

Websites to Help You on Your Job Search



PLEASE NOTE: *These pages contain links to non-library sponsored remote services. The Tinley Park Public Library and its employees are not responsible for the content, reliability, or availability of these services.*

Online Guides for the Job Search Process

Job Help Blog: torontopubliclibrary.typepad.com/jobhelp

This blog, from the librarians at the Toronto Public Library, offers advice and resources in various categories of information, making it more like a guide. References are targeted to Canadians but much of the advice is universal and many of the online resources are accessible to, and useable by, anyone online.

JobHuntersBible.com: www.jobhuntersbible.com

This is a companion to What Color Is Your Parachute? book by Richard Bolles and incorporates his Net Guide (a list of job resources online) plus many of the self-assessment exercises from Parachute. There are frequent updates.

Quintessential Careers: www.quintcareers.com

Includes indexes of job-hunting resources, summaries of resume databases & job-search guides, links to job listings by industry and profession. A very thorough website, it may take a little while to get familiar with it.

The Riley Guide: www.rileyguide.com

Including much the same information as Quintessential Careers, the Riley Guide is somewhat easier to navigate; information tends to be on one or two pages (although there are many links to other pages).

Gateways, OR Job Information Clearinghouses on the Internet

CareerOneStop: www.careeronestop.org

Sponsored by the U.S. Department of Labor, this website is part of an interlinked network of job sites.

Job-Hunt: www.job-hunt.org

Includes tutorials and other information on job-hunting & using the internet effectively, job search resources, industry journals, organized by field, location, etc.

JobStar: www.jobstar.org

Started off as a website for California job-hunters, but is now relevant to the entire nation, except for actual job postings (California only). But there are links to help find work anywhere. Another section has guides for specific careers (e.g., transportation, retail, nursing, culinary arts, etc).

Supersites (e.g., Monster, Careerbuilder, Yahoo! HotJobs.etc.)

CareerBuilder: www.careerbuilder.com

Owned by newspaper chains, you get listing like the other supersites, but also ads from over 200 newspapers; the ads will also include real estate and car ads, however. Ads tend more towards blue collar and low-tech jobs. Search is by keyword, field, and location. Links, helpful articles, and other services tend to be rated average. Also, there are more pop-up ads here than in the other two supersites.

Monster.com: www.monster.com

Search by keyword, geographic area, and industry. Website includes Job Search Agent, which notifies you if a new posting matches the criteria you selected. Offers many additional services, including, but not limited to, resume building, networking, articles, etc.

Yahoo! HotJobs: www.hotjobs.yahoo.com

This website was purchased by Monster in 2010. Bringing up Hotjobs simply brings you to a homepage like this: [monster hotjobs](http://monster.hotjobs).

Universe.jobs: universe.jobs

In a sense, this could be the ultimate niche job search website because what's actually being used is the domain (like .com, .org) **.jobs**. So, if you type in **tinley.park.il.usa.jobs** you will get a listing of jobs in Tinley Park. If you type in **hertz.jobs**, you'll get a listing of jobs at various Hertz locations.

Typing in the main URL, you get a map of the world. Clicking on the U.S., you get a map of the states. Clicking on Illinois, you get a listing of jobs throughout the state. At the bottom of the page are other categories: Cities; Top Searches; Occupations. Each category lists about 10-12 items with a button for more.

Many companies are not yet using the .jobs domain, so it is not the only way to be searching. In fact there is quite a bit of controversy. Check out this article:

http://www.huffingtonpost.com/2011/01/22/universe-jobs-domain_n_812440.html

General Job Search Engines

CareerBliss: www.careerbliss.com

In addition to standard job searches, this website includes reviews of companies by the people who work(ed) there -- a zero to five rating scale and comments are included. Additionally, there are web pages that measure how happy you are where you are as well as how happy you might be elsewhere.

Careercast: www.careercast.com

Free posting of a resume (requires registration) is allowed on this website; also, it has a number of very good blogs with advice on a number of job hunting topics. The basic job search is by keyword or job title with an option to restrict searches to within a certain area. Advanced search permits more details.

