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**Where's the Best
Place to Go on the
Internet to Find
Jobs?**

Where's the Best Place to Go on the Internet to Find Jobs?

Most job seekers turn to the internet for their job search. Millions of jobs are posted by hundreds of thousands of employers. Once you are comfortable searching for these jobs, it is easy to apply for jobs online.

Searching for jobs online can be a good idea, but it should only be one part of your job search. Since applying for jobs online is so easy, every posting can get a lot of responses. Sitting and applying for lots of jobs may seem productive, but don't forget that your application is probably one of hundreds for each job. When you apply for jobs online it can feel like sending your information into a giant black hole. Sometimes you get an email acknowledging receipt of your application. More often you don't hear anything at all. So it's important that you remember to network, visit employers in person, and look for help wanted signs.

Seven Steps for Using the Internet for Job Search

Step 1: Be Prepared



Checklist for Success: Gather the Information You Need

- ☐ Have your [Personal Data Form](#) out; it has information you will probably need if you fill out an online application.
- ☐ If you have a resume make sure it is accessible in a file on the computer you are using or saved on a flash drive.
- ☐ If you have a cover letter make sure it is accessible, and can be customized, on the computer you are using or saved on a flash drive.
- ☐ Have your notebook to track your search activity and write down login and password information.



Step 2: Go Directly to a Company Site

(Skip to Step 3 if you don't have a company in mind.)

If you are targeting a specific job at one company or a few different jobs at the same company, start your search at the employer's home page.



Take the Extra Step: Apply Directly on the Company Website

You will find job listings in a variety of places. The best way to apply is directly to the employer. Many companies feature job openings on their website or encourage resume submissions, even if they are not hiring at the moment.

For example, if you are interested in working at:

- Home Depot - Go to [homedepot.com](https://www.homedepot.com). At the bottom right side of the home page you will find "CAREERS" under the heading "ABOUT US."
- CVS - Go to [cvs.com](https://www.cvs.com). At the bottom right side of the home page you will find "CAREERS" under "CORPORATE INFORMATION".

Note that the language and location is not always the same. For example if you are looking at the Walgreens homepage ([walgreens.com](https://www.walgreens.com)) you will find "Careers" under the heading "Company Information."

Take your time looking at a company website to spot the word "Careers" or "Jobs." If you found it a year ago, don't assume it is the same now, employers change these.

Find the company's web address by typing the company's name into a search engine. If you type in "jobs" and the name of the company into the search box of a search engine, look for a link that includes "jobs" or "careers" in the title and the name of the company.

For example, in a search for "jobs Home Depot" go to: careers.homedepot.com

Once you click on careers you will be directed to search for jobs by location and type of position. Then you are on your way, using the instructions in Chapter 9.



Step 3: Go to a Job Search Site

There are so many job sites to choose from, and it may be tempting to look at lots of them. However, when you look at every available site you will find jobs repeated and spend too much time looking at postings that are not relevant to your search. Focus your time on no more than two sites, maybe one more if it is for a specific career or skill set.

The chart below has information about seven sites that our job search coaches recommend:

