The Internet
as a Job Search Tool

INSIDE:

Why Use the Internet?

Industry-Specific Sites

Research a Career

Region-Specific Sites

Resources for People with Disabilities

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
students.adelphi.edu/career
Using the Internet as a Job Search Tool

Advantages of using the Internet for your job search:

- 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:

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. 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.

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<tr>
<th>Yahoo</th>
<th>Ask</th>
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<tr>
<td><a href="http://www.yahoo.com">www.yahoo.com</a></td>
<td><a href="http://www.ask.com">www.ask.com</a></td>
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<td>Bing</td>
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<td><a href="http://www.google.com">www.google.com</a></td>
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Know Yourself  Self-Assessment:

www.assessment.com/TakeMAPP
www.careercolleges.com/career-assessment-test.jsp
http://www.mpfaculty.net/CL/clmain.htm
http://myconnectingstyle.com/adelphi  (for freshman FOrE classes)
www.psychometric-success.com
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

**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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<thead>
<tr>
<th>URL</th>
<th>Description</th>
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<tr>
<td><a href="http://www.careerinfonet.org">www.careerinfonet.org</a></td>
<td>- explore careers</td>
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<tr>
<td><a href="http://www.jobipedia.org">www.jobipedia.org</a></td>
<td>- expert career advice</td>
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<td><a href="http://www.online.onetcenter.org">www.online.onetcenter.org</a></td>
<td>- O*Net</td>
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**SALARY INFORMATION:**

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<tr>
<td><a href="http://www.payscale.com">www.payscale.com</a></td>
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<td><a href="http://www.salary.com">www.salary.com</a></td>
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## Know Internships:

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<td><a href="http://www.creativeinterns.com">www.creativeinterns.com</a></td>
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<td><a href="http://www.internships.com">www.internships.com</a></td>
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<td><a href="http://www.internships4you.com">www.internships4you.com</a></td>
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<td><a href="http://www.justjobs.com">www.justjobs.com</a></td>
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<td><a href="http://www.nyjobssource.com/nyinterns.html">www.nyjobssource.com/nyinterns.html</a></td>
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<td><a href="http://www.wrightchoice.org">www.wrightchoice.org</a></td>
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## 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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<td><a href="http://www.corporateinformation.com">www.corporateinformation.com</a></td>
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<td><a href="http://www.hoovers.com">www.hoovers.com</a></td>
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<td><a href="http://www.marketwatch.com">www.marketwatch.com</a></td>
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<td><a href="http://www.moodys.com">www.moodys.com</a></td>
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<td><a href="http://www.morningstar.com">www.morningstar.com</a></td>
<td>Financial data</td>
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<td><a href="https://reportcards.nysed.gov/">https://reportcards.nysed.gov/</a></td>
<td>(NYS Dept. of Education report cards)</td>
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<td><a href="http://www.standardandpoors.com">www.standardandpoors.com</a></td>
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<tr>
<td><a href="http://www.wetfeet.com">www.wetfeet.com</a></td>
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* 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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<td>career-center.adelphi.edu/about-the-center/resources-and-services/pantherzone/</td>
<td>(PantherZone)</td>
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<td><a href="http://www.aftercollege.com">www.aftercollege.com</a></td>
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<td><a href="http://www.careerbuilder.com">www.careerbuilder.com</a></td>
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<td><a href="http://www.jobfinderadvisory.com">www.jobfinderadvisory.com</a></td>
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<td><a href="http://www.monster.com">www.monster.com</a></td>
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<td><a href="http://www.onlinerecruitersdirectory.com">www.onlinerecruitersdirectory.com</a></td>
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<td><a href="http://www.simplyhired.com">www.simplyhired.com</a></td>
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<td><a href="http://www.studentfreelance.com">www.studentfreelance.com</a></td>
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<td><a href="http://www.truecareers.com">www.truecareers.com</a></td>
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<td><a href="http://www.vault.com">www.vault.com</a></td>
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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.entrepreneurcareers.net](http://www.entrepreneurcareers.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/](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.idealist.org](http://www.idealist.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.esemployment.com](http://www.esemployment.com)
- [www.h-net.org/jobs](http://www.h-net.org/jobs) (fellowships/professorships)
- [humanities.academicians.com](http://humanities.academicians.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.accesshealthcarejobs.com](http://www.accesshealthcarejobs.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.idealist.org](http://www.idealist.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.hs.careers.com](http://www.hs.careers.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

**BUSINESS:**

**General and Administrative sites:**
- www.careers-in-business.com
- www.jobsinlogistics.com
- www.theladders.com
- www.quintcareers.com/business_jobs.html
- www.receptionistjobshelp.com
- www.sustainablebusiness.com

**Accounting:**
- www.accounting.com
- www.accountancyagejobs.com
- www.careers-in-accounting.com
- www.cpajobfinder.com/jobs
- www.goingconcern.com
- www.ihireaccounting.com
- www.nbn-jobs.com
- www.taxtalent.com

