The Internet as a Job Search Tool

JOBS SEARCH SERIES:

- Job Search Strategies
- Using PantherZone
- Jobs on Campus
- Internships
- Resumes and Cover Letters
- Networking
- The Internet as a Job Search Tool
- The Interview Process

INSIDE:

- Why Use the Internet?
- Industry-Specific Sites
- Research a Career
- Region-Specific Sites
- Resources for People with Disabilities

The Center for Career Development
Post Hall
(516) 877-3130
careercounselor@adelphi.edu
students.adelphi.edu/career
Using the Internet as a Job Search Tool

Advantages of using the Internet for your job search:

- To research a company before you apply or interview.
- You can summarize the main points of the organization’s “mission statement.”
- Every day, more employers use scanning software 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. Employers expect a serious candidate to have read through their site, to know the company ‘mission’ and to be prepared to discuss recent developments at the company during an interview. In many cases, you can find a company’s homepage by typing: 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.

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<th>Search Engines</th>
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Know Yourself Self-Assessment:

www.assessment.com/TakeMAPP
www.careercolleges.com/career-assessment-test.jsp
http://www.mpcfaculty.net/CL/climain.htm
http://myconnectingstyle.com/adelphi (for freshman FOrE classes)
www.psychometric-success.com
www.keirsey.com/sorter/register.aspx

You may also make an appointment 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.

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**Know Your Field:** Research job outlook, training/education needed, labor market information:

- www.careerinfonet.org - explore careers
- www.jobipedia.org - expert career advice
- www.online.onetcenter.org - O*Net

**SALARY INFORMATION:**
- www.payscale.com
- www.salary.com

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**Know Internships:**

- www.creativeinterns.com
- www.internjobs.com
- www.internships.com
- www.internships4you.com
- www.justjobs.com
- www.nyjobsource.com/nyinterns.html
- www.wrightchoice.org

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**Know a Company:** (or school)
Gain perspective on how the outside world views a company vs. what’s on the company website.

- www.ap.org (Associated Press)
- www.corporateinformation.com
- www.hoovers.com
- www.marketwatch.com
- www.moodys.com
- www.morningstar.com Financial data
- https://reportcards.nysed.gov/ (NYS Dept. of Education report cards)
- www.standardandpoors.com
- www.wetfeet.com

* Always check a company’s website when doing company research. Important! Since companies use their web page as a promotional tool, the site will only tell you what the company wants you to know.

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

- career-center.adelphi.edu/about-the-center/resources-and-services/pantherzone/ (PantherZone)
- www.aftercollege.com
- www.careerbuilder.com
- www.collegegrad.com
- www.flipdog.com
- www.indeed.com
- www.jobfinderadvisory.com
- www.monster.com
- www.onlinerrecruitersdirectory.com
- www.simplyhired.com
- www.studentfreelance.com
- www.truecareers.com
- www.vault.com
THE ARTS: Media, publishing, film, theater, art, music, public relations, graphic design, photography, TV production

www.actorsequity.org
www.designjobs.aiga.org (graphic design)
www.bookjobs.com (publishing)
www.us.music-jobs.com (music)
www.creativehotlist.com
www.entertainmentcareers.net
www.journalismjobs.com
www.mandy.com (film /TV production)
www.mediabistro.com
www.nyfa.org
www.playbill.com (theater)
www.thecreativeham.com (advertising)
http://womenartsmediacoalition.org/ (women in media)

EDUCATION:
www.earlychildhood.org/links
www.educationamerica.net
www.k12jobs.com
www.nassauboces.org/hr
www.nais.org
www.olasjobs.org (NY State)
schools.nyc.gov
www.teachers-teachers.com
www.TIEonline.com (overseas)
www.topschooljobs.org

GOVERNMENT/ POLITICS/ CRIMINAL JUSTICE/ LAW:
www.apsanet.org
www.criminaljusticeprofiles.org/job-search.html
www.idealista.org
www.lawjobs.com
www.publicservicecareers.org
www.usajobs.gov

HUMANITIES: Philosophy, Sociology, Language, Literature

www.epistemelinks.com
www.eslemployment.com
www.h-net.org/jobs (fellowships/professorships)
humanities.academicians.com
www.languagejobsusa.com
www.omniglot.com/links/careers.htm

NURSING / SPEECH PATHOLOGY / HEALTHCARE:
www.accesshealthcareservices.com
www.careprofiles.info/health-careers.html
www.nurse.com
www.nursingjobs.us
www.nursingjobshelp.com

PSYCHOLOGY / NON-PROFIT:
www.idealista.org
www.opportunityknocks.org
www.psychology.org/links/career
www.psychologyjobs.com
www.socialpsychology.org/career.htm

THE SCIENCES:
www.ecoemploy.com
www.hirebio.com/?source=indeed
jobs.newscientist.com
www.postdocjobs.com
www.researchgate.net
jobs.treehugger.com

SOCIAL WORK / SOCIAL SERVICES:
www.hscareers.com
www.socialworkers.org (NASW)
www.socialservice.com
www.socialwork.com
www.socialworkjobbank.com

