



# Using the Internet in a Job Search

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# Topics

## *Websites for*

- Developing an Effective Job Search
- Staying Organized
- Finding Job Listings
- Online Networking
- Researching Industries & Careers
- Learning New Skills





# General Job Search Tools

## 5 Sites to Start a Job Search

1. *CareerOneStop.org – Job Search*

[Careeronestop.org/jobsearch](http://careeronestop.org/jobsearch)

2. *The Balance – Job Searching*

[www.thebalance.com/job-search-4074003](http://www.thebalance.com/job-search-4074003)

3. *CareersCollege*

[skokiellibrary.info/resources/research/job-search/](http://skokiellibrary.info/resources/research/job-search/)

4. *Job-Hunt.org*

5. *FTC Jobs & Making Money*

[www.consumer.ftc.gov/jobs](http://www.consumer.ftc.gov/jobs)



# General Job Search Tools

## CareerOneStop.org – JobSearch

[careeronestop.org/jobsearch](http://careeronestop.org/jobsearch)

The Job Search section of CareerOneStop provides a rundown of the key steps needed in a job search



careeronestop

your source for career exploration, training & jobs

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# General Job Search Tools

## *The Balance – Job Searching*

[www.thebalance.com/job-search-4074003](http://www.thebalance.com/job-search-4074003)

General information on how to conduct a job search from choosing a career to creating a resume. Beware of Advertising.





# General Job Search Tools

## Careers College

A step-by-step guide to conducting a smart and effective job search. Great for getting motivated. A subscription database so a Skokie Public Library card is needed. Available via: [skokielibrary.info/resources/research/job-search/](http://skokielibrary.info/resources/research/job-search/)

THE **Careers College**™

"Your 9-Step Guide to Landing the Ideal Job"

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# General Job Search Tools

*Job-hunt.org* (don't forget the hyphen)

Another collection of articles and guides related to job searching. This site is moderated by Susan P. Joyce a long time job coach and blogger. Sign up for the newsletter for weekly job advice. Beware of the ads.





# General Job Search Tools

## *FTC - Jobs & Making Money*

[www.consumer.ftc.gov/jobs](http://www.consumer.ftc.gov/jobs)

Basic information on job hunting & starting a business with helpful tips to avoid job scams

**FEDERAL TRADE COMMISSION**





# Local Help

- *Career Assistants at Skokie Public Library*  
Make appointment for 1-on-1 help with resumes, interview help and career direction
- *Jewish Vocational Service (JVS)*  
[jvschicago.org](http://jvschicago.org)  
Offers career counseling, tech & job seeking classes, and other career services for a modest sliding scale fee
- *Oakton Community College - Career Services* [www.oakton.edu/student-services/career\\_services/](http://www.oakton.edu/student-services/career_services/)  
Free career counseling for students & alumni, otherwise service is available for a fee
- *Youth Job Center* [youthjobcenter.org](http://youthjobcenter.org)  
Job placement for teens & young adults in Chicago, Evanston & Skokie



# Getting Organized

*These sites can help you stay organized and be productive*

- [ToodleDo.com](http://ToodleDo.com)
- [Evernote.com](http://Evernote.com)
- [JibberJobber.com](http://JibberJobber.com)
- [Gmail.com](http://Gmail.com)



ToodleDo.com

## ToodleDo.com

One of many productivity & planning websites & apps. Create lists, develop outlines and structures to develop habits for a more creative life.





# Getting Organized

## *Evernote.com*

Website and app that provides a place to: create notes; store documents; save emails, articles, photos, and much more. Powerful but less structured





# Getting Organized

## *JibberJobber.com*

A place to organize your job search. Keep track of your contacts, potential employers, correspondence, possible interview questions, and more





# Getting Organized

## Gmail.com

Combine your email with a place to create & store resumes & cover letters, an online scheduler & more





# Job Listings

## [InDeed.com](#) & [SimplyHired.com](#)

Meta job search sites that search for openings on company and job search websites

## [Usajobs.gov](#)

Find jobs working for the largest employer in the US, the federal government

## [Chicago.Craigslist.org](#)

Good for finding jobs at smaller companies and piecemeal work. Inexpensive for employers to post listings. Consider posting a listing yourself under “Services”. Be aware of scams, look at “Avoid scams & Fraud” section.

