

Career and Job-Search Information on the Internet

Career Lab, Lucina 235

The Internet offers great resources to help you with every aspect of your career and job search. Using the Internet for your job search is free, is available 24/7, and demonstrates technology skills to potential employers. One of the biggest mistakes job-seekers make in conducting an Internet job search is spending too much time surfing without a plan of action. The Career Center has surfed cyberspace for you and developed a page of helpful links for your career and job search. Great Links to Explore, <http://www.bsu.edu/careers/links>, has organized categories of links so you can spend more of your time preparing for and finding your dream career.

If you need to figure out what you can do with your major, research an employer, find an internship or full-time job, or determine if a salary offer is fair, Great Links to Explore will show you where to look.

Assessing Your Interests

Whether you are trying to select a major and career or find an internship or full-time job, assessing your interests can guide your career and job search in a direction that leads to career satisfaction. The links listed below are good places to begin assessing your interests.

- Quest: <http://www.bsu.edu/careers/quest>
- TypeFocus (available only to Ball State students):
<http://www.bsu.edu/careercenter/secure/typefocus/>
- More career assessment links:
<http://www.bsu.edu/careers/links> (Scroll down and click the category Career Assessment.)

Researching Majors and Careers

So you have a major, but do you know what careers you can do with it? Exploring career possibilities for your major can widen your job search. Using the Internet to explore majors and careers is fast and easy.

Start researching your major and career with these links.

- What Can I Do With a Major In?: On the Career Center's home page click Career Exploration and Internships, Explore Your Interests, Quest, then What Can I Do With My Major.
- Vault Career Insider (available only to Ball State students):
<http://www.bsu.edu/careercenter/secure/careerlibrary/>
- Occupational Outlook Handbook:
<http://www.bls.gov/oco/>
- America's Career InfoNet: <http://www.acinet.org/>

Career videos are available at

- America's Career Infonet:
<http://www.acinet.org/acinet/videos.asp>
- My Plan.com: <http://myplan.com/>

More links are available in the categories Career and Major Exploration and College Majors and Careers on Great Links to Explore at
<http://www.bsu.edu/careers/links>.

Researching Where to Live and Work

There is more to career happiness than finding the right job with the right salary. You also need to enjoy living where you work. Spending some time to research the best place for you to live can focus your job search in the right direction. Find Your Spot.com is a great place to start. You have to register, but it is free. After completing a short online questionnaire, Find Your Spot.com lists more than twenty cities that fit your specifications and interests. You can find out more about the city, search for jobs, and more right from Find Your Spot.com.

- Find Your Spot.com:
<http://www.findyourspot.com/>
- Zip Skinny: <http://www.zipskinny.com/>
- More links are available on Great links to Explore at <http://www.bsu.edu/careers/links>. Scroll down and click Geographic Resources.

Researching Employers

Researching employers is one of the best uses of the Internet during your job search. Visiting a potential employer's web site is a good way to find out how a company views itself. There are also web sites that provide information about companies and organizations that are unbiased sources. Company databases like Reference USA and Business Source Premier are provided by University Libraries for currently registered students. Use the Internet to find potential employers and to prepare for your interview. Some helpful links are

- Vault Career Insider (available only to Ball State students):
<http://www.bsu.edu/careercenter/secure/careerlibrary/>
- University Libraries Databases:
<http://www.bsu.edu/libraries/databases/>
- America's Career InfoNet: <http://www.acinet.org>
- Annual Reports.com:
<http://www.annualreports.com/>
- The Riley Guide:
<http://www.rileyguide.com/research.html>

Developing Job-Search Skills

There is a wealth of information on the Internet to help you write effective job-search documents as well as develop interview skills and appropriate professional etiquette. A few links are listed below.

- Quintessential Careers Interviewing Resources: <http://www.quintcareers.com/intvres.html>
- The Riley Guide (Interviewing Resources): <http://www.rileyguide.com/interview.html>
- Quintessential Career Sample Cover Letters: http://www.quintcareers.com/cover_letter_samples.html
- Professional Employment Portfolios tip sheet: <http://www.bsu.edu/careers/publications> (Scroll down to Career Tip Sheets.)

Finding Internships

Many employers list internship opportunities on their own Web sites as well as in online databases and portal internship sites. The Career Center's Cardinal Career Link site lists internships. The Career Center also provides several online internship databases for currently registered students. The federal government also has internship and experiential programs for students. Start your internship search with some of the links below.

- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Vault Career Insider (available only to Ball State students): <http://www.bsu.edu/careercenter/secure/careerlibrary/>
- Internship Databases: <http://www.bsu.edu/careercenter/secure/internshipspass/> (InternshipsUSA.com)
<http://www.bsu.edu/careercenter/secure/interncompass/> (Internships.com)
- Indiana INTERNnet: <http://www.indianaintern.net>
- Making the Difference.org: <http://www.makingthedifference.org>

Finding Full-Time Jobs

Although there are countless job-search sites on the Internet, many employers are choosing not to use them, instead posting opportunities on their own web sites. Others do not list opportunities anywhere on the Internet. If searching job-posting sites comes up empty, try using the Internet to get a list of potential employers in geographic regions where you want to live and work. Check out employment opportunities directly on the employers' web sites or contact the human resources managers at companies to find out about opportunities.

