

# Using the Internet

## In your Job Hunt

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And Cooperative Education**

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# Program topics

- ✓ Steps in any job hunt
- ✓ Why you should use the Internet
- ✓ How to take advantage of the Net
- ✓ Why you shouldn't use the Internet

# Steps in any Job Hunt

## Self assessment (internal research)

- Where do I fit?
- Do I know what I want?
- Whose dreams are these?

## Work-world assessment (external research)

1. Networking
  - People you know
  - People you don't know
2. Researching the job, the industry and potential employers
3. Locating advertised openings
4. Preparing a resume



# Why do an Internet Job Hunt

- Available 24/7
- Easy research
- Find local positions
- Shows up-to-the minute tech skills
- Lets you *meet* people on-line you would never meet otherwise
- See job openings before non-web users.
- Ease of finding self assessment info
- Send resume to the world...no postage



# Self Assessment



Learn more about yourself at ...

- Our *Who Am I* site
- The Riley Guide: <http://rileyguide.com/assess.html>

# Learn about the world of work - Networking

- ✓ Find on-line discussion groups, also known as listservs or mail groups to
  - ✓ stay “up to the minute” in your profession
  - ✓ learn about positions that don’t get advertised
  - ✓ perhaps find a mentor.
  
- ✓ Visit these links to find groups in your industry:
  - ✓ <http://www.lsoft.com/lists/listref.html>
  - ✓ <http://rileyguide.com/support.html#netweb>
  - ✓ <http://www.edwebproject.org/lists.html>

E-Mail is available free at Yahoo and Hotmail.

# Research/ *A broad overview of your Industry*



1. First use “teaching” resources.
  - ✓ Try *The Riley Guide* at <http://www.rileyguide.com> to learn how to use the Internet for your job hunt.
  - ✓ Also try Richard Bolles *Jobhunter’s Bible* at <http://www.jobhuntersbible.com>
2. Use a search engine like [www.ask.com](http://www.ask.com) for more category headings.
3. For a broad overview of an industry, use *America’s Job Bank* at <http://www.careeronestop.org/LMI/LMIPgTwo.asp>

# Research/ *Getting Specific*



1. Zero in on sites specific to your industry:

✓ *Quintessential Careers* is a fine resource.

Go to [http://www.quintcareers.com/researching\\_companies\\_guide.html](http://www.quintcareers.com/researching_companies_guide.html)

✓ Also visit *The Riley Guide*:

Go to <http://www.rileyguide.com/jobs.html>

✓ Visit **professional association** sites such as that at the University of Waterloo:

<http://ereference.uwaterloo.ca/display.cfm?categoryID=9&catHeading=Associations%20/%20Societies>

2. Use **local newspaper sites** like

<http://www.metrojersey.com/newspapers.htm>

# Research/ More *Getting Specific*

3. Use **search agents** like that at Career Builder which will mail you jobs according to your specifications:

<http://www.CareerBuilder.com/JobSeeker/Index.htm>

4. Research **specific profit and non - profit organizations**:

<http://www.learnwebskills.com/company/index.html>

5. Go to the web sites of **companies** that interest you:

<http://www.wachovia.com>

## More useful sites:

✓ *Boolean Searching on the Internet* explains how to use engines well:

<http://www.internettutorials.net/boolean.asp>

# When to NOT use the Internet...

- The sun is out.
- It's Saturday and you haven't seen your kids.
- You haven't spoken to a living person outside your family for more than 24 hours.
- You haven't left the house for more than 48 hours.
- You haven't worn the new suit you bought.
- When going on-line is becoming an excuse for not doing other things.

# Remember that

## a good job hunt ...

- takes about 40 hours a week
- involves every resource you can think of and the Internet is only one resource! Try not to spend more than 30% of your time on Net related job hunting, unless, of course, you want a job on the Net!