

YOU, TOO, CAN FIND THAT JOB YOU WANT!

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ABSTRACT

Finding the 'right' job in the 'right' location and the 'right' time by already employed technical personnel can be an overwhelming task. If any student desires a job change or a career move, and is employed, he/she just does not have the time and is usually lacking the know-how to find 'that' job. At Purdue University, Organizational Leadership and Supervision Department, a Professional Development course is offered to help equip these students with the necessary knowledge and skills to locate and obtain the job of their choice. All this is accomplished without having to travel or miss work. The students learn how to use today's computer technology to its fullest. Their "text" is a workbook identifying over twenty current Job Search World Wide Web (WWW) addresses, the www addresses of the Forbes 500 companies, and other documents covering pertinent www addresses and techniques for submitting resumes. Even, Chat-based expectations and techniques are included as key elements of this course.

This Professional Development course is primarily self-learning and self-directed in which each student generates a learning contract. Individually, the students determine exactly what he/she wants to learn and accomplish. The specific course content is then customized around their identified needs. They currently may not be pursuing a job change or career move but all of the students will be thoroughly versed and skilled in finding and getting that 'right' job in the future. They learn how to research a company and possible locations so they will be totally prepared for any opportunity which may be presented to them.

INTRODUCTION

The Internet is the primary tool for every man, woman and child in the future. And, the future is now so everyone must learn how to use this vital instrument. One of the most valuable uses for the computer Internet is to research and find the perfect 'right' job. No one needs to leave the comforts of home (or work?) to let their fingers do the searching. All that is needed is the phone numbers -- oops! -- www addresses. So, where do you get all this valuable information? The following www addresses will supply all your needs.

THE CYBERSPACE SEARCH

The Internet is your access to the world of information. One of the best job search addresses is The Danbury Public Library <http://www.danbury.org/org/dpl/jobs.html>. Typical of a library, it will provide you with more locations so you can continue your search. Here, you will find addresses to locate job openings, five sources for developing, writing and posting your resume,

and three www address for researching companies. The Riley Guide, <http://www.dbm.com/jobguide.html> asks the question “What are you interested in?” and gives nine choices to help you traverse through cyberspace in search for that ‘right’ job either in the United States or abroad. Another location, Career America <http://www.careeramerica.com/engines.html> is like a summary location and identifies six Search Engines through which you can find most, if not all, job opening addresses. These engines and other multiple job opening addresses will be found in Tables 1 - 4.

If the above three locations are not sufficient, you might use the Safetynet at <http://www.safetynet.doleta.gov/text/search.html> which identifies sixteen places to find job openings, career options and job search help. And, if this information is not the direction you choose to follow, possibly a job search letter is the answer? The www address <http://www.goucher.edu/cdo/letters.html> or Hoover’s at <http://www.hoovers.com> will provide all the help a person needs to develop and write ‘good’ search letters and find other vital information.

If any student is having trouble or difficulties surfing the Internet, Career Quest - Surfing for a Job explains how to use the Internet when job searching for a job at <http://www.gu.edu.au/gwis/studserv/career/cq-4Sep96.html>. And, another address <http://www.interbiznet.com/hrstart.html> will provide highly relevant information from Electronic Recruiting News such as on-line career fairs, recruiting seminars and a variety of job searching techniques.

THE ADDRESSES

The following tables identify the World Wide Web addresses for (1) the primary Search Engines and (2) many other job opening/company research locations. A single * indicates resume preparation help and guidance is provided and a double ** shows company research data and profiles are available at that location. At most of the addresses you will find career planning, essentials for job searching and announcements for Job Fairs. Two locations, Career Magazine at <http://careermag.com/searchlinc.html> and About Work -- The Ultimate Career at <http://www.aboutwork.com> both provide information on virtual interviewing using video interviewing technology...the way of the future...today!

