



Finding a Job on the Internet



There are countless web sites which may be used to find job postings on the Internet. Some are intended for all kinds of job seekers (e.g. Monster). Others are designed for those looking for jobs in particular fields (e.g. socialservice.com). This page is intended to provide a general guide to some powerful tools to use when searching for job postings on the Internet. If you have any questions, feel free to contact Michael Coffta, Business Librarian, by e-mail at <mailto:mcoffta@bloomu.edu> or by telephone 570-389-4124.

I. Internet Job Clearinghouses

Criteria for Job Clearinghouses

- Size, currency, and coverage of the Jobs Posting List
- Searchability
- Feedback
- Target Audience and Privacy (Who views your resume?)
- Appearance of your resume

Recommendations for Posting your Resume on the Internet

- Post different resumes for different professions
- Keep resumes and cover letters current
- Check your accounts regularly
- Watch SPELLING, spacing, fonts, and justification

A Word of Caution

- As with any personalized Internet service which provides you a personal account, always **sign off** or **log off** from the service when you are finished.



monster.com

<http://www.monster.com>

- Offers an updated total of jobs posted on this web site
- Searchable by industry, state and city
(Holding the **Ctrl** key will allow you to create multiple simultaneous searches)
- The "Keyword Search" allows the user to search using the "and" and "or" connectors.
- One may create multiple **Agents** or searches with specific criteria and save them to his/her account. Monster will periodically perform the search and e-mail the results to you.
- Users may browse postings by company as well.
- "My Monster" stores multiple resumes and records how many times it has been viewed.
 - Click "**My Monster**" then "Create my Monster Now."
 - Fill in a **form** for posting resumes.
 - Records number of times your resumes have been viewed.

careerbuilder®

<http://www.careerbuilder.com>

- In addition to a keyword and geography search, Careerbuilder offers a salary search.
- Career Builder offers agents
- Career Builder's "**Wizard**" link allows you to determine the typical salary of a professional in *specific* municipalities. For example, using this feature, you can determine how much a tax accountant can presently expect to make in Bloomsburg, PA.
- Career Builder has made an effort to strengthen its geography search
- Users may enter resume(s) using a **textbox** or by **uploading** a file from a disk.

YAHOO! CLASSIFIEDS

<http://careers.yahoo.com/>

- Boasts over 1 million job posting postings
- Yahoo's geography search is not as precise as others
- Yahoo! has no search agents.



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

- An excellent site which helps job seekers with virtually every step of the job search process.
- Includes sections such as “Targeting & Researching Employers” and “Executing Your Job Search Campaign.”



<http://www.monstertrak.com>

- Monstertrak primarily serves **college students**.
- You may search a listing of job offerings and internships that is claimed to be tailored for Bloomsburg University students. Click on “**Find a Job**” and then select “Bloomsburg University” from the pull down menus entitled “College & University Career Centers” or “Graduate Schools & MBA Programs.”
- Students may post up to ten resumes to Jobtrak. Resumes may be uploaded directly from MS Word or another word processing program and are viewed as they appear in your word processing program.



<http://www.hotjobs.com>

- Offers a **free text keyword search** which allows you to enter special parameters (e.g. Toronto zoo) without extensive menus.
- Hotjobs also has a terrific search interface, allowing users to search by company, profession, and sub-categories of professions.
- Creating a “myHotJobs” Profile will allow you to create an online resume, control the privacy of your resume, set up automatic job search agents, track your job applications, and view your Resume statistics.



A lengthy list of Internet employment opportunity clearinghouses, maintained by the Office of Academic Internships, may be found at <http://departments.bloomu.edu/internship/resources.asp>

II. Specialized Job Banks



Federal Jobs Digest (<http://www.jobsfed.com>) lists federal government job openings. Users must register in order to obtain job descriptions and contact information.

SocialService.Com

In its own words, (<http://www.socialservice.com>) is a great place for social workers and other social service professionals to start looking for a social work or social service job, whether in mental health, substance abuse, children and youth, medical social work, criminal justice, domestic violence, community organizing and outreach, homelessness or a variety of other areas. You'll see social work/social service job openings that have been submitted by social service employers in your state.



<http://www.advancecareers.com> lists locally maintained job postings for American cities.



The Chronicle of Higher Education

(<http://chronicle.com/jobs/>) offers listings of job postings in academia. There are free job postings with a **one-week time lag** behind the printed issue of the *Chronicle*. Subscribers to the print version may access the current job posting listings.

III. E-mail Discussion Groups

Virtual Free Sites (<http://www.virtualfreesites.com/search.listservs.html>) offers a lists of ways to search for E-mail Discussion Lists including Catalist.



Catalist (<http://www.lsoft.com/lists/listref.html>) searches through titles of e-mail discussion groups. Remember this will not search through actual mail from the list, but it will give you the scope of the mailing list, subscription information, number of subscribers, and more.

IV. Newspapers

"Newspapers of the United States"

<http://www.newspaperlinks.com>

Allows you to search articles of online newspapers (e.g. *Press Enterprise*, *Philadelphia Enquirer*) and their Classified sections. Not all local papers' web sites offer the same services.



American City Business Journals (<http://www.bizjournals.com/>) provides links to web sites of area business publications (e.g.

Buffalo's Business First, *Philadelphia Business Journal*). As with "Newspapers of the United States," not all of these publications offer the same services.

V. Evaluating Prospective Homes and Cost of Living



- Go to <http://www.monstermoving.com> for services in finding movers, housing, etc.
- Click on "**Analyze Cost of Living**" for a comparison of cost of living between two municipalities in the country. These municipalities are selected from a pull down menu and users are not given the opportunity to compare smaller municipalities, such as Bloomsburg, PA.

**THE SALARY
CALCULATOR™**

<http://www.homefair.com/homefair/calc/salcalc.html>

Rather than a *true* salary calculator, like Careerbuilder's Wizard, this service can provide a general comparison of costs of living among cities of the United States.

State Individual Income Tax Rates

http://www.taxadmin.org/fta/rate/ind_inc.html

A succinct listing of state tax rates for individuals.

State and Local Taxes

<http://www.taxsites.com/state.html>

A comprehensive index of state tax resources.

VI. Suggested Reading

Weddle's Recruiter's Guide to Employment Web Sites

An outstanding book that provides more profiles of job postings sites, including job postings sites devoted to a single profession, municipality, etc.

Career Guidance (2nd floor) HF 5549.5 .R44 W38 2001

Peterson's Hidden Job Market: 2,000 High-Growth Companies Hiring at Four Times the National Average!

Career Guidance (2nd floor) HF 5382.75 .U6 H53 1999

Job Seeker's Guide to Socially Responsible Companies

Offers contact information, company histories, and testimonies of socially responsible activities.

Also provides brief financial information.

Reference Collection (2nd floor) HF 5382.75 .U6 .J36 1995

Encyclopedia of Associations

Location: Reference Desk (2nd floor) AS 22 .E5 2002

Lists descriptions, contact information, and web sites (when applicable) of American Associations alphabetically and by keyword.

Encyclopedia of Associations: International Organizations at the Reference Desk

Location: Reference Desk (2nd floor) AS 8 .E53 2001

Encyclopedia of Associations: Regional, State, and Local Organizations

Location: Reference Desk (2nd floor) AS 22 .E53 2001

Associations on the Net

A directory of associations' websites is available at: <http://www.ipl.org/ref/AON/>

Guide to Internet Job Searching

Career Guidance (2nd floor) HF 5382.7 .R557 1996

Provides annotated listings of national associations and clearinghouses with contact information.