

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

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This guide will introduce you to some of the standard resources related to the job search. For further information and other sources, call our reference line at 651-265-5500, or email us at info@jjhill.org.

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Career Exploration

Career Guide to Industries

stats.bls.gov/oco/cg

This source provides information on available careers by industry, including the nature of the industry, working conditions, employment, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information. Currently includes 42 different industries.

CareerInfo.net

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.

Occupational Outlook Handbook

www.bls.gov/oco

Reference HD5723.O2

The *Handbook* provides detailed descriptions of job tasks, educational and training requirements, typical earnings, job prospects, and working conditions. In addition, the *Handbook* has job search tips, state-level job market profiles, and more

What Color Is Your Parachute?: A Practical Manual for Job-Hunters and Career-Changers, by Richard Nelson Bolles

Reference HF5382.7.B56

Perhaps the best-selling career and job exploration guide out there. Includes exercises for self-exploration and guidance throughout the job search process.

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Job Descriptions

BLR's Job Descriptions Encyclopedia

Reference HF5549.5.J613 B2

This loose-leaf volume contains over 500 prewritten, standard job descriptions. Suggested pay grades are included. While primarily targeted to the HR professional, these can be valuable for the job seeker as well. Descriptions are updated annually.

Online Occupational Information Network

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.

Salary Surveys

American Salaries and Wages Survey

Reference HD4973.A67 2009

Lists hundreds of occupations and respective salary ranges, with data compiled from government sources, trade associations, and industry publications.

IOMA's Report on Salary Surveys

Reference HD4973.I6 2008

A loose-leaf monthly periodical tracking salaries in many occupations. Pulls data from a variety of journal and survey resources. An index, or listing of reports, for the previous year's issues comes out in January. No index for the current year, so this year's issues must be reviewed individually for relevant surveys.

Minnesota Occupation Employment Statistics

www.deed.state.mn.us/lmi/tools/oes.htm

Contains employment and salary figures for the state, metro areas, economic development areas, and other regions of the state. Information is organized by standard occupational classification.

National Compensation Survey

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.

Occupational Employment Statistics

www.bls.gov/oes/home.htm

Covering over 700 occupations, this source estimates both the number of people employed in these occupations and the wages paid them. Estimates are available for the nation, individual States, and metropolitan areas, but this source does not cover the self-employed.

Special Issues Index

www.jjhill.org/research_online/special_issues.cfm

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. Search under "Salaries & Compensation."

Resumes and Interviewing

501+ Great Interview Questions for Employers and the Best Answers for Prospective Employees,

by Dianna Podmoroff

General HF5549.5.I6 P63 2005

Contains a wide variety of questions that may be asked in an interview setting.

Adams Resume Almanac

Reference HF5383.A27 2005

A comprehensive guide to crafting a job-winning resume with samples grouped around specific industries.

Encyclopedia of Job-winning Resumes, by Myra Fournier

Reference HF5383.F77 2006

An annotated collection of 400 resumes using a "learn by example" approach.

Guide to Business Etiquette, by Roy A. Cook

Reference HF5389.C655 2005

A concise book on basic etiquette with important do's and don'ts for every business setting.

Resumes that Knock 'Em Dead, by Martin John Yate

Reference HF5383.Y38 2006

This features using online postings, e-mail techniques and follow-up strategies for resumes writing.

Vault.com

www.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.

Winning Cover Letters, by Robin Ryan

General HF5383.R93 2003

Teaches you to easily write effective cover letters and to use the internet to market yourself to employers.

Winning the Interview Game: Everything You Need to Know to Land the Job, by Alan H. Nierenberg

General HF5549.5.I6N54 2005

A step-by-step guide to prepare job seekers from the initial interview to the first day on the job.

Job Postings

The Directory of Executive Recruiters

Reference HF5549.5.R44D52 2007-08

Provides listings of independent recruiting firms. Profiles include a narrative summary, plus industry and functional specialties. At least one contact name is typically given for each firm.

Indeed.com

www.indeed.com

Aggregates job listings from job sites, newspapers, associations and company career web pages.

Minnesota Council of Nonprofits Job Board

www.mncn.org/jobs

Database of job openings with nonprofit organizations in Minnesota.

Minnesota Job Bank

www.minnesotaworks.net

Database of job openings throughout Minnesota, compiled by the Minnesota Department of Employment & Economic Development.