Employmentwebsites.org: www.employmentwebsites.org

A service of the International Association of Employment Web Sites, this site offers access to other job sites listed by alphabet, industry (indicates country or countries covered), or location, i.e., by country or state. For example clicking on the Illinois link, brings up statewide (IllinoisCareers.com) and localized websites (BloomingtonHelpWanted.com)

FreshJobs: www.freshjobs.com

This website's hook is that job postings are no more than 7 days old. Searching can be done by location, skills, benefits, job type, or company. Resume creation is available, along with online application forms, and secure e-mail responses to your applications.

Hound: www.hound.com

This website probably has the fewest hits of any of the general job search engines, but it has a unique methodology: it only lists job listings from employer websites (many of which go unlisted on other search engines). There aren't many extras provided by the website itself (there's no resume help, for instance); those are outsourced via links to other websites.

Indeed: www.indeed.com

Browse by state and industry field. Look at the information presented about salary and job trends in many, but not all, fields. There are also forums about various fields of work and jobs available. Email alerts are available if a new job is posted in your field of interest.

Jobcentral: www.jobcentral.com

JobCentral National Labor Exchange is a service of Direct Employers Association (DE), a nonprofit consortium of leading U.S. corporations, in alliance with the National Association of State Workforce Agencies (NASWA). The list of contributing corporations is quite large and there are resources to help the job hunter with resumes, career advice, etc.

Jobfox: www.jobfox.com

This website asks you to fill out answers to a series of questions. Upon completion, you have an online profile, which is then matched against employers' profiles (they have gone through a similar process).

Job Search Shortcut: www.jobsearchshortcut.com

Applicants can apply directly to more than 20,000 company career centers in 41 metropolitan areas nationwide. Jobs show up alphabetically and by city within each metro area. Links take the applicant directly to the employer.

Jobs in Pods: www.jobsinpods.com

This website lists jobs in two ways: as written blog postings and as an audio podcast. The podcasts are over-the-phone interviews with actual employees & recruiters. In each 'Jobcast' you'll hear about their jobs and what it's like to work there. Additionally, the audio is syndicated on the career advice internet radio station, <http://www.JobRadio.FM>

Jobster: www.jobster.com

Indexes jobs from CareerBuilder, HotJobs, and some medium-sized job boards, plus a variety of regional and specialty boards. Jobster also accepts listings directly from employers. If you register and create a profile, you can include your main skills and some other data, plus you can upload video resumes and/or link to your personal website or MySpace page.

Linkup: www.linkup.com

The only way this website gathers job postings is by searching over 22,000 company websites (as of June 2011) and updating the postings every night. According to the website, this is the only search engine that uses this technique. Helpful add-ons include a Job Market Reports page and a listing of webinars and other online events.

My Career Space: www.mycareerspace.com

Although it's a fairly standard job search website, users stand to benefit from many other job hunting resources not often found in other websites, like relocation resources, insurance issues, legal information, resume help, listings of career expos, etc.

Realmatch: www.realmatch.com

The difference between this website and other job searching websites is that it does not charge employers a fee to post positions; it charges the employer if and when they see a potential match between the job posting and the job seeker. Job seekers are able to define themselves and include their needs and preferences. Employers do the same.

SimplyHired: www.simplyhired.com

You can do a simple search or browse listings by geographical area, job title, and field. In some cases you can view jobs by company; the website links directly to companies like Pepsi, Best Buy, etc. But, many of the listings come directly from CareerBuilder. SimplyHired also meshes with LinkedIn, a networking website; if a job pops up at a company, you can find out if your LinkedIn network includes anyone at that company. The website also powers a localized, niche job posting site: www.mychicagojobs.com (NOTE: *only a handful of jobs are posted, all no more than a week old*). Lastly, you can post your resume on their website.

Trovix: www.trovix.com

For professionals, Trovix uses human-like search and advanced technology to read your resume and compare it to job descriptions employers have provided. The focus is to match your key attributes (such as skills, work history, and education) to provide meaningful search results) to the needs of the company.

