

Today's job searches incorporate a multitude of resources. Many of those resources are based on the technology of the internet. If you are reading this document on a computer screen, you own skills with a mouse and a keyboard. What other skills do you own and how will you find the right job out there so that you can use those skills? Here is some advice on how to increase your success with your on-line job search.

Internet Security

First and foremost, you will want to protect your identity from potential identity theft.

1. Companies will not need your social security number until you are well into the hiring process. Typically, security checks and/or payroll documents, are the only times you need to provide your number. Both of these things will happen after you have been offered a job. Never email your social security number to anyone.
2. Use an appropriate temporary email address when submitting on-line résumés. Limit the personal information that is openly available online. Use sites that will obtain your permission before an employer can view your personal data. Once you are hired, remove your resume from the sites to which they are posted.

Keywords

When you are looking for anything on the web, you will more than likely enter a keyword into one the myriad of search engines that are available. As with those searches, you will need to enter keywords into the search engines of the job search boards big and small. Monster.com, careerbuilder.com, hotjobs.com, and careeronestop.com are a few of the biggest job search sites. All of them require the use of keywords. Many offer drop-down lists from which to select. But if you are looking for a niche opportunity, you will need to be able to "drill" down into the search terms.

For example:

Job Classification Category – Transportation and Material Moving

Primary Keywords would be: CDL, Class, Delivery, Diesel, Driver, Drivers, Forklift, OTR, Road, Sales, Shipping, Tractor, Trailer, Truck, and Warehouse

If you wanted to obtain a job as a local delivery person for an auto parts store, your primary keyword may be *delivery*, but related keywords could be *CDL, class, driver, forklift, OTR, road, sales, shipping, tractor, trailer, or warehouse*.

One resource that can help you find jobs within a "job family" is O*Net OnLine at <http://online.onetcenter.org>. This site is the nation's primary source of occupational information. The O*NET database contains information on hundreds of standardized and occupation-specific descriptors. You can find job names, descriptions of the associated duties for a job, the growth potential of specific positions, and jobs based on your particular skills. This is an excellent site if you are unsure of the type of job for which you are looking.

Networking

So you found the keywords to help you find the right jobs, are you using the on-line networking tools to help you find your next job? The more connections you have, the better your chances of having a connection that can help with your job search. Use the connections you have when you apply for jobs. People in your network who are employed at the company or who have connections there will be able to help your candidacy for employment and in turn, you should be willing to help your connections when

they need your advice and referrals. One of the more famous and easiest to use networking sites out today is LinkedIn.com. LinkedIn has a direct link to SimplyHired.com and other job search sites that will allow you find contacts through the LinkedIn system with whom you can network about a position.

Using technology to your benefit when working your job search can be as easy as knowing what keywords to search.

How we can help – We offer many resources to help you gain a new position on your way to a career. The Employment and Training Representatives at **Kane County Department of Employment and Education** can help you find all the right keywords for your job search and point you to the best on-line resources.

Four Offices to serve you:

Elgin – 30 DuPage Court	847-888-7900 x 230
N. Aurora – 2 Smoketree Plaza	630-844-6640 x 203
DeKalb – 1701 E. Lincoln Hwy.	815-756-4893 x 240
Yorkville – 811 W. John St.	630-553-8303

www.kcdee.org

