office, or whoever does the hiring

Ask right away for the personnel manager or the person who does the hiring

Get the person interested in hiring you

Give your name

Tell them what your skills and interests are

Tell them why you think the company can use you

Talk about your work experience or your  
education as they relate to the company's  
business

Close the conversation

Recognize that you're trying to get an  
interview, not a job

Recognize that even if the employer is not  
interested, you should be polite because  
he may have a job open in the future

Recognize that success in job hunting usually comes from  
hard work

Recognize that you should be aggressive and not  
get discouraged

Recognize that it is important for you to keep  
a positive attitude when you're looking for a job

## DIRECTIONS

Before you begin this unit, complete the test items on the Unit Test. Use a blank sheet of paper to write down your answers, or an answer sheet provided by your instructor. DO NOT WRITE IN THIS BOOKLET! When you have finished, check your answers using the Unit Test Key which you will find in the back of the booklet. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -6). After you have finished reading the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered wrong and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

In the unit you will find review questions to check your progress. Answer the review questions on a separate sheet of paper. Then, check your answers using the Review Question Key. You will find the answers printed upside down. If you answer any of the questions wrong, read over the section right before the questions. If you answer all of them right, keep reading.

At the back of the booklet, you will find a list of words and their meanings. If you come across a word you do not understand, look it up in the word list. Words which appear in the list are underlined in the text.

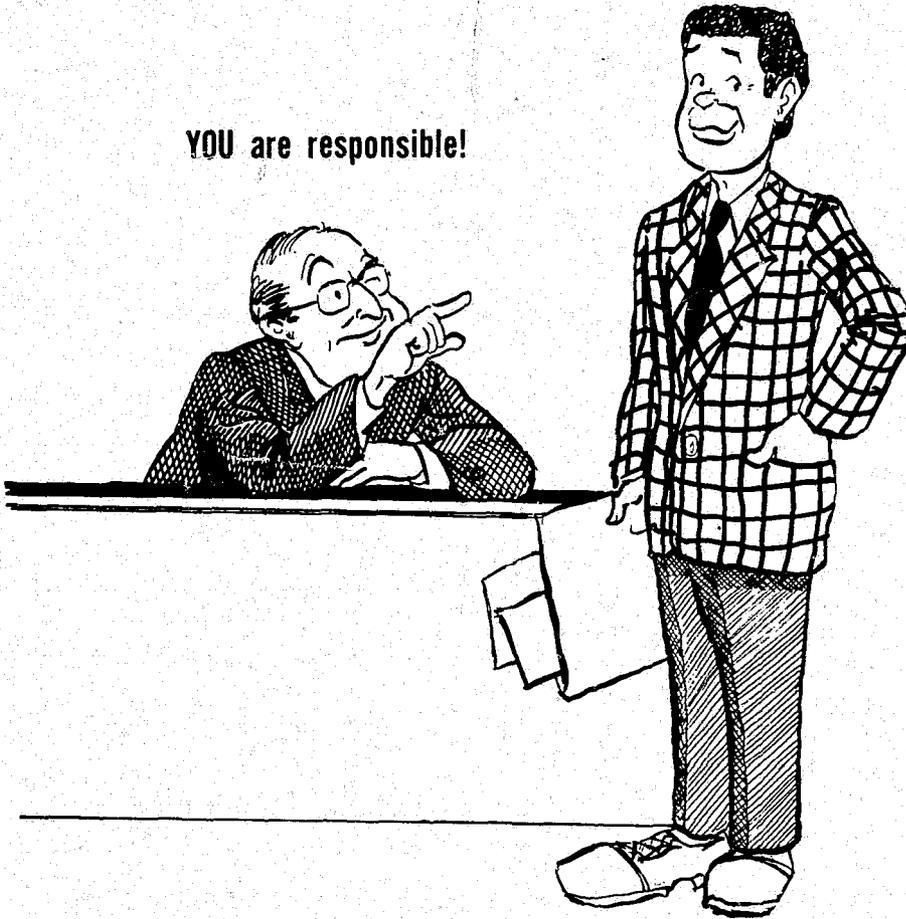
## Unit Test

For each of the following test items, circle on your response sheet the letter which most correctly completes the statement. DO NOT WRITE IN THIS BOOKLET!

