

Using the Internet to Find a Job



The Internet has given job seekers more tools to work with when searching for a job. In the current economic climate, those looking for jobs should use every resource available to them, including the Internet.

However, you should use caution when searching for a job online. The Internet provides you with many opportunities, but it also provides employers with more tools to find out about you, even before they schedule the first interview. Further, there are generally more applicants applying for the same job online and thus more competition.

Online job searches provide identity thieves with more access to your personal information. Be very careful when deciding to whom to give your information.

What Your E-mail Address Says about You

To apply for a job online, you will need an e-mail address. You can create a free e-mail account at online

services such as Google (*mail.google.com*) or Yahoo! (*mail.yahoo.com*).

Remember, your e-mail address is a reflection of you and often gives your potential employer an initial impression of you. Be sure that your e-mail address reflects the type of job you want. Avoid cute, partisan, or inappropriate usernames.

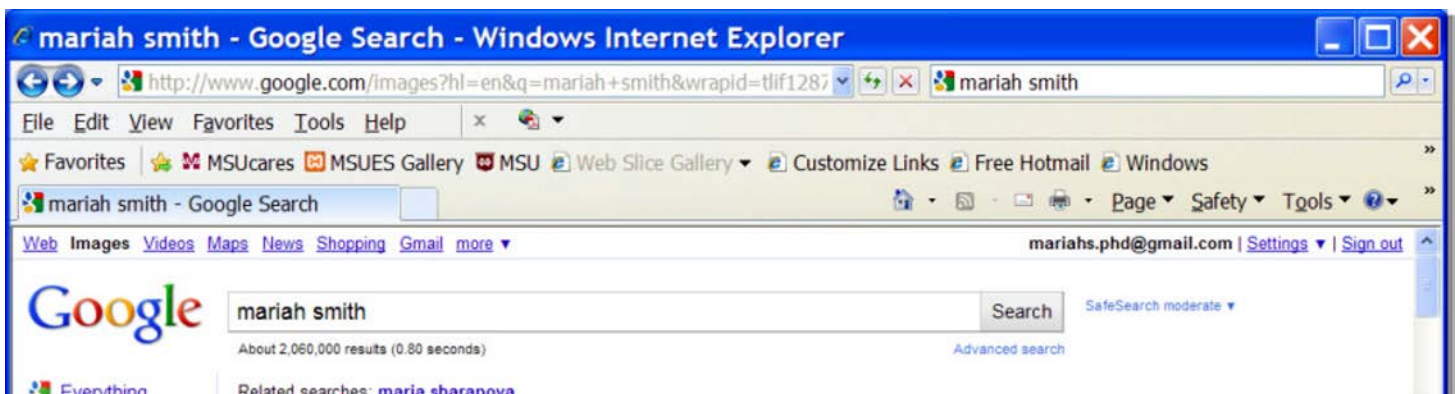
A username like jane.doe@mail.com will help the employer associate your name with your résumé. Do not use your current work e-mail account to correspond with potential employers or apply for jobs.

Before You Start Your Job Search

When applying for a job in person, many people take extra pains to appear neatly groomed and professionally dressed. However, in the online job market, many forget that their online presence is just as important as it is in a face-to-face interview. It is the applicant's chance to make a good first impression.

Before you begin your online job search, be sure to follow these steps:

1. Be sure your Facebook or Twitter account is set to private. Log into Facebook and left-click Account/Privacy Settings/Friends Only. Setting your account to private will not keep potential employers from seeing your profile picture or finding you "tagged" in someone else's photos.
2. Look objectively at your profile picture. Is there anything there that would make a negative impression with a future employer? Some things to watch out



for are drinks in hand, cigarettes, T-shirts with controversial slogans, political paraphernalia, and over-the-top jewelry such as Mardi Gras beads.

3. Check your status/sayings block in Facebook to make sure they are neutral.
4. If you have a blog or Twitter account, make sure those are set to private, as well.
5. Search YouTube (www.youtube.com) to make sure there are no videos of you posted online; if there are, remove them.
6. Google your name. Be sure to look beyond the first page and also at Google images.

Know Your Company!

Research the companies with whom you are applying to work. This will enable you to construct your cover letter, résumé, and e-mail correspondence to reflect your knowledge of the company.

Most companies have websites that you can use to research the history, corporate climate, and vision of the company. This publication includes a partial list of potential employers. If your company is not on the list, simply open up Internet Explorer and type in www.google.com. In the search bar, enter the company's name and press enter. Save pertinent information so you can easily reference it later if you are called for a telephone or face-to-face interview.

Writing a Résumé: Take Two

When applying for a job online, you will need at least two different résumés. The first type of résumé is the traditional, formatted résumé that you convert to PDF and send via email. The second type of résumé is a plain text, chronological document that you can cut and paste into an online database.

Traditional Résumé

- Format. (Need help formatting? Try: <https://owl.english.purdue.edu/owl/section/6/> for an online booklet with tips for résumé writing and other general job-hunting tips.)
- E-mail directly to the person in charge of hiring.
- Send to one person.
- Include a cover letter tailored to that specific company.
- Avoid personal information such as social security numbers.

Convert both the cover letter and the résumé to a PDF. Create a subject line for the e-mail that helps the employer tie your name to your resume (JohnDoe_Résumé or Position Title_JohnDoe). Blind carbon copy (bcc) yourself

to make sure the e-mail does not get caught in a spam filter. Make sure the body of the e-mail includes your name, the position you are applying for, and your contact information (cell phone, physical address, etc.).

