



James J. Hill Reference Library Guide to Job Search Information

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This Research Guides guide introduces you to various free web sites 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?*
- *If I relocate, what will the cost of living be?*

The Hill Reference Library also has many print and subscription databases that can provide additional information. Please view our other Research Guides at http://www.jjhill.org/Research/publications_guides.html.

General Sources

Bureau of Labor Statistics

<http://www.bls.gov>

The Bureau of Labor Statistic's web site is a gateway to the latest labor data and various statistical reports. Employment figures, demographic information, wage data, career reference sources, safety and health, productivity, and industry information are just some of the topics that are included on this site.

CareerInfo.net

<http://www.acinet.org>

This comprehensive web site provides wage and employment trends, occupational requirements, state-by-state labor market conditions, employer contacts nationwide, and an online career resource library. It also includes a general employment outlook, with links to the fastest growing jobs, which jobs have the most openings, and which are the highest paying.

Job Hunter's Bible

<http://www.jobhuntersbible.com>

This companion site to the book *What Color Is My Parachute?* is divided into two main sections. The Net Guide is a collection of information and resources to guide you in your job-hunt on the Internet. The Parachute Library is an extensive collection of articles written by the book's author and others.

Hill Reference Library

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<http://www.jjhill.org>

Job Star Central

<http://www.jobstar.org>

This site is a collaboration between public libraries and the Wall Street Journal. It includes information on writing resumes, salary data, career guides, job fairs, and finding appropriate job listing resources.



Minnesota Careers

<http://www.mncareers.org>

Minnesota Careers is a comprehensive career exploration guide. The web site includes Minnesota-specific occupational details and assistance with making career decisions and future choices.



Minnesota Workforce Center

<http://www.mnwfc.org>

The Minnesota Department of Employment and Economic Development operate this web site. It includes 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 Employment Statistics

<http://www.bls.gov/oes/home.htm>

This program from the Bureau of Labor Statistics produces employment and wage estimates for over 700 occupations. These are estimates of the number of people employed in certain occupations, and estimates of the wages paid to them. Self-employed persons are not included in the estimates. These estimates are available for the nation, individual States, and metropolitan areas.

Riley Guide

<http://www.rileyguide.com>

Compiled by longtime Internet consultant Margaret Dikel, this web site provides information on preparing for a job search, writing resumes and cover letters, effectively targeting employers, executing your job search, salary guidance, and more.

**Career
Development**

CareerJournal.com

<http://www.careerjournal.com/>

Published by the Wall Street Journal, the Career Journal includes articles about hot jobs, hot industries, job-hunting advice, career management, executive recruiters, and so on.

Career Guide to Industries

<http://stats.bls.gov/oco/cg/>

The Career Guide to Industries provides information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information. Currently includes 42 different industries.

Occupational Outlook Handbook

<http://www.bls.gov/oco/home.htm>

This online resource includes detailed descriptions of tasks performed by job title, educational requirements, and salary information. These descriptions also outline what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects. The site includes a section on "Tomorrow's Jobs".

Online Occupational Information Network

<http://online.onetcenter.org/>

This online resource replaces the Dictionary of Occupational Titles print publication. There are detailed listings of occupations, as well as a SkillSearch tool to match your skills to appropriate jobs. Each occupation has a detailed description, including skills, tasks, abilities, work activities, job zone, interests, work values, related occupations, wages, and employment.



Iseek Internet System for Education and Employment Knowledge

<http://www.iseek.org>

This site is a web-based gateway to Minnesota career, employment, education, and business development information and services. Information is organized into four main areas: Exploring Careers, Planning Education, Finding a Job, and Growing Your Business.

Vault.com

<http://vault.com>

Vault.com is a valuable tool for gaining insight into the corporate culture of a company. The site provides insider company information, advice, and career management services. Also included on the site are employer profiles, message boards, and job listings. Free membership is required for full access.

**Resumes, Cover
Letters, and
Interviewing**

CareerJournal.com – Job Hunting

<http://www.careerjournal.com/jobhunting>

This portion of the Wall Street Journal's Career Journal provides detailed information about effective interviewing techniques, resumes, cover letters, networking, and related articles.

JobInterview.net

<http://www.job-interview.net/>

Associated with the Salary.com web site, this site is a comprehensive resource for interview questions and answers. Included are practice interviews, a Questions Bank, and a success guide.

JobSmart Resumes

<http://jobsmart.org/tools/resume/samples.cfm>

This site includes information about resume writing, resume samples, useful tips, different types of resumes, and sample cover letters.

Susan Ireland's Resume Guide

<http://www.susanireland.com>

The author of many job search books, Susan Ireland's web site offers 60+ resume samples and 50+ sample cover letters. Also included are writing guides and sample thank you letters.

Salary Surveys

HomeFair.com

<http://www.homefair.com>

This site provides the "The Salary Calculator", which calculates salary information for different U.S. cities.

JobStar Salary Surveys

<http://jobstar.org/tools/salary/index.cfm>

JobStar maintains a list of over 300 salary surveys from a number of published sources, many of which are industry specific. Also included is information about salary negotiation strategies.



Minnesota Salary Survey

<http://www.mnwfc.org/lmi/oes/index.htm>

This site provides detailed information about employment and wages in Minnesota. Information can be found at both the metropolitan area and planning region level.

National Compensation Survey

<http://www.bls.gov/ncs/home.htm>

The National Compensation Survey provides comprehensive statistics on occupational earnings, compensation cost trends, benefits, and detailed plan provisions. Occupational wages are available for metropolitan and non-metropolitan areas, geographic regions, and nationally.

Salary.com

<http://www.salary.com>

This site allows users to search for salary ranges by job title and location. Current data can be found by state or metro area. Brief job descriptions are included, as well as some benefits information.

SalaryExpert.com

<http://www.salaryexpert.com>

The SalaryExpert site provides salary, bonus, cost-of-living, and benefits data. It offers information on over 85,000 jobs in over 190,000 U.S. zip codes; some international coverage is included.

Spencer Stuart Salary Benchmarking Reports

<http://www.spencerstuart.com/ResearchTools.aspx?PageID=10145>

This site lists average compensation ranges based on industry, function, and region. Information is geared towards executive and top managerial positions.

Consumer Price Index, Detailed Reports

<http://www.bls.gov/cpi>

This site lists the Consumer Price Index for individual metro areas, giving insight into cost-of-living data.

Homefair.com

<http://www.homefair.com>

Operated by the National Association of Realtors, this site provides city reports, school and crime reports, community information, a directory of moving companies, home finding strategies, storage options, and much more.

Relocation Central

<http://www.relocationcentral.com/>

This site provides a directory of services and resources available in your new city, including apartments, banking, real estate, moving and storage companies, and local news.

Questions? Consult with a Business Information Specialist!
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