

# Looking for a Job

## Where Can You Look for a Job?

- ❖ **South Dakota Department of Labor local offices** can help job seekers by providing a wide range of services:
  - identification of career interests
  - assistance with resume writing
  - assistance with completing job applications
  - job interview preparation
  - connection with a Disability Program Navigator to access needed services

For more information about these free services, visit [www.sdjobs.org](http://www.sdjobs.org) or call 605-773-3101.

- ❖ **Career Learning Centers** work closely with the Department of Labor to provide education and training services that meet the needs of local employers and job seekers. The curriculum is individualized and self-paced. An employability plan is prepared to address the individual's education and job training needs. For more information, visit the Department of Labor's website at [www.sdjobs.org](http://www.sdjobs.org).
- ❖ The **Internet** offers many sites where people can look for jobs. These sites let jobseekers post their resumes online and apply directly via email. Some sites will send emails with new job listings that match the person's interests and qualifications.
- ❖ **Newspapers** have employment sections every day, and most have a larger section on Sundays. Some also have job listings online.
- ❖ The local **library** is another place where employment information is available. Libraries have access to newspapers and computers.

## Ways to Prepare for Employment

- ❖ **Networking** is an important part of any job search. Jobs are often filled by word-of-mouth before they are advertised. Talking to friends, family, teachers, classmates, neighbors, and other people you know are ways to network. Ask them to keep you in mind if they hear of job openings. Networking can help to:
  - get information about businesses and job openings
  - find unlisted jobs
  - get noticed
  - complete a successful interview

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- ❖ **Job shadowing** (watching people you know do their work) can help to learn more about jobs that interest you. When job shadowing, dress appropriately for the job.
- ❖ **Volunteering** is another way to find out about a specific job or business, even if it's as little as once a week. Involvement within the community can widen one's contacts and improve job skills. When volunteering, remember to be professional and honor the time you promised. Contact any organization or agency that interests you to find out about their volunteer opportunities.
- ❖ Preparing for a **job interview** is important. The more you know about a business and its industry, the better. Learn as much as you can about the job and prepare questions to ask during the interview.

Companies and individuals interviewing you **cannot** ask if you have a disability or ask about the nature of your disability. They can only ask if you can perform the essential duties of the job with or without reasonable accommodation. You can get more interviewing tips at <http://askjan.org/index.html>

## Resources

### South Dakota Division of Rehabilitation Services

800-265-9684

<http://dhs.sd.gov/drs/>

### DisabilityInfo.gov

[www.DisabilityInfo.gov](http://www.DisabilityInfo.gov)

### Federal Opportunities Listing

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

### Disabledperson.com

[www.disabledperson.com/recruitability.asp](http://www.disabledperson.com/recruitability.asp)

### Job Access

[www.jobaccess.org](http://www.jobaccess.org)

### South Dakota Division of Services to the Blind & Visually Impaired

800-265-9684

<http://dhs.sd.gov/sbvi/>

### State Opportunities Listing

[www.agency.governmentjobs.com](http://www.agency.governmentjobs.com)

### Career Builder

[www.careerbuilder.com](http://www.careerbuilder.com)

### Disability Jobsite

[www.disabilityjobsite.com](http://www.disabilityjobsite.com)