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Best Websites for Careers and Job Hunting

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internet reviews

BEST WEBSITES FOR CAREERS AND JOB HUNTING

BY JENNIFER A. BARTLETT

INTERIM ASSOCIATE DEAN OF TEACHING, LEARNING, & RESEARCH • UNIVERSITY OF KENTUCKY LIBRARIES

Many people look to their local public and academic libraries for help with job searches, including finding positions in various fields, putting together resumes and cover letters, and filling out employment applications. Libraries have traditionally been a go-to resource for unemployed people who need computer and WiFi access, which is now almost a requirement for job seeking. With new job sites popping up almost daily, how can we as librarians best help our patrons?

The Kentucky Career Center (<https://kcc.ky.gov>) offers useful local resources for jobseekers and employers. In addition, some Kentucky libraries offer access to resume workshops, computer classes, and proprietary career skills resources

such as EBSCO LearningExpress Library. Another popular skill-building platform, Lynda.com, becomes "LinkedIn Learning" in September 2019 (it's worthwhile to note that the American Library Association has expressed concerns about LinkedIn Learning's patron privacy rights; see <http://www.ala.org/news/member-news/2019/07/ala-urges-linkedin-learning-reconsider-changes-terms-service-im-pair-library>).

Here are just a few tried-and-true free websites to help our patrons (and maybe us!) get started on the road to that perfect job.

GENERAL JOB SITES



MONSTER

Monster.com
<https://www.monster.com>

One of the original job boards, Monster.com remains a popular go-to site for general hourly, local jobs to more specialized positions. Opportunities are searchable by job title, company, location, job type, and posting date; the browsing option offers an

alphabetical job listing by title and company, jobs by location, and jobs by category.

Registered users can create a personalized profile, post up to five different resumes, and set up search alerts to receive regular new job postings. Registration is easy; as with many websites, users can register with an e-mail account or with Facebook or Google. Other content includes salary information and company profiles. Particularly useful is the Career Advice section, which offers resources such as resume, cover letter, and thank you note templates; articles on career paths, interviewing, salary negotiation, and professional development; and interview practice questions.

Monster.com's job listings are primarily focused on the United States, but clicking on the "Monster International" link (somewhat unhelpfully located at the bottom of the page in small type), brings up international job postings from Canada and some countries in Europe. Another, similar site CareerBuilder.com (<https://www.careerbuilder.com>), offers a wider selection of international employment (such as in India and Vietnam) and also provides access to niche jobsites including "Oil and Gas Job Search," "Construction Job Search," and "Top Language Jobs."



Indeed.com

<https://www.indeed.com>

With a clean, easy-to-use interface, Indeed.com is a good place to introduce novice job seekers to the world of online job postings. The site includes listings from company sites, job boards, newspaper classifieds, and association listings, and is searchable by job title, keywords, employer, and location. Search results can easily be narrowed down by desired salary estimate, job type (full-time, part-time, and so on), and experience level. The advanced search will be familiar to anyone used to searching library databases, with options to specify exact phrases and search particular data fields. As with other sites, users can upload resumes, get a personalized resume link, and set up job alerts.

The Company Reviews section is fairly robust, and offers not only basic organizational information and website links, but also user reviews, self-reported salaries by type of position, photographs, and a Q&A section. The "Indeed Hiring Lab" (<https://www.hiringlab.org>), offers original research on global labor market topics from an international team of economists; countries highlighted include the United States, Canada, UK/Ireland, France, Germany, and Australia. This unique feature should be particularly useful not only for job seekers, but also researchers on current business trends.



Google for Jobs

<https://www.blog.google/products/search/connecting-more-americans-jobs/>

Unsurprisingly, search giant Google has developed an intuitive, easy-to-use specialized search for jobseekers. "Google for Jobs" uses advanced Google tools to help job seekers find relevant positions based on natural language search terms directly from the Google search bar. Google for Jobs pulls job listings from many different job sites, including CareerBuilder, Monster, LinkedIn, Indeed.com Glassdoor, and others. This search can thus be a big time-saver for people who want to cover many different job postings sites at once.

For example, a recent search of "public librarian" into Google Search retrieves information from the Public Library Association, some public library links, and information about public librarian work. The search "public librarian jobs," however, yields a list of the top most relevant job postings geographically near the user from various job sites. These are toward the top of the search results, delineated in a box labeled "Jobs." Clicking on a link at the bottom of the

results box will bring up a full list of results, the job descriptions themselves, and options to sort, limit, save, and share to social media and via e-mail.

Google for Jobs will list all of the job boards that contain the listing, in addition to the company website, to enable jobseekers to apply through whichever platform they prefer. The Alerts feature allows users to set up job alerts for a particular job search, which works identically to regular Google search alerts.

Another interesting and useful search tool is the "Grow with Google" Job Search for Veterans. To access this specialized search, users enter "jobs for veterans" in the search box. Google then prompts the user for their military job code (MOS, AGSC, NEC, and so on); results will then include civilian jobs corresponding to the skills used in a veteran's armed forces job.