Table 1. Using Infoseek as the primary search engine for fourteen job-search world wide web locations

Infoseek Careers	
* **	http://www.infoseek.com/Topic?tid=421
	The Monster Board
* **	http://www.monster.com
	Career Mosaic
*	http://www.careermosaic.com
	IntelliMatch Job Finder - AD Detail
	http://www.intellimatch.com
	HOTJOBS Online Technical Employment Center
	http://www.hotjobs.com
	Job Web
* **	http://www.jobweb.com
	America's Employers
* **	http://www.americasemployers.com
	Career File
	http://www.careerfile.com
	Career Path
* **	http://www.careerpath.com
	Best Jobs in the USA Today - Job Search
	http://www.bestjobsusa.com
	Career Magazine
* **	http://www.careermag.com/careermag
	Head Hunter
	http://www.headhunter.net
	Job Bank U.S.A.
	http://www.jobbankusa.com
	Careers.wsj.com - The Wall Street Journal Interactive Edition
* **	http://www.careers.wsj.com
	E Span; The right job-person, The right person-job
*	http://www.espan.com

Table 2. Using Career Center as the primary search

Career Center - NetLine Corporation offering	
	http://www.netline.com/Career
	Career Magazine
* **	http://www.careermag.com/careermag
	Career Mosaic
*	http://www.careermosaic.com
	Career Path
* **	http://www.careerpath.com
	Career Web Search
**	http://www.cweb.com/jobs
	Job Trax
* **	http://www.jobtrak.com
	The Monster Board
* **	http://www.monster.com
	IntelliMatch Job Finder - AD Detail
	http://www.intellimatch.com
	Job Center
	http://www.jobcenter.com
	E Span; The right job for the person, The right person for the job
*	http://www.espan.com
	The Virtual Job Fair; specialists for high technology careers
* **	http://www.careerexpo.com
	Online Career Center
* **	http://www.occ.com (add /occ/Engineer for occupational listings)
	JobHunt, on-line job services
	http://www.job-hunt.org
	Career Connections
* **	http://www.career.com

Table 3. Using Hoovers as the primary search engine for four other world wide web locations

	Hoover's Online, Find a Job - a complete search	http://www.hoovers.com
	Career Magazine	
* **		http://www.careermag.com/careermag
	Career Mosaic	
*		http://www.careermosaic.com
	The Monster Board	
* **		http://www.monster.com
	Careers.wsj.com - The Wall Street Journal Interactive Edition	

Table 4. Twenty one world wide web locations for job-search information

	Alta Vista employment index	http://www.altavista.digital.com
	Job Direct	http://www.jobdirect.com
	t@p Network: JobSource	
*		http://www.jobsource.com/index.html
	The Monster Board	
* **		http://www.monster.com
	Job Center	http://www.jobcenter.com
	Job Trax	
* **		http://www.jobtrak.com
	Lycos Career Search	http://www.lycos.com/careers
	Yahoo! Classifieds	http://www.yahoo.com/Business/Employment
	Microsoft Employment Search	http://www.microsoft.com/search/default.asp
	Exec-U-Net for Senior Level professionals	http://www.execunet.com
	The Main Quad	http://www.bridgepath.com
	Peterson's Education Center: Careers and Jobs	http://www.petersons.com/career
	The Internet Job Locator	http://www.joblocator.com/jobs
	Job Quest	http://www.Questusa.com
	#1 - Manpower Technical, Midwest Region	http://www.manpowertechical.com
	The Chronicle of Higher Education - Jobs in and out of Academe	http://thisweek.chronicle.com or
	AJB (America's Job Bank) Job Search Index	
* **		http://www.ajb.dni.us/
	Nation Job	
**		http://www.nationjob.com
	Career Builder Search	
* **		http://www.careerbuilder.com
	The Employment Zone	
* **		http://www.employmentzone.com
	Manpower Technical; Midwest Region	http://www.manpowertechical.com

CONCLUSION

There are probably more World Wide Web Internet addresses coming on-line daily but these should suffice for anyone serious about finding the 'right' job, with the 'right' company and at the 'right' location without ever leaving the comforts of home (work). The students fulfilling the requirements for the Professional Development course gather pertinent data pertaining to their own life/job situation using these addresses. Then, they develop a current resume following the direction and guidance found at the various addresses or using the Microsoft Office '97 resume formats. These resumes are prepared ready for Internet posting and could be transmitted to any company having an Internet address. Through their research most students find they are not yet qualified for that perfect 'right' job and need additional education or specific experience. Using this knowledge, the students then prepare a future resume containing all the prerequisites needed to attain the job or position for which they aspire.

From the information acquired from their Internet search and a gap analysis of the two resumes, the students develop a personal development plan. Their plan lays out in detail what qualifications they need to attain, how they will achieve these goals and deadline dates. Benchmark measures are also included so they can measure their progress. Once the goals are met, each student should be ready to get his/her desired job, and will be skilled using the Internet to locate the 'right' job.

Good luck surfing.