

# Beginning the Job Search Odyssey

## Information Literacy & Job Searches

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# Looking for a job

We've all  
been there  
time and  
time again!



# Unemployment hits some groups harder

- 4% of college graduates
- 9% of high school graduates
- 14% of those without a high school diploma
- 8% of Whites and Asians
- 11% of Hispanics and Latinos
- 16% of African Americans



*<http://www.deptofnumbers.com/unemployment/demographics/>*

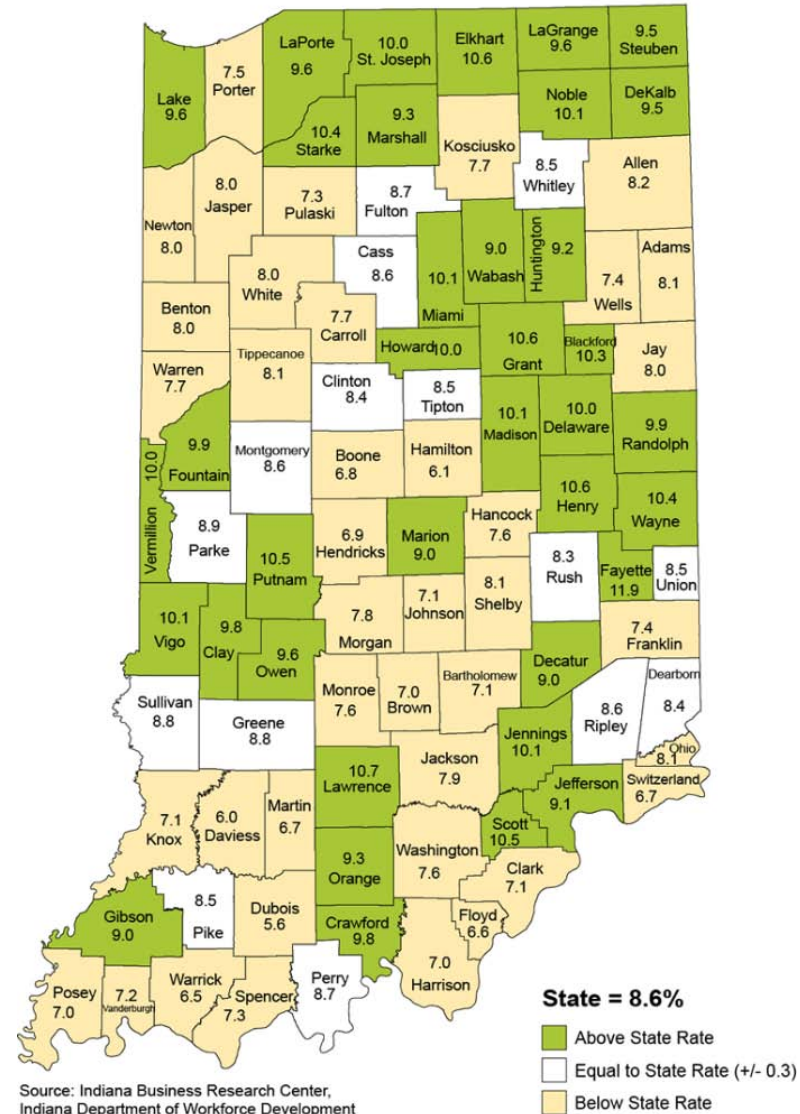


# Indiana July 2011

8.6%

*The national  
average is about  
9.1%*

## July 2011 Unemployment Rates



They come to us:  
How can we help?



# What is Information literacy— and how does it relate to job searches?

The Presidential Committee on Information Literacy defines it as the ability to:

“recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.”



**Information**



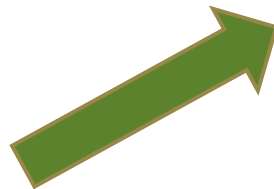
# Applying IL definition to job searching

- Recognize when information is needed  
Now!
- Locate the needed information  
Government or company websites  
Online job listings  
Social networking
- Evaluate the needed information  
Is it a job or a scam?
- Use the needed information  
Be the smart applicant

# Locate the Needed Information

- Government sites
- company websites
- Online job listings
- Social networking
- Employment agencies

*Not like this!*



# Government Sites



[www.usajobs.gov](http://www.usajobs.gov)



<http://www.in.gov>

Search “employment”

Find local government sites with terms:  
city or county Indiana government jobs

Mega job-search sites don't screen  
(college job sites don't either)



[www.indeed.com](http://www.indeed.com)



Professionals may also find job listing sites through professional associations.

