

# JOB SEARCH SERIES



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# The Internet as a Job Search Tool

## JOB SEARCH SERIES:

- Job Search Strategies
- Using *PantherZone*
- Jobs on Campus
- Internships
- Resumes and Cover Letters
- Networking
- The Internet as a Job Search Tool
- The Interview Process

*The Center for  
Career Development*

Post Hall  
(516) 877-3130  
[careercounselor@adelphi.edu](mailto:careercounselor@adelphi.edu)  
[students.adelphi.edu/career](http://students.adelphi.edu/career)

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**AU** ADELPHI  
UNIVERSITY  
GARDEN CITY ■ HAUPPAUGE  
MANHATTAN ■ POUGHKEEPSIE

# Using the Internet as a Job Search Tool

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## Advantages of using the Internet for your job search:

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- To research a company before you apply or interview.
- You can summarize the main points of the organization’s “mission statement.”
- Every day, more employers use scanning software to screen candidates and preview resumes.
- Internet research is another skill you can add to your resume, making you more marketable.

## How to research a company:

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**Many recruiters say that candidates do not know enough about their company or position.** Employers expect a serious candidate to have read through their site, to know the company ‘mission’ and to be prepared to discuss recent developments at the company during an interview. In many cases, you can find a company's homepage by typing: [http://www.\(thecompanyname\).com](http://www.(thecompanyname).com). For additional resources, look under “**Know a Company (or school)**” in this document.

**Search Engines:** tools which scan the web for key words or phrases.

Yahoo <a href="http://www.yahoo.com">www.yahoo.com</a>	Ask <a href="http://www.ask.com">www.ask.com</a>
Bing <a href="http://www.bing.com">www.bing.com</a>	Google <a href="http://www.google.com">www.google.com</a>

## **Know Yourself** Self-Assessment:

[www.assessment.com/TakeMAPP](http://www.assessment.com/TakeMAPP)

[www.careercolleges.com/career-assessment-test.jsp](http://www.careercolleges.com/career-assessment-test.jsp)

<http://www.mpcfakulty.net/CL/climain.htm>

<http://myconnectingstyle.com/adelphi> (for freshman FOrE classes)

[www.psychometric-success.com](http://www.psychometric-success.com)

[www.keirsey.com/sorter/register.aspx](http://www.keirsey.com/sorter/register.aspx)



You may also make an appointment at the *Center for Career Development* to take a career assessment and discuss your individualized results: (516) 877-3130.

# Understand the Job Market

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**\*\* DISCLAIMER \*\***

This list is not exhaustive. Since we have no control over the information in these web sites, we are not endorsing their content. At time of posting, all links were active. These sites seem to include information that may be beneficial to you during your job hunt.

**Know Your Field:** Research job outlook, training/education needed, labor market information:

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[www.bls.gov/ooh](http://www.bls.gov/ooh) - The Occupational Outlook Handbook (U.S. Dept. of Labor)

[www.careerinfonet.org](http://www.careerinfonet.org) - explore careers

[www.jobipedia.org](http://www.jobipedia.org) - expert career advice

[www.online.onetcenter.org](http://www.online.onetcenter.org) - O\*Net

SALARY INFORMATION:

[www.payscale.com](http://www.payscale.com)

[www.salary.com](http://www.salary.com)

**Know Internships:**

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[www.creativeinterns.com](http://www.creativeinterns.com)

[www.internjobs.com](http://www.internjobs.com)

[www.internships.com](http://www.internships.com)

[www.internships4you.com](http://www.internships4you.com)

[www.justjobs.com](http://www.justjobs.com)

[www.nyjobsources.com/nyinterns.html](http://www.nyjobsources.com/nyinterns.html)

[www.wrightchoice.org](http://www.wrightchoice.org)

**Know a Company:** (or school)

Gain perspective on how the outside world views a company vs. what's on the company website.

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[www.ap.org](http://www.ap.org) (Associated Press)

[www.corporateinformation.com](http://www.corporateinformation.com)

[www.hoovers.com](http://www.hoovers.com)

[www.loc.gov/rr/business/company/directories.html](http://www.loc.gov/rr/business/company/directories.html) (Library of Congress)

[www.marketwatch.com](http://www.marketwatch.com)

[www.moodys.com](http://www.moodys.com)

[www.morningstar.com](http://www.morningstar.com) Financial data

<https://reportcards.nysed.gov/>  
(NYS Dept. of Education report cards)

[www.standardandpoors.com](http://www.standardandpoors.com)

[www.wetfeet.com](http://www.wetfeet.com)

\* **Always** check a company's website when doing company research. *Important!* Since companies use their web page as a **promotional tool**, the site will only tell you what the company wants you to know.

