



Online Tools for the Job Search

Presented by
Biotechnology Career Services
&
MCB Advising Program

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Introduction

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Goals for Today

- Learn about online job search tools
- Learn about online professional networking



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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.

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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

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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

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Online Resources

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

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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.

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Career Insider offers

The scoop on companies/employers:

- Employer Surveys
- Employer Rankings
- Employer Profiles



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Career Insider offers

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

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Career Insider includes:

- Salary Data
- Job Advice
- Job Board



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Career Insider URL

Go to the Career Center website

- [http://
www.careercenter.illinois.edu/rc/
databases/vault.php](http://www.careercenter.illinois.edu/rc/databases/vault.php)

Get a password

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Wetfeet

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>

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Example of Company Profile ABBOTT

- **Headquarters**
 - 100 Abbott Park Rd.
 - Abbott Park, IL 60064
 - <http://www.abbott.com/>
 - Phone: 847-937-6100
 - Fax: 847-937-9555
 - **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

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One Source

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

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One Source

Data includes:

- Profile
- Company Summary Corporate Overview Executives Corporate Family Closest Neighbors/PeersOneStop 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

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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/Inacademic/>

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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.

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ABI/Inform

- Access through UIUC main library
- ABI/Inform: <http://proquest.umi.com/login?COPT=REJTPTE5M2MmU01EPTQmS U5UPTAmVkvSPTI=&clientId=36305>
- Tutorial http://www.library.illinois.edu/diglit/tutorial/abi_inform

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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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Summary of online tools

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

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Professional Networks

Always Illinois

LinkedIn



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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>

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Always Illinois offers

- Groups
- Forums
- Career Opportunities (postings)
- Networking

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LinkedIn

LinkedIn is a business-oriented social networking site.

<http://www.linkedin.com/>



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LinkedIn

- 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.

Source: Wikipedia

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Use LinkedIn to:

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

From blog.guykawasaki.com

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Continued

- Increase the relevancy of your job search
- Research for Interview
- Track start-ups
- Ask for advice "LinkedIn Answers"
- Integrate into new job

From blog.guykawasaki.com
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10 Ways to Find a Job on Linked In (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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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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10 Ways Continued

- 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-cohen7](#)

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Online Resources

Just one of the tools in the job search



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Questions??



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