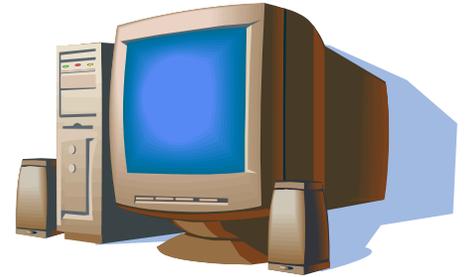# Online Job Hunting at the library

The World Is Very Different

When we baby-boomers were starting out, we walked into an establishment and filled out a paper job application. You probably met the personnel manager and got a chance to talk for a few minutes. The job hunt process has changed dramatically since those days.

Now applications are filled out on-line without going near the establishment where you might work. You will not be seen face-to-face until you receive an interview. In some cases, a person isn't even reviewing your application. A computer may be scanning applications and resumes, looking for key words. If the key words don't appear in your application, you will never get a review or meet the hiring manager in person.

The library can help you with this process. Since the entire application process has to be done on line, you need to get comfortable with computers. You don't have to be an expert. You do have to know the basics of using the computer and moving through the application process. You don't have to be a mechanic to drive a car and you don't have to "know computers" to do the applications. The library provides you with these tools:

- Computers and a printer

- A scanner to convert paper documents to a computer file

- Books about resumes and job hunting

- Self-Serve fax machine

- An internet connection

- Links to job-hunting websites

- Staff to assist you

- One-on-one assistance

- Free coffee (in the mornings)

THERE ARE SEVERAL TASKS YOU NEED TO COMPLETE BEFORE YOU EVEN BEGIN YOUR SERIOUS JOB HUNT. THERE IS A SPECIFIC ORDER YOU WANT TO FOLLOW SO THAT WHEN YOU ARE COMPLETING AN APPLICATION ON-LINE YOU HAVE ALL YOUR "TOOLS" READY TO USE.

Create an e-mail account

Nowadays you will not get a telephone call as your first contact with a potential employer. You will be contacted via e-mail. Usually, you cannot even fill out an application without first having a working e-mail account. It is good to set up the account and get familiar with using it and get into the habit of checking it frequently. There are a number of services that you can use to set up a free email account.

Write a resume and save it electronically

Today people do not write a beautiful resume and print it on specialized paper. It used to be that you spent almost as much time picking the paper as setting up the resume. That overall appearance was very important. Today your resume is likely to be sent electronically. If it is printed at all, it will be on stock paper, just to be passed around to a hiring team. You will need your resume saved on a flash drive. This is a small device (you can buy one at the Circulation Desk for $7.00). You will probably do more than one version of your resume and you may "tweak it" for each application. You also want one that looks nice for printing for those occasions when you fax your resume. You will do one resume in a very simple fashion. This is important when you send it electronically. If you have too many fancy format elements, they may not look good when the resume is viewed on a different computer.

Learn how to navigate the job hunting websites

There are links on the library computers to many of the popular job hunting websites. Learn to move through the sites and read the various job listings. Many of the sites allow you to register and provide your email (which you should have created already) so they can notify you when there are listings for jobs that match your qualifications.

Brush up on the computer keyboard and using a computer mouse

You don't have to have blazing speed at typing, but it will help if you are not hunting and typing with one finger. The library has books for reviewing touch typing, and there are websites to use to brush up on keyboard skills. There are also websites that have games to get you used to using the computer mouse.

Don't lose hope!

Use the booklet the library has provided to make your notes and keep track of your logins and passwords.

Use the Careers College

The library has a new tool available for those who are job hunting. The Careers College helps you understand the hiring process today and find the hidden job market. This is a fabulous step-by-step guide to prepare yourself mentally and emotionally for the job hunt. You can reach the Careers College on the library computers and on the library's website.