

Online Job & Career Resources

LSTA Computer Training
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This guide is designed to introduce you to career and job hunting resources available at your library and on the Internet. Many of these online resources are bookmarked on my delicious page:

<http://www.delicious.com/jamiefowler>

WHAT JOB OR CAREER IS RIGHT FOR ME?

Pick a career or job that fits your interests. These career guidance resources can help you make that important decision.

Occupational Outlook Handbook (<http://www.bls.gov/oco>)

Describes what workers do on the job, working conditions, training and education needed, earnings, and expected job prospects for approximately 270 occupations.

Planning a Career (<http://www.mapping-your-future.org/planning>)

A guided tour to choosing a career, from identifying skills and interests to occupations, career goals, school selection, and more.

Princeton Review Career Quiz (<http://www.princetonreview.com/CareerQuiz.aspx>)

Register for free, then take the 24-question test to find out your most likely interests and work style.

WHERE CAN I FIND COMPANY OR INDUSTRY INFORMATION?

Where are the hot jobs? Who's hiring? Would this be a company that I want to work for? If I secure an interview, where can I find information about a particular employer?

Corporate Information (<http://www.corporateinformation.com>)

Excellent resource for locating information on public and private companies from around the world.

Employ Florida (<http://www.employflorida.com>)

This resource provided by the State contains career information for industries both statewide and locally.

Hoover's Handbook of American Business & Hoover's MasterList of U.S. Companies *American Business* offers snapshots of 750 major U.S. companies, while the *MasterList* provides brief facts for more than 5,500 public and private U.S. companies. Company information and current financials are also available via *Hoover's Online* (<http://www.hoovers.com/>)

OOH's Career Guide to Industries (<http://www.bls.gov/oco/cg>)

Describes what workers do on the job, working conditions, training and education needed, earnings, and expected job prospects for approximately 270 occupations.

WHERE CAN I FIND WHAT JOBS ARE AVAILABLE?

The classifieds are now online. Here are some places you can look for job postings.

America's Job Bank- (<http://www.ajb.dni.us>)

A listing of over a million jobs from 1,800 State Employment Service offices nationwide.

BestJobsUSA- (<http://www.bestjobsusa.com>)

In addition to its database of employment ads, this resource has a resume bank, annual report on the best cities to live and work in, corporate profiles, a list of best employers, annual salary survey, and many other features to help find your best job.

Federal Jobs- (<http://usasearch.gov/>)

Many, but not all, Federal job vacancies are listed here. To find additional job listings, use any of the three links under Government Links to locate individual agency sites and position vacancies.

JobHunt- (<http://www.job-hunt.org>)

A large list of links to online jobs, job search sites, and sites with more lists related to job hunting.

Indeed.com- (www.indeed.com)

Search job sites, newspapers, associations and company career pages.

Monster Board Job Search- (<http://jobsearch.monster.com>)

Search over 250,000 U.S. job listings by region, occupational category, and keyword.

NewsDirectory.com- (<http://www.newsdirectory.com>)

A comprehensive listing of online newspapers from around the world.

USA Jobs- (<http://www.usajobs.gov>)

A listing of federal government employment opportunities.

Top 100 Job Board Niches- (<http://www.internetinc.com/top-100-job-board-niches>)

A listing of specialized online job boards broken down by industry or field.

HOW DO I GET THE INTERVIEW?

Often the most difficult thing is getting the interview. You need to know how to present yourself in writing. These resources can help when writing resumes and cover letters.

200 Letters for Job Hunters (<http://www.careerlab.com/letters>)

Provides detailed information concerning employment letters of all types.

Ace the Interview (<http://www.acetheinterview.com/>)

Contains sample interview questions as well as resume and cover letter samples.

Guide to Resume Writing (http://www.jobweb.com/resumes_interviews.aspx?id=896)

Tips for writing resumes for print and electronic formats.

OWL at Purdue (<http://owl.english.purdue.edu/>)

The writing lab at Purdue University, this resource contains resume tips and samples as well as assistance with resume writing.

Resume Generator (<http://www.careersonline.com.au/smartmoves/resume.html>)

A tool for writing resumes online.

The library has many guides to writing resume & letters. Search the library's collection online using "Resume" as the search term. You will find many titles that will help assist you in formatting a resume.

I'VE GOT THE INTERVIEW. NOW WHAT DO I DO?

JobInterview.net (<http://www.job-interview.net/>)

This extensive site includes sections like tough job interview questions and how they should be responded to, more than 900 sample interview questions in 41 different job fields, seven steps to job interview success, mock job interviews, and numerous job interview tips.

Interview Center (<http://interview.monster.com/archives/atttheinterview>)

Common interview questions with suggested responses.

Interview Up (<http://interviewup.com/>)

An online message board where you can post interview questions for others to answer as well as search past postings that pertain to the job or industry.