1. In looking for a job you should show:
  - a. *self-confidence*
  - b. *personal motivation*
  - c. *a sense of responsibility*
  - d. *all of the above*
  
2. Job hunting:
  - a. *can be done in your spare time*
  - b. *should be planned and organized*
  - c. *both a and b*
  - d. *neither a nor b*
  
3. On your response sheet place a check mark (✓) to the left of those resources which are "self-help".
  - a. *relatives and friends*
  - b. *want ads*
  - c. *employment agencies*
  - d. *yellow pages*
  
4. On your response sheet place a check mark (✓) to the left of those resources which are public agencies.
  - a. *drug programs*
  - b. *employment security offices*
  - c. *college placement offices*
  - d. *labor unions*
  - e. *U.S. and state Civil Service Commissions*
  
5. The following are private agencies:
  - a. *employment agencies*
  - b. *college placement offices*
  - c. *both a and b*
  - d. *neither a nor b*
  
6. 80% of all new jobs are gotten as a result of self-help.
  - a. *True*
  - b. *False*

7. "Cold calls" are calls made to companies:
- who may need someone with your skills or interests*
  - to whom you have been referred by another person*
  - to which you have been referred by a want ad*
  - none of the above*
8. In getting in contact with a company you should first:
- ask whoever answers the phone if there are any job openings available*
  - ask right away for the personnel manager or the person responsible for hiring*
  - ask right away for a job interview*
  - none of the above*
9. In getting the employer interested in you as a possible employee you should:
- give your name*
  - talk a little about your skills or interests as they relate to the company*
  - both of the above*
  - neither of the above*
10. In closing the conversation you should:
- try to get the employer to hire you*
  - ask how much the employer pays*
  - try to get a job interview*
  - none of the above*
11. Success in job hunting:
- is impossible*
  - requires hard work*
  - both a and b*
  - neither a nor b*
12. In looking for a job you must:
- be aggressive*
  - keep a positive attitude*
  - not get discouraged*
  - all of the above*

**YOU are responsible!**



"I have something to offer, and I WILL find a job". This is what you should be telling yourself each day while you are looking for a job. If you believe in yourself, other people will believe in you too. When you need a job just saying "I want a job" and depending on a job counselor are not enough. The weight of finding a job must be on you. You should show self-confidence, personal motivation, and a sense of responsibility.

# 17

Monday  
January  
1977

# 18

Tuesday  
January  
1977

|                                     |
|-------------------------------------|
| 8:00                                |
| 8:30                                |
| 9:00 <i>Joe's Garage</i>            |
| 9:30                                |
| 10:00                               |
| 10:30 <i>Acme Market</i>            |
| 11:00                               |
| 11:30                               |
| 12:00 <i>Open's Produce</i>         |
| 1:00                                |
| 1:30                                |
| 2:00 <i>Mack's Construction Co.</i> |
| 2:30                                |
| 3:00                                |
| 3:30                                |
| 4:00                                |
| 4:30                                |
| 5:00                                |

|                                   |
|-----------------------------------|
| 8:00                              |
| 8:30 <i>McNeill's Eppox</i>       |
| 9:00                              |
| 9:30 <i>W. B. Cornell Company</i> |
| 10:00                             |
| 10:30                             |
| 11:00 <i>Smith's Auto Service</i> |
| 11:30                             |
| 12:00                             |
| 1:00 <i>Mayhugh's Deliveries</i>  |
| 1:30                              |
| 2:00                              |
| 2:30 <i>J. J. Thomas Company</i>  |
| 3:00                              |
| 3:30                              |
| 4:00                              |
| 4:30                              |
| 5:00                              |

17/348

1/17/77

18/347

1/18/77

Job hunting itself is a full-time job, and that's exactly how you should go about it. Plan and organize each day of your job search as you would a work day. Set goals for the number of places you will contact and the number of interviews you will try to get. The more places you contact, the better your chances will be of getting an interview.

