

Job Search Methods

People use a variety of methods to find information about job openings. Some may read the want ads, others ask friends or relatives, and still others may contact employers directly. Successful job seekers use a wide variety of methods when looking for job openings, but focus most of their time and energy on the more effective methods.

Consider the advantages and disadvantages of some of the more common methods used by job seekers.

Method	Advantages	Disadvantages
Want Ads	Free at libraries. Usually jobs are readily available.	Usually there are a small number of opportunities.
SD Department of Labor and Regulation	No charge. Offers help and counseling in job search skills, resume writing and access to local ads and occasional job offers, computer, Internet, printing and copy machine, fax and phone.	Job openings are not available for all skills, education and experience levels.
Private Employment Agencies	Employer may pay fee.	Job seeker may pay a fee. Only one in 20 get jobs by using an agency.
Mailing Unsolicited Resumes	Free if excluding the cost of postage. Usually gives immediate response.	Time consuming and not effective. Only 5 percent response rate.
Internet Resources	Free.	Difficult to distinguish genuine job search Web sites from scam job and recruitment fraud Web sites. Only 12 percent of people get jobs from using online job boards.
Family/Friends or Networking	Free. 80 percent of all jobs are obtained through networking.	Depends on the size and quality of a network.