TweetMyJobs: www.tweetmyjobs.com

A jobseeker registers an account and posts his/her resume. The job hunter then selects the Job Channels (industries--30 categories as of May 2010--and/or the locations--over 110 worldwide). Employers check the website and if the company is interested, tweets are sent to the cell phone number provided. Both Twitter and Tweetmyjobs will post them on the person's account; also, daily emails are sent out for the Job Channels that have been selected.

Illinois Job Websites

Career Connector: www.careerconnector.com

Information about full-time jobs , part-time jobs , internships , co-ops , apprenticeships , & job shadowing in Chicagoland is included. Resumes can be posted to the website; at the end of April 2011, there were over 31,000 jobs posted. Some resources are available to help with job searching.

ChicagoJobs.com: www.chicagojobs.com

Coverage of job postings stretches from the Wisconsin state line west to McHenry County, south to Kankakee County, and east to Porter County. There are some help pages; a few require Adobe Acrobat Reader.

Chicagoland Jobs: www.chicagolandjobs.com

In addition to providing permanent, contract & part-time opportunities, resumes can be posted. Job search resources are available, for example, job seekers can network on the website's message board , plus professional resume writers and career coaches can be contacted. Also the website includes a number of niche websites, such as HealthCareJobsChicago.com, to name just one.

College Central.com www.collegecentral.com/ccjobnet

Run by a consortium of community colleges (including Moraine Valley, South Suburban, Prairie State, and Joliet Junior College, among others) in northern Illinois, this website lists local jobs that often don't make the national job boards. You have to register using a valid email address; you are sent a password, which you can change. Searching can be by occupation, location, job type (full time, part time, etc.) and/or keywords. It will show employment agency listings if you check the option.

Fetch Me a Job: www.fetchmeajob.com

This website casts a slightly wider net than the other Illinois websites: it searches Illinois, Indiana, Michigan, Ohio, and Wisconsin. Although it lists quite a few jobs, it has just added some services, such as resume posting, relocation tools, etc.

Illinois Job Network: www.illinoisjobnetwork.com

In addition to the regular features available at most job websites, this website has a number of links to other websites specializing in 6 categories: Job Seeker, Employee, Employer, Diversity, University, Teenage Employment, & College Employment.

Illinois Jobs: www.illinoisjobs.com

This website is fairly minimal, allowing job hunters to post a resume and employers to post openings, but as is evident from the name, casts a state-wide net.

Illinois Skills Match: www.illinoisskillsmatch.com

Part of the State of Illinois' Department of Employment Security (IDES), this website operates like the supersites Monster.com or HotJobs, etc., but obviously is narrowly focused on Illinois.

Jobs in Chicago: www.jobsinchicago.com

Another website with Chicago job; most of them appear on other Chicago or Illinois job websites; however, its advantage is that it charges employers less than most websites, meaning there will be some jobs here that aren't elsewhere.

Local Help Wanted: www.localhelpwanted.net

Although major metropolitan areas nationwide are listed, this website is included here because of its Chicago area listings. Job searchers can look for job listings narrowed down to major metropolitan areas in a particular state as usual, but, more impressively, once registered, seekers can post written resumes and upload an audio and/or video resume. Portfolio items showing past work can be included in the uploads as well.

State of Illinois - Employment: www.state.il.us/cms/1_employ/

As the title may indicate, this website offers listings of jobs by the State of Illinois.

SuburbanChicagoHelpWanted: <http://regionalhelpwanted.com/chicago-area-jobs>

The website also searches the city of Chicago. At the end of April 2011 the website had just over 8,500 jobs posted, of which about 4,600 were listed in the city. Searches are available by category, by community, by company, and by keyword. Resumes can be posted to the site.

Specialized (“Niche”) Job Search Engines

Beyond: www.beyond.com

The website claims it’s the “largest network of niche career communities.” It combines many organizations’ websites in one place. Job seekers can log in and post their resumes. There are some additional links for resume help and career trends, some of which have little or no content. There are **many** sponsored ads; they are interspersed with real postings.