*Check your progress by answering the following review question.*

DIRECTIONS:

On your response sheet write the letter of the phrase which most correctly completes the statement.

In order to get the most out of your job hunting efforts you should:

- a. show self-confidence, personal motivation and a sense of responsibility
- b. take the weight of finding a job upon yourself
- c. approach job hunting as you would a full-time job
- d. all of the above

Check your answer using the key below. If you get the answer right, keep reading. If you get it wrong, go back over what you have already read.

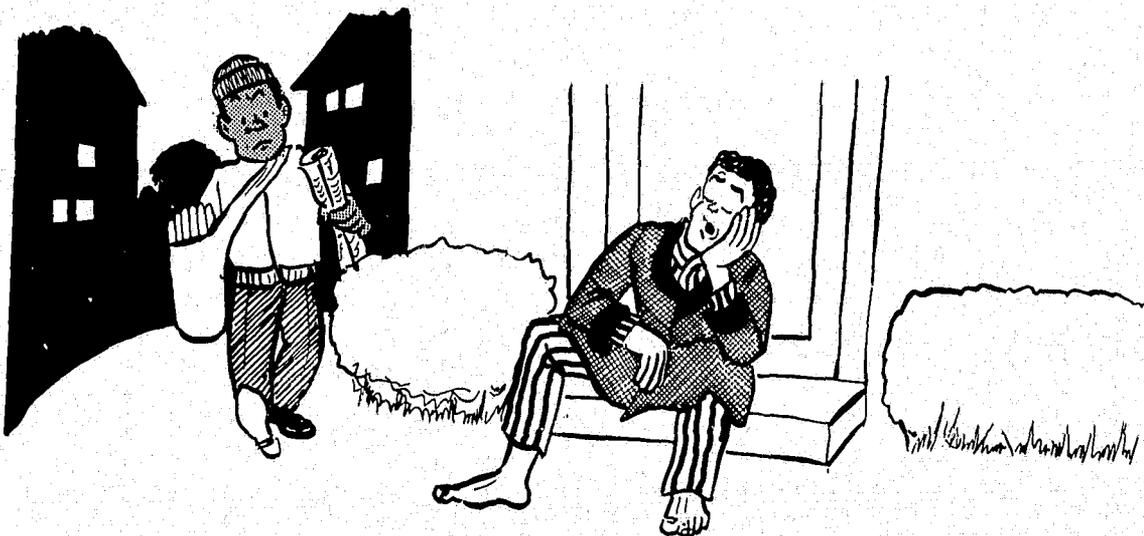
d

Review Question Key

The most important thing to remember about job hunting is that you should use all the resources you can. Most new jobs are gotten through self-help. You should tell as many people as possible -- friends, relatives, and everyone you know -- that you are looking for a job.



The morning paper's want ads are probably the best source of self-help other than friends or relatives. But you have to read the want ads before 9:00 a.m. and be ready to begin making phone calls at the start of the business day.





The Yellow Pages are another source of self-help. Simply look up the phone number of companies which might need someone with your skills or interests. These companies can be contacted through "cold calls" which we will talk about later.

Public agencies are also good resources for job hunting. They include drug programs, employment security or unemployment offices, labor unions and U.S. and state Civil Service Commissions. Have your teacher or counselor help you make a list of these agencies, their addresses and phone numbers, and try to think of as many other public agencies as possible.





Finally, there are private agencies. These include employment agencies and college placement offices. Some private employment agencies will charge a fee for their services. The fee usually ranges from your first week's pay to 10% of your first year's salary. Sometimes, the employer pays the fee and there is no charge to you.



In most cities there are programs to help offenders return to the community. Many of these programs will help you find a job. Have your teacher or counselor help you make a list of all such programs in your area.

