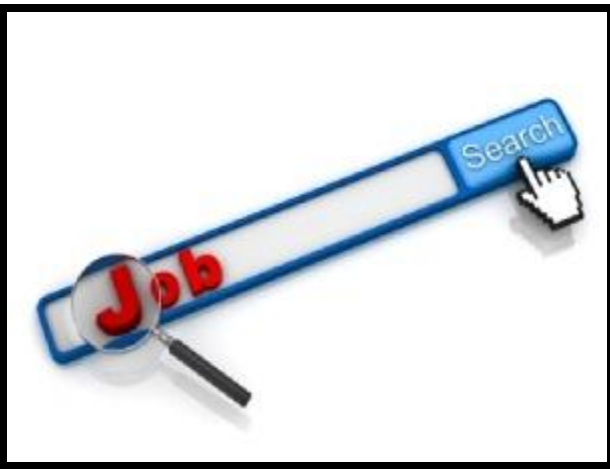


STEPS TO SUCCESS:

A Guide to Job Hunting

Edwardsville Public Library - 2015



GENERAL CAREER INFORMATION

CareerOneStop

<http://www.careeronestop.org/>

CareerOneStop, a website sponsored by the U.S. Department of Labor, offers a broad range of information for job seekers. Explore careers, find out about wages and employment trends across occupations and industries, as well as state employment profiles. Learn what education and skills are required for numerous occupations. Visit the Career Resource Library with links to other websites and print material for answers to career questions.

Illinois Dept of Employment Security

<http://www.ides.state.il.us/>

Sponsored by the Illinois Department of Employment Security: Find wages, job descriptions, employment outlook, and education/training requirements for over 500 careers in Illinois.

Website also provides a direct link to Illinois workforce services: job search, unemployment insurance, employment and training programs, career and labor market information, payroll tax filing, and more.

Illinois workNet

<http://www.illinoisworknet.com/>

This state of Illinois website offers very comprehensive assistance for individuals and businesses. Individuals can learn about careers, find information on education and skills, do a job search, and much more. There's information for laid off workers, veterans, and persons with disabilities.

Occupational Outlook Handbook

<http://www.bls.gov/ooh/>

This U.S. Department of Labor publication, revised every two years, offers information on hundreds of careers, including the nature of the job, qualifications, employment trends and earnings and much more.

U.S. News—Careers

<http://money.usnews.com/money/careers>

This site from *U.S. News & World Report* contains a variety of articles focusing on different aspects of career choices: rankings, "best jobs" each year, blogs, etc.

What Can I Do With a Major In??

<http://uncw.edu/career/WhatCanIDoWithaMajorIn.html>

This University of North Carolina site provides information to help explore and research careers based on college majors. There are links to job sites, internship possibilities, professional associations and more.

The Riley Guide; employment opportunities and job resources on the Internet

<http://www.rileyguide.com/>

The Web's premier gateway for job search, career exploration and school information since 1994.

JOB LISTINGS AND CLASSIFIEDS

America's Job Exchange

<http://www.americasjobexchange.com/>

Job seekers searching for middle-income jobs can search this online job board. AJE specializes in diversity recruiting; "a large percentage of the registered job seekers in the America's Job Exchange database are women, minorities, veterans, and candidates with disabilities." Users can post a resume, search for jobs by state, and find a variety of career resources.

CareerBuilder

<http://www.careerbuilder.com/>

CareerBuilder offers job listings from across the country, resume tools, and a job alert that you can register for to receive e-mails about job listings that might be of interest.

CareerJournal

<http://online.wsj.com/public/page/news-career-jobs.html>

This *Wall St. Journal* site offers job listings and articles with job hunting advice aimed primarily at those seeking professional and managerial positions.

CareerOneStop Job Search

<http://www.careeronestop.org/jobsearch/jobsearch.aspx>

Use this link to go directly to the job search area of CareerOneStop, a U.S. Department of Labor sponsored website. Users can get information on creating a job hunting plan, ways to apply for jobs, and salary tips. There are links to state job banks and a variety of other job search sites.

FlipDog

<http://www.flipdog.com/>

FlipDog is powered by Monster, the mega-job site. Part of FlipDog's appeal is the streamlined interface that makes searching easy.

Craig's List (St. Louis Metro Area)

<http://stlouis.craigslist.org/jjj/>

Visit this site to find job listings in the St. Louis and Metro-East area.

