

Talking to employers

(from Education and Training Planner)

As you look at education and training options, be sure that you also talk to some employers. Think about where you would like to work. Do they hire graduates from the program you're thinking about? What training do they require?

Make a plan before you speak with each employer. Then phone the employers on your list. Explain why you are calling, and ask them if they have a few moments to answer your questions.

Write down the following information for each employer you contact. Make several copies of this sheet so you can use a fresh one for each employer you visit.

Name of company or organization: _____

Address: _____

Who I'm talking to: _____

Name and position: _____

Phone number: _____

Date and time of our meeting or talk: _____

Sample questions to ask employers

I am researching the job market. Does your company hire _____ ?
(name of occupation)

What are the qualifications you look for when you hire? _____

I am considering taking the _____ program at _____.
(name of school)

Do you hire graduates from this program? _____

If not, what training do you recommend? _____

Are there jobs in this field now? _____

Will there be jobs in this field in the future? _____

How much money do people in this field make when they start out? _____ In five years? _____

Is there anything else I need to know?

Thank the employer for talking to you. It's also a good idea to send a thank-you note soon after you call or visit.

You can find employers to talk to by asking people you know or by looking in the yellow pages of your phone book, business directories (available at libraries) or job ads in the paper or on the Internet.