

* FINDING YOUR WAY THROUGH THE ON-LINE JOB SEARCH

There may be little more frustrating than searching for a job on the Internet. Too many hits, too few hits. However, with the right preparation and the right websites, you can find the jobs most likely to interest you.

Define as clearly as you are looking for: What work, for whom, and where? Identify your career needs before surfing the web and the surf will be a lot smoother. Also re-search the job markets tied most closely to your field.

Next, find the websites likely to produce the best results. Many are listed in this handout, but each career field will almost always generate a host of websites.

Remember, the on-line investigation is only one part of a smart job search strategy. Talk to the people who actually work in the field you'd like to join. They will be able to provide you with some of the best job search information you can find.

SEARCHING FOR EMPLOYMENT BY WAY OF THE INTERNET

Employers are increasingly using the Internet as a recruiting tool. With regards to your job search, the Internet allows you to view job vacancies 24 hours a day, seven days a week—communicating with professionals in specialized fields, researching organizations, posting your resume, or even applying online.

GETTING STARTED

In addition to providing the resources available for you to conduct a job search, the Internet allows you to browse occupational titles, learn about your career management.

When searching for a job, regardless of the method, preparation is the key. To make the most of your search you should first be able to identify what your career needs are. This is a process that begins with the self-exploration and discovery phase which includes asking yourself, “What career field am I interested in working in” as well as “What skills do I have to offer a company”, just to name a few. You want to make sure your career provides a good fit with who you are and what you want. The following list of questions will help you compile information necessary before you begin your search. Take a few minutes to answer these questions before you go online:

- What Do You Want to Do? What Can You Do? (Skills and Occupations)

What skills do you have, what interests, etc. Identify general occupations that interest you, not specific job titles.

Think **healthcare** or **sales**, not **Chief Medical Officer** or **Director of International Sales**

- Who Do You Want to Work For? (Industries and Employer Preferences)

What industry interests you, what type of employer? If you have some specific companies you want to target, great! *Fortune 500, Inc 500, high-tech start-up, family-friendly organization...*

- Where Do You Want to Live and Work? (Location location location)

Is there a particular city, state, region, or country?

California, Southern Maryland, "someplace with sailing, good golf courses, and very little snow."

There's just too much stuff online. However, you can take the time to research the industry or occupation you're interested in and find out **where** they are hiring people....

-What careers are available within and related to my major?

Formulate a list of possible careers within your field of study, but be careful not to limit yourself solely to these occupations.

For example, if you are an Education major, *Admissions Director* and *Institutional Researcher* are viable career options in addition to teaching. Career Services has handouts titled, “What I can do with this degree...” that may assist you in compiling your list.

*The answers to these questions will begin to build a list of **Keywords** you can use in your search.*

THE FUTURE WORLD OF WORK: SEARCHING OCCUPATIONAL INFORMATION

After you've taken a few moments to think about these questions you should have enough information to focus on occupations of interest to you.

Salary, employment outlook, and working conditions are some of the many factors that influence an individual's career choice. The Internet provides a tremendous amount of such occupational information, available at your fingertips. The following sites are excellent resources you may find useful in obtaining information about today's labor market with regards to specific occupations.

Bureau of Labor Statistics

<http://www.bls.gov/>

Information compiled by the U.S. Depart. of Labor, such as wages by area and occupation, state and county wages, earnings by industry, cost of living, employment and unemployment, projections, foreign labor and much more.

Occupational Outlook Handbook (O*NET OnLine)

<http://www.bls.gov/oco/home.htm>

Sometimes referred to as the Dictionary of Jobs. The *Occupational Outlook Handbook* is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

America's Career Infonet

<http://www.acinet.org/acinet/>

Find wages and employment trends, occupational requirements, state by state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online. Also provides links to nearly 5,500 online career resources.

WHERE DO I FIND JOB OPENINGS?

Once you have completed the self-exploration and occupational information-gathering phases, you are now ready to begin the search for a new career. There are thousands of employment databases, both large and small, on the Internet. Monster.com and Hotjobs.com are just a few of the many large, International, job search engines. Whereas, Austinjobs.com and Sanantoniojobs.com are examples of smaller, regionally specific, job boards that caters to jobseekers in the vicinity. Many job search services and resources on the Internet, such as the one's listed above, are free, but some are not.

Employer Websites (both private and public sectors)

May provide current job opportunities, recruitment schedules, and an online application process. For example, the Sony homepage, <http://www.sony.com>, allows you to view current vacancies by clicking on "corporate info" then, "Job Postings" links. You may also follow a link to a company's Human Resources department to view openings. Chances are that if a company has a website, they will have their current positions posted online.

