

JOB SEARCH SERIES



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JOB SEARCH SERIES:

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- Networking
- The Internet as a Job Search Tool
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*The Center for
Career Development*

Post Hall
(516) 877-3130
careercounselor@adelphi.edu
students.adelphi.edu/career

AU ADELPHI
UNIVERSITY
GARDEN CITY ■ HAUPPAUGE
MANHATTAN ■ POUGHKEEPSIE

Using the Internet as a Job Search Tool

Advantages of using the Internet for your job search:

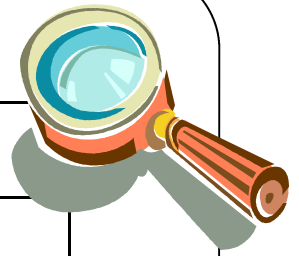
- To be able to research a company on the Internet before you apply or interview.
- A prospective employer will know you have done at least a minimal amount of research if you can summarize the main points of the organization’s “mission statement.”
- Every day, more employers use the Internet to screen candidates and preview resumes.
- Internet research is another skill you can add to your resume, making you more marketable.

How to research a company:

Many recruiters say that candidates do not know enough about their company or position before the interview. Employers expect a serious candidate to have perused their site and to be prepared to discuss its contents at an interview. In many cases, you can find a company's homepage by typing: [http://www.\(thecompanyname\).com](http://www.(thecompanyname).com) For additional resources, look under “KNOW a COMPANY (or school)” in this document.

Search Engines: tools which scan the web for key words or phrases. Try one or several, as each web site uses different methods (algorithms) to get results.

Yahoo www.yahoo.com	Ask www.ask.com
Bing www.bing.com	Live www.live.com
Google www.google.com	Wolfram Alpha www.WolframAlpha.com



Know Yourself

Self-Assessment: Match your interests and/or aptitudes to suitable occupations.

www.assessment.com/TestsIntro/default.asp#Careers

www.mpcfaculty.net/CL/climain.htm Career Link Inventory

www.careercolleges.com/career-assessment-test.jsp

www.psychometric-success.com Practice material for psychometric tests

www.keirsey.com/sorter/register.aspx Keirsey Temperament Sorter

You may also make an appointment with a Career Counselor at the *Center for Career Development* to take a career assessment and discuss your individualized results: (516) 877-3130.

Understand the Job Market

** DISCLAIMER **

This list is not exhaustive. Since we have no control over the information in these web sites, we are not endorsing their content. At time of posting, all links were active. These sites seem to include information that may be beneficial to you during your job hunt.

Know Your Field: Research career trends, training or education required to succeed in a field, job outlook, salary /benefit information, high growth jobs, skills profiling, labor market information:

www.bls.gov/ooh - The Occupational Outlook Handbook (U.S. Dept. of Labor)

www.acinet.org/acinet - America's Career Information Network

www.online.onetcenter.org - O*Net – The Occupational Information Network

www.salary.com - Discover salary information in hundreds of career areas

www.payscale.com - World's largest database of employee compensation profiles

Know Internships:

www.rsinternships.com (Rising Star)

Internship search, articles, tips re: interning
www.internjobs.com

National database for internships; post resume
www.internships.com

Region-specific search for internships
www.internships4you.com

Search for and apply for internships
www.wrightchoice.org

Internship program; job search tools
www.nyjobsource.com/nyinterns.html

Internships in top NY companies, non-profits
www.creativeinterns.com
www.justjobs.com

Know a Company: (or school)

Gain perspective on how the outside world views a company vs. what's on the company website.

www.corporateinformation.com
Company snapshots / quality ratings

www.wetfeet.com
Research a company; gain valuable career insights

www.hoovers.com

www.marketwatch.com

www.standardandpoors.com

www.moody.com Assess the creditworthiness of a company

www.ap.org (Associated Press)

www.morningstar.com Financial data

www.p12.nysed.gov/irs/reportcard
NYS Department of Education report cards

Know Jobs: Search job postings and/or post your resume. Gain valuable advice.

students.adelphi.edu/career/pantherzone/index.php: (PantherZone)

www.monster.com

www.collegegrad.com

www.indeed.com

www.careerbuilder.com

www.aftercollege.com

www.truecareers.com

www.flipdog.com

www.vault.com

www.onlinerecruitersdirectory.com

www.jobfinderadvisory.com

www.smartbrief.com

www.simplyhired.com

www.careerbliss.com

www.jobfox.com

Industry-Specific Job Search part 1

THE ARTS: *Media, publishing, film, theater, art, music, public relations, graphic design, photography, TV production*

www.actorsequity.org
www.aigadesignjobs.org (graphic design)
www.bookjobs.com (publishing)
www.cnvi.com/applause (music)
www.creativehotlist.com
www.entertainmentcareers.net
www.journalismjobs.com
www.mandy.com (film /TV production)
www.mediabistro.com
www.nyfa.org
www.wamcoalition.org (women in media)
www.playbill.com (theater)
www.pspcentral.org
www.showbizjobs.com

