

Job Hunting in the Library-Selected Resources

I. Identify Potential Employment & Networking Opportunities

A. Associations and groups

Encyclopedia of Associations edited by Kimberly N. Hunt (Gale Publishing).

Call # Bus. Ref 060.03 Enc.

Set of 3 volumes. Contains over 22,000 listings for associations in the U.S. Provides contact names, phone numbers, web site addresses and information about association publications. Published annually.

Note: Available online via Business & Company Resource Center database. Access via www.iconn.org; requires valid CT library card.

Tip: Take advantage of the Career Services or Alumni relations departments of your alma mater. Don't know their website address? Universities Online links to over 7500 college & university webpages (<http://univ.cc/>).

B. Job Banks

Weddle's Guide to Employment Web Sites by Peter D. Weddle.

(Weddle's, Stamford, CT 2003) Call # Bus. Ref 650.14 Weddle's.

Reference source that identifies job and resume web sites. Indexed by geographic area as well as specialty and industry. Published annually.

Career Xroads by Gerry Crispin and Mark Mehler. (MCC Group, Kendall, New Jersey 2007)

Call # Bus. Ref 650.14 CareerXroads and 650.14 33 CareerXRoads.

Reference source that identifies job and resume web sites. Indexed by geographic area as well as specialty and industry. Published irregularly with updates at www.careerxroads.com.

Guide to Internet Job Searching by Margaret Riley Dikel & Frances E. Roehm.

(McGraw-Hill Companies, New York, 2007) Call # Bus. Ref 650.14 Dikel

Reference source compiled by librarian and consultant Margaret Riley Dikel (of the Riley Guide). Provides excellent overview of Internet job search strategy as well as lists of job banks by industry or specialty. Published annually.

The Riley Guide <http://www.rileyguide.com>

Margaret Riley Dikel's web site containing links to online job banks arranged by industry, information on networking, salary negotiation and other job searching tips.

Tip: Locate Listservs & discussiong for your industry or field.

Yahoo Groups (<http://groups.yahoo.com/>)

Google Groups (<http://groups.google.com/>)

Catalist, the official catalog of LISTSERV® lists
(<http://www.lsoft.com/lists/listref.html>)

C. Potential Employers & Companies

Reference USA www.simsburylibrary.info

Web based subscription database of over 14 million public & private businesses.

Searchable by type of business, sales, location and more. Access within in library or from home/office with a valid Simsbury Library card.

D&B Million Dollar Database www.simsburylibrary.info

Web based subscription database of Connecticut public & private businesses. Searchable by type of business, sales, location and more. Access within in library or from home/office with a valid Simsbury Library card.

Connecticut Technology Council Directory (Connecticut Technology Council).

Annual publication including name, address, #employees, managers, industry and profile for technology companies in CT. Indexed by name and industry. Also available for free, online via www.ct.org. Profiles are abbreviated, full profile provided to members only.

Guidestar www.guidestar.org

National database of over 850,000 non-profit organizations. Can search by geographic area, type of organization or key word. Form 990 provides annual report info including directors, financial reports and list of who they provided funding to.

II. Gather information for interviews: industry & company research.

Note: Look in our non-fiction collection, call numbers 650.14 for interviewing tips and other preparatory materials.

A. Industry Information

Business & Company Resource Center - Gale Group database

(access via Connecticut's Digital Library at www.iconn.org)

Access industry profiles, company profiles, and periodical articles. Includes information from many of the Gale Publishing Group's business reference resources. All Connecticut residents can access from their home computer with a valid CT library card.

WetFeet.com www.wetfeet.com

Commercial career & job site with a lot of **information**. Job profiles and industry overviews are some of the more unique and valuable content.

Hoovers www.hoovers.com

Hoovers is a “big name” in the business information industry. Some of their proprietary industry & company information is available for free via their web site. More detailed information about executives and company analysis are available for a fee.

B. Company Information

Business & Company Resource Center (access via www.iconn.org). See full description above in section II A above.

D&B Million Dollar Database has some biographical info on officers. (access via www.simsburylibrary.info) See full description above in section II A above.

Thomas Register of American Manufacturers (Thomas Publishing Company)

(Bus Ref 670 Thomas). Opt-in directory of manufacturers. Free online access available via www.ThomasRegister.com.

Standard & Poor’s Register of Corporations, Directors and Executives

(Standard & Poor’s) (Bus Ref 332.6 Standard)

Three volume set containing information on over 75,000 corporations –primarily larger companies. Like ReferenceUSA & D&B Million Dollar Directory, this resource provides address, annual sales, employees and description of products/services. Also includes company’s primary accounting firm, bank and law firm as well as names, titles & functions of upper management. Director’s & Executive’s supplement provides biographical information on officers and directors. Commonly found in libraries. (Published annually)

Guidestar www.guidestar.org

National database of over 850,000 non-profit organizations. Form 990 is annual report with information on officers, activities etc. (see I c above for details).

General Onefile (subscription database via Connecticut’s Digital Library)

Access via www.iconn.org

Web based, subscription database that allows you to access more than 9000 general interest and specialty periodicals. Almost 60% are full-text. Business & Company Resource Center provides more industry & company newsletters, but worth looking at both. Requires a valid CT library card.

IConn Newstand (subscription database via Connecticut’s Digital Library)

Access via www.iconn.org . Requires a valid CT library card.

Access full text newspaper articles from newspapers across the country including: the Hartford Courant, New York Times, Wall Street Journal, Christian Science Monitor, LA Times, & Washington Post.

Yahoo Finance finance.yahoo.com

Free source of information about public companies.

Ecola.com www.ecola.com

Free online directory of newspapers worldwide. Links directly to newspapers' web pages. Useful for locating web pages of local, non-daily and specialty newspapers.

LibDex www.libdex.com

Free, online, international directory of library WebPages. Can be useful for locating libraries in order to contact local libraries for local company information.

D. Salary information

The following web sites provide information on salaries by industry and geographic area. Check trade, industry and alumni associations for salary information also. (See I A)

Salary.com www.salary.com

Salary Expert www.salaryexpert.com

Jobstar jobstar.org

Career Journal www.careerjournal.org

III. Other Useful Resources

Librarians Internet Index www.lii.org

A comprehensive portal. Selects and arranges websites by category and provides annotations about each site. Selected and maintained by librarians.

Simsbury Public Library www.simsburylibrary.info

Access Infotrac Onfile (newspaper & magazine database), ReferenceUSA & D&B Million Dollar Directory (company information), library catalog, workshop schedule and more!