**Know Jobs:** Search job postings and/or post your resume. Gain valuable advice.

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[career-center.adelphi.edu/about-the-center/resources-and-services/pantherzone/](http://career-center.adelphi.edu/about-the-center/resources-and-services/pantherzone/)

(PantherZone)

[www.aftercollege.com](http://www.aftercollege.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.collegegrad.com](http://www.collegegrad.com)

[www.flipdog.com](http://www.flipdog.com)

[www.indeed.com](http://www.indeed.com)

[www.jobfinderadvisory.com](http://www.jobfinderadvisory.com)

[www.monster.com](http://www.monster.com)

[www.onlinerecruitersdirectory.com](http://www.onlinerecruitersdirectory.com)

[www.simplyhired.com](http://www.simplyhired.com)

[www.studentfreelance.com](http://www.studentfreelance.com)

[www.truecareers.com](http://www.truecareers.com)

[www.vault.com](http://www.vault.com)

# Industry-Specific sites—part 1

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**THE ARTS:** *Media, publishing, film, theater, art, music, public relations, graphic design, photography, TV production*

[www.actorsequity.org](http://www.actorsequity.org)  
[www.designjobs.aiga.org](http://www.designjobs.aiga.org) (graphic design)  
[www.bookjobs.com](http://www.bookjobs.com) (publishing)  
[www.us.music-jobs.com](http://www.us.music-jobs.com) (music)  
[www.creativehotlist.com](http://www.creativehotlist.com)  
[www.entertainmentcareers.net](http://www.entertainmentcareers.net)  
[www.journalismjobs.com](http://www.journalismjobs.com)  
[www.mandy.com](http://www.mandy.com) (film /TV production)  
[www.mediabistro.com](http://www.mediabistro.com)  
[www.nyfa.org](http://www.nyfa.org)  
[www.playbill.com](http://www.playbill.com) (theater)  
[www.thecreativeham.com](http://www.thecreativeham.com) (advertising)  
<http://womenartsmediacoalition.org/>  
(women in media)

## EDUCATION:

[www.earlychildhood.org/links](http://www.earlychildhood.org/links)  
[www.educationamerica.net](http://www.educationamerica.net)  
[www.k12jobs.com](http://www.k12jobs.com)  
[www.nassauboces.org/hr](http://www.nassauboces.org/hr)  
[www.nais.org](http://www.nais.org)  
[www.olasjobs.org](http://www.olasjobs.org) (NY State)  
[schools.nyc.gov](http://schools.nyc.gov)  
[www.teachers-teachers.com](http://www.teachers-teachers.com)  
[www.TIEonline.com](http://www.TIEonline.com) (overseas)  
[www.topschooljobs.org](http://www.topschooljobs.org)

## GOVERNMENT/POLITICS/ CRIMINAL JUSTICE/ LAW:

[www.apsanet.org](http://www.apsanet.org)  
[www.criminaljusticeprofiles.org/job-search.html](http://www.criminaljusticeprofiles.org/job-search.html)  
[www.idealists.org](http://www.idealists.org)  
[www.lawjobs.com](http://www.lawjobs.com)  
[www.publicservicecareers.org](http://www.publicservicecareers.org)  
[www.usajobs.gov](http://www.usajobs.gov)

## HUMANITIES:

*Philosophy, Sociology, Language, Literature*

[www.epistemelinks.com](http://www.epistemelinks.com)  
[www.eslemployment.com](http://www.eslemployment.com)  
[www.h-net.org/jobs](http://www.h-net.org/jobs) (fellowships/professorships)  
[humanities.academickeys.com](http://humanities.academickeys.com)  
[www.languagejobsusa.com](http://www.languagejobsusa.com)  
[www.omniglot.com/links/careers.htm](http://www.omniglot.com/links/careers.htm)

## NURSING / SPEECH PATHOLOGY / HEALTHCARE:

[www.accesshealthcareservices.com](http://www.accesshealthcareservices.com)  
[www.careerprofiles.info/health-careers.html](http://www.careerprofiles.info/health-careers.html)  
[www.nurse.com](http://www.nurse.com)  
[www.nursingjobs.us](http://www.nursingjobs.us)  
[www.nursingjobshelp.com](http://www.nursingjobshelp.com)