University Libraries provides an online database, Reference USA, which is very helpful in generating lists of potential employers to contact. Some helpful links are provided below.

- Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
- Career Builder: <http://www.careerbuilder.com>
- Career Jet Job-Search Engine: <http://www.careerjet.com/>
- Flip Dog: <http://www.flipdog.com/>

- Job Central: <http://www.jobcentral.com/>
- Job Web: <http://www.jobweb.com/>

Researching Salaries

So you've been given a job offer. How do you determine if the salary is fair for the education and experience you bring to the job? Is the salary fair for the geographic location? How do benefits fit into the total compensation package? Negotiate your salary with confidence.

- America's Career InfoNet: http://www.acinet.org/acinet/select_occupation.asp?next=compare_get_msa
- Bureau of Labor Statistics: <http://www.bls.gov/bls/wages.htm>
- Job Star Central: <http://jobstar.org/tools/salary/sal-prof.php>
- Online Wage Library: <http://www.flcdatacenter.com/>

Preparing for Graduate School

Whether you need to locate graduate schools with programs of interest to you, write your personal statement, or refine your curriculum vitae, the Internet is a great place to begin your journey to graduate school. There is also information on the Internet to help you prepare for tests like the GRE or the LSAT that may be required to enter graduate school. Check out the links below to get started in your graduate school search process.

- GradSchools.com: <http://www.gradschools.com/>
- Peterson's Graduate Schools: <http://www.petersons.com/graduate-schools.aspx>
- Graduate Test Prep: <http://www.gradview.com/testprep/index.html>
- Quintessential Career Curriculum Vitae: http://www.quintcareers.com/curriculum_vitae.html

Search Engines

Search engines create huge databases of web pages. They come in two types: general search engines, which compile their own searchable databases, and meta-search engines, which simultaneously search databases created by multiple search engines. When you search with an engine you are asking it to scan its index of sites and match your keywords to those in its database. You are not searching the entire web, but rather a portion of the web captured at an earlier date.

Search engines retrieve different results. About 60 percent of the content of search engine results overlap; about 40 percent of each search engine results will be unique. Search engines rank web pages according to relevance. Use search engines for unique keywords, phrases, and quotations. Search engines may retrieve sites not relevant to the search. Some links to search engines are provided below.

- Alta Vista: <http://www.altavista.com/>
- DogPile: <http://www.dogpile.com/>
- More search engine links: <http://www.bsu.edu/careers/links> (Scroll down to the category Search Engines.)

Putting Your Information on the Internet

Using the Internet in the job-search process is a two-way street. Not only can you find out information about employers, but they can also find out information about you. Before starting your job search, make sure that all the information you put on the Internet about yourself is appropriate for employers to see. Whether it is your FaceBook account, a personal website, or a blog, make sure to review the contents and remove any information that reveals personal information about you that is unflattering or may be used by an employer to discriminate against you in the job-search process. Some areas you may need to do some Internet housekeeping about yourself include information about your political and religious views, age, marital status, health and disability issues, race, gender, ethnic origin, conviction and arrest records, discharge from military service, and credit history. Remove photos of yourself that are questionable in nature. Also remember not to put things like your social security number on the Internet. Just as the Internet can be your best friend during your job search, it can also be your worst enemy.

The Career Center Can Help!

The Career Center is available to help with your internship or job search by providing advising services, on-campus interviewing, job fairs, and other events. The Career Lab in Lucina 235 has resources and staff to assist you as well.

Career Center Events

Fall Career Fair (held annually during fall semester)
Cardinal Job Fair (held annually during spring semester)
Professional Etiquette Dinner (offered each semester except summer)
Professional Development Seminars (offered each semester except summer)
Graduate School Expo (offered during fall semester)
Teacher Fair (held annually in spring semester)

Career Center Advising Services

Drop-in Advising: Mon., Tues., Wed., 1-3 P.M.; Thurs., Fri., 10-noon
Ask-an-Advisor: careercenter@bsu.edu
Advising by Appointment: If drop-in does not meet your needs, schedule an appointment online through Cardinal Career Link at <http://www.bsu.edu/careers/careerlink>.

Internet Job-Search Resources

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America's Top Internet Job Sites
Adams Internet Job Search Almanac
Cyberspace Job Search Kit
Cyberspace Résumé Kit
Electronic Résumés and Online Networking
Everything Online Job Search Book
Guide to Internet Job Searching
How to Find a Job on LinkedIn, Facebook, Twitter, MySpace and Other Social Networks
Job-Hunting on the Internet
Job Searching Online for Dummies
Seven Days to Online Networking
The Twitter Job Search Guide
Your 24/7 Online Job Search Guide

The Career Lab is open 8 a.m. to 5 p.m. Monday – Friday during the academic year and 7:30 a.m. to 4 p.m. during the summer.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact

Career Center

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