LinkedIn

<https://www.linkedin.com>

While many job search sites focus on specific job listings and general career information, LinkedIn is invaluable in drilling deeper into organizations and career fields to help the job seeker develop that all-important network of contacts. With more than 500 million users, LinkedIn's combination of extensive, up-to-date job listings, company information, and social networking make this powerhouse site a must-have career research tool.

The main LinkedIn page is quite similar in look and feel to a Facebook page, featuring news feeds from people and organizations that the user chooses to follow. However, clicking on the "Jobs" tab at the top of the page opens up a powerful and informative job search platform offering more information than the typical job board. Company profiles include information such as number of employees, organizational structure, diversity information, and LinkedIn members affiliated with the company. This last feature is particularly useful, as contacting connections that users have in common can be a very useful way to learn more about an organization and asking for an introduction.

The LinkedIn Learning section (featuring Lynda.com content, as mentioned in the introduction) offers content categories in technology, creative skills, and general business. Content includes individual videos and full multi-session courses, and includes topics such as customer service, sales, project management, web design, data science, human resources, and software development, among others.

While many users will be satisfied with a free account, the LinkedIn Premium account offers additional options, including LinkedIn InMail (allowing users to contact anyone they are not connected to); seeing more profiles than the standard 100 when searching; premium search filters including seniority, company size, and interests; the ability to view expanded profiles; saved search alerts; and more. The downside? It is a bit pricy, with general users currently charged \$24.95 per month (LinkedIn Premium for JobSeekers costs \$19.95 per month).

NONPROFITS AND GOVERNMENT JOBS.



Idealist
<https://www.idealist.org>

Idealist is a different job listing website in that it focuses primarily on nonprofit jobs, internships, and volunteer opportunities. (While jobseekers might not initially consider volunteer jobs, they can be a great way to get started in a particular field.) Idealist's stated purpose is "all about connecting idealists – people who want to do good – with opportunities for action and collaboration." The service currently has over 120,000 employers and 1.4 million monthly users. Registered users can target organizations by their mission, and can also identify interest groups and network with like-minded members.

Idealist's career advice section (<https://idealistcareers.org>), offers dozens of informative articles on topics ranging from job searching skills to work-life balance to living a social-impact lifestyle. Other programs sponsored by Idealist include "Idealist Days," a once-a-month event in which people are encouraged to post pictures and stories about service activities on their "days of action," and Idealist Groups, local groups of people who help organize Idealist Days.

USAJOBS

USAJobs
<https://www.usajobs.gov>

As part of the United States Office of Personnel Management, USAJobs takes on the daunting task of recruiting job seekers for the nearly three million federal employment jobs across the US and internationally. It serves as the official central clearinghouse for hundreds of federal agencies and organizations posting available job openings. The USAJobs website allows jobseekers interested in federal employment to upload and save resumes and required documents, identify and tag relevant job openings, and submit applications directly to the hiring agency, all through one portal.

In addition to offering step-by-step guidance on navigating the sometimes confusing and time-consuming process of applying for government jobs (including a helpful glossary), USAJobs includes information on government employment in general, including the appointment process, benefits, and general working conditions. The site also has special sections for specific groups of jobseekers. These "hiring paths" include jobs open to the general public, current or former federal employees, veterans, military spouses, student and recent graduates, individuals with disabilities, and more.

OCCUPATIONAL AND COMPANY RESEARCH



Occupational Outlook Handbook
<https://www.bls.gov/oooh>

The Occupational Outlook Handbook (OOH) has long been a go-to resource at reference desks for up-to-date information about hundreds of occupations. Each occupational profile contains information on typical duties, work environment, education and training needed, median pay, similar occupations, and the job outlook for the next ten years for that occupation. State and area data offer reports and data maps from the Occupational Employment Statistics (OES) program; Projections Central, which contains state employment projections from Labor Market Information and individual state agencies; and CareerOne Stop, a listing of hundreds of occupational profiles and a local salary information tool. Each profile also includes links to relevant professional organizations and to the Occupational Information Network (O*NET) system, which is often used by state employment offices to classify applicants and job openings.

Other useful features of the OOH include a glossary of employment terms, a Career Outlook newsletter, and an "Occupation Finder," which allows users to sort occupational categories by education needed, projected number of new jobs, projected growth rate, and other criteria.



PayScale
<https://www.payscale.com>

PayScale, Inc. is a compensation data and software consulting firm specializing in helping large and small businesses determine pay decisions for their employees. The Payscale website uses these data to help jobseekers determine what they are worth, salary-wise, based on criteria such as years and type of experience, current salary, job title, academic credentials, current company size, and gender. Viewing the full salary report (which requires users to sign up for a free PayScale account), includes the user's percentile ranking compared with other people who have similar job titles. This information is helpful not only when deciding on new job opportunities, but also for negotiations with a current employer. The site also offers a regular career advice newsletter, as well as a Salary Data & Career Research Center for organizations in the United States.

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