



James J. Hill Reference Library Guide to the Job Search Strategy

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Whether you are entering the job market for the first time or changing careers after many years, a job search strategy contains two aspects. The first is internal: to become familiar with the tools which will help you decide what kind of job you wish to pursue and to prepare you to present yourself to an employer. The second is external: to use intelligently the sources that will help you locate the companies or industries or the geographic region in which you hope to find work. This pathfinder is designed to introduce you to some of the resources that will help you answer such questions as

- *How are particular jobs defined and what special requirements or skills do they require?*
- *What industries and what kind of jobs are expected to expand or contract? What regions of the country are predicted to grow?*
- *What range of salaries do these jobs pay?*
- *How do I write a resume? How can I prepare for a job interview?*
- *Where can I locate recruiters? How do I contact Human Resources departments of companies?*
- *If I relocate, what will the cost of living be?*

This guide is to be used with two others: "**Researching a Company**" and "**Researching an Industry**" which are available at the Reference Desk. This guide provides a listing of some of the more useful and standard resources on jobs and employment available at the Hill Library. For further information and other sources, call our reference line at 651-265-5500, stop by the reference desk to consult with one of our librarians, check our online catalog (PALS) on our Internet site, <http://www.jjhill.org/>, or email us at info@jjhill.org.

General Sources

Hill Reference Library

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St. Paul Minnesota
55102

PH: 651-265-5500

FAX: 651-265-5520

EMAIL: info@jjhill.org

<http://www.jjhill.org>

JobStar

Available on the Internet at <http://jobstar.org>

This site contains a wealth of information of resume writing, career guides, salary information and job fairs.

Minnesota Careers Focus: Careers and Training, A Guide for Adults

Available on the Internet at <http://www.mncareers.org>

Provides information on trends in job growth, salaries and training for Minnesota.

Minnesota Workforce Center

Available on the Internet at <http://www.mnwfc.org>

The website for the Minnesota Workforce Center contains job seeker services, labor market information and a list of Workforce centers. There are numerous links

to current publications on job opportunities and salary information, such as *Minnesota Occupational Employment and wage Statistics Salary Survey Data* and *Minnesota Employment Review*.

Occupational Outlook Handbook

Reference HD5723.O2, and available on the Internet at <http://www.bls.gov/oco/>

Provides detailed descriptions of tasks performed by job title, educational requirements and salary information

USJobNet

Available on the Internet at <http://usjobnet.com>

Another site for job seekers

What Color Is Your Parachute? : A Practical Manual for Job-Hunters and Career-Changers 2002

by Richard Nelson Bolles

Reference Collection HF5382.7 .B56 2002

Workindex

Available on the Internet at <http://www.workindex.com>

This website is a great place to begin on almost any aspect of work, including career development and occupations. A product of collaboration between Cornell University and *Human Resource Executive* magazine.

Your Career: How to Make it Happen

by Julie Griffin Levitt

General Collection HF5381.C4 2004

Job Descriptions

BLR's Job Descriptions Encyclopedia

Reference HF5549.5.J613 B2 1996

This loose-leaf volume is updated annually.

Dictionary of Occupational Titles

Reference HB2595.U543 1991

Profiles of 2,000 companies including hiring histories and contact information.

O*NET Dictionary of Occupational Titles 2nd ed.

Reference Desk HE2595 .054 2002

**Recruiters & H.R.
Professionals**

The Directory of Executive Recruiters

Reference Desk HF5549.5.R44 D52

Hunt-Scalon's Select Guide to Human Resource Executives

Reference HF5549.2.U6 H8

**Resumes and
Interviewing**

175 High-Impact Cover Letters 3rd ed.

by Beatty, Richard H.

General Collection HF5383 .B324 2002

175 High-Impact Resumes 3rd ed.

by Richard H. Beatty

General Collection HF5383 .B438 2002

Knock 'Em Dead

by Martin Yate

General Collection HF5549.5 I6 Y3 2002

Resumes for Re-Entering the Job Market 2nd ed.

General Collection HF5383 .R448 2002

Resumes for the 50+ Job Hunter

General Collection HF5383.R453 2003

Resumes That Knock 'Em Dead 4th ed.

by Martin Yate

General Collection HF5383 .Y38 2001

Winning Cover Letters

by Robin Ryan

General Collection HF5383.R93 2003

Salary Surveys

American Salaries and Wage Surveys 7th Edition (2003)

by Helen S. Fisher

Reference Collection HD4973.A67 ed. 5

CIS Statistical Universe

Available at Hill on the Internet

CIS provides online access to both the *Statistical Abstract of the United States* and also the *SRI (Statistical Reference Index)* database, covering statistical data from commercial publications, state government sources, business and trade associations, and independent research firms. Search here for information on "Earnings" or "Industry Wage Surveys."

HomeFair.com

Available on the Internet at <http://www.homefair.com>
Contains "The Salary Calculator" providing salary information for different cities.

IOMA's Report on Salary Surveys

Reference Collection HD4973.I6
A loose-leaf monthly periodical tracking salaries in many occupations. Not indexed.

Minnesota Salary Survey 2000-2002

Minnesota Collection HD4976.M6 A23, and available on the Internet at
<http://www.mnwfc.org/lmi/salary/index.htm>

Special Issues Index

Reference Desk, and subscription database available at the Hill Library
Salary surveys often appear in specialty business publications. A listing of such features can be found in this resource compiled by the Hill Library Reference staff. Look under "Salaries & Compensation."

Relocating

ACCRA Cost of Living Index

Reference Desk HD6983.A52
Compares the cost of living for different cities in the USA

America's Top Rated Cities 2002

Reference Collection HD6983.U533

CPI Detailed Report

Available on the Internet at <http://www.bls.gov/cpi>
Reports the Consumer Price Index for individual metro areas.

The Geographic Reference Report 2003

Reference Desk HD6982.G4 2003
Reports on costs, wages, salaries and Human resources for cities in the USA and Canada

Places Rated Almanac 2000

By David Savageau
Reference Collection HN60.S284 2000

Questions? Consult with a Business Information Specialist!
651.265.5500 **www.jjhill.org**