



## Job Search Student Guide

### Pre-Work:

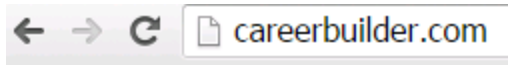
1. Are you currently employed? Yes  No
2. What type of job or work are you interested in? \_\_\_\_\_
3. In what city, town, or state do you want to work? \_\_\_\_\_

### Computer Lab

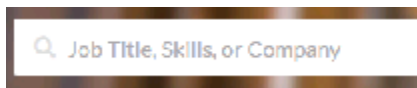
1. Open up the internet browser Google Chrome (or another preferred browser of your choice).



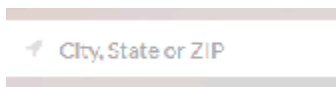
2. In the address bar type in [careerbuilder.com](https://www.careerbuilder.com) (or another job search engine) and hit enter.



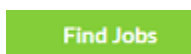
3. Once on the website, type in the job that you want in the “job titles, skills, or company” bar.



4. Next, search the city or desired location in the bar to the right (you may also do a job search by location only if you are not sure what you want to do).



5. Click the “find jobs” button when all information entered.



6. Search through the list of results. You may click on job postings to get more information on each one.
7. When you find a job you are interested in, fill in as much information as you can on the next page.

Name \_\_\_\_\_

Date \_\_\_\_\_

### Job Search

Job Title \_\_\_\_\_

Full Time

Part Time

Per Diem

Temporary

Location \_\_\_\_\_

Description

Requirements

Do you meet all or most of the requirements? Yes  No  Not Sure

Pay

Hourly  Salary

Amount: \_\_\_\_\_

Does this job meet your financial needs? Yes  No  Not Sure

Required work hours: \_\_\_\_\_

Do these hours work with your schedule? Yes  No  Not Sure

Are you able to drive, bus, or walk to this job? Yes  No  Not Sure

How to apply