EDUCATION:

www.olasjobs.org
www.agentK-12.org
www.earlychildhood.org/links/
www.nassauboces.org/hr/
www.nais.org
www.southernteachers.com
www.teachers-teachers.com
www.TIEonline.com (overseas)
www.USteach.com
www.k12jobs.com
<http://schools.nyc.gov/TeachNYC>
www.goteachabroad.com

GOVERNMENT/POLITICS/ CRIMINAL JUSTICE/ LAW:

www.apsanet.org
www.criminaljusticedegreeschools.com/
www.idealists.org
www.lawjobs.com
www.naspaa.org
www.publicservicecareers.org

HUMANITIES: *Philosophy, Sociology, Language, Literature*

www.eslemployment.com/
www.h-net.org/jobs/
www.jobbank.asanet.org
www.omniglot.com/links/careers.htm
humanities.academickeys.com/seeker_job.php
www.languagejobsusa.com

NURSING/ SPEECH PATHOLOGY/ HEALTHCARE:

www.accessnurses.com
www.nurse.com
www.nursejobshop.com
www.nursingjobshelp.com
www.nursing-jobs.us
www.nytravelnurses.com
www.healthcareercenter.org

PSYCHOLOGY / NON-PROFIT:

www.abainternational.org/jobs/jobsindex.asp
www.apa.org/careers/index.aspx
www.idealists.org
www.opportunityknocks.org/
www.psychology.org/links/career/
www.socialpsychology.org/career.htm

THE SCIENCES:

www.ecoemploy.com
www.hirebio.com/?source=indeed
www.postdocjobs.com
www.sciencejobs.com
www.researchgate.net
www.sustainlane.com/green-jobs

SOCIAL WORK / SOCIAL SERVICES:

www.socialworkers.org (NASW)
www.socialservice.com
www.socialwork.com
www.socialworkjobbank.com
www.hscareers.com

SPORTS/ATHLETICS:

www.careerathletes.com
www.exercisejobs.com
www.fitnessjobs.com
www.jobsinsports.com
www.teamworkonline.com

TECHNOLOGY:

www.computerjobs.com
www.cybercoders.com
www.dice.com
www.my-it-career.com
www.rileyguide.com/comp.html
www.tinytechjobs.com
www.tech-centric.net/ecommerce-jobs.aspx

Industry-Specific Job Search part 2

SUMMER Positions:

www.coolworks.com
www.snagajob.com
www.summerjobs.com
www.teens4hire.org (ages 14-19 only)

BUSINESS:

General and Administrative sites:

www.businessweek.com/careers
www.careers-in-business.com
www.ceoexpress.com
www.jobsinlogistics.com
www.theladders.com
www.quintcareers.com/business_jobs.html
www.receptionistjobshelp.com
www.sustainablebusiness.com/jobs

Accounting:

www.accounting.com
www.accountancyagejobs.com
www.careers-in-accounting.com
www.ihireaccounting.com
www.taxtalent.com

Economics:

www.aeaweb.org/joe/index.php
www.economicsjobs.com
www.economist.com/classifieds
www.inomics.com/jobs

Management:

www.learn4good.com/jobs
www.managercrossing.com
www.managerialjobs.org/

Temp positions:

www.abcemploymentagencyoflongisland.com
www.roberthalf.com
www.tempositions.com/site/home.aspx

BUSINESS, continued:

Finance / Banking:

www.bankjobs.com
www.bloomberg.com/about/careers
www.brokerhunter.com
www.efinancialcareers.com
www.finbox.com
www.wallstjobs.com
<http://jobmarket.nytimes.com/jobs>
<http://finance-jobs.theladders.com>
<http://stockbroker.jobs.com>

Human Resources:

www.humanresourcesjobs.com
www.jobs4hr.com
www.nationjob.com/hr/jobs
www.hrvillage.com
<http://jobs.shrm.org/home>
<http://hr-jobs.theladders.com>

Marketing / Market Research / Sales / PR / Advertising / Operations:

www.advertisingcrossing.com
www.icrunchdata.com
www.marketingjobs.com
www.marketresearchworld.net
www.marketingpower.com
www.marketinghire.com
www.marketproinc.com
www.quirks.com/ (market research)
www.the-dma.org/jobbank
www.tts-media.com
<http://career.marketingsherpa.com>
<http://sales-jobs.theladders.com>

HIGHER EDUCATION Resources



Chronicle of Higher Education
<http://chronicle.com/jobs>

National Association of Colleges and
Employers (NACE)
www.naceweb.org

Test Prep Practice (Grad school exams)
www.testpreppractice.net

National Academic Advising Association
www.nacada.ksu.edu
(click "Position Announcements" for job postings)

Higher Ed Jobs
www.higheredjobs.com

Student Affairs Jobs
jobs.studentaffairs.com

Academic Employment Network
www.academploy.com

Academic360
www.academic360.com

Top Higher Education Jobs
www.tedjob.com

Long Island College Student Personnel Assn.
www.licspa.net/pages/jobs.html

Note: Most universities and colleges have a Human Resources page on their website which advertises current job openings. A typical university website appears as follows: www.name.of.college.or.university.edu. If this does not lead you to the right place, go to www.google.com or www.ask.com to do a search.