## PSYCHOLOGY / NON-PROFIT:

[www.apa.org/careers/index.aspx](http://www.apa.org/careers/index.aspx)  
[www.idealists.org](http://www.idealists.org)  
[www.opportunityknocks.org](http://www.opportunityknocks.org)  
[www.psychology.org/links/career](http://www.psychology.org/links/career)  
[www.psychologyjobs.com](http://www.psychologyjobs.com)  
[www.socialpsychology.org/career.htm](http://www.socialpsychology.org/career.htm)

## THE SCIENCES:

[www.ecoemploy.com](http://www.ecoemploy.com)  
[www.hirebio.com/?source=indeed](http://www.hirebio.com/?source=indeed)  
[jobs.newscientist.com](http://jobs.newscientist.com)  
[www.postdocjobs.com](http://www.postdocjobs.com)  
[www.researchgate.net](http://www.researchgate.net)  
[jobs.treehugger.com](http://jobs.treehugger.com)

## SOCIAL WORK / SOCIAL SERVICES:

[www.hscareers.com](http://www.hscareers.com)  
[www.socialworkers.org](http://www.socialworkers.org) (NASW)  
[www.socialservice.com](http://www.socialservice.com)  
[www.socialwork.com](http://www.socialwork.com)  
[www.socialworkjobbank.com](http://www.socialworkjobbank.com)

## SPORTS / ATHLETICS:

[www.careerathletes.com](http://www.careerathletes.com)  
[www.exercisejobs.com](http://www.exercisejobs.com)  
[www.fitnessjobs.com](http://www.fitnessjobs.com)  
[www.humankinetics.com/careers](http://www.humankinetics.com/careers)  
[www.sportsrecruitment.com/jobseekers](http://www.sportsrecruitment.com/jobseekers)  
[www.teamworkonline.com](http://www.teamworkonline.com)

## TECHNOLOGY:

[www.computerjobs.com](http://www.computerjobs.com)  
[www.cybercoders.com](http://www.cybercoders.com)  
[www.dice.com](http://www.dice.com)  
[www.my-it-career.com](http://www.my-it-career.com)  
[www.rileyguide.com/comp.html](http://www.rileyguide.com/comp.html)  
[www.tinytechjobs.com](http://www.tinytechjobs.com)

## Industry-Specific sites—part 2

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### **BUSINESS:**

#### **General and Administrative sites:**

[www.careers-in-business.com](http://www.careers-in-business.com)  
[www.jobsinlogistics.com](http://www.jobsinlogistics.com)  
<http://jobmarket.nytimes.com/jobs>  
[www.theladders.com](http://www.theladders.com)  
[www.quintcareers.com/business\\_jobs.html](http://www.quintcareers.com/business_jobs.html)  
[www.receptionistjobshelp.com](http://www.receptionistjobshelp.com)  
[www.sustainablebusiness.com](http://www.sustainablebusiness.com)

#### **Accounting:**

[www.accounting.com](http://www.accounting.com)  
[www.accountancyagejobs.com](http://www.accountancyagejobs.com)  
[www.careers-in-accounting.com](http://www.careers-in-accounting.com)  
[www.cpajobfinder.com/jobs](http://www.cpajobfinder.com/jobs)  
[www.goingconcern.com](http://www.goingconcern.com)  
[www.ihireaccounting.com](http://www.ihireaccounting.com)  
[www.nbn-jobs.com](http://www.nbn-jobs.com)  
[www.taxtalent.com](http://www.taxtalent.com)

#### **Economics:**

[www.aeaweb.org/joe/listings.php](http://www.aeaweb.org/joe/listings.php)  
[www.econ-jobs.com](http://www.econ-jobs.com)  
[jobs.economist.com](http://jobs.economist.com)  
[www.inomics.com/jobs](http://www.inomics.com/jobs)

#### **Management:**

[www.learn4good.com/jobs](http://www.learn4good.com/jobs)  
[www.managercrossing.com](http://www.managercrossing.com)  
[operations-jobs.theladders.com](http://operations-jobs.theladders.com)

#### **Finance / Banking:**

[www.bankjobs.com](http://www.bankjobs.com)  
[jobs.bloomberg.com](http://jobs.bloomberg.com)  
[www.brokerhunter.com](http://www.brokerhunter.com)  
[www.efinancialcareers.com](http://www.efinancialcareers.com)  
[www.wallstjobs.com](http://www.wallstjobs.com)  
[finance-jobs.theladders.com](http://finance-jobs.theladders.com)  
[jobs.com/search?q=stock\\_broker](http://jobs.com/search?q=stock_broker)