Dice: www.dice.com

A website specifically for technology and engineering professionals, the homepage has areas for job searching by location, type of employment, particular skills, and keyword, plus a resume posting section and an area for career advice.

Disabilityworks: www.disabilityworks.org

The Chicagoland Chamber of Commerce and the State of Illinois co-sponsor this website, which has a database of service providers, who provide the job placement and career counseling services for people with disabilities. Links to each provider are included.

Government Jobs: www.govtjobs.com

Both state and local government jobs can be found. Help with federal resume writing, general resume and cover letter writing, and salary information is included, as well as information on careers in the federal government and resources for each state. No registration is needed.

LatPro: www.latpro.com

Hispanic and bilingual professionals can search job listings from pre-screened employers. The strength of this site is the many career resources it lists. Also, it allows the user to post multiple versions of resumes.

Nationalable Network: www.nationalable.org

Originally founded as an advocacy site for older workers in the Chicagoland area, it has expanded to a national job search site for all ages from entry level to mid-level professionals. Links for job seekers and employers are in tiny print at the bottom of the homepage, but there is a wealth of help once the links are opened, including an employment profile section, information on senior services, temporary employment opportunities, career development, etc.

Net-Temps: www.net-temps.com

Primarily for those seeking hourly employment, use this website for possible secondary income or for income between jobs. Temporary, temporary-to-permanent, and full-time hourly positions are posted on this job board, which searches through staffing agencies’ websites across the nation. After registering users can create a free Job Search Assistant, post up to 3 resumes and cover letters each, and access other career resources.

onTargetjobs: www.ontargetjobs.com

This website has niche job boards that provide online career services to the biotech, healthcare, hospitality, insurance, pharmaceutical and restaurant markets.

Retirement Jobs: www.retirementjobs.com

For people over 50, this website offers both a free and a premium registration option. Free registration allows for job searching by keyword and/or job category, location, type of job (part-time, full-time, contract work, etc.), and company name or type. Premium membership gets you one free critique of your resume by a human resources professional, assistance in finding age-friendly employers, online career workshops, etc.

Saludos: www.saludos.com

Bilingual (Spanish/English) professionals with a minimum of a B.A. degree are the target of this website. Registrants can post their resumes or search the employer database after free registration. A free career questionnaire is also provided to discover the way you work, your potential and your strengths, and so on.

Snagajob: www.snagajob.com

Primarily for those seeking hourly employment, use this website for possible secondary income or for income between jobs. Basic searching is available by zip code. Advanced searching can include a community and/or job title, industry, company name. Providing an email and zip code allows you to include a profile, apply for jobs, and adds a means for being contacted. Beware of lots of ads.

Top USA Jobs: www.topusajobs.com

Different job posting websites for specific industries or professions are gathered in this website, including apartment managers, healthcare, part-time/temporary, transportation, and retail, to name a few. Searches can be narrowed by category and/or location. Career resources listed should be avoided, however; any help offered is mostly fee-based. There are also lots of ads interspersed within the listings.

USAJOBS - Working for America: www.usajobs.opm.gov

This is the official job site of the U.S. federal government, set up by the Office of Personnel Management. After registering, you can create an account that can include up to 5 different resumes, save (and automate) job searching and job applications. Help navigating the website and the federal hiring process is available. Of course, there is a job search section, too.

People Searching Software

Email Search: www.internet101.org/searching/finding-email-addresses/

Lists websites that try to look up email addresses for people. By and large, these should be a last resort when trying to find someone; they're not very successful.

Get the Job: www.getthejob.com

For the most part a standard job searching website, there is one difference: the homepage has a link to a page called "Get Connected" that can connect you to people within a particular industry or profession. Searching can be done by occupation, location, or what they call a title; in actuality, it's a more detailed occupation search.

Intelius: www.intelius.com

Similar to ZabaSearch (see below), Intelius looks at "utility records, court records, county records, change-of-address records, property records, business records, and other public & publicly available information." Beyond some basic information, you have to pay to get more information.