# Employment Agencies

- Excellent for certain groups of jobs
- Will provide assistance with applications and interviewing skills
- Should NOT charge job seeker



# What About Social Media?

Connect with me ...





# LinkedIn

- Every job seeker should have an account
- Everyone else should have an account (if only to help their job-seeking friends)
- Provides a very detailed resume
- Rave reviews from colleagues and employers



# Be a smart applicant

## Prospective Employer Worksheets

- Specific companies
- Specific industries
- General (“Do-it-yourself”)

Links to the worksheets may be found on the Indiana Tech Information Literacy LibGuide:

<http://libguides.indianatech.edu/informationliteracy>

# Company websites tell you:

- What they do or make?
- Who is the hiring manager or HR director?
- Exact titles of positions they have open
- How they want you to apply—exactly how!
- Other locations they may have

# Example of an Employer Worksheet

**Choose your own company:** \_\_\_\_\_

Find Official Web Site: Use Google or another search engine (or try obvious options):

\_\_\_\_\_

What do they make or do? \_\_\_\_\_

Find job listings. Which job sounds interesting to you?

\_\_\_\_\_

Do they have specific requirements on how to format or send a resume and cover letter?

\_\_\_\_\_

Find LinkedIn Profile (click on “More” to find companies)

How many employees do they have? \_\_\_\_\_

Do you have a 1<sup>st</sup> or 2<sup>nd</sup> level contact there? \_\_\_\_\_

What previous experience does a new hire (or another person) have?

\_\_\_\_\_

Go to the Inspire database from the library’s web page (or go directly to [www.inspire.in.gov](http://www.inspire.in.gov)) and then Inspire Databases Search (middle top tab). Check “Newspapers” box. What do you find?

