



Websites to Help You on Your Job Search

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Online Guides for the Job Search Process

Job-Hunting Online Website: job-huntingonline.webs.com

This page offers most of the links and downloads that are mentioned in [What Color Is Your Parachute?](#)

Quintessential Careers: www.quintcareers.com

Includes indexes of job-hunting resources, summaries of resume databases & job-search guides, plus links to job listings by industry and profession if you click on the **Job Seeker** button under the banner. A very thorough websites, 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 and Careerbuilder)

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. AOL has partnered with Careerbuilder for a more localized version; you can find it at jobs.aol.com.

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.

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. There is a JobsRated.com section featuring rankings of the nation's best

and worst jobs, as well as a video of the day and a blog of the day representing recruitment videos and bloggers from across the Internet.

Employment911.com: www.employment911.com

The claim (as of March 2015) is that there are over 100 major job boards and millions of postings to look at. Additionally, the website offers help with resumes, plus the capability of posting them for employers to look at.

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)

Indeed: www.indeed.com

Many of the smaller job boards use this website's database to supplement their own postings, which are usually more local. 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.

SimplyHired: www.simplyhired.com

Similar to Indeed.com, on this website 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 Facebook; if a job pops up at a company, you can find out if someone in your network includes anyone at that company. Lastly, you can post your resume on their website.

TweetMyJobs: www.tweetmyjobs.com

A jobseeker registers an account and posts his/her resume. The job hunter then selects the Job Channels (over 10,000 as of August 2012--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, Tweetmyjobs, and Facebook will post them on the person's account; also, daily emails are sent out for the Job Channels that have been selected.

us.jobs: www.us.jobs

The Direct Employers Association is a consortium of major 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.

Illinois Job Websites

ChicagoJobs.com: www.chicagojobs.com

Coverage of job postings covers Chicagoland's 11 county area starting at the Wisconsin state line and Lake Michigan 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

This website prides itself on having refocused its objective to being loyal to the city and local businesses. In addition to non-specific jobs in the Chicago metropolitan area, there are niche sites for job postings in the areas of accounting, auditing, healthcare, software, and taxes. Additionally, there are listings for recruitment firms both local and national.

College Central.com: (*see below*)

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. First login to [http://www.collegecentral.com/\[name of school without spaces\]](http://www.collegecentral.com/[name of school without spaces]). 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 websites in this section: it searches Illinois, Indiana, Michigan, Ohio, and Wisconsin. Interestingly, besides listings for full-time and part-time jobs, there are two separate search sections for warehouse jobs and for hourly jobs.

Illinois JobLink: www.illinoisjoblink.illinois.gov/

This website is very closely connected to the state of Illinois' unemployment agency, the Illinois Department of Employment Security (IDES). Therefore, the emphasis on job postings and job searching advice is for those who are out of work who are looking for work.

Illinois Job Network: www.illinoisjobnetwork.com

In addition to the regular features available at most job websites, this website has a live online radio channel: LocalJobNetwork. It attempts to reach both employers and job searchers.

Jobs in Chicago: www.jobsinchicago.com

Only jobs that are located within 100 miles of Chicago are listed. Many of them appear on other Chicago or Illinois job websites; however, the site's advantage is that it charges employers less than most websites, meaning there will be some jobs here that aren't elsewhere else.

State of Illinois - Employment: work.illinois.gov

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

Specialized (“Niche”) Job Search Engines

ABILITYJobs: www.abilityjobs.com

A division of Ability Magazine, the website allows you to post resumes and cover letters, plus receive job alerts tailored to your specifications. Resumes can be either uploaded or built from scratch using the website's template. Cover letters can be added as well. Job searches are by keyword only, although you can use some keywords (like “Illinois”) as filters.

