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
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 “https”
- 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!