

# DISTINCTIVE FEATURES OF JOB CLUB

job seekers, working together under the instruction and encouragement of a leader who provides support, information, facilities, and supplies. Within this group context, the following procedures and activities constitute the principal strategy that should be pursued by each Job Club participant.

1. *Job Seeking as a Full-time Job* The job seeker treats job finding as a full-time job. About one-half of each day should be devoted to obtaining job leads and arranging interviews, the rest of the day is then spent on actual interviews. This schedule is followed every day until a job is obtained.

2. *Friends, Relatives, and Acquaintances as Sources of Job Leads* The job seeker makes a systematic effort to contact friends, relatives, and acquaintances as a primary source of job leads.

3. *Standard Scripts and Forms* The job seeker is given standard scripts and forms that he follows when contacting friends or employers, writing letters, making telephone calls, and keeping records.

4. *Facilities and Supplies* To simplify the task of job seeking, the Job Club program provides all of the supplies and services necessary for a job search, such as a telephone, a typewriter, photocopies, stationery, postage, newspapers, and a work area.

5. *Group Support from Other Job Seekers* The program provides a group setting that is structured to enable job seekers to assist each other. Participants are directed to look for leads for other members of the group, and job leads from previous club members are made available to current members. The program is designed to foster mutual encouragement and support. Motivation is stimulated as fellow participants, who seemed to be unemployable, find jobs.

6. *Buddy System* Job Club members are paired off so that everyone has a "buddy" who gives advice and assistance in monitoring telephone calls, writing letters, scrutinizing want ads, and practicing for interviews.

7. *Obtaining Unpublicized Jobs* The Job Club teaches job seekers how to obtain interviews for jobs that have not been publicly advertised or that may not even yet exist. This procedure results in the discovery and creation of job openings.

8. *Use of the Telephone as the Primary Contact for Leads* The telephone, rather than letters or personal visits, is used extensively as the method of obtaining job leads and arranging interviews.

9. *Classified Directory (Yellow Pages) of Telephone Book* The yellow pages section of the telephone book is used daily to obtain new lists of potential employers.

10. *Emphasis on Personal and Social Skills* The Job Club program teaches job seekers how to emphasize distinctive personal and social skills in addition to work skills. These personal skills are stressed in the job seeker's résumé, in making contacts to obtain job leads, and in the interview.

11. *One Job Lead Uncovers Others* The program teaches job seekers how to turn unsuccessful job inquiries into job leads so as to generate a continuous fresh supply of leads and contacts.

12. *The Call-back* The job seeker is taught to arrange a second contact with an employer following an interview in order to facilitate the employer's decision. Similarly, a call-back is arranged with highly attractive employers in order to learn quickly about forthcoming openings.

13. *Transportation* The program teaches the job seeker how to arrange transportation to otherwise inaccessible job locations, thereby permitting consideration of a greater range of job possibilities. Also, the members of the group assist each other with transportation to the Job Club office and interviews.

14. *Former Employers* Job seekers are trained to approach former employers for job leads as well as job openings.

15. *Open Letters of Recommendation* The job seeker obtains open letters of recommendation to provide interviewers with the information necessary for reaching an immediate decision.

16. *Résumé* The program helps the job seeker construct a résumé that stresses personal skills, attributes, and functional work skills rather than a formal listing of job titles.

17. *Employment Application* The program teaches the job seeker how to emphasize positive personal attributes on standard application forms.

18. *Interview Training* The program teaches job seekers how to act during an interview and how to respond to common interview questions.

19. *Interview Checklist* The job seeker is given a list of actions to be covered during any interview. This list is reviewed immediately after each interview to highlight omissions or problems that might require subsequent correction.

20. *Job Wanted Ads* For job seekers who have great difficulty finding a job, the program provides for a job wanted ad to be placed in the newspaper. The wording of the ad emphasizes the job seeker's positive personal-social attributes.

21. *Nonemployment Derived Work Skills* The program teaches the job seeker to identify marketable work-related skills that may not have been acquired from or related to other previous paid employment.

22. *Structured Job Seeking Schedule* Job seekers use a form to plan each day's schedule of interviews, calls, and visits.

23. *Leads List* Job seekers maintain a running record of job leads to organize contacts and call-backs of potential employers.

24. *Progress Charts* The job seeker keeps a formal record of job seeking activities to permit quick evaluation of progress and to pinpoint possible reasons for job finding difficulty.

25. *Job Supervisor* Job seekers learn how to contact potential job supervisors in a company rather than personnel staff because the supervisor usually plays a critical role in hiring decisions and is also sometimes able to create a job geared to the skills or attributes of a particular applicant.

26. *Relocation* If no suitable jobs are available locally, the program teaches the job seeker how to obtain a job in another location.

27. *Handicaps* The program teaches job seekers how to de-emphasize and discuss apparent handicaps, such as a physical disability or a prison record, and how to view the apparent handicaps in terms of their positive attributes.

28. *Letter Writing for Job Leads* The program provides sample letters and forms to be used as models by the job seeker in writing to people for job leads.

29. *Family Support* The job seekers enlist the support of their family and give them instructions as to the specific ways in which they can help.

30. *Photograph (Optional)* When feasible, the job seekers personalize their résumés by attaching a photograph.

31. *Employment Applications* The job seekers learn how to answer typical questions on employment application forms in such a manner that their positive attributes are emphasized.

32. *Capability for Many Positions* The job seekers learn to consider many types of positions, thereby not restricting themselves to one type of job.

33. *Continued Assistance*