Beyond: www.beyond.com

Two features that have been added to the basic job search website format make this a potentially useful website, *especially for professionals*. Once registered, users have access to creating a portfolio, which looks and acts somewhat like a LinkedIn profile, although it's limited to Beyond.com users. Along with the portfolio, you also have access to various communities, where professionals in different work areas (e.g., the arts, banking, construction, etc.) can discuss all manner of issues within that particular field.

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.

DisabledPerson.com: www.disabledperson.com

This California public charity will send out both email and text alerts once you have posted your resume. The website claims there are about 40,000 active job postings at any given time. It's also claimed that all jobs posted on the website are received directly from either the employer or the employer's representative. An advanced search capability is provided, along with a few resources for job seekers.

Diversityworking.com: www.diversityworking.com

Not only are many different groups represented (African-Americans, Asians, physically disabled, gay/lesbian, Hispanic, mature, Native American, women, etc.), the website also allows the searcher to filter by job category. It's also possible to post a resume; free registration is required. **Note:** The site claims to be the largest diversity job board online.

FedsHireVets: www.fedshirevets.gov

Operated by the U.S Office of Personnel Management, the website's directive is to try and place qualified veterans in positions within the federal government. Many federal agencies participate, including the Departments of Defense, Labor, Veterans Affairs, Homeland Security. Not just veterans, but also veterans' families, transitioning service members and their families are able to use the site to look for work.

Flex Jobs: www.flexjobs.com

Jobs that offer telecommuting opportunities, part-time or flextime schedules, or freelance contracts are the focus of this website. This is one of the few reputable companies offering this type of work, but their good reputation requires that you pay a membership fee—monthly or yearly. However, Flexjobs does do extensive research into the reliability of the jobs being offered; you will have to decide if it's worth the price.

Getting Hired: www.gettinghired.com

Focused on getting disabled persons hired, the website offers more than job listings; included are a section on careers (whether it be upgrading yourself or finding a new career), a self-assessment quiz, job recommendations based on the results of the self-assessment quiz, and free videos practicing for interviews.

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. [*You should definitely think about checking with the actual government agency first.*]

Guru Employer: www.guru.com

The website specializes in freelance job postings for those specializing in technology and creative arts, but has a business section as well. The ability for a freelancer to create a portfolio is one of this website's strengths. Employers can search for specialists as well.

iFreelance: www.ifreelance.com

People seeking to do a freelance job can check here to see if their specialty is wanted. People seeking freelancers can both post their projects and check here for a specialist as well. All kinds of specialties are included—creative, technological, office work, and many more. There are no fees to be paid to the website by either side; employer/employee communications about the job, the pay, *etc* can be conducted on site or off.

IMDiversity: imdiversity.com

African Americans, Asian Americans and Pacific Islanders, Latino/Hispanic Americans, Native Americans and women are the target audience. The homepage shows some featured jobs and has a search box, but has links to separate pages for both functions, plus links to employers committed to diversity hiring. In addition, the homepage has job categories but no link to a separate page. Although the website promotes something called Diversity Villages (materials relevant to a specific minority), you are referred to the Diversity Employers link.

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.

Retirement Jobs: www.retirementjobs.com

For people over 50, this website has a free and a premium registration option. Job searching by keyword and/or job category, location, type of job (part-time, full-time, contract work, *etc.*), and company name or type is free. Premium membership gives access to seminars and special content, and enables job seekers to easily identify job openings from employers that have been certified or pre-certified as age friendly.

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.

Senior Job Bank: www.seniorjobbank.org

The website's stated plan is that it should be a meeting place for those 50 and over looking for work and employers seeking willing workers over 50. There is little else beyond employers posting jobs and keyword searching for job seekers. The Careers & Education tab might be useful for those considering a change in occupation, industry, or location.

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.

USAJOBS - Working for America: www.usajobs.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. There are specific sections for Individuals with Disabilities, Veterans, Students and Recent Graduates, and Senior Executives. Help navigating the website and the federal hiring process is available. Of course, there is a job search section, too.