REGION-SPECIFIC JOB SEARCH RESOURCES



www.nysed.gov
K-12 education jobs in New York State

www.esbooces.org
www.nassauboces.org/page/502
www.nassauboces.org/page/514
www.pnwbooces.org

Education positions in Nassau, Suffolk, Putnam and
Westchester counties, New York (BOCES)

www.WestchesterCountyJobs.com
Target the local Westchester, NY job market

www.urbanemploy.com
Career-enhancing internship and job opportunities in
metropolitan regions

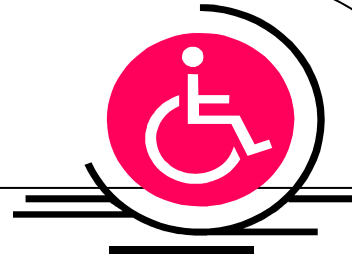
www.nassaujobs.com
Employment trends by industry, job searches,
Nassau County occupational outlook information

www.suffolkjobs.com
Career development, job searches, skills assessment,
interest inventory, trends in employment

www.nycareerzone.org
Find out who's getting hired where: jobs with the most
expected openings in NY State

www.intljobs.org Gain work experience abroad

Internet Resources for *PEOPLE WITH DISABILITIES*



www.nbdc.com/index.aspx

National Business and Disability Council: Resource for people with disabilities to conduct a job search and post resumes; news and events

www.hirediversity.com/default.asp

Online resource supporting diversity recruitment and career development for people with disabilities and other minority groups

www.ada.gov American with Disabilities Act (ADA) home page

www.jobaccess.org

Resource for people with disabilities to conduct a job search and post a resume; information about the American with Disabilities Act (ADA)

www.askjan.org Guidance on workplace accommodations and the ADA

www.socialsecurity.gov/work

Social Security Administration's web site for people with disabilities who want to work

www.abilitylinks.org Job training, job readiness, fastest-growing occupations

www.wrightchoice.org

Career and professional development geared to under-represented talent; internship programs

www.emerging-leaders.com Leadership development opportunities

www.miusa.org/publications/books/pic

Mobility International: International careers for people with disabilities

www.abilitiesonline.org/index.aspx

Empowering people with disabilities to be active, independent and productive through education, training, leadership and example and to influence attitudes, policies and legislation.

www.acces.nysed.gov/vr/

Adult Career and Continuing Education Services-Vocational Rehabilitation

www.diversityjobs.com Search for jobs in the USA with diversity-friendly employers.

KNOW YOUR NETWORK: Connect to those in your field by joining one or more of these online communities. Give your career and your job search the advantage of one-to-one connections through already established relationships—and develop new ones along the way.

www.linkedin.com

www.myspace.com

www.twitter.com

www.ning.com

www.ryze.com

www.facebook.com

www.digg.com

online-social-networking.com



www.bls.gov/ooh

At the above **Bureau of Labor Statistics** website, you may look up an occupational field in the [Occupational Outlook Handbook](#). Here, you can discover relevant organizations and associations to potentially network with people in those fields. [For example, if you seek information about the Human Resources field, type in ‘Human Resources’ in the search box. Once on the H.R. page, click “Sources of Additional Information”- in this case, you would find links to the Society for Human Resource Management (SHRM), the American Society for Training and Development (ASTD) and other relevant affiliations. Visit each website to find out when and where the organization meets and about what topics.]



DISCLAIMER

The Center for Career Development at Adelphi University acts only as an information service. The office does not endorse any individual employer and cautions you to ask appropriate questions to be sure that the position is right for you. The Career Center makes no recommendations or guarantees about the positions or employers listed through our office or about those who visit campus to meet students or alumni. Students and/or alumni are responsible for verifying the credentials and integrity of the employer. Adelphi's Center for Career Development is not responsible for safety, wages, working conditions or other aspects of off-campus employment. These web sites may contain links to other web sites not under control of the University or The Center for Career Development. The University and The Center for Career Development are not responsible for any error or omissions, or for the results obtained from the use of this information. Students or alumni who discover any misuse or abuse are encouraged to report the matter to The Center for Career Development as soon as possible.