StarTribune JobSeeker

www.startribune.com/jobs

Primarily for local (Twin Cities) job listings. Includes the ability to set up search alerts for new help wanted ads published in the Star Tribune.

State of Minnesota Job Postings

<https://statejobs.doer.state.mn.us/JobPosting>

Database of current job openings with the State.

University of Minnesota Employment System

www1.umn.edu/ohr/employment

Database of job openings within the University of Minnesota system.

Minnesota Job Info

Minnesota Careers

www.iseek.org/mncareers

Organized into four main areas: Exploring Careers, Planning Education, Finding a Job, and Growing Your Business. Includes worksheets and self-assessment exercises, and also provides information on job growth trends, salaries, education/training, and job banks.

Minnesota Department of Employment & Economic Development

www.deed.state.mn.us/

The DEED web site has a number of areas with career and employment tools, for instance:

Careers site: www.deed.state.mn.us/lmi/careers.htm

Labor Market Data: www.deed.state.mn.us/lmi/tools/projections/IndOccSelect.aspx

Articles and Analysis on Minnesota Industries: www.deed.state.mn.us/lmi/industries.htm

Minnesota Workforce Center

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*.

Relocating

America's Top Rated Cities

Reference HD6983.U533 2008

Arranged by region and then city, the profiles include concise social, business, economic, demographic, and environmental summaries for each city. Commentary is also provided. Most tables show comparisons with the U.S. and metro areas. There is a separate section with comparative statistics as well.

Cities Ranked & Rated: More Than 400 Metropolitan Areas Evaluated in the U.S. & Canada

Reference HT123.S64 2007

For anyone considering relocating, this guide offers insights into more than 400 metropolitan areas in the United States and Canada. Data is provided by Bert Sperling, creator of Money magazine's original "Best Places to Live" list. Highlights include: strongest job outlook; lowest cost of living; climate; and more.

Consumer Price Index

www.bls.gov/cpi

Reports on the Consumer Price Index for the U.S., regions, and individual metro areas.

HomeFair.com

www.homefair.com

Contains cost of living comparisons, school reports, and a salary calculator providing typical salary information for different cities.

Company Research

See also the Hill Reference Library's Guide to Researching a Company, available online at

www.jhill.org/research_online/publications_and_research_guides.cfm.

Company Directory Databases

The job search process often includes building lists and looking for background information on potential employers. The following databases provide listings of companies, which usually include basic information such as address, telephone number, line of business, number of employees, and sales revenue. Other information, such as Internet addresses and officers, may sometimes also be included.

Dun & Bradstreet Million Dollar Total

Subscription database available at Hill

Dun & Bradstreet covers 14 million public and private companies in the U.S. and Canada, and an additional nine million abroad. The database may be searched by industry, geography, size of company (employee or sales size) and other criteria such as location type, year established, employment trends, and import/export. Company lists can be downloaded or printed.

Hoover's

Subscription database available at the Hill Library; some free access available at www.hoovers.com
Hoover's provides information on 14 million U.S. and Canadian companies and almost two million international companies. Basic company fact sheets are available for free on Hoover's Web site. Hill's subscription allows access to detailed profiles for large companies, including descriptions, history, competitors, detailed financials, competitive landscape, and executives.

Local Business Press

The following sources may contain articles or information about local companies. Industry trade publications frequently have articles focusing on a company's key personnel, business strategies, new products, or marketing initiatives.

Minneapolis Star Tribune

Available from ProQuest, subscription database available at the Hill Library; some free access available at www.startribune.com

Newspaper covering the Minneapolis / St. Paul metro area. Web site provides free access to news articles from the past fourteen days.

Minneapolis St. Paul Business Journal

Minnesota Collection; some free access available at twincities.bizjournals.com/twincities

The Business Journal's web site provides access to a selection of stories from the weekly print edition.

ProQuest ABI/INFORM

Subscription database available at Hill

ProQuest's *ABI/INFORM* is international in scope and covers over 1400 business magazines, trade journals, and newspapers, with citations, abstracts, and full text articles on topics such as business, management, and finance. Contains archives of *Minneapolis Star Tribune*.

St. Paul Pioneer Press

Available from ProQuest, subscription database available at the Hill Library; some free access available at www.twincities.com

Newspaper covering the Minneapolis / St. Paul metro area. Web site provides free access to news articles from the past seven days.

Questions? Consult with a Business Information Specialist

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