

## FINDING YOUR WAY THROUGH THE ONLINE JOB SEARCH



### Find the Right Career for Yourself!

#### Online Job Search Guide

In this digital era, recruiters use the Internet extensively as a tool for searching the right candidate. Thanks to the internet, it shows diverse job updates 24/7. You can subscribe to several job portals and get updates on the job vacancies relevant to your field of interest, 24/7. You can also get in touch with professionals and organizations via the internet and apply online for a specific job role.

On the other hand, online job search can also be a frustrating experience. Sometimes, you do not get to find the job of your interest for a long time. Sometimes too many applicants are waiting for a single position. But do not feel disappointed; the right amount of time, effort, and preparation will eventually bring you a perfect job.

First, identify the field you want to pursue as a career. Once you have defined your needs, the searching process will become comparatively easy.

Pro Tip: Do not forget that the internet is just one of the many tools that you can use for your job search. It is also important to consider getting in touch and talking to the people you know who work in the same field. They will guide you and offer information about the vacancy for which you are applying.

### Let's Get Started!

The internet does not only provide you with the available vacancies, but it also helps to find the occupational titles and understands the job description.

Whether you are searching for jobs online or have heard of any, the key is to be prepared! You need to first identify and describe what your career requirements and interests are. The very first step is to ponder over how you see yourself in a particular job role. You need to ask yourself these questions, “What career suits my abilities perfectly?” and “What skills will I be able to offer to the company?”

It is important to first know all the details of the vacancy you are applying for and check whether you are a perfect fit for it or not. Go through the following questions that will help you to figure out your career needs and interests. Ask yourself these questions before moving further with the job searching process.

### What are your skills? What career do you want to choose for yourself? (Abilities and Experiences)

Which field of work suits you perfectly? Identify and make a list of your skills. Do not waste energy on thinking about specific job titles but the field of your interest.

Do you have any specific industry or employer in mind? For example, do you want to work for a startup, family-friendly environment, etc.? Whatever ideas come in mind regarding your preferred industry scribble them down.

### **Which location suites you? Are you fine with relocation? (Location)**

Are you willing to move to another city or state to work in a specific industry? Or do you want to stay where you are and look for jobs near your home?

Take time out and do your research on the industry you are interested in. Check out for the organizations that are offering relevant job positions.

### **Which job vacancies are available related to your interests?**

Do not look out for specific job titles. Make a list of vacancies available that match your interests and skills. For example, if you want to go into the education field, then do not look for a specific teaching job. You can also apply for positions such as department researcher, director, etc.

## **FINDING OUT DETAILS ABOUT THE JOB ROLE**

Once you are done with the questions mentioned above, the next step is to focus on the job description for the position for which you are applying. If you are finding it difficult to decide what role suits you, then you can contact a career counselor as well.

The factors that impact your career choice include offered salary, job description, and working conditions. You can get all the information from the internet. There are several sites where you can get all the important evidence easily and know more about the job market.

### **Bureau of Labor Statistics:**

[www.bls.gov/ooh/](http://www.bls.gov/ooh/)

The information about the job vacancies and occupations are gathered by the U.S. Department of Labor and mentioned on this platform. It includes details about wages, employment/unemployment stats, and earnings by a certain industry, etc.

### **Occupational Outlook Handbook (OOH Online)**

[www.bls.gov/ooh/home.htm](http://www.bls.gov/ooh/home.htm)

Occupational Outlook Handbook is very popular in the United States and is recognized as the dictionary of job vacancies. You can take all the help from this platform while doing an online job search. It is upgraded every two years. This dictionary defines the working environments, training, and earnings in a wide range of organizations.

### **Career OneShop**

[www.careeronestop.org](http://www.careeronestop.org)

This site shows contacts of millions of companies and organizations all around the country. In addition to that, it

## O\*Net

[www.onetonline.org](http://www.onetonline.org)

O\*Net is known as the world of work. You can search for a specific occupation using keywords. You will find all the information, including working environments, skills, training, and job vacancies, at O\*Net.

## HOW TO PROCEED FURTHER WITH THE JOB SEARCH?

Once you are done with the first phase of self-exploration, you can now begin your job search for a new field. You will find thousands of sites that you check for the current job openings.

### Private and Public Sector Jobs

Check out as many sites as you can for the jobs in both the private and public sectors. The employer website will show you current openings. Another important thing to do is that you can also get in touch with the HR professionals on LinkedIn in order to get posted about the recent openings.

## JOB LISTINGS, RESUME DATABASES, AND RECRUITING SERVICES

### Best Jobs

USA [www.bestjobsusa.com](http://www.bestjobsusa.com)

Career.com [www.career.com](http://www.career.com)

Indeed [www.indeed.com](http://www.indeed.com)

Jobs4Cats [www.bestjobsusa.com](http://www.bestjobsusa.com)

NowHiring.com [www.nowhiring.com](http://www.nowhiring.com)

Monster [www.monster.com](http://www.monster.com)

SimplyHired [www.simplyhired.com](http://www.simplyhired.com)



CareerServices

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