SPORTS / ATHLETICS:
www.careerathletes.com
www.exercisejobs.com
www.fitnessjobs.com
www.humankinetics.com/careers
www.sportsrecruitment.com/jobseekers
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
BUSINESS:

General and Administrative sites:
www.careers-in-business.com
www.jobsinlogistics.com
http://jobmarket.nytimes.com/jobs
www.theladders.com
www.quintcareers.com/business_jobs.html
www.receptionistjobshelp.com
www.sustainablebusiness.com

Accounting:
www.accounting.com
www.accountancyagejobs.com
www.careers-in-accounting.com
www.cpajobfinder.com/jobs
www.goingconcern.com
www.ihireaccounting.com
www.nbn-jobs.com
www.taxtalent.com

Economics:
www.aeaweb.org/joe/listings.php
www.econ-jobs.com
jobs.economist.com
www.inomics.com/jobs

Management:
www.learn4good.com/jobs
www.managercrossing.com
operations-jobs.theladders.com

Finance / Banking:
www.bankjobs.com
jobs.bloomberg.com
www.brokerhunter.com
www.efinancialcareers.com
www.wallstjobs.com
finance-jobs.theladders.com
jobs.com/search?q=stock broker

BUSINESS, continued:

Human Resources:
www.humanresourcesjobs.com
www.hrjobs.org
www.nationjob.com/hr/jobs
www.hrville.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)
sales-jobs.theladders.com
www.tts-media.com

Business Career Advice:
www.businessweek.com/careers/index.htm
www.ceoexpress.com/default.asp

TEMP positions:
www.nystaffingagency.com
www.roberthalf.com
www.tempositions.com/site/home.aspx

SUMMER Positions:
www.coolworks.com
www.snagajob.com
www.summerjobs.com
www.teens4hire.org (ages 14-19 only)
Higher Education Resources

Chronicle of Higher Education  
http://chronicle.com/job_search/new  
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  
Higher Ed Jobs  
www.higheredjobs.com  
University Jobs  
www.universityjobs.com  

Academic Keys  
academickeys.com  
Student Affairs Jobs  
jobs.studentaffairs.com  
Academic Employment Network  
www.academploy.com  
Top Higher Education Jobs  
www.collegegrad.com  
Long Island College Student Personnel Assn.  
www.licspa.net/jobs

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. Alternately, do a Google search.

Region-Specific Resources

www.nysed.gov  
K-12 education jobs in New York State  
www.esboces.org  
www.nassauboces.org/page/502  
www.nassauboces.org/page/514  
www.pnwboces.org  
Education positions in Nassau, Suffolk, Putnam and Westchester counties, New York (BOCES)  
nassau.tweetmyjobs.com  
Nassau Works—the place for local jobs  
www.urbanemploy.com  
Internship and job opportunities in metropolitan regions  
www.bls.gov/regions/home.htm  
Regional U.S. employment data  
www.Nassaujobs.com  
Nassau County occupational outlook information  
www.Suffolkjobs.com  
Suffolk County occupational outlook information  
www.WestchesterCountyjobs.com  
Target the local Westchester, NY job market  
www.careerzone.ny.gov  
Anticipated openings in N.Y. State  
www.intljobs.org  
Gain work experience abroad  
www.goingglobal.com  
International employment
Internet Resources for
**PEOPLE WITH DISABILITIES**

www.viscardicenter.org/services/nbdc  National Business and Disability Council

www.hirediversity.com  Supporting diversity recruitment and career development

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

www.abilityjobs.com  Employers offering positions to people with a disability

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

www.socialsecurity.gov  Social Security Administration’s web site

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

www.viscardicenter.org/services/nbdc/emerging-leaders  Leadership opportunities

www.miusa.org/resources  Mobility International careers for people with disabilities

www.abilitiesonline.org  Focusing on education, leadership, policy and legislation

www.acces.nysed.gov/vr/  Adult Career and Continuing Education Services - Vocational Rehabilitation

www.diversityjobs.com  Diversity-friendly employers in the U.S.

www.eop.com  Equal Opportunity Publications

www.justonebreak.com  New York-based employment and internship resources

www.dol.gov/odep  Office of Disability Employment Policy, U.S. Dept. of Labor

*Note:* Some of the above websites may require that you create an account in order to access their services.
**Know Your Network:** Connect to those in your field or establish new connections by joining some of these online communities.

- www.linkedin.com
- www.googleplus.com
- www.twitter.com
- www.ning.com
- www.meetup.com
- www.biznik.com
- www.partnerup.com
- www.branchout.com
- www.tumblr.com
- www.pinterest.com

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*Occupational Outlook Handbook: www.bls.gov/ooh*

As a current student or recent grad, you may be able to attend a gathering of professionals. To potentially network with people in a field, use the *Occupational Outlook Handbook* (link above) to find out where these people meet to share ideas. [For example, if you are preparing for a career in Accounting, search ‘Accounting,’ then click “Contacts for More Info”- in this case, you would find links to AICPA (American Institute of Certified Public Accountants) and other affiliations. Visit each website to find out when and where the organization meets.]

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**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.