Name of Site Web Address	Do You Need an Account to Use?	About
Craigslist craigslist.org	No account needed or available.	The site for local classifieds includes lots of jobs that can be searched by type of position and location. People often stay away from Craigslist because they are afraid of scams. But it's frequently used by local employers and usually allows you to apply directly from a job post. (Click on <i>Reply</i> at the top of the posting and you will be directed to email but read the entire posting first to see if there are different instructions to apply.) It's easy to spot jobs that are not legitimate. Stay away from the post by a "friendly guy looking for a personal assistant a few mornings a week" or the one promising an income of "\$1,500 a week, no experience needed."
Indeed indeed.com	Allows job search, and uploading a resume, without setting up an account. Setting up an account includes details for job search and the option of having potential jobs sent to your email.	Indeed collects jobs from thousands of job boards, newspapers, company career pages and industry associations. Candidates can click on APPLY and follow the directions for each position they are interested in. Indeed offers the ability to search by specific key words for jobs. The mobile app for Indeed is one of the easiest to use on a smartphone or tablet.
LinkUp linkup.com	There are no accounts or ways to join. When you click on a job you will get an option to receive Job Alerts for similar positions. To sign up for Job Alerts all you have to do is enter your email address.	LinkUp pulls job openings from company websites. The site has a very clean design without lots of ads. Enter your zip code on the home page, and then use the filters available on the next page to look for jobs you are qualified or interested in. LinkUp is easy to use but it is not the site to find advice about a job search or samples of resumes and cover letters. If you sign up for LinkUp Job Alerts you won't get advertisements or solicitations for other services such as services to write your resume.
SimplyHired simplyhired.com	You can create an account to organize jobs and get alerts about postings. No need to register at all but you may be directed to create a profile or log in for the specific application.	SimplyHired pulls job posts from all around the web, other job boards, company websites and social media. The number of jobs posted on the site is in the millions and is updated daily. At the end of each posting it will tell you where the job was originally posted. When you click to apply you will be directed to that site. It's easy to search by job type and location, and you can sign up to receive emails about similar jobs. When you search for postings there will be advertisements at the top of the list, which can look like job openings but are not. Read carefully before you click. This site does not include advice about resumes or cover letters.



Name of Site Web Address	Do You Need an Account to Use?	About
Snagajob snagajob.com	You must become a Snagajob member in order to apply for jobs on the site. Members can get personalized Job Alerts and have access to other information.	Snagajob is the largest job site for hourly jobs, and includes full and part-time openings in pretty much every industry. Since these jobs turnover frequently there is a steady stream of new opportunities. Snagajob allows search by location, category (shift, temporary, full or part-time, etc.), position, industry and company. You must sign up for a membership in order to apply for any of the jobs posted, and the process requires a number of steps to input information about your background and interests. There are a lot of ads on the site and pop-ups during the process. You don't apply for jobs directly, so the process can require extra steps.
Google google.com	No account, log in or registration.	Google is a leader in internet searching; search by job title and location - the results provide job postings drawn from around the web. The search may automatically default to your location; change this if needed.
LinkedIn linkedin.com	It depends; you may need an account for some job postings. See Chapter 2 for more about LinkedIn profiles.	LinkedIn has millions of job postings from entry level to executive, culinary to corporate. LinkedIn job postings tend to get fewer, better targeted responses than for positions posted on the jumbo job boards. If you have a LinkedIn profile, job postings will show you potential people connections you have with the employer and will rank your qualifications based on your profile. But not all jobs require a LinkedIn profile, the posting will give you the details. Learn more about networking and LinkedIn in Chapter 6.

There are also job search sites that target a specific type of job. For example, you can look for health-related positions at [Health Care Job Sites](#). If you are interested in government or civil service positions, look at [USA Jobs](#) for jobs in the federal government, or [State Jobs NY](#). [The Idealist](#) lists jobs, internships, and volunteer opportunities in the non-profit world.



True Stories: From Corporate World to Making an Impact

A job seeker was ready to take his corporate skills as an administrative assistant at a financial institution to a new level. While the pay was good, the job was full of stress working in a very high pressure environment. He searched Idealist and found Office Manager roles in small non-profits. He landed one that meshed with his personal beliefs and that had a small staff, which allowed him to gain exposure to programs too.



Step 4: Choose Your Site(s)

Say you sign up on any of the relevant sites detailed in Step 3 and add a few that you have heard great things about from friends or family. This tactic is more likely to keep you in front of a computer than land you a job.

With job alerts and notifications from several sites, you are likely to see the same jobs popping up. Even if you don't see repeats you will have an email inbox full of multiple emails with long lists of jobs to scroll through; too many emails and you may skip over one you really want to read and reply to.