Check your progress by answering the following review question.

DIRECTIONS:

On your response sheet write the letter of the item in Column II that matches with the resources for job hunting in Column I.

Column I

- \_\_\_\_\_ 1. self-help
- \_\_\_\_\_ 2. public agencies
- \_\_\_\_\_ 3. private agencies

Column II

- a. Civil Service Commission
- b. job counselor
- c. want ads
- d. employment agencies

Check your answers using the key below. If you get the answers right, keep reading. If you get any of them wrong, go back over what you have already read.

1. c      2. a      3. d

Review Question Key



Now that you know where to find job leads, what do you do next? Well, if you've gotten a job lead, from the want ads, for instance, call to get an appointment for a personal interview. But what do you do after you've followed up on job leads and still don't have a job?

At this point you should use the list of companies you have put together in your self-help effort. This can be done through the use of "Cold Calls". These are calls made to companies who MAY need someone with your skills or interests.

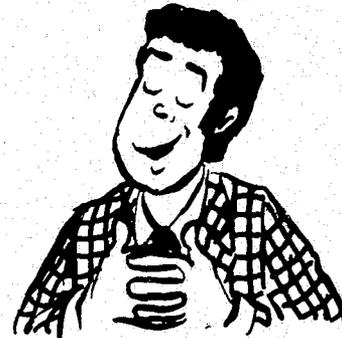
They are "cold" because you don't know whether the company has a job opening or not, and you've not been referred to the company by another person or a want ad.





The first thing you should do in cold calling is to get in contact with the key person in the company. Ask right away for the personnel manager or whoever does the hiring. You don't want to waste time trying to get a secretary or file clerk to interview you.

When you are put in touch with the person in charge of hiring, try to get him or her interested in you as a possible employee. Give your name and talk a little about your skills or interests as they relate to the company.



Next, talk about some of your work experiences, educational background or personal interests that may relate to the company's needs.

The last step in cold calling is to close the conversation. Remember that you are trying to get a personal interview, not a job. Even if you don't get an interview, be polite. There may be an opening at that company later which you would be interested in.



*Check your progress by answering the following review question.*

**DIRECTIONS:**

On your response sheet write the letter of the phrase which most correctly completes the statement.

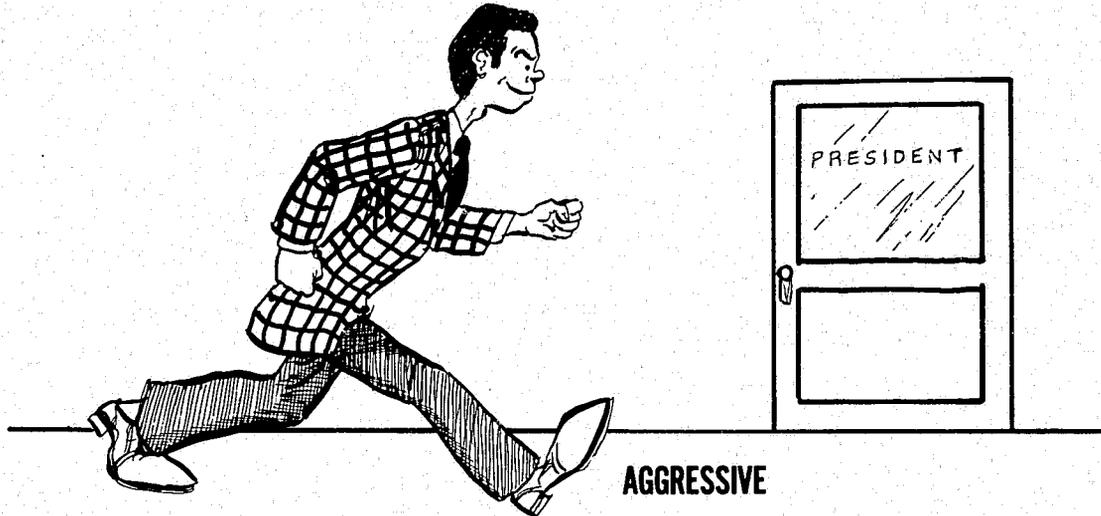
In making "cold calls" you should:

- a. get in contact with the company's personnel manager or whoever does the hiring
- b. get the person interested in hiring you
- c. tell the person why you think the company can use you
- d. close the conversation
- e. all of the above

Check your answer using the key below. If you get the answer right, keep reading. If you get it wrong, go back over what you have already read.

