

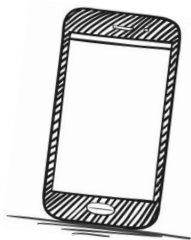
TEXAS WORKFORCE SOLUTIONS OFFICES

Texas Workforce Solutions offices, often known as one-stop centers, offer a wide variety of services and are located throughout the state. One-stop centers:

- Help you look for and find a job, by searching through available openings and making referrals
- Provide you with labor market information to help you identify your career options
- Help you improve your basic education, job readiness, or vocational skills
- Help you use additional resources like www.WorkInTexas.com, TWC's online job search engine, which includes postings from both public- and private-sector employers

Both youth and adults are eligible for assistance, and special assistance is available depending on your individual situation. Check the online directory of Workforce Solutions offices at www.texasworkforce.org or call 512-463-2222 to find the office nearest you.

FRIENDS AND RELATIVES: The Hidden Job Market



Many openings are not advertised publicly but are known to current employees of a company. This is frequently called the "Hidden Job Market." To have a shot, you must ask friends and relatives about such openings, and then apply directly to the employer.

APPLYING DIRECTLY TO EMPLOYERS

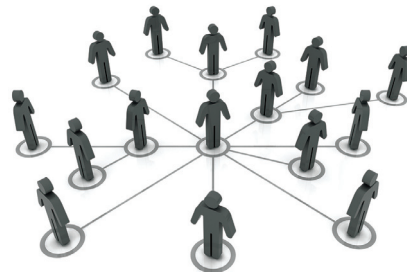
You can apply directly to employers you are interested in working for. Even if they have not posted an opening, you can request an informational interview. Company websites are good places to start your research and find job postings. Look for "careers" or "human resources" subpages. Applying directly to the employer can put you in contact with the people who have the authority to hire.



ONLINE: SOCIAL MEDIA and the INTERNET

When you're on social media sites like Facebook, Twitter and LinkedIn, keep your eyes open for job leads from your family, friends and colleagues.

But the first step in your job search may be as simple as typing into Google, Yahoo or any other search engine the name of your city, a job title you're interested in, and the word "jobs." (For example: "Austin TX nursing jobs.") You can also check out job search websites like Indeed.com and Monster.com.



TEMPORARY EMPLOYMENT SERVICES

Temporary employment agencies place workers in jobs with different employers for a limited period of time. These jobs can provide income to meet daily expenses and provide valuable experience, job leads, and contacts. Some temporary jobs can lead to permanent positions.



JOBS IN GOVERNMENT

To begin collecting information on government jobs, contact your local Workforce Solutions office or:

- Federal: Set up an account on www.usajobs.gov.
- State: Set up an account on www.WorkInTexas.com, contact the Human Resources office, and visit state agency websites.
- Local: Check the city and county government's website, TWC offices, local newspapers, and city halls/ county courthouses.



SCHOOL PLACEMENT PROGRAMS

If you're a current or past student at a postsecondary school, see if the school or its alumni association can offer you help in finding job openings.

LABOR UNIONS

These groups may help job hunters in several ways. For example, the union may know:

- of local, state or national job openings,
- what jobs are now needed or will be in the near future.

PROFESSIONAL ASSOCIATIONS

Professional associations are groups with similar work interests, and they often publish job openings and career advice on their websites and in newsletters. Employers and other professional workers can tell you about professional associations in their field.



NEWSPAPER WANT ADS

Job openings are often advertised in newspaper classified ads and on newspaper websites. The most promising ads to follow up on are those that list the job title, qualifications, business name, address and/or telephone number.

AVOID JOB SCAMS

Scammers are known to pose as potential employers in order to collect money in exchange for non-existent jobs. These scams can happen online, by phone or in person. Legitimate employers will **never** ask for money as a condition for starting work. You should **never** provide your personal information to an employer unless you have had a face-to-face meeting at the worksite or contacted the human resources office to verify a job offer.

If you believe you have encountered a false job scam, please call TWC's Fraud and Program Abuse Hotline at 800-252-3642. For more information about potential employment scams, visit: www.consumer.ftc.gov/articles/0243-job-scams.



Scan here to discover more quality products from the Texas Workforce Commission.



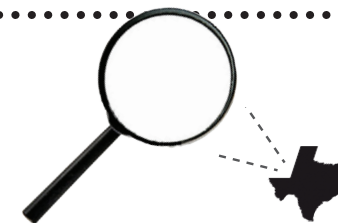
TEXAS WORKFORCE COMMISSION LABOR MARKET AND CAREER INFORMATION

101 East 15th Street, Room 0252
Austin, Texas 78778-0001
512-936-3200

Career Information Hotline:
1-800-822-7526 in Texas
FAX: 512-936-3204
www.lmci.state.tx.us

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 800-735-2989(TTY) and 711 (Voice).

6/01/16)



Where Can You Find Job Openings?

- Texas Workforce Solutions Offices
- The Hidden Job Market
- Online
- Applying Directly to Employers
- Temporary Employment Services

... and more inside!

