

Edward G. Schumacher Memorial Library
Northwestern College
www.nc.edu/library <http://twitter.com/NCSchumacherLib>
Ask Your Librarian: library@nc.edu

Job Hunting and Career Development Resources

Online Resources: Books

To search for books and other materials in the Edward G. Schumacher Library, go to www.nc.edu/library and search the “Oasis Online Catalog”. You may search by title, author, and subject. The “call number” in the item record indicates its location on the Library shelves.

Your Student I.D. card serves as your Library card. Ask any Library staff member for help in locating materials. Books are checked out for a three-week period and may be renewed in person and by telephone. If you need a book from another campus library, a librarian will order the book for you and call you when it arrives.

To search for books from other libraries, you may use the FirstSearch online catalog. Go to <http://newfirstsearch.oclc.org> and search by title, author, and subject. Please contact library staff for the username and password to use (library@nc.edu). Please see Library staff to arrange for interlibrary loans. You will be notified by telephone when your books arrive.

Online Resources: Full-Text Articles

****Link directly to EBSCOhost and ProQuest from the Library’s online catalog.*

EBSCOhost may also be accessed remotely at the following web address:

<http://search.ebscohost.com/login.aspx?authtype=ip,uid>

Please contact library staff for the username and password to use (library@nc.edu).

ProQuest may be accessed in the library or remotely at <http://search.proquest.com> by using the following information:

Please contact library staff for the username and password to use (library@nc.edu).

Examples of subjects to use when searching for books or articles

Careers	Job hunting
Resumes	Cover letters
Career development	Name of profession (example: nurses)
Employment interviewing	Vocational guidance

The “Advanced/Enhanced Search” option in catalogs and databases allows combinations of subject terms.

Selected Reference Books

REFERENCE/331.7/OCCUPATIONAL

Occupational Outlook Handbook (Available online at www.bls.gov/oco)

REFERENCE/331.702/ENCYCLOPEDIA

Encyclopedia of careers and vocational guidance

REFERENCE/650.14/FARR

100 fastest growing careers

Selected Circulating Books

331.702/PHIFER	Great careers in 2 years
610.69/MCCUTCHEON	Exploring health careers
650.1/ANDERSON	Professionalism: skills for workplace success
650.14/FARR	15 minute cover letter
650.14/FARR	Next day job interview
650.14/GETTING	Getting a government job: the civil service handbook
650.14/NOBLE	Gallery of best resumes

General Career Information Websites

http://www.bls.gov/oco	U.S. Department of Labor
http://www.careeronestop.org	U.S. Department of Labor
http://www.onetonline.org	U.S. Department of Labor
http://ilcis.intocareers.org/default.aspx (User Name: Illinois/Password: careers)	
https://www.moneygeek.com/careers/	Career guides & salary information
http://www.wetfeet.com	Interviewing, career planning, salaries
http://www.myskillsmyfuture.org	Learn how your skills may transfer to careers
http://www.learnhowtobecome.org/career-resource-center/	

Health-related Career Information Websites

http://science.education.nih.gov/LifeWorks	
http://www.explorehealthcareers.org	
http://www.mchc.com	Click on 'Resources' + 'Health Career Guide'

General Internet Searching

“Google” your career title + “association” (ex.: paralegal + association)

Company/Organization Websites

Official websites for companies and other organizations may have direct links to employment applications. Look for ‘Careers’ or ‘Employment’ links online.

Examples: Go to www.traderjoes.com and click on 'Careers'
Go to www.advocatehealth.com and click on 'Jobs'

Job Listings: Search for jobs by category and location

www.linkup.com
www.vault.com
www.tiptopjob.com
www.mjpjobsearch.com
www.hireflip.com
www.socialservice.com Job listings of social service organizations only
www.simplyhired.com
www.npo.net Job listings of non-profit organizations only
www.indeed.com
www.kijiji.com
www.oodle.com
www.glassdoor.com
www.higheredjobs.com Job listings of educational institutions only
www.sologig.com Job listings of IT & engineering companies only
www.snagajob.com
www.dice.com Professional technology jobs only
www.flipdog.com
www.jobsinchicago.com
www.careerbuilder.com
www.monster.com

Illinois: Job listings, workshops, online computer training, resume tips

www.illinoisworknet.com Find jobs, learn computer skills, resumes/interviewing
www.jobs4people.org Workforce Services Division of Will County
<http://work.illinois.gov> State of Illinois employment opportunities
<http://ides.cmcf.state.il.us> Illinois Skills Match

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