Vetjobs.com: www.vetjobs.com

Available to both veterans and transitioning military personnel and their family members, the website purports to offer job openings for all levels and types of jobs. Job searching (by type, keyword, and location) and resume posting are the biggest sections of the site but there is also a section with links to various organizations within each service branch, plus sections on employments assistance and resources for veterans, and more.

Workforce50: www.workforce50.com/

Aimed at those over 50 looking for jobs, the website offers job listings, resources (such as topical book reviews), resume tips, and columnists.

Home-Based Jobs

There are many, many websites purporting to help, but most are, fact, **S C A M** 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.telecommutenews.com

See also Flexjobs in the Niche Job Search Engines section.

Internships & Volunteer Opportunities

Idealist: www.idealists.org

While there are a number of jobs posted on this website, the emphasis appears to be on internships (some of which are paying jobs) and volunteering both domestic and international. There are a number of ways to search: type of organization, keyword, educational level.

Internships: www.internships.com

Geared towards students, over 108,000 internships (as of April 2015) in all 50 states are listed. The database is searchable by keyword and location. At the top of the listings, there are some paragraphs (2 or 3) about working conditions in the location you've searched.

People Searching Websites

Intelius: www.intelius.com

Intelius seems to be the search engine of choice; if you use another website to look up a person, you will most often see something like "Powered by Intelius." The website 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 – the more you pay, the more information you will supposedly get.

ZoomInfo: www.zoominfo.com

Enter a name and, if found, you’ll get a list of people and their business (and occasional social) affiliations, sometimes going back years. Click on the name to get contact information. The only free option is searching 10 possible contacts per month; anything more will cost you on a sliding scale, depending on the number of possible contacts you wish to research. ZoomInfo partners with the job search engine Indeed.com. (Indeed is annotated in the [General Job Search Engines](#) section)

Research/Checking on Companies & Businesses

To get you started, the following URL will bring you to a guide from Rutgers University that can direct you to many print and online resources for conducting research on public, private, and foreign companies: <http://libguides.rutgers.edu/companies>

Below are some websites that emphasize a particular sector of the job market.

PLEASE BE AWARE THAT NO ONE WEBSITE IS GOING TO HAVE INFORMATION ON EVERY COMPANY IN AN INDUSTRY, NO MATTER HOW MUCH THEY BOAST!

Bizjournals: www.bizjournals.com/search

This website gathers publications from the business press throughout America. Search 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; this is one section of a gateway mentioned earlier. 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.

Glassdoor.com: www.glassdoor.com

A database of anonymously posted information about salaries, interviews, and jobs. Searches can be done by region, position, or even by a specific company. There is a “Review” section, where people can post the pros and cons of the company, as well as “advice to senior management.”

ReferenceUSA

This database is available to Tinley Park Public Library cardholders by going to the library’s website and using the Rapid Research link. Basic information provided usually includes location, contact information, names of board members. Additional information can be found by expanding categories such as neighboring businesses and competitors and many more.

Securities and Exchange Commission: www.sec.gov

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. Use the EDGAR (Electronic Data Gathering And Retrieval) database. It is huge and requires some time to use it best, so we recommend the SEC tutorial at www.sec.gov/investor/pubs/edgarguide.htm

U.S. Chambers of Commerce Directory: <http://www.uschamber.com/chamber/directory/>

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.

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.justia.com/research-resources/business-research/

You can't do any searching on this site; however it does provide numerous links to other databases that can be searched. Links are separated into the following categories: Company Information—Officers & Executives, General Company Information, Industry Research and Resources, Public Company Filings, and Business News

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

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.