### **BUSINESS, continued:**

#### **Human Resources:**

[www.humanresourcesjobs.com](http://www.humanresourcesjobs.com)  
[www.hrjobs.org](http://www.hrjobs.org)  
[www.nationjob.com/hr/jobs](http://www.nationjob.com/hr/jobs)  
[www.hrvillage.com](http://www.hrvillage.com)  
<http://jobs.shrm.org/home>  
<http://hr-jobs.theladders.com>

#### **Marketing / Market Research / Sales / PR / Advertising / Operations:**

[www.advertisingcrossing.com](http://www.advertisingcrossing.com)  
[www.icrunchdata.com](http://www.icrunchdata.com)  
[www.marketingjobs.com](http://www.marketingjobs.com)  
[www.marketresearchworld.net](http://www.marketresearchworld.net)  
[www.marketingpower.com](http://www.marketingpower.com)  
[www.marketinghire.com](http://www.marketinghire.com)  
[www.marketproinc.com](http://www.marketproinc.com)  
[www.quirks.com/](http://www.quirks.com/) (market research)  
[sales-jobs.theladders.com](http://sales-jobs.theladders.com)  
[www.tts-media.com](http://www.tts-media.com)

#### **Business Career Advice:**

[www.businessweek.com/careers/index.htm](http://www.businessweek.com/careers/index.htm)  
[www.ceoexpress.com/default.asp](http://www.ceoexpress.com/default.asp)

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### **TEMP positions:**

[www.nystaffingagency.com](http://www.nystaffingagency.com)  
[www.roberthalf.com](http://www.roberthalf.com)  
[www.tempositions.com/site/home.aspx](http://www.tempositions.com/site/home.aspx)

### **SUMMER Positions:**

[www.coolworks.com](http://www.coolworks.com)  
[www.snagajob.com](http://www.snagajob.com)  
[www.summerjobs.com](http://www.summerjobs.com)  
[www.teens4hire.org](http://www.teens4hire.org) (ages 14-19 only)

## HIGHER EDUCATION RESOURCES



Chronicle of Higher Education

[http://chronicle.com/job\\_search/new](http://chronicle.com/job_search/new)

National Association of Colleges and Employers (NACE)

[www.naceweb.org](http://www.naceweb.org)

Test Prep Practice (Grad school exams)

[www.testpreppractice.net](http://www.testpreppractice.net)

National Academic Advising Association

[www.nacada.ksu.edu](http://www.nacada.ksu.edu)

Higher Ed Jobs

[www.higheredjobs.com](http://www.higheredjobs.com)

University Jobs

[www.universityjobs.com](http://www.universityjobs.com)

Academic Keys

[academickeys.com](http://academickeys.com)

Student Affairs Jobs

[jobs.studentaffairs.com](http://jobs.studentaffairs.com)

Academic Employment Network

[www.academemploy.com](http://www.academemploy.com)

Top Higher Education Jobs

[www.collegegrad.com](http://www.collegegrad.com)

Long Island College Student Personnel Assn.

[www.licspa.net/jobs](http://www.licspa.net/jobs)

*Note:* Most universities and colleges have a Human Resources page on their website which advertises current job openings. A typical university website appears as follows: [www.name\\_of\\_college\\_or\\_university.edu](http://www.name_of_college_or_university.edu). Alternately, do a Google search.

## REGION-SPECIFIC RESOURCES



[www.nysed.gov](http://www.nysed.gov)

K-12 education jobs in New York State

[www.esboces.org](http://www.esboces.org)

[www.nassauboces.org/page/502](http://www.nassauboces.org/page/502)

[www.nassauboces.org/page/514](http://www.nassauboces.org/page/514)

[www.pnwboces.org](http://www.pnwboces.org)

Education positions in Nassau, Suffolk, Putnam and Westchester counties, New York (BOCES)

[nassau.tweetmyjobs.com](http://nassau.tweetmyjobs.com)

Nassau Works—the place for local jobs

[www.urbanemploy.com](http://www.urbanemploy.com)

Internship and job opportunities in metropolitan regions

[www.bls.gov/regions/home.htm](http://www.bls.gov/regions/home.htm)

Regional U.S. employment data

[www.Nassaujobs.com](http://www.Nassaujobs.com)

Nassau County occupational outlook information

[www.Suffolkjobs.com](http://www.Suffolkjobs.com)