Review Question Key

Success in job hunting is usually the result of hard work. Be aggressive, don't get discouraged and above all, try to keep a positive attitude.



Now that you have completed the text, take the Unit Test again. When you have finished, check your answers using the Unit Test Key. Count the number of items you answered correctly and mark your score on your answer sheet (for example, -1). By comparing the two scores, you can see how much you have learned.

\* \* \* \* \*

Unit Test Key

- |    |         |     |   |
|----|---------|-----|---|
| 1. | d       | 7.  | a |
| 2. | b       | 8.  | b |
| 3. | a b d   | 9.  | c |
| 4. | a b d e | 10. | c |
| 5. | c       | 11. | b |
| 6. | a       | 12. | d |

DICTIONARY OF WANT AD ABBREVIATIONS

A

acct. account (keep track of money), as in "acct. clerk"  
Also,  
account (business customer), as in "handle big accts."

acctg. accounting (keeping track of money). See acct.

admin. administrative (managing), as in "admin. assistant"  
Also,  
administration (management), as in "assist in admin. of office"

adv. advertising, as in "sell adv. space"

advtg.

a.m. morning, as in "call after 8:30 a.m."

a/p accounts payable (an accounting term), as in "a/p clerk"

appt. appointment, as in "call for appt."

apt. aptitude (ability), as in "apt. for figures" or "mechanical apt."  
Also,  
apartment, as in "apt. building"

a/r accounts receivable (an accounting term), as in "a/r clerk"

asst. assistant (helper), as in "payroll asst."

B

bkkp. bookkeeper (keeps track of money), as in "bkkpr wanted"  
bkkpr.  
bkpr.

bldg. building, as in "see bldg. superintendent"

bus. business, as in "file bus. reports"

C

clk. clerk, as in "shipping clk."

co. company, as in "co. will train"

coll. college, as in "some coll. preferred"

com. commission (pay based on how much business you do) as in salary "plus comm."

comm. Also,  
commercial (dealing with business world), as in "comm. artist" or "must have studied comm. courses"

corp. corporation, as in "large industrial corp."

D

dept. department, as in "sales dept."

dict. dictaphone (recording machine used for typing letters, speeches), as in "dict. operator needed"  
Also,  
dictation (taking down speeches, letters, in shorthand), as in "must take dict."

dir. director, as in "dir. of marketing"

div. division (part of a company), as in "manufacturing div."

E

elect. electric, as "elect. typewriter"

eqpt. equipment, as in "heavy eqpt. clerk"

etc. and so forth, as in "insurance, hospitalization, etc."

eves. evenings, as in "work eves. and weekends"

exec. executive (person with a high company position), as in "bank exec." or "exec. secretary" (secretary to executive)

exp. experience, as in "no exp. necessary"

ext. telephone extension (each phone in a company has its own extension number), as in "ask for ext. 272"

F

figs. figures (arithmetic), as in "good at figs."  
ftr. future, as in "exciting ftr., high pay"

G

gd. good, as in "gd. opportunity"  
gen. general, as in "gen. office work"  
gen'l.  
grad. graduate, as in "recent grad."