Database-Ready Résumé

- Do not format.
- Create in a Microsoft Word program or text-only program (like Notepad).
- Write in brief, chronological order.
- Include only critical information.
- Upload a résumé that contains other pertinent information; most sites allow you to do this.
- Use the keywords that are found in the job description. This helps ensure the database will pick up your résumé and move it up in the employer's search results.
- Avoid personal information such as social security numbers, home telephone number, and home address.

Converting a Document to PDF

There are many different types of word processors, and there is no way of knowing what type of word processor the person reviewing your résumé uses. Converting your résumé to a PDF document ensures that the reviewer sees the résumé exactly as you intended.

In both Office 2010 and 2013, you can convert a document to PDF by simply clicking Office button/Save As/PDF or XPS. If you do not have Office, download a PDF converter here: <http://pdf-xchange-viewer.en.softonic.com/>.



Where to Look Online for Job Postings

When searching for jobs online, you should always check the company's website to verify the job is still posted. Also, be sure to follow safety precautions when applying for a job online.

Job Sites

America's Job Bank <http://www.jobbankinfo.org/>

Career Builder <http://www.careerbuilder.com/>

Craigslist <http://tuscaloosa.craigslist.org/>

Hound <http://www.hound.com/>

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

Monster <http://www.monster.com/>

SimplyHired <http://www.simplyhired.com/>

USAJobs <http://www.usajobs.com/>

Mississippi Department of Employment Security
<http://www.mdes.ms.gov/Home/>

School, Community College, and University Sites

Alcorn State University

<https://jobopps.alcorn.edu/>

Coahoma Community College

<http://www.coahomacc.edu/human-resources/jobs/index>

Copiah-Lincoln Community College

<https://colin.peopleadmin.com/>

Chronicle of Higher Education

<http://chronicle.com/jobSearch>

Delta State University

<https://deltastate.peopleadmin.com/postings/search>

East Central Community College

<http://www.eccc.edu/employment.html>

East Mississippi Community College

<http://www.eastms.edu/community/pages/employment-opportunities.aspx>

Hinds Community College

<https://hindsc.peopleadmin.com/>

Holmes Community College

<https://holmescc.simplehire.com/postings/search>

Itawamba Community College

<http://www.iccms.edu/JobPostings>

Jackson State University

<https://ljsu.peopleadmin.com/>

Jones Community College

<http://www.jcjc.edu/employment/>

Meridian Community College

<http://www.meridiancc.edu/jobs/>

Mississippi Delta Community College

<http://www.msdelta.edu/employment/employment-opportunities>

Mississippi Gulf Coast Community College

<https://mgccc.peopleadmin.com/>

Mississippi Department of Education

<http://www.mde.k12.ms.us/OHR/employment>

Mississippi State University

<http://www.msujobs.msstate.edu/>

Mississippi University for Women

<https://muw.peopleadmin.com/>

Northeast Mississippi Community College

<http://www.nemcc.edu/human-resources/employment/>

Northwest Mississippi Community College

http://www.northwestms.edu/index.php?page_id=1140

Pearl River Community College

<http://www.prcc.edu/faculty/employment>

Southwest Mississippi Community College

<http://www.smcc.edu/employment-opportunities/employment-opportunities.php>

University of Mississippi

<https://jobs.olemiss.edu/>

Newspaper Websites

The Clarion Ledger

<http://clarionledger.gannettonline.com/careerbuilder/index.html>

The Commercial Appeal

<http://www.commercialappeal.com/jobs/>

The Commercial Dispatch

<http://www.cdispatch.com/classifieds/category.asp?catid=3000&cat=Employment>

The Star Herald

<http://starherald.net/classified/214>

The Sun Herald

<http://www.sunherald.com/classified-ads/category/Employment>

Also check the websites of Mississippi-based businesses for job openings.

Be sure you do not apply for the same job twice. Many employers list jobs with the Job Win Center and on the company website.

Staying Safe

Identity theft is a big business. When applying online for jobs, your number one priority should be safeguarding your information. If an online database requests your social security number, make sure the company is legitimate. Google the company to find its official website, then call the number listed to verify you are dealing with a reputable company.

If at all possible, avoid posting your home telephone number or address. Use your cell phone number and e-mail address instead. Also be careful when listing the contact information of potential references. Limit that information to name and e-mail address only.

There are many scams associated with online job hunting, so vigilance is an absolute requirement. If something sounds too good to be true, asks for personal information, or promises to pay you in advance for limited or no work, you should avoid it, as it is most likely a scam.

You should never have to register for an online job website, nor should you have to pay for the service. It is very easy for a scam artist to mimic legitimate websites and job boards. Usually, all they want is your social security number or bank account information.

Here are a few things to keep in mind:

1. Never click on a link to an online job website that is located in an e-mail. The e-mail might appear to be legitimate, but the sender's e-mail address does not match the company's name. For example, if you get an e-mail from john@net.com concerning a job for BellSouth, and all he needs is your password and social security number to get your paperwork started, it is very likely you are the victim of a scam.
2. Don't be intimidated into acting hastily just because an e-mail warns of dire consequences or lost opportunity if you do not respond immediately.
3. Do not, under any circumstances, give personal information in an e-mail, webpage, or pop-up window. A legitimate company will never ask you for personal information in these ways.
4. Always make sure you are using a secure website when entering personal information. A secure website will begin with **https://**. Remember, "s" is for "security."

According to the Federal Trade Commission, nearly 9 million Americans have their identity stolen every year.

Finding Out How Much You're Worth

Many times online databases will ask you to provide a salary range. Putting a price on your worth can be a difficult proposition. If you find yourself at a loss, check out occupational wages for Mississippi. You can find one such list here:

<http://www.mdes.ms.gov/medial68940/ms2016.pdf>