



Steps to Success: A Guide to Job Hunting

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GENERAL CAREER INFORMATION

CareerOneStop

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

CareerOneStop, a website sponsored by the U.S. Department of Labor, offers a broad range of information for job seekers. Explore careers, find out about wages and employment trends across occupations and industries, as well as state employment profiles. Learn what education and skills are required for numerous occupations. Visit the Career Research Library with links to other websites and print material for answers to career questions.

Career Click

<http://www.workforceinfo.state.il.us/>

The Illinois Department of Employment Security provides information on 700 occupations in Illinois. Salary information and employment forecasts are included.

Illinois Department of Employment Security

<http://www.ides.state.il.us/>

According to the Illinois Department of Employment Security, their website is “your direct link to Illinois workforce services: job placement and referrals, unemployment insurance, employment and training programs, career and labor market information, payroll tax filing, and more!”

Licensed Occupations

http://www.acinet.org/acinet/licensedoccupations/lois_state.asp?by=occ&nodeid=16

This site is part of CareerOneStop where users can search for occupational licensing requirements by state, occupation or agency.

Occupational Outlook Handbook

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

This U.S. Department of Labor publication, revised every two years, offers information on hundreds of careers, including the nature of the job, qualifications, employment trends and earnings and much more.

U.S. News—Careers

<http://www.usnews.com/sections/business/best-careers>

This site from *U.S. News & World Report* contains a variety of articles focusing on different aspects of career choices.

What Can I Do With a Major In??

<http://www.uncwil.edu/stuaff/career/Majors/>

This site from the University of North Carolina provides information to help explore and research careers based upon college majors. There are links to job sites, internship possibilities, professional associations and more.

JOB LISTINGS AND CLASSIFIEDS

America's Job Exchange

<http://www.americasjobexchange.com/>

Job seekers can search more than half a million jobs on this very comprehensive site. There are a variety of career resources available as well as several "career centers" which include job postings specific to particular groups of job hunters (e.g., military center, boomers center, college center, etc.).

CareerBuilder

<http://www.careerbuilder.com/>

CareerBuilder offers job listings from across the country, resume tools, and a job alert that you can register for to receive e-mails about job listings that might be of interest.

CareerJournal

<http://www.careerjournal.com/>

This *Wall St. Journal* site offers job listings and articles with job hunting advice aimed primarily at those seeking professional and managerial positions.

CareerOneStop Job Search

<http://www.careeronestop.org/jobsearch/jobsearch.aspx>

Use this link to go directly to the job search area of CareerOneStop, a U.S. Department of Labor sponsored website. Users can get information on creating a job hunting plan, ways to apply for jobs, and salary tips. There are links to state job banks and a variety of other job search sites.

FlipDog

<http://www.flipdog.com/>

FlipDog is powered by Monster, the mega-job site. Part of FlipDog's appeal is the streamlined interface that makes searching easy.

HireMeNow

<http://www.hiremenow.com/ta/hmn/inside.jsp?page=Home>

This is the site to go to if you're looking for temporary employment or a contract job. The Frequently Asked Questions for job candidates gives very complete information for users (click on "About Us" for the link to the FAQ section).

Indeed.com

<http://www.indeed.com/>

Indeed is a search engine for jobs that includes jobs posted on company websites, job boards, and newspaper classifieds. Users can set-up a free account to help track jobs as well as register for free job alerts. Information on salaries, job trends and discussion forums are available, too.

JOBcentral

<http://www.jobcentral.com/>

Search jobs by keyword, occupation, company name, and other variables. There are links to job banks in all 50 states and the District of Columbia. The "Career Resources" section has resume help, a salary calculator, relocation resources, a career assessment tool, and information on job fairs.

Monster.com

<http://www.monster.com/>

Monster.com is one of the largest online job sites offering thousands of job listings searchable by industry, job title, and location. Company profiles are available, as well as extensive information in their Career Advice Center on resumes, interviewing, salary info, and relocating.

