Online Tools for the Job Search

Presented by
Biotechnology Career Services
&MCB Advising Program

Introduction
Kathleen Brinkmann
Director of Biotechnology Career Services
Brinkman@illinois.edu

Goals for Today
- Learn about online job search tools
- Learn about online professional networking
Why Research Companies/Fields/Jobs?

- Enables you to write a compelling cover letter.
- Assists you in presenting your experience in your resume strategically.
- Prepares you for the interview.

Type of Information to Research about Employers

- History, philosophy & goals/mission statement of the organization
- Geographical location of headquarters, branches, subsidiaries
- Organizational size, number of offices/plants & potential growth
- Organizational culture & structure
- Annual production & performance growth

Company Info Continued

- Current and potential products/services
- Training & promotional opportunities
- Competitors
- Descriptions of operating divisions
- Organizational chart (including names of top executives)
- Financial review
- Contributions to the industry or field
- Recent news/press releases
Online Resources

- Career Insider powered by Vault
- Wetfeet
- One Source
- Lexis-Nexis
- ABI/Inform

Career Insider

Career Insider offers in depth information on top employers and education programs, job search advice, salary info, job listings, employee message boards and surveys.

Career Insider offers

The scoop on companies/employers:

- Employer Surveys
- Employer Rankings
- Employer Profiles
Career Insider offers

- Research on Industries/Careers
  - Industry Career Articles
  - Occupation Surveys
  - A Day in the Life

Career Insider includes:

- Salary Data
- Job Advice
- Job Board

Career Insider URL

Go to the Career Center website

http://www.careercenter.illinois.edu/rc/databases/vault.php

Get a password
Wetfeet helps job seekers make career decisions by providing career advice, company rankings, top MBA programs information, sample resumes. Link through the Career Center at http://careercenter.illinois.edu/rc/databases/CRS.php

Example of Company Profile ABBOTT
- Headquarters
  - 100 Abbott Park Rd.
  - Abbott Park, IL 60064
  - http://www.abbott.com/
  - Phone: 847-937-6100
  - Fax: 847-937-3555
- Industry: Pharmaceuticals
- Ticker Symbol: ABT
- Staff Population: 68,000
- 1 year change: 13.9 percent
- Financial
  - 2007 revenue: $25,914.2 million
  - 1-yr growth: 15.3 percent
Summary of company overview

One Source is a database of global business information and company profiles. Access through Business and Economics Library http://www.business.uiuc.edu/intranet/one_source.html
One Source

Data includes:
- Profile
- Company Summary
- Corporate Overview
- Executives
- Corporate Family
- Closest Neighbors/Peers
- OneStop Report
- News & Analysis
- Latest News Stories
- Articles
- Significant Developments
- Competitors Report
- Analysts’ Reports
- Strategic Initiatives
- Strengths/Weaknesses
- Peer Analysis
- Public Company Peer Analysis
- Company Chartbook (Excel)
- Valuation Tearsheet (Excel)
- Filings
- SEC Filings
- Annual Reports
- Financials
- Financial Report (Reuters)
- Financial Report (As Reported)
- Financial Health
- Ratio Comparisons
- Annual Ratios
- Stock Report
- Geographic Segments
- Business Segments

Lexis-Nexis

Lexis-Nexis is a search tool that identifies articles from journals, newspapers and reference books; is a comprehensive source for news, business and legal info.
Access through the UI library
http://www.lexisnexis.com/us/lnacademic/

ABI/Inform

The database contains content from thousands of journals that help researchers track business conditions, trends, management techniques, corporate strategies, and industry-specific topics worldwide.
I. ABI/Inform

- Access through UIUC main library
- ABI/Inform: http://proquest.umi.com/login?COPT=REJPTE5M2Mmu01EPTQmSUSUPTAmVKSPTI=&clientId=36305
- Tutorial: http://www.library.illinois.edu/diglit/tutorial/abi_inform

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I. How to Search ABI

- Go to Advanced Search
- Enter the company name
- Change the category to “Company” (the default is “citation and document text”)
- Change the time coverage (six months, one year, etc.)

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I. Summary of online tools

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Accessible through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vault</td>
<td>Valuable company profiles</td>
<td>Career Center website</td>
</tr>
<tr>
<td>WebFeet</td>
<td>Job search tools, articles</td>
<td>Career Center website</td>
</tr>
<tr>
<td>Lexis-Nexis</td>
<td>Research tools for specialized info</td>
<td>Campus library or BEL</td>
</tr>
<tr>
<td>One Source</td>
<td>Company database to identify companies by location, comprehensive profile</td>
<td>BEL</td>
</tr>
<tr>
<td>ABI/Inform</td>
<td>Research tool for company data</td>
<td>UIUC Main Library</td>
</tr>
</tbody>
</table>

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1. Professional Networks

Always Illinois

LinkedIn

2. Always Illinois

Always Illinois is an online networking community that includes all ILLINOIS alumni, students, faculty and staff.

https://www.alwaysillinois.org/uiuc/auth/login

3. Always Illinois offers

- Groups
- Forums
- Career Opportunities (postings)
- Networking
LinkedIn is a business-oriented social networking site.

http://www.linkedin.com/

**Linkedln**

- Used to find jobs, people & business opportunities recommended by someone in one's contact network.
- Employers can list jobs and search for potential candidates.
- Job seekers can review the profile of hiring managers and discover which of their existing contacts can introduce them.


**Use LinkedIn to:**

- Increase your visibility
- Improve your connectability
- Improve your Google PageRank
- Perform blind “reverse” and company reference checks

From blog.guykawasaki.com
1. Increase the relevancy of your job search
2. Research for Interview
3. Track start-ups
4. Ask for advice “LinkedIn Answers”
5. Integrate into new job

From blog.guykawasaki.com

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1. 10 Ways to Find a Job on LinkedIn (LI)
   1. Get the word out through your profile (Build your personal Brand)
   2. Ask for Recommendations
   3. Find out where similar people work through LI advanced search engine
   4. Find out who you know at a company (use UIUC keyword)

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1. 10 Ways Continued
   5. Find out where people go next in the “Career Path” box
   6. Check if company is still hiring under “Jobs” bar
   7. Join LI Group
   8. Ask an expert under “Answers” bar

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9. Become an expert by answering questions/contributing to group discussion
10. Build your network!

From David Cohen: [10 ways to find a job with LinkedIn - David Cohen](https://www.biotechcareer.com)