Riley Guide (<http://www.rileyguide.com>)

This site contains a variety of interview questions and job interview tips.

I GOT THE JOB OFFER! IS THE SALARY GOOD AND DO I WANT TO MOVE?

Once you have the job offer you will need to decide if you want the job. The following resources provide information about considering job offers, relocation and salaries.

Evaluating a Job Offer (<http://www.bls.gov/oco/oco20045.htm>)

From the U.S. Department of Labor's Occupational Outlook Handbook, this site contains a list of the factors you should consider before accepting a job offer. Factors include job satisfaction, negotiating a salary package, job location, hours, what your future would be with the company, and the stability of the company

Florida Labor Market Statistics (<http://www.labormarketinfo.com/>)

Labor market statistics for the State compiled by the Agency for Workforce Innovation.

Salary Calculator (<http://www.homefair.com/real-estate/salary-calculator.asp>)

Calculates the salary you would require to maintain the same standard of living between two cities.

SalaryExpert.com (<http://salaryexpert.com>)

Provides salary, bonus, cost-of-living, and benefits data information on over 31,000 jobs in over 45,000 U.S. and Canadian cities.

Sperling's Cities Ranked & Rated (<http://www.bestplaces.net>)

Most recognized rating book for finding the best places to live in America.

Find Your Spot (<http://www.findyourspot.com>)

Take the quiz to discover your perfect hometown!

More Resources

Here are some tips and hints for finding additional information in books, magazines, and on the Web.

Library Catalog/Online-

This is the place to find books and resources on a particular topic. Conduct a search headings to find information about careers, jobs, resumes, and more.

REGIONAL RESOURCES

Employ Florida Marketplace- (<https://www.employflorida.com>)
The most comprehensive Florida employment resource on the Internet.

Florida Job Network- (<http://fljobnetwork.com>)
Contains job tips and resume tips. You can also create a free account and perform state wide job searches.

PeopleFirst! Florida- (<https://peoplefirst.myflorida.com>)
This website is for those interested in careers in public service and/or jobs with the State Government.

Craigslist- (<http://geo.craigslist.org/iso/us/fl>)
This site can be great for finding a variety of employment opportunities, but you must make sure that the job postings are legitimate.

SEARCHING THE INTERNET

Throughout the handout a number of web sites have been featured. Many more are available. Listed below are some excellent resources for locating Internet resources.

Librarians Index to the Internet (<http://lii.org/>)
From the University of California at Berkeley this index provides descriptions of quality Internet sites. Select the category of Business, Finance & Jobs.

Yahoo Hot Jobs (<http://www.hotjobs.yahoo.com>)
This search tool may be the largest Subject Directory on the web.

GENERAL AND SPECIALIZED INTERNET SITES

The resources listed below are just a few of the many specialized sites available on the web.

GENERAL INTERNET CAREER RESOURCES

Careerbuilder (<http://www.careerbuilder.com>)
Career One Stop (<http://www.careeronestop.org>)
JuJu (<http://job-search-engine.com>)
Monster.com (<http://www.monster.com>)
Wall Street Journal's Career Page (<http://www.careerjournal.com>)

RESOURCES FOR MINORITIES

Workplace Diversity (<http://www.workplacediversity.com/>)
Equal Employment Opportunity Commission (<http://www.eeoc.gov>)
IMDiversity.com, Career Center (<http://www.imdiversity.com/>)
MinorityCareer.com (<http://www.minoritycareer.com>)
Saludos Web: Careers, Employment & Culture (<http://www.saludos.com>)

RESOURCES FOR WOMEN

Advancing Women (<http://www.advancingwomen.com>)
Career Intelligence (<http://www.career-intelligence.com>)
Career Women (<http://www.careerwomen.com/index2.html>)

DISABILITY RESOURCES

Global Applied Disability Research Network for Employment and Training (<http://www.gladnet.org>)

Inclusion Network (<http://inclusion.org>)

JobAccess (<http://www.jobaccess.org>)

Job Accommodation Network (JAN) (<http://janweb.icdi.wvu.edu>)

WORKING FOR NON-PROFITS

Opportunity NOCs: Nonprofit Organization Classifieds (<http://www.opportunitynocs.org>)

Nonprofit Career Network (<http://www.nonprofitcareer.com>)

JOBS ABROAD

Escape Artist (<http://www.escapeartist.com>)

Overseas Jobs Express (<http://www.overseasjobs.com>)

Peace Corps (<http://www.peacecorps.gov/home.html>)

SEASONAL AND SUMMER EMPLOYMENT

Craigslist (<http://geo.craigslist.org>)

Cool Works (<http://www.coolworks.com>)

Peterson's Summer Jobs (<http://www.petersons.com/summerop>)

JobMonkey (<http://www.jobmonkey.com/>)