H

hosp. hospital, as in "hosp. nurse"  
hqtrs. headquarters (main office), as in "ask at company hqtrs."  
hr. hour, as in "40 hr. week"  
hrly. hourly, as in "good hrly. rate"  
h.s. high school, as in "h.s. graduate"

I

incl. include, as in "incl. salary requirements"  
Also,  
including, as in "incl. room and board"  
ind. industrial, as in "downtown ind. firm"

J

jr. junior (beginner or assistant), as in "jr. secretary"

L

lt. light (a little), as in "lt. experience"

M

mach. machine, as in "run office mach."

manuf. manufacturer (company that makes things, usually by machine), as in "city's largest manuf."  
Also,  
manufacturing, as in "manuf. company"

mech. mechanic, as in "auto mech."  
Also,  
mechanical, as in "mech. ability"

med. medical, as in "med. secretary"

mfg.  
mfgr. manufacturing, see "manuf."

mgment.  
mgt.  
mgmt. management, as in "mgment trainee"

mgr. manager, as in "assistant to office mgr."

mktg. marketing (finding new ways to sell things), as in  
"person to assist mktg. director"

mo. month, as in "earn over \$400 per mo."

N

nat'l. national, as in "large nat'l. drug store chain"

nec. necessary, as in "shorthand nec."

O

ofc. office, as in "ofc. boy to run errands"

op.  
oper.  
opr. operate, as in "must oper. adding machine"

oppty. opportunity, as in "good oppty. for the right man"

P

PBX telephone switchboard, as in "person to run PBX"

p.m. afternoon or evenings, as in "call after 4 p.m."

pref. prefer, as in "pref. experienced person"  
Also,  
preferred, as in "college pref."

pres. president, as in "stenographer for company pres."

prod. product, as in "sell new prod."  
Also,  
production, as in "work in prod. department"

R

rec. receiving (taking in), as in "rec. and storage clerk"

recpt. receptionist (person who greets people), as in "recpt. for magazine company front office"

refs. references, as in "give your refs."

rm. room, as in "apply at rm. 1211"

S

sec. secretary, as in "sec. wanted"

secy. secretarial, as in "must have secy. skills"

sh. shorthand, as in "must take sh. at 90 words per minute"

sr. senior (experienced, high ranking), as in "sr. secretary" or "sr. clerk"  
Also,  
senior (last year in high school), as in "jobs for high school sr."

stat. statistical (work with numbers), as in "stat. typist"

st. stenographer (person who takes shorthand), as in "work as steno. to company president"  
Also,  
stenography (shorthand skill), as in "must have light steno."  
Also,  
st. only - Street, as in "150 Main St."

supp. supply or supplies, as in "hospital supp. salesman"  
sup.  
sup. supervise (be in charge of), as in "must sup. four  
person department"  
Also,  
supervisor (boss), as in "call department sup. for  
interview"  
supt. superintendent (manager), as in "building supt." or  
"industrial supt."

T

tech. technical, as in "deal with tech. literature"  
Also,  
technician, as in "electrical tech. needed"  
tel. telephone, as in "tel. order clerk"  
tele.  
tr. trainee, as in "industrial trne."  
trn.  
trne.  
typ. typing, as in "good typ. speed"  
Also,  
typist, as in "typ. wanted"

V

vp vice president, as in "work for sales vp"

W

wk. work, as in "factory wk."  
Also,  
week, as in "start at \$70 per wk."  
wpm words per minute, as in "must type at 65 wpm"

Y

yr. year, as in "one yr. experience as mechanic"

## WORD LIST

1. agency - place where business is done
2. aggressive - self-starting
3. attitude - feeling
4. depending - relying on
5. discouraged - depressed
6. goal - something which you work toward
7. interview - a meeting between an employer and a person  
applying for a job
8. motivation - doing your job because YOU want to do it
9. referred - who or where you get your information from
10. resource - where you can turn to for help
11. sense of responsibility - showing you can be trusted
12. self-confidence - feeling sure of yourself

**Teacher's Notes**

**Teacher's Notes**

AMERICAN COUNCIL FOR PERSONAL FREEDOM  
1111 Pennsylvania Avenue, N.W.  
Washington, D.C. 20004

**END**