

Creating a Job Listing Binder

What is a Job Listing Binder?

A job listing binder should be easy to find and utilize for the clients that you serve. A Job Listing Binder should be updated with Job Listing from your local area (surrounding areas as well for rule communities). This should be updated at least once a week (if not more). Place job listings from various sources in the binder.

Title Page:

Area job Listing's Title Page

“Please don't tear the pages from this binder! Remove the page for us and we will be happy to make copies for you.”

Also make sure that the time and days are listed on this page:

Ex: “Job Club at the Parole Office Every Monday at 1:30.”

Websites page

Provide a page with a list of websites to utilize for job searching.

ie: Craigslist, Kansasworks, Indeed, Snagajob, Monster, Cjonline, Wichitaeagle, Kansas City Star, Careerbuilder, etc

Resume writing (One or Two Pages)

Tabbed Separators for Listings

Create tabbed separators with different categories of employment:

Suggested list:

Retail/Sales

Clerical/Administrative

Health/Human Services

Warehouse/Production/Manufacturing

Food Service

Construction

Hotel/Maintenance

Janitorial/Housekeeping

Automotive/Maintenance

Drivers

Other

Contact Page

Create a page that has local contact information (address, phone, fax) to help field questions and be points of contact for the participants. Ie: Kansas Works, Local Workforce Center, Employment Specialist, Offender Workforce Development Specialist, etc)

Loose Leaf Handouts

Provide a number of blank copies of the Job Contact Sheet in the binder to encourage browsers to take one or two.