SEARCHING FOR EMPLOYMENT BY WAY OF THE INTERNET

Searching for a job on the Internet can be very frustrating. Often, there are too many hits or too few hits for any given job, field or interest. But with the right preparation and the right websites, you can find the jobs most likely to interest you.

Define clearly what you are looking for: What work, for whom, and where? Identify your career needs before surfing the web and the search will be a lot smoother. Don’t forget to research the jobs tied most closely to your field/industry of choice.

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 its own, specialized websites.

Remember, the online investigation is only one part of a smart job search strategy. Talk to the people who actually work in the field as well. They will be able to provide you with some of the best quality job search information you can find.

GETTING STARTED

In addition to providing the resources available for you to conduct a job search, the Internet allows you to browse occupational titles and learn about 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 that includes asking yourself, “What career field am I interested in working in?” as well as, “What skills can I offer an organization?”, etc. 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 the necessary information 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 employers? If you have some specific organizations you want to target, great! Fortune 500, Inc. 500, high-tech start-up, family-friendly organizations, etc.

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,” for example.)
• There is so much stuff online. However, you can take the time to research the industry or occupation you are interested in and find out what positions they are hiring.

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, becoming an admissions director or institutional researcher are viable career options in addition to teaching. Career Services has handouts titled, “What I Can I Do With This Degree?” that may assist you in compiling your list.
THE FUTURE WORLD OF WORK: 
SEARCHING OCCUPATIONAL INFORMATION

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

Salary, employment outlook, and working conditions are some of the many factors that can influence career choice. The Internet provides a tremendous amount of this occupational information. 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 
www.bls.gov
Information compiled by the U.S. Department 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 more.

Occupational Outlook Handbook (OOH OnLine) 
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. 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.

Career OneStop 
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 providing 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.yahoo.com are just a few of the many large, international, job search engines, whereas, AustinJOBS.com and sanantoniojobs.com are smaller, regionally specific job boards that cater to regional jobseekers. Many job search services and resources on the Internet like the ones listed above are free; others are not.

Employer Websites (in both private and public sectors) 
May provide current job opportunities, recruitment schedules, and an online application process. For example, Sony’s website, www.sony.com/index.php, allows you to view current vacancies by clicking on “Corporate Information” then “Job Postings.” You may also follow a link to a Human Resources department to view openings. Chances are, if an organization has a website they will have their current postings listed 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:

•www.careersite.com
•www.vault.com (can be accessed through Jobs4Cats and provides access to industries, companies, salaries, and jobs.)
**Employment Classifieds**
If your preferred method for searching for jobs is through your local paper’s classifieds section, you can usually view these same positions online. For example, the Austin American-Statesman’s Classifieds section is available online at www.statesman.com/classifieds/index.

To search other local newspaper’s classified sections check out:
- San Antonio Express-News
  hotjobs.mysanantonio.com
- The Austin Chronicle
  www.austinchronicle.com/gyrobase
- San Marcos Record
  www.sanmarcosrecord.com
- New Braunfels Herald-Zeitung
  herald-zeitung.com/index.lasso?
- Seguin Gazette-Enterprise
  www.seguingazette.com

**Government Jobs**
Positions listed in Federal, State and local (county and city) governments:
- Federal job listings
  www.usajobs.gov
- Listing of government jobs in the public sector
  www.govjobs.com

Agencies listing positions with govtjobs.com include cities, countries and states, and other governmental jurisdictions as well as nonprofits.

**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.

- American Society of Association Executives Gateway
  www.asaecenter.org
  (from Accounting to Zoology, this site provides links to trade, professional, or industrial associations)

**Usenet Newsgroups**
Sometimes called discussion forums, these 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 in your career area, try:

- www.jobbankusa.com/newsgrou.html

**Specialty Sites**
These focus on specific geographic regions (local, state, or international), types of work (industry, trade or profit/nonprofit), or populations (minorities, persons with disabilities, career changers). Job openings may be found at:

- Online newspapers for certain cities, such as San Antonio’s hotjobs.mysanantonio.com
- Profession specific job lists, such as this site for accountants: www.cpanet.com
- Diversity career sites: www.iminorities.com
JOB LISTINGS, RESUME DATABASES, AND RECRUITING SERVICES

AfterCollege
www.aftercollege.com
Career network specializing in recruitment at the college level

Career OneStop
www.jobbankinfo.org
Compiled by U.S. Dept. of Labor; operated on state-by-state basis

Best Jobs USA
www.bestjobsusa.com
Massive site, huge job database. Post resume, check profiles

Beyond.com
www.beyond.com
Various job seeking tools and resources

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

CareerBuilder
www.careerbuilder.com
Find new jobs posted daily

Career.com
www.career.com
Free job resources

CareerMag.com
www.careermag.com
Provides industry specific career channels with a wealth of information tailored to your career goals

CareerPath.com
www.careerpath.com
Career advice, assessment, job search engine

CollegeRecruiter.com
www.collegerecruiter.com
Internships and entry-level jobs for college students

ContractJobHunter
www.cweekly.wa.com
Specialized for contractors and consultants in technical disciplines

EmploymentGuide.com
www.employmentguide.com
Part-time, full-time, and work-at-home jobs. Online version of the print publication of the Employment Guide

JobBank USA
jobs.jobbankusa.com
Job seeker tools, career resources (career videos, tests, salary reports)

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

National Technical Employment Services
www.ntes.com
Tailored for technical industries. Log-in required

NationJob.com
www.nationjob.com
Many services for job seekers in addition to job search

NowHiring.com
www.nowhiring.com
Job search, post resume, and links to other job search engines

Partnership for Public Service
www.ourpublicservice.org/OPS
Nonprofit, non partisan organization with helpful tools for your federal job search

Recruiters Online Network
www.recruitersonline.com
Find a recruiter who has the right job for you

Telecommuting Jobs
www.tjobs.com
Freelance, telecommuting jobs. Payment required for search and posting

TopUSAJobs
www.topusajobs.com
Job search portal site. Review opportunities posted on top career sites

Top 100 Electronic Recruiters
www.interbiznet.com/top100
Web portal for best online recruiting services.

True Careers
www.truecareers.com
Tips from other job seekers and career articles/assessments

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