\_\_\_\_\_

Vera Bradley

CATEGORY

COLOR

COLLECTION

GIFT IDEAS

SALE

WHAT'S NEW

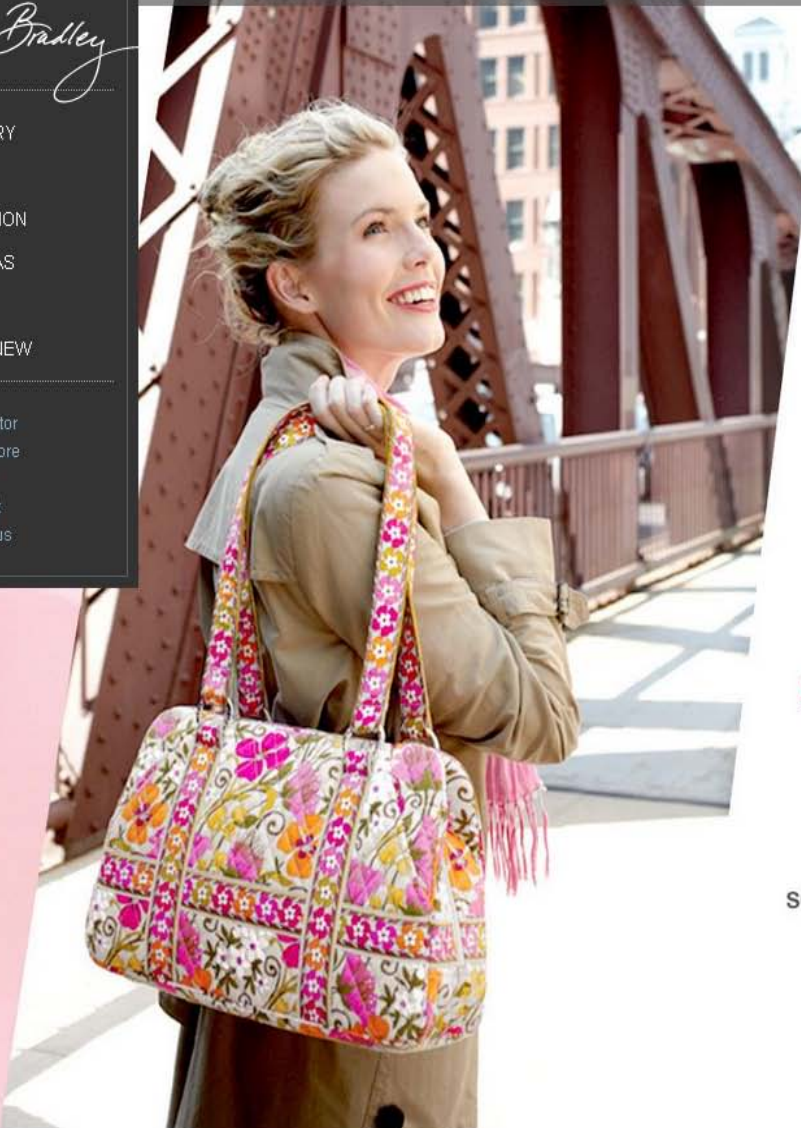
Store Locator

Favorite Store

Wish List

My Account

Order Status



# Tea Garden

In every style, Tea Garden is helping raise funds for breast cancer research.

[SHOP ONLINE AND IN STORES](#)

SQUARED AWAY TOTE in Tea Garden

1 2 3 FREE SHIPPING ON ORDERS OF \$100 OR MORE



Visit Our Blog

Vera Bradley Foundation for Breast Cancer

Sign up to receive exciting news and offers:

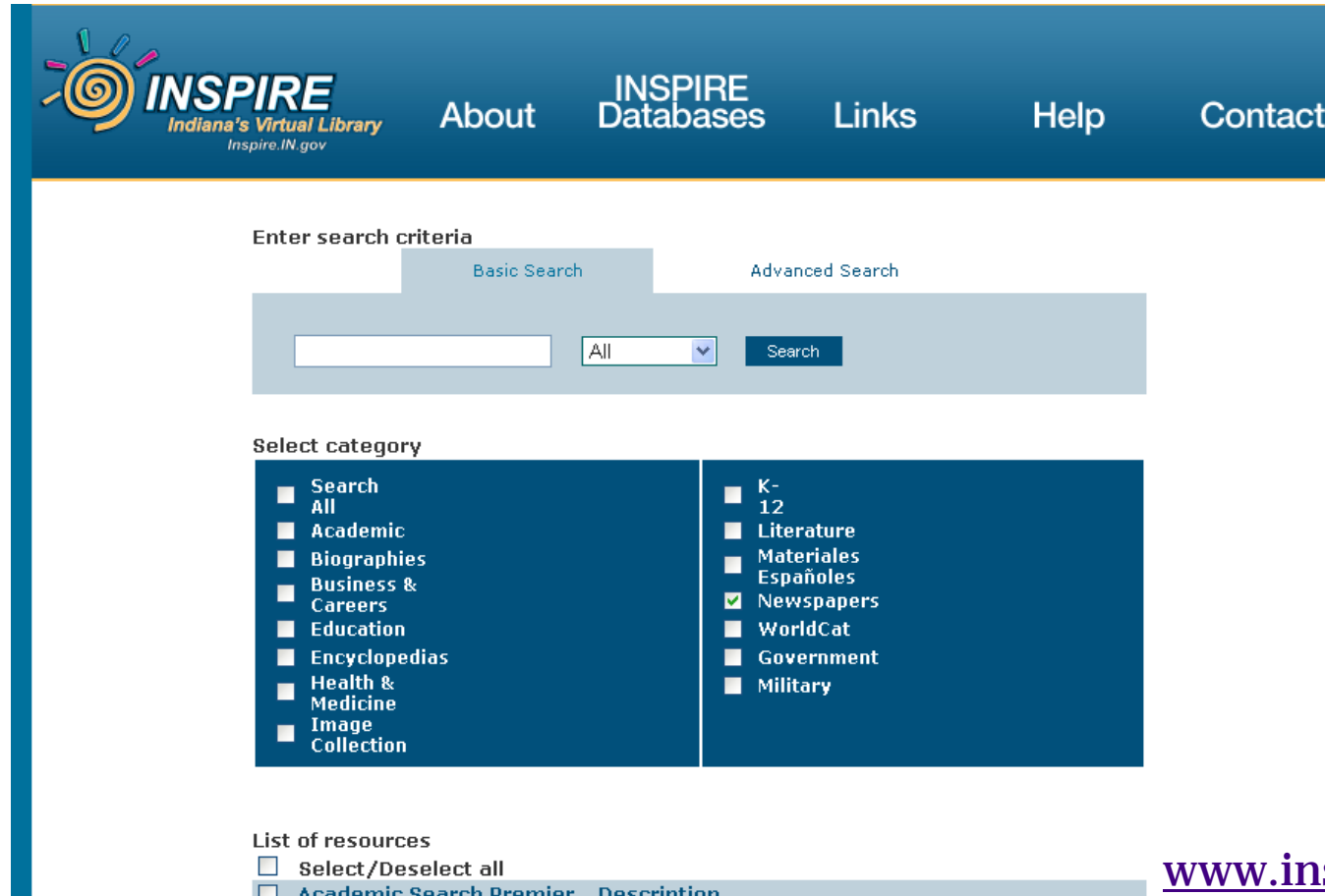
Email address

# LinkedIn: The Possibilities

- Not just for advertising yourself
- Research positions
- Research companies
- Find a person who can get a resume **READ!**



# Do Independent Research



The screenshot displays the INSPIRE website interface. At the top left is the logo for INSPIRE, Indiana's Virtual Library, with the URL Inspire.IN.gov. To the right of the logo are navigation links: About, INSPIRE Databases, Links, Help, and Contact. Below the navigation bar is a search section titled "Enter search criteria". It features two tabs: "Basic Search" (selected) and "Advanced Search". The search form includes a text input field, a dropdown menu set to "All", and a "Search" button. Below the search form is a "Select category" section with two columns of checkboxes. The first column lists various search categories, and the second column lists specific subject areas. The "Newspapers" checkbox in the second column is checked. At the bottom left, there is a "List of resources" section with checkboxes for "Select/Deselect all" and "Academic Search Premier Description".

**INSPIRE**  
Indiana's Virtual Library  
Inspire.IN.gov

About INSPIRE Databases Links Help Contact

Enter search criteria

Basic Search Advanced Search

All

Select category

<input type="checkbox"/> Search	<input type="checkbox"/> K-12
<input type="checkbox"/> All	<input type="checkbox"/> Literature
<input type="checkbox"/> Academic	<input type="checkbox"/> Materiales
<input type="checkbox"/> Biographies	<input type="checkbox"/> Españoles
<input type="checkbox"/> Business & Careers	<input checked="" type="checkbox"/> Newspapers
<input type="checkbox"/> Education	<input type="checkbox"/> WorldCat
<input type="checkbox"/> Encyclopedias	<input type="checkbox"/> Government
<input type="checkbox"/> Health & Medicine	<input type="checkbox"/> Military
<input type="checkbox"/> Image Collection	

List of resources

Select/Deselect all

Academic Search Premier Description

[www.inspire.in.gov](http://www.inspire.in.gov)

# Other Options for Research



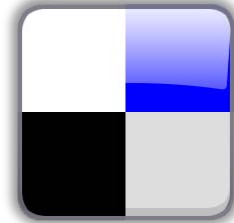


# Avoiding Scammers

- Look at Web Site
- Look for Employees on LinkedIn
- Criss-Cross Directory for Address and Phone
- Internet Search of Phone Number
- Pay Attention!
  - Don't Give Out Personal Information Too Quickly
  - Read Correspondence Carefully

# Organizational Tips

- [Delicious.com](http://Delicious.com)
- [Evernote.com](http://Evernote.com)
- Computer file
- Notebook



# Programming Ideas

- Professional dress day
- “60 second interview” with an employer (Elevator Talk)
- LinkedIn account setup with photo
- Video Practice Interviews
- Business Etiquette Lunch
- What have you done that works?





Thank You!