Online Job Searching

Pima County Public Library

Class Agenda

- Preparing for an online search
- Cyber-safety
- Keywords
- Job Search Sites
- Employer Sites
- Classified Ads
- Online Applications

What to Expect

- Time-intensive
- Exploration & Experimentation
- Preparation
- Learning Curve
- Flexibility
- Creativity
- Skill-building

Checklist

- Email
- Resume & Cover Letter
- Voice Mail/Answering Machine
- Employment Documents
- References
- Google Yourself
- Application Information
- Job Journal

The Internet:
One of many approaches

- Network, network, network
- In-person visits
- Career fairs
- Newspaper articles

Job Journal

- Usernames & Passwords
- Copies
  - Resumes
  - Job Descriptions
  - Applications
- Important Dates
- Employer Research

Cyber-safety

- Guard your:
  - Money
  - Bank account information
  - Personal information
- Reject "too good to be true"
- Research "employers"
- Contact the Better Business Bureau with questions

Keyword Searching

- Advanced Search
- Think like a computer
- Take the good with the bad hits
- Search by:
  - Job Title
  - Skills, Education
  - Interests
- Limit your searches carefully

Five Online Approaches

- Job Search sites
- Employer sites
- Online Classified Ads
- Industry or Association sites
- Social Networking sites

Employer sites

- Some employers only list jobs on their own sites
- Employer sites can provide ideas on other job openings
- Sometimes employer sites allow you to put your name on a hiring list
- Employer sites often provide more information on employer

Online Classifieds

- Popular with smaller, local employers
- Often offer entry level positions
- Watch out for scams
- Many employers require a resume
- Read application procedures carefully

Online Applications

- Address should start with "http**s**"
- Read all directions carefully
- Often have multiple pages
- Always include a resume if requested
- Can take up to an hour to complete

Hands-on time

- Experiment and explore!