Indeed.com

<http://www.indeed.com/>

Indeed is a search engine for jobs that includes jobs posted on company websites, job boards, and newspaper classifieds. Users can set-up a free account to help track jobs as well as register for free job alerts. Information on salaries, job trends and discussion forums are available, too.

US.jobs (National Labor Exchange)

<http://us.jobs/>

Search jobs by keyword, occupation, company name, and other variables. There are links to job banks in all 50 states and the District of Columbia.

Monster.com

<http://www.monster.com/>

Monster.com is one of the largest online job sites offering thousands of job listings searchable by industry, job title, and location. Company profiles are available, as well as advice on resumes, interviewing, salary info, and relocating.

Simply Hired

<http://www.simplyhired.com/>

Users can search for jobs by keyword, location or category on this site which aspires to be the “largest online database of jobs on the planet.” Information on salaries, job trends, and discussion forums are all available, and users can set-up an account to receive e-mail job alerts.

USAJobs

<https://www.usajobs.gov/>

USAJobs is the official site for federal government employment opportunities.

RESUMES

JobStar Central

<http://jobstar.org/>

Look at this site for resume samples and tips. There’s information on electronic resume banks, cover letters, and help choosing the right resume style to suit your employment background.

Job Hunters Bible

<http://www.jobhuntersbible.com/>

Dick Bolles designed this site as a supplement to his popular book *What Color Is Your Parachute*. There’s an abundance of information to guide the user on job-hunting on the Internet. Bolles has also posted a variety of articles he has written to help you through your job search.

Monster Resume Center

<http://resume.monster.com/>

This site offers resume advice as well as examples of job specific resumes and cover letters.

eResumes

<http://www.eresumes.com/>

Job hunters can use the information on this site to help produce an electronic resume and cover letter. Much of the information is applicable to print resumes and letters, also.

The Resume Guide

<http://susanireland.com/>

Susan Ireland, author of several job searching books and a professional resume writer, offers resume advice and samples of resumes, cover letters and thank you letters in this very user friendly site.

HELPING UNEMPLOYED ADULTS REINVENT THEMSELVES:

TransformU

Thinking about starting your own business or going back to school? Librarians in Madison County have put together a web portal with important regional information you'll need:

www.transformuportal.org

SALARY AND COMPENSATION INFORMATION

JobStar Salary Surveys

<http://jobstar.org/tools/salary/index.php>

This site includes more than 300 salary surveys covering both general and profession specific surveys. There is also information on benefits, negotiation strategies, help for new graduates, and much more.

Salary.com

<http://www.salary.com/>

This site offers a salary wizard which allows you to choose a job category and a location. The wizard will create a salary report with information and a chart showing median, low and high base salary for hundreds of different jobs in specific locations. There's also a cost of living wizard as well as job search and education information. More detailed salary reports are available for a fee.

RESEARCHING COMPANIES

Hoover's Online

<http://www.hoovers.com/free-trial/start-your-free-trial-today-100006955.html>

Although Hoover's is a subscription-based site, they provide some free information on companies and industries in the United States and Europe. *The library owns the Hoover's Handbook in print. They are located in the reference section at R338.7 HOO.*

Vault.com

<http://www.vault.com/wps/portal/usa/companies>

Job seekers will find "insider" information on more than 3,000 companies and 70 industries at this site. There are also company specific message boards, job postings, career outlooks, and more. Users may register to become a member (for a fee), and this entitles you to additional information and services.

WetFeet.com

<http://www.wetfeet.com/>

Job hunters can check out this web site for information on a variety of careers and companies. Advice on a number of job search topics is also available free of charge. Users can purchase access to Wet Feet's *Insider Guides* and more detailed information.

TRY THESE [LIBRARY DATABASES](#) * FOR HELP WITH YOUR JOB SEARCH:

AtoZ Databases

Try the "Find a Job" section of this great database which allows you to view the business profile from each job posting so you can research the business before applying.

Test and Education Center

Access practice tests, ebooks containing valuable study materials, and information for over 4,000 accredited schools. Great resource for students and adults looking for career tools.

You must be an Edwardsville Library card holder to access these two databases remotely (with your name and library card barcode) – or – anyone can access the databases in our library building. Our **reference librarians are always happy to help. Questions? Call 618-692-7556.*

LIBRARY RESOURCES:

- **Books:** Resumes, cover letters, interviewing, networking and many other related topics. The general call number for these books is **650.14**.
- **Computer Labs** open to the public & **Free Wi-Fi**
- **Reference Librarians** on hand who are happy to help with job searching websites, database instruction, and more in-depth help by appointment (618-692-7556).