Resumes: Internet Job Boards

WHY DO I USE AN INTERNET JOB BOARD?
- **To research information.** Job boards (also called job banks) can be a good research tool. You can discover type of skills employers are seeking. You can discover the pay for job openings.

- **To search for job openings.** Use a job title to search for job openings. Employers pay the job bank to post job openings. Job seekers search job openings for FREE! Do not pay to search for job openings! Job seekers may be required to: a) register (set up username and password) with the job bank to learn more information about job openings; b) set up e-mail alerts to your e-mail for new job openings.

- **To post your resume.** Sometimes you can post your resume without applying for any job opening. Then employers may search resumes, find yours, and match you to their job opening. Normally, it is best to post your resume for a specific job opening. To post your resume for a job opening, follow the instructions on the job board. You should be able to post your resume for FREE.

WHAT TYPES OF INTERNET JOB BOARDS ARE AVAILABLE?
Big Job Boards. Many job seekers focus on big job boards like Monster.com, CareerBuilder.com, and Indeed.com to find job openings. If you are not seeking a a high-demand career (such as nursing), big job boards are the least successful job search method with only about 10% success rate. So, do not spend over 10% of your time on big job boards. Here are ideas when searching for jobs on the internet:

Niche Job Boards. Explore "niche" (or speciality job board for one industry) such as: Dice.com (technology industry); HealthECareers.com (health care industry); and TalentZoo.com (creative design industry). To find speciality job boards, use Google to search "Job Board Carpenters" or "Job Board Truck Drivers." You may also use "aggregator" job boards. Aggregator job boards combine search results from all job boards, company websites, professional associations, and other sources into the one website. In addition to full-time jobs, aggregator websites include part-time jobs, summer jobs, volunteer work, and independent contractor jobs. Aggregator websites include: Indeed.com, SimplyHired.com, and CareerJet.com.

Company Websites. Visit websites of companies that interest you to send e-mail with cover letter and your resume to ask about job openings. Better yet, contact employers: a) **By phone**; b) **In person to talk** to manager or assistant manager about a job opening; c) **By visiting Human Resources (Personnel) Department** to ask about job openings.

State Job Boards. To find your state's job board for job openings, use Google to search using your state's name and the words "Job Board." Be sure to look for the websites that have **".gov"** at the end of web address since **state websites addresses end in "gov."**

JOB BOARD SECURITY TIPS

Some job openings on job boards are scams (deceptive, illegal activities). Do not reply to job listings if: 1) Job listing seem too good to be true. 2) Job listing promising quick, easy income. For example, regardless of what the job listing says, you cannot earn thousands of dollars for simply depositing checks from foreign countries into your local bank. 3) Job listing asking you to send money. Employers pay to post job listings, NOT YOU as job seeker. Here are more job board security tips:

- Read privacy policies of job boards to understand: a) What will happen with your resume; b) How long the site will post your resume. Make sure that you can delete your resume if necessary.
- Accept only one session cookies (tracking codes) at job sites and opt-out of cookies when possible.
- **Never provide your date of birth, Social Security number, driver's license number, home address, or any financial/credit card information. Post your city and state in place of your street address.**
- Do not place the name of your current employer on your resume. For example, use a phrase such as Major Fast Food Restaurant instead of McDonald's Restaurant.
- Do not use your personal e-mail address for your contact information. Set up a separate e-mail for you through G-mail or Yahoo and provide that as your job bank e-mail address.
- If someone is nice and gives a reference for you, **do not post the reference's information for all to see and use.** You may say, "References are available upon request." Criminals acting as job recruiters can copy and sell your job board information.
- Do not respond to "blind" ads that do not contain details or ask you to send your resume to unknown e-mail address. Honest companies do not hide behind blind and unknown e-mail addresses.
- Best way to submit your resume: 1) Visit employer's website to submit your e-mail cover letter and resume. Do not use job board. 2) Visit business in person to submit your cover letter and resume.

QUICK CHECK:

1. Job boards are also called what?
2. What 2 things can you discover on job boards?
3. a) Who pays the job bank to post job openings? b) How much do job seekers pay?
4. How much should it cost to post your resume?
5. a) List the web address of 2 "big job boards." b) If you are not seeking a high demand job, what is the success rate of big job boards? c) List one high demand job.
6. a) Define "niche" job board.
   b) List web address of 3 speciality job boards.
   c) What do you do to find speciality job boards?
   d) What do aggregator job boards combine?
   e) List web address of an aggregator job board.
7. What can you send to company websites that interest you?
8. List 3 ways you can contact employers.
9. a) Describe how you find state job boards?
    b) For what should you look?
10. a) Define "scams." b) Do not reply to job listings when you find what 3 things?
11. a) List 2 reasons why you must read privacy policies. b) Of what should you make sure?
12. List 5 examples of personal information you should never provide.
13. Give an example of what you may say rather than the name of your current employer.
14. What should set up for job bank e-mail?
15. a) What should you NOT do with your reference's information? b) What should you say on the resume? c) Why?
16. What do honest companies not hide behind?
17. What are the 2 best ways to submit resumes?