



Using Technology in Your Job Search

Joan Carey, Reference Librarian
Cannell Library
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* This handout and PowerPoint available at: www.clark.edu/Library/Resources/jobs.html

General Best Places to Look:

- Occupational Outlook Quarterly:
 - Mariani, Matthew, “[Job Search in the Age of the Internet.](#)” *Occupational Outlook Quarterly, Summer 2003, p. 2.* Read this.
<http://www.bls.gov/opub/ooq/2003/summer/art01.pdf>
- Library Web pages ([FVRL](#) (<http://www.fvrl.org>), [Multnomah County](#) (<http://www.multcolib.org>), [Clark](#) (<http://www.clark.edu/Library>) Look for lists of web sites (under Careers, Jobs, Employment). Use their business and newspaper databases for company information. Get all three library cards.

Careers:

- [O*Net Online](#) (<http://online.onetcenter.org>): Occupational Information Network. U.S. Dept. of Labor. Excellent Resource for finding/identifying job descriptions and skills needed for those jobs. Also links you to **professional organizations**.
- [Occupational Outlook Handbook](#) (<http://www.bls.gov/oco>): From U.S. Dept. of Labor. Easy to use, current job descriptions, skills listings and outlook for the future.
- [WOIS](#) (Washington Occupational Info. Service): Excellent place to start your career search. Search for occupations and schools. Lists required skills, training, salaries, professional organizations, sample interviews, and much more. Use this resource! Passwords required. Come to campus.
- [CIS](#) (Oregon Career Information System Online): Passwords required. Come to campus. Oregon version of WOIS. Excellent.
- [UNC Career Services](#) (<http://www.uncwil.edu/stuaff/career/Majors>): “*What can I do with a major in?*”
- [The Princeton Review](#) (<http://www.princetonreview.com/cte/default.asp>): Many tools to help with career choices. Online quizzes and guides.
- [JobStar](#) (<http://www.jobstar.org/tools/career/spec-car.cfm>): Guides for specific Careers: Resume and cover letter help. Very well done and informative.
- [The Riley Guide](#) (<http://www.rileyguide.com>): General resource guide. Has excellent advice on resumes, interviewing, networking and even salary negotiation. Well organized and helpful.

Resumes:

- [Monster.com's Resume Center](#) (<http://resume.monster.com>): Writing tips, samples, and advice.
- [The Riley Guide](#) (www.rileyguide.com/letters.html): Check out the section on resumes and cover letters.

Job Hunting & Resume Banks:

- [America's Job Bank](http://www.ajb.org) (http://www.ajb.org): Search listings of government and private sector. Includes links to State Employment Services Offices. This is a mega site. Excellent for occupation and job information. Post your resume or locate employers. Use their [employer locator](http://www.acinet.org/acinet/employerlocator/employerlocator.asp) (http://www.acinet.org/acinet/employerlocator/employerlocator.asp).
- [CareerOneStop](http://www.careeronestop.org) (http://www.careeronestop.org): Related to America's Job Bank. Set up a **Scout Search** to have job listings delivered to your email. Mega site.
- [Monster.com](http://www.monster.com) (http://www.monster.com): The largest online jobs database on the Web. Another mega site. Full-service.
- [Dice.com](http://dice.com) (http://dice.com): Nationwide **technical jobs**. Post a resume or search employers.
- [USA Jobs](http://www.usajobs.opm.gov) (http://www.usajobs.opm.gov): Official website for federal jobs.
- [WorkForce Explorer](http://www.workforceexplorer.com) (http://www.workforceexplorer.com): Washington's labor market, career and job information. Fast growing occupations by county and state. Includes salary scales and career videos. Excellent resource. Recommended.
- Regional Resources: For local city and county human resources depts. use FVRL and MCL links.
- Other local job lists: <http://jobdango.com>; <http://go2worksource.com>; <http://portland.craigslist.org>; <http://www.oregonlive.com/>
- Go directly to websites of large, local companies.
- [Salary Calculator](http://www.homefair.com/homefair/calc/salcalc.html) (http://www.homefair.com/homefair/calc/salcalc.html): Compare cost of living across many U.S. cities.

Company Research:

- Newspapers: To access *The Columbian* and *The Oregonian* and 18 other WA & OR papers for current company news, use *ProQuest* research database. *ProQuest* is available through the [Cannell Library Web Page](#), or [FVRL](#) library. Clark access requires Clark ID #. For FVRL, use FVRL Library card barcode. Also includes *New York Times*, *Wall Street Journal*, *LA Times*. Limit search to newspapers.
- *InfoTrac: Business & Company Resource Center*. From [FVRL Library](#). Click on Research Databases. Search public companies for financial data, company histories, investment reports, people, products, planning and services. Use FVRL library card barcode for access.
- *Ref USA*: From [FVRL Library](#) (Research Databases). Search for companies by geographical area (state, county, city, zip code). Compile list of companies to contact. Use FVRL library card barcode for access.
- Go to the company directly and/or try [Hoovers.com](http://hoovers.com/free) (http://hoovers.com/free).

General Search Hints:

- Technology is great, but remember that the small touches matter. Spelling counts. Always send thank you notes.
- Stay on task when you get online to avoid getting overwhelmed.
- Never send your personal information out to anyone (i.e., social security number)!
- Consider getting a separate email for your job search.
- Spend time getting exactly the correct job title(s) for your searches. Get specific.
- Use the Clark College Career Center. They're wonderful.