

# The Workplace

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## A Fact Sheet

### Best Ways to Find a Job

This fact sheet is designed to help people who are looking for a job and people such as school counselors and ACES agents who are advising people on how to find a job. In most parts of the state, jobs are plentiful—good paying jobs with benefits and a future are not. The information in this fact sheet is adapted from a recent Auburn University study on employer and employee search strategies. The study included 25 manufacturing companies employing almost 17,000 workers.

Misperceptions exist about what is the best way to go about finding a good job. Many people thought the two best ways to find a job were to look for it in the newspapers or to simply go from business to business asking for a job. While these methods can work, data from the study indicate that these are not necessarily the best and most efficient ways to

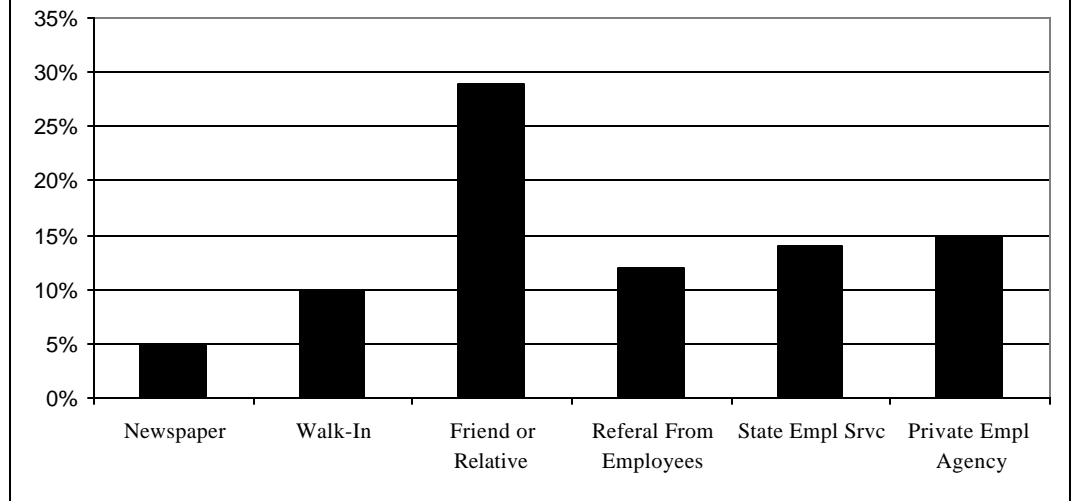
#### Highlights

- *One of the best ways to find a good job is a referral from a family member or friend.*
- *Although jobs are plentiful, there are few that pay good and have good benefits.*

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HOW STUDY PARTICIPANTS ACTUALLY FOUND THEIR PRESENT .



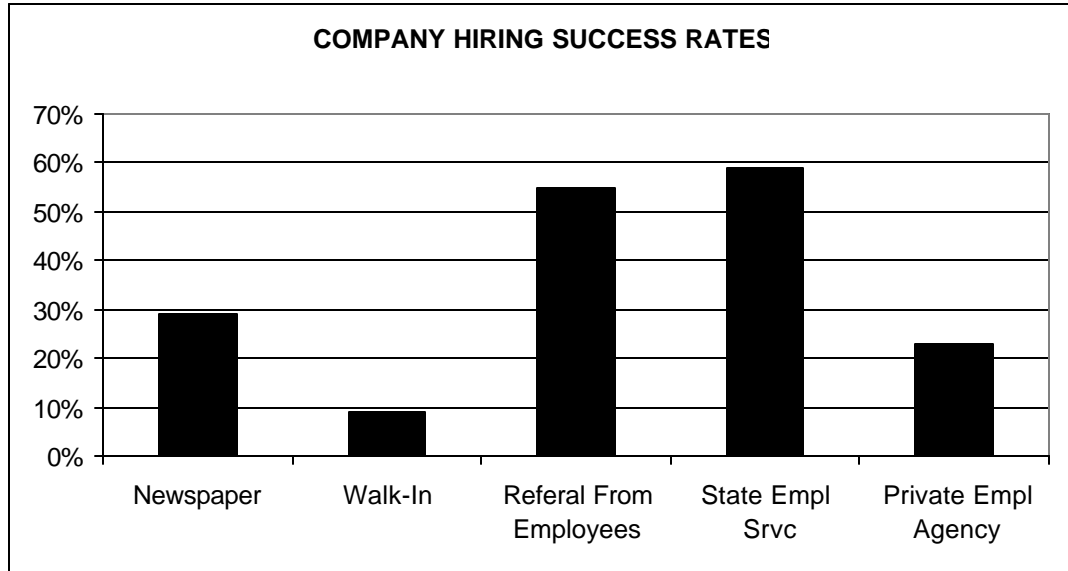
find a job. The chart above shows what people in the study said were the best ways to find work.

According to employers in the study, the State Employment Service was the largest source of prospective employees, followed by walk-in applicants and people responding to newspaper ads. However, when we



looked at the percentage of applicants who were actually hired (please see chart on page 2) for each of the six job search methods employees thought were the most effective, the State Employment Service was the

most effective method of securing employment. The second best method was to be referred by an employee of the business or company. The chart does not show referrals from friends or relatives because the company had no way of knowing that information.



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methods reviewed, people who were referred through the State Employment Service were the most likely to get a job. If a person focuses on one method in searching for a job in industry, the State Employment Service is probably the best choice. The old adage about who you know being important still holds some truth as shown by the good hiring success rate for people who are referred by current employees. Referral from a current employee was the second most successful method. The limiting factor on this search method is

that a person might not know an employee from whom to obtain a referral. While large numbers of people applied for jobs in response to newspaper ads or by walking in and filling out an application, the people who were referred were around twice as likely to be hired compared to people responding to newspaper ads and over five times as likely to be hired as those simply walking in and asking for a job.

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One of the keys to finding employment is to obtain a referral. Of all the various search

**Sources:** Employer/Employee Search Strategies, Alabama Technology Network, Auburn Industrial Extension Service, presented at the Mid South Educational Research Association meeting, November 15, 2000.



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