



## GRADUATE PROGRAMS

OSU Center for Health Sciences

# Online Job Searching

## Online Job Search

The Internet is an excellent resource; however, using the Internet in your job search is not necessarily easy. It crosses a variety of services and information resources. No single list, network, or resource will contain everything you need for a fully effective on-line job search.

**MANY PEOPLE START THEIR INTERNET SEARCH IN THE SAME PLACE AND THEY OFTEN SPEND SO MUCH TIME IN THOSE LOCATIONS THAT THEY NEVER GET ANYWHERE ELSE.**

Every time you connect to a site, start someplace new. Utilize a select list of general resources, to find more specific resources, and keep moving. Things change on the Internet, but not so rapidly that you will miss something important if you check there only twice a week.

**REMEMBER, MOVE GENERAL TO SPECIFIC, BUT ALWAYS REMEMBER TO MOVE!**

1. Visit the large information databases first. These include virtual libraries and large recruiting sites like America's Job Bank. Look for links to information in your chosen field or industry. Repeat this search every few days, like Monday and Thursday.
2. Move on to the smaller, more exclusive resources and services, including on-line resource guides and sites dedicated to your field or industry. You want to find links to employers or collect information in your field that can give you leads or networking contacts. Repeat this search every few days, say Tuesday and Friday.
3. Use the search engines to locate new and hidden resources specific to your occupation and field. If have a company you are interested in, search on the company name, any variations or nicknames it is known by, and names of its major products. Repeat this search every few days, maybe Wednesday and Saturday.

### **Job Listings 101: Where to Start**

The sites listed below contain links to hundreds of Internet employment resources. Use these to quickly find sites to search for jobs.

- The Riley Guide, <http://www.rileyguide.com>
- JobStar, <http://jobstar.org> (It says "California," but it's great for all users)
- JobHuntersBible: The Net Guide (<http://www.jobhuntersbible.com/>) by Richard Bolles
- Job Hunt, <http://www.job-hunt.org>
- JobTrak, <http://college.monstertrak.com/index.html>
- Experience.com

### ***Job Listings 102: Electronic Classifieds***

Electronic classifieds feature hundreds of job announcements in numerous fields and occupations. We've even included the online versions of your newspaper classifieds in this category. Most of these sites and sources feature keyword searching, allowing you to scan each database in a few minutes instead of a few hours. More resources are available at <http://www.rileyguide.com/multiple.html>.

- America's Job Bank, <http://www.jobbankinfo.org>
- CareerPath, <http://www.careerpath.com> (a nice collection of newspaper classifieds)
- NationJob, <http://www.nationjob.com>
- Monster.com

### ***Job Listings 103: Targeted Keywords***

Using targeted keywords helps to narrow your job search options and serves as a way to search within a particular industry, occupation, geographic location, or group of people.

Never search by your degree title. Job listings rarely post required degrees in their listings. For example if you have an MS in Health Care Administration, searching Health Care Administration in a search engine will bring back an overwhelming amount of options. Instead use keywords specific to an area you want to work in. Ex: Search for office manager, administrator, healthcare administrator, office administrator, nursing home administrator, medical office assistant, operations manager, etc.

### ***Job Listings 104: Employer Websites***

The activity of using the Internet to research and target employers can also help you identify lists of employers in any given industry, filter the list to just those in your preferred geographical area, and make contact. Our lists of Business Directories and Telephone Directories will also be useful here. Your local public library or job service office can also help you with identifying local employers.

- Yahoo, <http://www.yahoo.com> (virtual library)
- Hoover's Online, <http://www.hoovers.com> (business directory)
- Excite, <http://www.excite.com> (search engine)

### ***One Last Thing***

The Internet cannot be the only resource you use or your job search! You must continue to utilize all contacts, information resources, and services available to you for the most effective and efficient search for employment. Attend informational meetings, pick up the telephone and call people, and use the reference books in the OSU Library.

Limit your time online to one-quarter (25%) of the total time you can dedicate to your job search, unless you are a technology specialist who is working in any area related to computer networks or programming. In that case, move it up to one-half (50%) of your time. Make sure your skills and qualifications are current so you will be able to be competitive.

Utilize LinkedIn! This is a great resource for both networking and job searching.