In the Door: www.inthedor.com

Whereas most of the time Facebook is more of a hindrance than a help when job searching, this website uses Facebook to help you. It accesses information from your Facebook account only if you permit it. It can tell you where your Facebook friends work and have worked as well as show you job openings at those companies. It allows you to contact that Facebook friend for more information or for a connection to someone at the company to help you get your foot "in the door."

ZabaSearch: www.zabasearch.com

Free address and contact information (through USPS) is provided for names entered, if found. Almost all other information is fee-based; the more information you want, the more it will cost. All information comes from "public records."

ZoomInfo: www.zoominfo.com

Enter a name and, if found, you'll get a list of people and their business affiliations, sometimes going back years. Click on the name to get contact information. ZoomInfo partners with the job search engine Indeed.com.

Research/Checking on Businesses

If you don't know where to start when beginning your research, try [Researching Companies Online at www.learnwebskills.com/company](http://www.learnwebskills.com/company)

Bizjournals: www.bizjournals.com/search

This website gathers publications from the business press throughout America. Search the archive for any mention of the company, or industry, or person. Registration is required, but free.

Career InfoNet Employer Locator: www.acinet.org/acinet/employerlocator/

Part of the CareerOneStop website (see *Gateways*), typing in this web address, will take to the webpage where you can search by industry, occupation, location, or a simple keyword search. There are many listings.

Company and Military "Alumni" Networks:

www.job-hunt.org/employer_alumni_networking.shtml

Great for finding people who belonged to a company or a military outfit. If you are/were in the armed forces, finding someone who was in the same unit can give you a good way to start networking outside of your family and friends.

Entry-Level Employers Search: www.collegegrad.com/findjobs/

These employers are looking only for entry-level employees. There is a lot of advice for the entry level/recent graduate job seeker. At the beginning of June 2011 there were 6,000+ active links to US universities and college.

Rutgers University Library-Biographical Resources:

<http://libguides.rutgers.edu/biographies>

This website includes a number of internet resources, including industry associations, membership directories, magazine articles, industry biographies, industry "Halls of Fame," encyclopedias of industry & business leaders, etc.

Securities and Exchange Commission: www.sec.gov & www.sec.gov/edgar

All public corporations, foreign and domestic, that do business in the U.S. are required to file lots of forms and papers with the SEC. The EDGAR section is huge and requires some time to use it best, but it's got an incredible amount of information on any public corporation. Check out the tutorial and overview at www.sec.gov/investor/pubs/edgarguide.htm

Spoke: www.spoke.com

Spoke profiles both companies and some of the people within them. Very useful for finding people to contact at a particular company. Its operating model is close to LinkedIn's.

ThomasNet: www.thomasnet.com/home.html

The website allows you to find basic company data, like contact information, number of employees, parent company (if any), etc. There is almost always a link to the company listed. Of course, the content of each website is dependent on the company itself.

U.S. Chambers of Commerce Directory:

<http://www.uschamber.com/chambers/directory/default.htm>

A chamber of commerce often has good information on the local business climate, contact information for local businesses, local professional associations, and information on living conditions in the area.

U.S. Colleges & Universities: www.utexas.edu/world/univ/

This website provides a list of links to alumni associations of many colleges and universities, almost all of which have alumni association links on their homepage. A fellow alum is another good way to start networking outside of family and friends.

Vault: www.vault.com/companies/searchcompanies.jsp

Finding information and managing a career are the priorities of this website. A unique feature of Vault is that it ranks employers, both from its own information and from the postings (anonymous in most cases) of registered users. Message boards are also available, and industry blogs are provided.

Virtual Chase: www.virtualchase.com/topics/company_information_index.shtml

Lots of links to resources for researching companies in various industries. If you need some ideas on how to mine company information, browse through this list.

WEDDLE's Professional Associations: www.weddles.com/associations/business.htm

This website is good at finding people in a particular industry trying to promote their industry and, thus, likely to want to help you in becoming a part of that field of work.

Yahoo! Company Directories: dir.yahoo.com/Business_and_Economy/Directories/Companies
Companies are organized by industry; the directory gives you the website of the company, most of which have some sort of a people directory—some with many names, some with only a few.