Suffolk County occupational outlook information

[www.WestchesterCountyjobs.com](http://www.WestchesterCountyjobs.com)

Target the local Westchester, NY job market

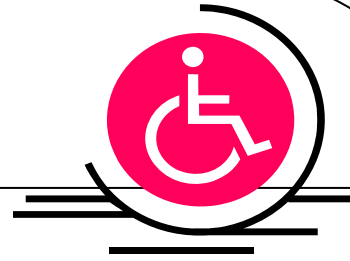
[www.careerzone.ny.gov](http://www.careerzone.ny.gov)

Anticipated openings in N.Y. State

[www.intljobs.org](http://www.intljobs.org) Gain work experience abroad

[www.goinglobal.com](http://www.goinglobal.com) International employment

## Internet Resources for *PEOPLE WITH DISABILITIES*



[www.viscardicenter.org/services/nbdc](http://www.viscardicenter.org/services/nbdc) *National Business and Disability Council*

[www.hirediversity.com](http://www.hirediversity.com) Supporting diversity recruitment and career development

[www.ada.gov](http://www.ada.gov) American with Disabilities Act (ADA) home page

[www.abilityjobs.com](http://www.abilityjobs.com) Employers offering positions to people with a disability

[www.askjan.org](http://www.askjan.org) Guidance on workplace accommodations and the ADA

[www.socialsecurity.gov](http://www.socialsecurity.gov) *Social Security Administration's* web site

[www.abilitylinks.org](http://www.abilitylinks.org) Job training, job readiness, fastest-growing occupations

[www.viscardicenter.org/services/nbdc/emerging-leaders](http://www.viscardicenter.org/services/nbdc/emerging-leaders) Leadership opportunities

[www.miusa.org/resources](http://www.miusa.org/resources) *Mobility International* careers for people with disabilities

[www.abilitiesonline.org](http://www.abilitiesonline.org) Focusing on education, leadership, policy and legislation

[www.acces.nysed.gov/vr/](http://www.acces.nysed.gov/vr/) Adult Career and Continuing Education Services -  
Vocational Rehabilitation

[www.diversityjobs.com](http://www.diversityjobs.com) Diversity-friendly employers in the U.S.

[www.eop.com](http://www.eop.com) Equal Opportunity Publications

[www.justonebreak.com](http://www.justonebreak.com) New York-based employment and internship resources

[www.dol.gov/odep](http://www.dol.gov/odep) Office of Disability Employment Policy, U.S. Dept. of Labor

*Note:* Some of the above websites may require that you create an account in order to access their services.

**KNOW YOUR NETWORK:** Connect to those in your field or establish new connections by joining some of these online communities.

[www.linkedin.com](http://www.linkedin.com)

[www.googleplus.com](http://www.googleplus.com)

[www.twitter.com](http://www.twitter.com)

[www.ning.com](http://www.ning.com)

[www.meetup.com](http://www.meetup.com)

[www.biznik.com](http://www.biznik.com)

[www.partnerup.com](http://www.partnerup.com)

[www.branchout.com](http://www.branchout.com)

[www.tumblr.com](http://www.tumblr.com)

[www.pinterest.com](http://www.pinterest.com)

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*Occupational Outlook Handbook: [www.bls.gov/ooh](http://www.bls.gov/ooh)*

As a current student or recent grad, you may be able to attend a gathering of professionals. To potentially network with people in a field, use the [Occupational Outlook Handbook](#) (link above) to find out where these people meet to share ideas. [For example, if you are preparing for a career in Accounting, search ‘Accounting,’ then click “Contacts for More Info”- in this case, you would find links to AICPA (American Institute of Certified Public Accountants) and other affiliations. Visit each website to find out when and where the organization meets.]

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**DISCLAIMER**

The Center for Career Development at Adelphi University acts only as an information service. The office does not endorse any individual employer and cautions you to ask appropriate questions to be sure that the position is right for you. The Career Center makes no recommendations or guarantees about the positions or employers listed through our office or about those who visit campus to meet students or alumni. Students and/or alumni are responsible for verifying the credentials and integrity of the employer. Adelphi's Center for Career Development is not responsible for safety, wages, working conditions or other aspects of off-campus employment. These web sites may contain links to other web sites not under control of the University or The Center for Career Development. The University and The Center for Career Development are not responsible for any error or omissions, or for the results obtained from the use of this information. Students or alumni who discover any misuse or abuse are encouraged to report the matter to The Center for Career Development as soon as possible.