



Five Tips for Finding Unadvertised Jobs

As a job seeker, you might think you can only apply to advertised openings, but you may miss out on opportunities not being promoted. Some companies advertise jobs internally or rely on employee referrals to fill positions. Your dream job may be accepting applicants now, but if you're waiting for it to appear on a site, you might miss out. Here are five tips for finding unadvertised job openings.



Create A List of Your Ideal Employers

Creating a list of potential employers is a good idea if you want to find work. No matter what industry you're in. To find the perfect job for you, create a list of companies that interest you. Aim for at least five organizations. Contact hiring managers and discuss opportunities at the company. Focus on how you can contribute to the organization and why you are interested in working for them, learn what the hiring manager needs, and how you can help.

It's great to be proactive and reach out to organizations. However, it's essential to keep your message short and focused. Just tell them which area of their company interests you and express your desire to work there and why you feel your skills and experience are the right fit. Then, wait for them to contact you. If you keep sending messages about the same thing, most companies will think of you as a bother rather than a potential employee.

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Apply Directly on Company Sites

Although many people find job openings by searching Indeed or LinkedIn Jobs, you might be missing out on opportunities by doing so exclusively. Many companies post their jobs directly on their websites and don't list them anywhere else. Look for a link "apply" or "apply online" on the job posting. If there's no application option, try contacting someone at the company directly. Reaching out about a job can feel intimidating, but it is essential to remember that the best way to reach out is by adding value to someone you want to connect with. Your message should be personal, customized, and centered on how your skills could benefit them by solving an issue they might be facing at work or helping them achieve a goal. Be concise and respectful, don't waste anyone's time with something that won't benefit them.

Some organizations have a job alert function that allows you to be notified of their openings. This can be helpful if you're interested in working for a specific company and they don't often have openings. When signing up for the job alert system, ensure your information is correct and up to date so you don't accidentally miss any notifications. Also, if there are multiple openings and you're interested in more than one of them, it may be worth setting up numerous alerts—this way, you'll know when new jobs become available.

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Partner With a Recruiter

When you work with a recruiter, you get access to jobs that you might not be able to see on traditional job boards. Some companies rely on agencies to post their jobs and recruit candidates. Going through recruiters is very simple. First, they work as a middleman for both employers and candidates. They want to make sure that both are getting the best outcome for the position and will always help you along the way. They clean up your resume, know your likes and dislikes, and keep you in front of the right person at the right time. They have built relationships with those people over time, so they know what goes into making someone successful at a company. This means even more opportunities than you've had before!

Many agencies also provide career advancement resources such as resume help and interview preparation. Your recruiter will be able to help you tailor your resume for the roles you're interested in and provide you with tips for acing your interview. After the interview and starting a new job, Recruiters will contact both the candidate and employer. A recruiter will give you plenty of feedback, so be sure to ask questions when talking with them. They are looking out for you and want to make sure you are not only getting a job but the right one. Many recruiters will even have 30, 60, or 90 day check-ins to make sure you're successful in your new role. If there's something that's not clear or doesn't feel right, don't be afraid to speak up.

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Use Social Media

More and more companies are posting jobs on social media before making them available on their websites or recruitment sites like Indeed or Glassdoor. Sometimes, hiring managers will exclusively post about openings on LinkedIn for their networks to forward to their referrals. When looking for work, it's helpful to be active on social media platforms that connect job hunters with employers. That way, you can see available jobs before other people do. Also, don't forget to ask your connections for insights about what companies might be hiring.

If you plan on using social media as a job search tool, it's crucial to create accounts on business websites, such as LinkedIn. When creating your profile, be sure to have a great and professional profile picture, an outstanding headline, and an impressive bio about yourself highlighting your achievements and skills. Another essential thing to remember when creating any social media profile is to make sure you do not have any inappropriate pictures or posts that could hurt your chances of getting hired. Employers check social media profiles before hiring someone, so make sure yours are presentable and appropriate for the public eye.



Attend Job Fairs

Career fairs are a great way to network with multiple employers in a short period of time. Large, multi-company job fairs can be helpful if you're interested in exploring different job opportunities. In contrast, more specific career fairs can be beneficial if you have a particular industry or career goal. Companies and other professional organizations typically host such events at convention centers, on college campuses, or online.

It's always best to do your research first. Many job fairs have websites where you can see which companies will be participating, their available positions, and other information about the event. Search for upcoming career-related events in your area in the news and social media to get started. You can also check with local colleges, universities, and professional associations in your field.

To find the right job for you, you should create a list of companies you would like to work for; apply directly to organizations on their websites; work with recruiters; try social media and attend job fairs. If you simply rely on advertised jobs, you may be overlooking opportunities to help launch your career.