



## Job Search Engines

Job Search Engines are websites that have one function: helping you to find jobs. You can think of them as Google for jobs. The good news about Job Search Engines is that these search everywhere to help you find a job.

The bad news is, they search everywhere. You may want to find jobs in Massachusetts but the Job Search Engine can return job openings from Alaska. This can be prevented by making sure to limit your search. To prevent this problem, Job Search Engines usually have tools to limit a job search by the type of job and the geographic location of the job.

There are many Job Search Engines available on the Internet. Some are free for anyone to use, some require a subscription, and some are limited to specific professions (USA Jobs for example is for finding job openings in the federal government). In this guide, we review 3 Job Search Engines: Monster.com, Hot Jobs, and Career Builder.

### A) Monster.com

- At the top of Monster's Job Search Engine window, you will see the menu below: This is the navigation panel. It contains links to several different tools available from Monster to help you in your job search:
  - Home allows you to restart your search from Monster's homepage.
  - To use the features on Profile & Resume, you will need to create an account with Monster. Creating an account allows you to post a resume, post a cover letter, or use Monster's resume builder to create a resume..
  - Jobs brings you to a simple job search window. You can also use the jobs tab to browse jobs, look at job searches that you have saved to your profile, look at job postings you have saved to your profile, view you application history, and view company profiles.
  - Career Tools are used to provide you tools for researching occupations and provides some guidance for choosing your career. Career Snapshots provide in-depth descriptions for thousands of occupations. Career Benchmarking tool you'll see how your salary, benefits, education, commute, work/life balance...and more compare with others like

you. Career Mapping tool can help you take your career where you want it to go. Career Services are services that are available to help job seekers. Some examples include resume distribution, resume writing, salary reports, and career assessments.

- Advice provides guidance for some job search or career questions that you may have.
- Communities provides you with links leading to various online professional communities.
- Join Us is allows you to become a member of Monster.com and create a user profile.
- Help and Security is Monster's help button.
  
- Now, let's move on to how to use Monster to conduct a **Simple Search** (see below) that allows you to look for jobs by Job Title (e.g. Nurse, doctor, pilot), Keyword (terms that can appear in the Job Title, Job Description, or anywhere in the entry), and Location (in the Zip Code or Town, State format).
  
- After you start your job search using Simple Search, you will get a Search Results page. On this page (see below), there are a variety of options. On the left, you can narrow down the results by how long ago the job was posted, the type of job posted, the required level of job experience, the required level of education, the industry that the job is within, and the category of job. Below the location Search Box in the Job Search menu you can choose to define the radius of the job search. Monster will conduct a job search for any jobs matching your search criteria within the specified radius away from the location. For example, if you are willing to look for a job within 30 miles of Randolph you would change the radius to 30 Miles to get jobs within that distance range.
  
- When you have found a job you would like to apply for, simply click on the job posting. You will then get a Job Description page. There is a Summary of the job on the left side of the page giving you a quick overview of the job posting. A detailed description of the job takes up the middle of the web page. On the right side of the page is the Job Tools box. This gives you four options: Apply to the job, Print a copy of the job posting, Save the job (you will need a profile account with Monster to do this), and Share (let a friend now about the job posting). Company Tools below the Job Tools will give you several options. In the demonstration image the only option is View All Jobs at this Company.

- Browse Jobs allows you to literally browse through the postings of jobs available through Monster.com. The Browse Window (see below) lets you browse through job by Job Category, Industry, or from a small list of Cities. You can also choose to Browse All Jobs. This gives you a list that lets you browse by State, Industry, Category, Posting Date, Career Level, Years of Experience Required, Education Level Required, and Job Type. You can click on these various options to limit the results to include only the job with a description that matches the option you clicked. Once you have finished narrowing down the results, click on View Jobs to look at the available jobs. It works in essentially the same manner as the Job Search, but does not require you to type in your own search terms.
- Finally, many of Monster's features are explained by the website at <http://help.monster.com/my20/faq.asp>

## B) Hot Jobs

- Hot Jobs is another popular Job Search Engine. It is very similar in appearance and functionality to Monster.com. The reason for this is that Monster bought Hot Jobs.
- One major difference is how you can access the members only features (creating an online resume for example). With Monster, you must create a profile account with the website before accessing some features. With Hot Jobs you can use a YAHOO ID to get access to members only features from Hot Jobs.

## Career Builder

- At the top of the page you will notice 6 buttons: a <House Icon>, My CareerBuilder, Find Jobs, Job Recommendations, Post Resumes, and Advice & Resources. (see below)
- There is a link to the first page of [CareerBuilder.com](http://CareerBuilder.com)
- Allows you to create an online user account with Careerbuilder, look at your previous job searches, post resumes online, and provides a link to aid you in fighting fraud and reporting fraud on the site.
- The search has several features. You can use it to conduct a simple search for jobs,

conduct an search using advanced search tools, research specific companies for employment opportunities, research specific industries for employment opportunities, and you can use Job Alert to have jobs emailed to you based on search criteria you establish.

- is a service from CareerBuilder that uses data such as keywords in your resume, jobs you view in your searching, and the jobs you apply for to generate a list of available jobs that will be sent to the e-mail account you provided to CareerBuilder.
- Lets you post a digital copy of your resume on CareerBuilder, which will be used when applying to jobs online. You can also “Upgrade” your resume to make it easier for employers searching CareerBuilder to find your resume. Resume Distribution will help you create and distribute a generic resume to various potential employers. Resume Writing and Free Resume Review provide you with online help when writing your resume.
- Provides you with suggestions and various tools that can help you with searching for jobs and developing career skills.
- Finally, many features are explained on the help page (has video tutorials):  
<http://www.careerbuilder.com/jobseeker/help/>