St. Louis Best Jobs

<http://www.stlouisbestjobs.com/>

Visit this site to find thousands of job listings in the St. Louis and Metro-East area. Job seekers can post an online resume.

Simply Hired

<http://www.simplyhired.com/>

Users can search for jobs by keyword, location or category on this site which aspires to be the "largest online database of jobs on the planet." Information on salaries, job trends, and discussion forums are all available, and users can set-up an account to receive e-mail job alerts.

USAJobs

<http://www.usajobs.opm.gov/>

USAJobs is the official site for federal government employment opportunities.

YahooNewspapers

http://dir.yahoo.com/news_and_media/newspapers/

If you're interested in accessing classified ads in newspapers across the country, try this site.

RESUMES

JobStar Central

<http://jobstar.org/tools/resume/index.cfm>

Look at this site for resume samples and tips. There's information on electronic resume banks, cover letters, and help choosing the right resume style to suit your employment background.

Job Hunters Bible

<http://www.jobhuntersbible.com/>

Dick Bolles designed this site as a supplement to his popular book *What Color Is Your Parachute*. There's an abundance of information to guide the user on job-hunting on the Internet. Bolles has also posted a variety of articles he has written to help you through your job search.

Monster Resume Center

<http://resume.monster.com/>

This site offers resume advice as well as examples of job specific resumes and cover letters.

eResumes

<http://www.eresumes.com/>

Job hunters can use the information on this site to help produce an electronic resume and cover letter. Much of the information is applicable to print resumes and letters, also.

The Resume Guide

<http://susanireland.com/>

Susan Ireland, author of several job searching books and a professional resume writer, offers resume advice and samples of resumes, cover letters and thank you letters in this very user friendly site.

SALARY AND COMPENSATION INFORMATION

JobStar Salary Surveys

<http://jobstar.org/tools/salary/index.cfm>

This site includes more than 300 salary surveys covering both general and profession specific surveys. There is also information on benefits, negotiation strategies, help for new graduates, and much more.

The Riley Guide; employment opportunities and job resources on the Internet

<http://www.rileyguide.com/salguides.html>

Users will find an extensive collection of links to general salary surveys, occupation and location specific surveys, U.S. government wage surveys, and information on evaluating salary data and negotiating job offers.

Salary.com

<http://www.salary.com/>

This site offers a salary wizard which allows you to choose a job category and a location. The wizard will create a salary report with information and a chart showing median, low and high base salary for hundreds of different jobs in specific locations. There is also lots of additional information on compensation beyond just salary—bonuses, benefits, stock options. More detailed salary reports are available for a fee.

RESEARCHING COMPANIES

Hoover's Online

<http://www.hoovers.com/free/>

Although Hoover's is a subscription-based site, they provide some free information on companies and industries in the United States and Europe. *The library owns the Hoover's Handbook in print. They are located in the reference section at R338.7 HOO.*

Vault.com

<http://vault.com/index.html>

Job seekers will find "insider" information on more than 3,000 companies and 70 industries at this site. There are also company specific message boards, job postings, career outlooks, and more.

Users may register to become a member (for a fee), and this entitles you to additional information and services.

WetFeet.com

<http://www.wetfeet.com/>

Job hunters can check out the "Career and Industries" area of this web site for information on a variety of careers and companies. Advice on a number of job search topics is also available free of charge. Users can purchase access to Wet Feet's *Insider Guides* and more detailed information.

Sorkins Online (This site requires a subscription and is available on computers in the library.)

<http://www.sorkinsonline.com/>

Users can find profiles of companies from the St. Louis, Chicago, and Kansas City regions. Profiles include company name, address, phone number, fax, officers and other managers, sales, years in business, company's bank and more. Users can choose to limit their search by location, size, industry and other criteria. There are also hot links to company web sites. *The library owns the Sorkins' Directory for St. Louis in print. It is located in the reference section at R658 SOR.*

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