Checklist for Success: Limit Your Sites

- ☐ Pick one or two sites that you find the easiest to navigate. These should be ones where you have found jobs that interest you and are in your geographic area.
- ☐ You may need to sign up for more than two or three to see which ones are best for you.
- ☐ Check the kind of notifications you receive from each site. Cancel your account or membership if the jobs and information are not a match, or you are getting too many advertisements.
- ☐ Whenever you sign up for a job search site, read every screen carefully.
- ☐ Look for any boxes to authorize emails from advertisers and educational institutions. Uncheck them so you can focus on the task of finding a job.
- ☐ If given an option, don't check that you want to receive promotional emails about products "you might be interested in."
- ☐ If you like a site but you're receiving too much junk email, go back to your account or profile settings and change your preferences.
- ☐ Avoid free trials for resume assistance or premium memberships to job search sites. The free resume help is likely to come with an offer of further assistance for a fee. The one month free membership offer may seem like a good idea, but won't be if you give your credit card information and are charged if you do not cancel in time.

Step 5: Go Mobile

Most of the job search sites have a mobile app you can use on your smartphone.

Do's and Don'ts For Using Job Search Apps on Your Phone	
Do	Don't
Download an app to keep track of applications if you use a calendar on your phone.	Use your phone to edit your resume.
Check application status.	Send a cover letter that can't be edited.
Scroll through job alerts and updates.	Start an application on the phone, unless you can check, review and save all the content; otherwise, switch to a computer or tablet.

Step 6: Apply for Jobs

When you find a job that looks like a good match, click on the job title. Read all of the information and if it still sounds good, follow the instructions to apply. You may be asked to attach a resume by the job search site or you may be asked to apply directly to the employer.

Have your [Personal Data Form](#) nearby to help you. Make sure your resume and a cover letter you can customize are on the computer you are using or a flash drive you can plug into the computer. Follow the instructions in Chapter 9 for completing online applications. Following all of the instructions is one of the most important parts of the process. Don't assume that every site is the same—they are not.

Step 7: Keep Records

Use the [Record of Applications Completed](#) (in the Worksheets section) or your notebook to write down the jobs you apply for. You should write down the job title, company and date you apply. You can also print out the posting to paste into your notebook if that helps. While you will probably get an email confirmation after you submit an application, you will also be receiving other job search related emails and it can get buried. Keeping a log will help you identify which site you get the best response from.

You should also write down any login or password information that you create for any job search site or to become an applicant for a particular company. Employers will commonly ask you to set up an account as a candidate so you can go back and finish or change an application, or apply for a different job without re-entering all of your personal information. Use the [Job Search Site Registrations](#) (in the Worksheet section) to keep a record of those login/password combinations for each site.





Take the Extra Step: Schedule Your Online Time

It is so easy to get caught up on the internet and lose track of time, so schedule your internet time on your calendar the same way you schedule an appointment. Schedule at least some of your internet time during the weekend or in the early morning or evening hours, when you are less likely to be networking or directly contacting employers.

If you are not comfortable using the internet or become frustrated, find some help from a job coach, library staff member or take a class. Remember that employers often ask candidates to apply for a job using a computer online at a specific location. You may also see a sign in the window of a new store coming to town that says, "Now Hiring, Apply Online at abcaudio.com."

Read Before You Click

When using the internet to look for and/or apply for jobs, make sure you read everything on the screen before you click submit, yes, OK or I Agree. Make sure you are not signing up for promotions, ads or services that will increase the information you receive but not move your job search forward.



Chapter 8 To Do List

- _____ Pick two job boards to focus on.
- _____ Find company websites to apply to.
- _____ Limit the amount of time spent online applying for jobs; schedule it.
- _____ Keep track of registrations, logins and passwords for every site used.

Quick Links to Resources

Resource Name	Web Address
Craigslist	craigslist.org Select your geographic area in the left-hand column
Indeed	indeed.com
Linkup	linkup.com
Simply Hired	simplyhired.com
Snag a Job	snagajob.com
Google	google.com
LinkedIn	linkedin.com
Health Care Job Sites	healthcarejobsite.com
USA Jobs	usajobs.gov
State Jobs NY	statejobsny.com
Idealist	idealist.org/en



Need Help?

The Westchester Library System offers workshops, resources, and one-to-one counseling to guide your job search and improve your interviewing skills. Find out more at FirstFind.org.