Online Communities

Company of Friends: www.fastcompany.com/Company-of-Friends

The first online business community (founded 1997), this website allows members (registration is free) to blog, join or start a group, ask or answer other members questions, create a profile and make connections with others. Browse groups by topic (e.g., Leadership, Management, Work/Life, etc.) or by region.

Jigsaw: www.jigsaw.com

Free membership (registration is required) allows the user to access company information at about 24 million business-to-business contacts and over 1½ million members (according to the website), including names of hiring managers and other potential contacts. By helping to maintain (or update) the website you can earn points, allowing access to additional records. Searching can be done by name, geographical location, or by industry type.

Ryze: www.ryze.com

With a free membership, individuals can set up a home page, send messages to other members and join special networks related to a specific industry, or a location, or an interest.

Industry Associations

Career Guide to Industries: www.bls.gov/oco/cg/home.htm

The website is part of the US government's Bureau of Labor Statistics. It provides information on available careers by industry -- from working conditions, training & advancement, earnings & benefits -- and includes lists of organizations that can provide additional information.

Thomas Global Register: Industry & Professional Organizations:

www.thomasglobal.com/main/industrylinks.asp?bhcp=1

Go to this page to find links to both trade and professional organizations

Home-Based Jobs

There are many, many websites purporting to help,
but are, fact, scam sites.

The following appear to be legitimate as of the production of this document.
PROCEED WITH CAUTION!

Work at Home Careers: www.workathomejobs.org

Telecommute News: www.telecommutenew.com

Blogs & Articles about the Job Search Process

Ask A Manager: askamanager.blogspot.com

Created by Alison Green, a hiring manager, this is a blog full of practical answers that give an insight into how many employers look at prospective employees' resumes and cover letters. Write in with your own questions or just read her answers to previous questions (yours may already be there). Check her categories, though some are labeled a little quirkily.

Ask the Headhunter: www.asktheheadhunter.com

The man behind this website, Nick Corcodilos, is a headhunter and management consultant. His aim is to get you to assess your job skills accurately, then find job opportunities that match those skills, and then do pinpoint marketing of yourself to each company.

Career Sherpa: www.careersherpa.net

Hanna Morgan writes this blog aimed at people who are serious about their job search. Her objective is to provide the tools for and the motivation to the job seeker so that he or she can do the “heavy lifting” required to get a job as quickly as possible.

Careercollective: www.careercollective.net

Dating back to October 2009, this blog is a joint effort of a number of professional resume writers and expert career advisers who meet monthly online to blog about one particular topic relating to job searching, resume writing, interviewing, etc.

Careerjournal: www.careerjournal.com

The strength of this website (maintained by the Wall Street Journal) is in the wide range of articles on the job hunting process, from cover letter writing to interviewing and salary negotiation. Basic and advanced job searching is available, but the results tend to be from WSJ and affiliated publications. Registration (free) is advised.

The Job Lounge: www.joblounge.blogspot.com

...a blog for job seekers and career changers from Susan Ireland, a professional job search coach and resume writer. She posts something helpful almost every weekday, and will try to answer questions that you submit.

Here We Are. Now What?: learningvoyager.blogspot.com

This blog by Terry Seamon offers advice on careers, work, dealing with issues in (and out of) the office, job search and career change, and other life/work topics. Among the many postings here are several dedicated to the job search which he has gathered together under the great title of Galvanize into Action.

The Hidden Job Market: jobstar.org/hidden/index.php

The best jobs are never advertised; find out why and get some ideas on how to proceed with four articles from jobstar.org, especially “Step-by-Step Plan for Finding the Jobs that are Never Advertised.”

Over 50 and Job Hunting?: www.job-hunt.org/onlinejobsearchguide/article_jobsearch_over_50.shtml

Susan Joyce’s articles focus on networking as your best way to find a new opportunity, but also offers suggestions for sourcing jobs.

Undercoverrecruiter: www.uncercoverrecruiter.com

This blog is aimed at jobseekers, career advancers and anyone in the career industry. Although it covers the standard items like resume & cover letter writing, interviewing skills, and the like, there seems to be an emphasis on LinkedIn and other social media.