Job Database Services

These contain listings that allow you to search by criteria such as location, industry, occupation, salary level, and so forth. The following sites provide links to the most frequently utilized job search engines by job seekers:

http://www.top9.com/top99s/top99_employment_sites.html (Links to Top 99 Employment sites)

<http://www.library.swt.edu/ref/subj-sites/job.asp>

(Provides links to 30+ selected employment sites, many of which are local search engines)

Employment Classifieds

If your preferred method for searching jobs is through your local papers classifieds section, you can also view these positions online. Most newspapers now post their classified sections online. For example, *The Austin American Statesman's* Classifieds section is available online at <http://www.statesmanclassifieds.com> Other local newspaper sites include:

http://www.sajobsearch.com/	(San Antonio Express-News)
http://www.austinchronicle.com/class/	(Austin Chronicle)
http://www.sanmarcosrecord.com/classifieds/	(San Marcos Record)
http://classifieds.herald-zeitung.com/	(New Braunfels Herald-Zeitung)

Government Jobs

Positions listed in Federal, State and local (county and city) governments.

http://www.usajobs.opm.gov/	(Federal Job listings)
http://www.govtjobs.com/	(Listing of Government jobs in the public sector)

Agencies listing positions with **govtjobs.com** include cities, county and state, executive search firms, advertising agencies and other governmental jurisdictions as well as non-profits.

Association Websites

In addition to providing career information and professional development resources, association websites provide up-to-date information relevant to a particular field such as current research projects, leaders of the industry, innovative trends, and upcoming conferences and training workshops. Also, association websites can serve as excellent networking resources.

<http://info.asaenet.org/gateway/OnlineAssocSlist.html>
(American Society of Association Executives Gateway)

From Accounting to Zoology, this site provides links to trade, professional, or industrial associations)

Usenet Newsgroups

Sometimes called discussion forums) allow you to ask/answer questions of interest to the group, and post job openings, career fair announcements, and resumes. You need to actively access the newsgroup in order to participate and find archival information. To locate newsgroups for your career area, try:

http://groups.google.com/googlegroups/deja_announcement.html

Specialty Sites

These focus on certain geographic regions (local, state, or international), type of work (industry, trade or profit/not-for-profit), or populations (minority, persons with disabilities, or career changers). Job openings may be found:

In online newspapers for certain cities, such as San Antonio's <http://www.sajobsearch.com/search/>

In profession-specific job lists, such as the site for accountants at <http://www.epacareernet.com/>

Or in such diversity career sites as <http://www.iMinorities.com/landing.html>.

JOB LISTINGS, RESUME DATABASES, and RECRUITING SERVICES

AfterCollege - <http://www.aftercollege.com/> - Career network specialized in recruitment at the college level.

America's Job Bank - <http://www.ajb.org/> - Compiled by U.S. Labor Dept., operated on state-by-state basis.

Best Jobs U.S.A. - <http://www.bestjobsusa.com/> - Massive site, huge job database. Post resume, check profiles.

Beyond.com - <http://www.beyond.com/> - Various job seeker tools and resources.

Beyond.com Network - <http://www.beyond.com/Network/> - Portal site, comprised of many national, regional and industry specific sites to serve many different niches.

CareerBuilder.com - <http://www.careerpath.com/> - Career advice & assessment, plus a job search engine.

Careermag.com - <http://www.careermag.com/> - Provides industry specific career channels with a wealth of information tailored to your career goals.

CollegeRecruiter.com - <http://www.collegerecruiter.com/> - Internships, entry-level jobs affiliated with Beyond.com.

ContractJobHunter - <http://www.ceweekly.com/> - Specialized for contractors and consultants in technical disciplines.

EmploymentGuide.com - <http://www.employmentguide.com/> - Part-time, full-time, and work-at-home jobs.
Online solution to the print publication of the Employment Guide.

JobBank USA - <http://jobs.jobbankusa.com/> - Job seeker tools, career resources (career videos, tests, salary report).

Job-hunt.org - <http://www.job-hunt.org/> - Job search, career news/resources (e.g., international & state employment).

monsterTRAK - <http://www.monstertrak.monster.com/> - Internship/job search, search tips, and other career resources.

National Technical Employment Services - <http://www.ntes.com/> - Tailored for technical industries. Log-in required.

NationJob.com - <http://www.nationjob.com/> - Different services for job seekers in addition to job search.

NowHiring.com - <http://www.nowhiring.com/> - Job search, post resume, and links to other job search engines.

Recruiters Online Network - <http://www.recruiteronline.com/> - Find a recruiter who has the right job for you.

Telecommuting Jobs - <http://www.tjobs.com/> - Freelance, telecommuting jobs. Payment required for search, posting.

TopUSAJobs - <http://www.topusajobs.com/> - Job search portal site. Review opportunities posted on top career sites.

Top 100 Electronic Recruiters - <http://www.interbiznet.com/top100/> - Web portal for best Online Recruiting Services.

TrueCareers - <http://www.truecareers.com/> - Tips from other job seekers and career articles/assessments

Women's Resources - <http://www.career.com/PUB/wresources.html> - Job resources, especially for women.

Yahoo! HotJobs - <http://hotjobs.yahoo.com/> - Job search engine and career tools (e.g., job winning resumes).