**Economics:**
- www.aeaweb.org/joe/listings.php
- www.econ-jobs.com
- jobs.economist.com
- www.inomics.com/jobs

**Management:**
- www.learn4good.com/jobs
- www.managercrossing.com
- operations-jobs.theladders.com

**Finance / Banking:**
- www.bankjobs.com
- jobs.bloomberg.com
- www.brokerhunter.com
- www.efinancialcareers.com
- www.wallstjobs.com
- finance-jobs.theladders.com
- jobs.com/search?q=stock broker

**BUSINESS, continued:**

**Human Resources:**
- www.humanresourcesjobs.com
- www.hrjobs.org
- www.nationjob.com/hr/jobs
- www.hrville.com
- http://jobs.shrm.org/home
- http://hr-jobs.theladders.com

**Marketing / Market Research / Sales / PR / Advertising / Operations:**
- www.advertisingcrossing.com
- www.icrunchdata.com
- www.marketingjobs.com
- www.marketresearchworld.net
- www.marketingpower.com
- www.marketinghire.com
- www.marketproinc.com
- www.quirks.com/ (market research)
- sales-jobs.theladders.com
- www.tts-media.com

**Business Career Advice:**
- www.businessweek.com/careers/index.htm
- www.ceoexpress.com/default.asp

**TEMP positions:**
- www.nystaffingagency.com
- www.roberthalf.com
- www.tempositions.com/site/home.aspx

**SUMMER Positions:**
- www.coolworks.com
- www.snagajob.com
- www.summerjobs.com
- www.teens4hire.org (ages 14-19 only)
HIGHER EDUCATION RESOURCES

Chronicle of Higher Education
http://chronicle.com/job_search/new
National Association of Colleges and Employers (NACE)
www.naceweb.org
Test Prep Practice (Grad school exams)
www.testpreppractice.net
National Academic Advising Association
www.nacada.ksu.edu
Higher Ed Jobs
www.higheredjobs.com
University Jobs
www.universityjobs.com

Academic Keys
academickeys.com
Student Affairs Jobs
jobs.studentaffairs.com
Academic Employment Network
www.academemploy.com
Top Higher Education Jobs
www.collegegrad.com
Long Island College Student Personnel Assn.
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. Alternately, do a Google search.

REGION-SPECIFIC RESOURCES

www.nysed.gov
K-12 education jobs in New York State
www.esboces.org
www.nassauboces.org/page/502
www.nassauboces.org/page/514
www.pnwboces.org
Education positions in Nassau, Suffolk, Putnam and Westchester counties, New York (BOCES)
nassau.tweetmyjobs.com
Nassau Works—the place for local jobs
www.urbanemploy.com
Internship and job opportunities in metropolitan regions
www.bls.gov/regions/home.htm
Regional U.S. employment data

www.Nassaujobs.com
Nassau County occupational outlook information
www.Suffolkjobs.com
Suffolk County occupational outlook information
www.WestchesterCountyjobs.com
Target the local Westchester, NY job market
www.careerzone.ny.gov
Anticipated openings in N.Y. State
www.intjobs.org
Gain work experience abroad
www.goingglobal.com
International employment
Internet Resources for **PEOPLE WITH DISABILITIES**

www.viscardicenter.org/services/nbdc  *National Business and Disability Council*

www.hirediversity.com  Supporting diversity recruitment and career development

www.ada.gov  American with Disabilities Act (ADA) home page

www.abilityjobs.com  Employers offering positions to people with a disability

www.askjan.org  Guidance on workplace accommodations and the ADA

www.socialsecurity.gov  *Social Security Administration’s* web site

www.abilitylinks.org  Job training, job readiness, fastest-growing occupations

www.viscardicenter.org/services/nbdc/emerging-leaders  Leadership opportunities

www.miusa.org/resources  *Mobility International* careers for people with disabilities

www.abilitiesonline.org  Focusing on education, leadership, policy and legislation

www.acces.nysed.gov/vr/  Adult Career and Continuing Education Services - Vocational Rehabilitation

www.diversityjobs.com  Diversity-friendly employers in the U.S.

www.eop.com  Equal Opportunity Publications

www.justonebreak.com  New York-based employment and internship resources

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.

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<th><a href="http://www.linkedin.com">www.linkedin.com</a></th>
<th><a href="http://www.googleplus.com">www.googleplus.com</a></th>
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<td><a href="http://www.ning.com">www.ning.com</a></td>
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<td><a href="http://www.meetup.com">www.meetup.com</a></td>
<td><a href="http://www.biznik.com">www.biznik.com</a></td>
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<td><a href="http://www.partnerup.com">www.partnerup.com</a></td>
<td><a href="http://www.branchout.com">www.branchout.com</a></td>
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<tr>
<td><a href="http://www.tumblr.com">www.tumblr.com</a></td>
<td><a href="http://www.pinterest.com">www.pinterest.com</a></td>
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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.