## *Associations & Organizations*

Do a google search for relevant associations & organizations, they often provide job postings and job search help



# Targeting Companies

Instead of being reactive by responding to postings, be proactive by targeting companies.

Many postings are not made public, they are filled from recommendations. Try to become one of the recommended candidates

Some employers will create a position to keep a good prospect

## *Steps:*

- Find companies you want to work for
- Network and find information about employment there
- Contact potential decision makers and sell your skills





# Targeting Companies

**referenceUSA<sup>®</sup>**

## ReferenceUSA

- A subscription business directory available via Skokie Public Library website [skokielibrary.info/resources/research/](http://skokielibrary.info/resources/research/)
- Has the ability to create lists of businesses & organizations limited by criteria such as:
  - *Size*
  - *Type of business*
  - *Location*
- Can be used to create target lists of potential employers (for instance, all large electronic manufacturers in the North Chicago area)



# Research Employers & Industries

## *Hoovers*

[skoki.library.info/resources/research/#H](http://skoki.library.info/resources/research/#H)

A Subscription Database available online with a Skokie Public Library card or at the library)

## *GlassDoor*

[Glassdoor.com](http://Glassdoor.com)

Job Search site that provides information on employers provided by current & former employees. Contains information on salaries, interview questions and ratings of various companies posted anonymously by users.

## *LinkedIn*

[linkedin.com](http://linkedin.com)

Find news, information & job postings about most employers along with potential networking contacts of current & past employees



# Researching Employers & Industries

## *Hoovers*

[skokilibrary.info/resources/research/#H](http://skokilibrary.info/resources/research/#H)

A business directory but also offers excellent reports on hundreds of industries. A subscription database available online with a Skokie Public Library card or at the library



**HOOV**  **ERS**



# Researching Employers

## *LinkedIn ([linkedin.com](https://www.linkedin.com))*

Most employers have a LinkedIn page that provides information and news. Great for getting inside information on a company from current and past employees through online networking





# Researching Employers

## *Glassdoor ([glassdoor.com](https://www.glassdoor.com))*

Information on employers provided by current & former employees. Contains info on salaries, interview questions and ratings of various companies posted anonymously by users





# Networking Opportunities

*Check Local Trade shows:*

McCormick Place [www.mccormickplace.com/events.php](http://www.mccormickplace.com/events.php)

Rosemont Convention Center

[www.rosemont.com/desconvention/events/](http://www.rosemont.com/desconvention/events/)

*Find Local Job Fairs, Classes &  
Networking Groups*

Illinois WorkNet [www.worknetncc.com/](http://www.worknetncc.com/)

Contains a calendar or area job fairs and career programs

*MeetUp.com*



## MeetUp.com - *What is It?*



- Meetup allows members to find and join groups unified by a common interest, such as politics, books, games, movies, health, pets, careers or hobbies.
- Users enter their postal code or their city and the topic they want to meet about
- Topic listings are also available for users who only enter a location



# Online Networking

## *Social Media – How Can It Help*

- Provides a resource to network with friends, colleagues, industry leaders & connectors; to link far beyond what you can achieve via face-to-face networking
- Allows you to influence how online content about you appears to a potential employer
- Helps in developing and promoting your personal brand







## *Why Use It?*



- LinkedIn is **THE** default professional networking tool used by more & more hiring managers & recruiters
- Allows control over what potential employers can find about you via search engines
- Recruiters & many organizations use social media sites such as LinkedIn to find & check on potential employees
- Like face-to-face networking, with continued use LinkedIn offers a chance to develop professional relationships that often lead to job leads
- At a minimum, all job seekers should know about LinkedIn, a free LinkedIn account is recommended



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# Learning New Skills

## Online Learning Databases

(Available from library website)

[skoki.library.info/resources/online-training-tutorials/](http://skoki.library.info/resources/online-training-tutorials/)

### *Lynda.com*

Watch thousands of step-by-step online video tutorials on software, apps, media, marketing, business, and technology

### *Learning Express*

Get help with math & English skills. Contains a Career Center with many occupational practice exams (cosmetology, law enforcement, nursing, postal workers, etc.)

# Thank You

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