Online Communities

Many career coaches advocate having more than one social media presence, but you have to consider whether it's worth your time to maintain more than one of the following networks:

Facebook: www.facebook.com

Facebook can be a valuable job searching tool if you make it look more like LinkedIn, i.e., a businesslike profile, only a few career-related photos, and make sure content is relevant to your job search or your career. However, there is another option:

BeKnown: www.beknown.monster.com

Monster.com launched BeKnown, in conjunction with Facebook, as an app, which enables users to set up a professional network within their already created networks on Facebook. The potential audience is about 450 million of Facebook's 700 million users. This allows you to manage your professional and social identities separately, yet all in one place.

To build your network you invite friends on Facebook or other accounts like Twitter, Gmail and LinkedIn. You can import work history details from Facebook, LinkedIn, and Monster.com, connect with contacts from these sites, Twitter and their email, and browse jobs posted by first and second degree connections with all these contacts.

If you are worried about people from work getting too close a glimpse into your personal life, you can add them to see only your BeKnown profile, and unfriend them on Facebook.

Google Plus

It focuses in on content, interest groups and sophisticated multimedia interactivity, and, of course. A perceived drawback is that there aren't as many "friends," but it's been argued that because of the strong emphasis on interest groups it's far better at connecting you with other people that have similar interests. The fact that Google Plus is a part of the Google group gives users (especially businesses) the potential for multiple interactions with users across multiple Google applications (think, for example, of YouTube and Gmail, to name just two).

LinkedIn: www.linkedin.com

Specifically for the business community, the goal of the site is to allow registered members to establish and document networks of people they know and trust professionally. A LinkedIn member's profile page, which emphasizes employment history and education, has professional network news feeds and a limited number of customizable modules. Basic membership for LinkedIn is free. Network members are called "connections." Unlike other free social networking sites like Facebook or Twitter, LinkedIn requires connections to have a pre-existing relationship.

With basic membership, a member can only establish connections with someone he has worked with, knows professionally (online or offline) or has gone to school with. Connections up to three degrees away (see six degrees of separation) are seen as part of the member's network, but the member is not allowed to contact them through LinkedIn without an introduction. Premium subscriptions can be purchased to provide members with better access to contacts in the LinkedIn database.

Employment Information by Industry or Occupation

Occupational Employment within Industries: www.bls.gov/emp/ep_table_109.htm

The federal Bureau of Labor Statistics uses this website to give out information on current and projected occupational employment within industries.

Industry Employment for Occupations: www.bls.gov/emp/ep_table_108.htm

The federal Bureau of Labor Statistics uses this website to give out information about current and projected industry employment for occupations.

Blogs & Articles about the Job Search Process

This is a very small sampling of blogs and articles. Googling [job search blogs](#) will bring up thousands of hits.

Ask A Manager: askamanager.org

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. Check her categories, though some are labeled a little quirkily.

Career Management, Career Change, Executive Development:

online.wsj.com/public/page/news-career-management-jobs.html

The strength of this section of the Wall Street Journal's website is in the wide range of articles on the job hunting process, from cover letter writing to interviewing and salary negotiation.

Career Nook: www.careernook.com

Articles emphasize all phases of those transitioning from one career to another. Within that emphasis is a large subset of articles on interviewing.

Careers at Alltop: careers.alltop.com

This aggregator of topical RSS feeds puts a multitude (as of April 2015 there were 200+ different blogs listed) of well-known career bloggers right in front of you. All levels (from graduating students to retirees) and all topics of job searching are covered. The name of the blog and 5 recent titles are shown; clicking on blog title brings you the most current offering. After that you can search through each blog if it interests you.

Over 50 and Job Hunting?:

www.job-hunt.org/onlinejobsearchguide/article_jobsearch_over_50.shtml

Another section of the *job-hunt.org* gateway, Susan Joyce's articles focus on networking as your best way to find a new opportunity, but also offers suggestions for sourcing jobs. Be sure to check the links in the sidebar on the right under the Sponsors box.

Susan Ireland's 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 almost every weekday, and will try to answer selected submitted questions.

Undercoverrecruiter: www.theundercoverrecruiter.com

This blog is aimed at jobseekers, career advancers and career changers. 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.