

Internet Report

Jobs Special

May 29, 2000

Using the Web to Find a Job

The Internet gives you a wide variety of sites to help you look for a job. Searching for a job can be overwhelming. The Internet helps to reduce the amount of stress by making it easier and less confusing for job hunters. Here are five of the many sites available to you.

1. jb-ge.hrdc-drhc.gc.ca
 This is probably the best job site on the net that I found. It is bright, easy to navigate and jobs are posted within the last forty eight hours. You click on a city/region, the type of job you're looking for, what field you want to work in, and you have a job or thirty that you can apply for. This site has a really neat feature called Career Alert. This feature lets you specify the type of job you want and notifies you by email when a new job is listed. ****
2. www.globecareers.com
 This is a great site for the business person. It is updated daily and is fairly secure. This site was easier to navigate than any other site I visited. It has many services to help you such as Career Alerts, Job List, Resume Posting, Career Advisors, and a Resource Centre. ****/2
3. www.canjobs.com
 This was an excellent site. It had everything a good site needs, but didn't have any extra sparks or perks to give it the one or two spot. It lets you look at a lot of information about the job, i.e., salaries, experience needed, and qualifications required. One drawback is that the jobs were not in any order. ***
4. www.Sarnia.London.hrdc-drhc.gc.ca/sec
 This is a great site for students in the Sarnia/London area looking for good summer employment and even permanent employment at a local facility. This site is secure and had a reasonable number of listings available. It is very useful as a local resource. ***
5. www.canadiancareers.com
 An excellent site to say the least. Most people would rank it before the Student Employment site I have at number four, but this site wasn't the best site for me. This site was easy to navigate and search through. This site allows you to search by keywords. It also offers a feature which enables you to look for jobs which have recently been posted. It is possible to miss jobs using this site if you don't use appropriate keywords. It is very useful if you know exactly what type of job you are looking to find. ***

Internet Safety

Why YOU Need It!

Now you may be thinking what is internet safety and why do I need it? If you aren't on a secure site, someone can "steal your identity" by using the personal information you provide. You can protect your personal information by making sure the site is secure and is a valid site. Anyone can post a "jobs site" - so it is reader beware. Research companies who post websites as well as companies that are advertising for positions to make sure they exist. It is also a good idea to take a friend to any interview you arrange over the internet for your own safety. You can always check with business associations for the company name.

If you want to learn more on the internet or net safety, consult a library or bookstore that has a computer/internet section for books on this topic.

Top Ten Internet Job Searching Tips

1. Go to the websites of local and major newspaper to check the job postings.
2. Try a good search engine and use it properly.
3. Check to make sure the job is in your specific area of interest.
4. Check that you have the experience required.
5. Have your resume ready to submit if you are sure the site is secure and valid.
6. Check back to the sites frequently to check new postings and changes.
7. Call the company to make sure the posting is legitimate.
8. Use the links to research the company.
9. Talk to others who have had success using the internet for good sites.
10. Keep searching - the right job is sure to pop-up.

Searching for that perfect job on-line is easy!

Teacher's Notes

Knowledge/Understanding

- The student provides an excellent introduction to the safety issues, followed by an insightful description of them.

Thinking/Inquiry

- The student uses established criteria to a high degree to justify the evaluation of websites.

Communication

- The student's descriptions of website content are highly relevant and accurate (e.g., "It is possible to miss jobs using this site if you don't use appropriate keywords.").
- The student provides useful, relevant, and accurate tips that show a thorough understanding of the process of Internet job searching (e.g., "Check to make sure the job is in your specific area of interest.").

Application

- The student uses a large number of desktop-publishing functions and features with creativity to create an effective, professional-looking newsletter.

Comments/Next Steps

- The student has created an impressive, polished newsletter.
- Minor editing would make the text even more useful to its target audience.

A Pathway to Jobs on the Internet Level 4, Sample 2

A Pathway to Jobs on the Internet

May 2000

So Many Web Sites, So Little Time

People have a false sense of security when they use the internet. It does not have any laws to protect people's privacy. Anyone can set up a website. Therefore, people applying for a job on the Internet have to be very cautious.

- make sure you research the business so that you know it actually exists
- if you are asked to attend an interview, bring someone with you, or check out the address before you go in
- check to see if the site is registered with an association
- try to use government sites that you know will be safe

The Top Ten Tip List

1. Visit all newspapers in your area electronically.
2. Be specific with your job title.
3. Use your favourite search engine to find Career sites.
4. Register your resume online.
5. Check for association logos.
6. Check deadlines and dates posted.
7. Don't give out unnecessary information on your resume.
8. Check for new postings.
9. Sign up for a Career Alert.
10. Research companies before applying.

Interested? Here are five websites that will help anyone in Canada find a job.

www.globecareers.com - This is one of the best websites that I came across in my search. It is excellent for people living in Ontario, although it has listing for cities all over Canada. It has many services to help with your job searching. One of their best tools is *Career Alert*, which will notify you by email when a job matching your specified criteria is posted. They have a tool called *Your Job List* that lets you create a list of jobs that you are interested in from the site's list of available jobs. It also has a service that allows you to post your resume and employers pay a fee to search for potential employees. This site is associated with **The Globe and Mail** as well as the **Toronto Star**, which are both very credible newspapers. This site is updated daily and even has a **Tip of the Week**.

www.canjobs.com - This is a good site for looking for jobs all over Canada. It allows you to pick specific work fields and locations, then look at the details of the job.

This site is updated on a regular basis. There was a minor disadvantage in that it was hard to find a salary posted for any of the jobs listed on this site.

www.canada.careermosaic.com - This website is geared to students who just graduated from College or University. It not only lets you find a job, but it helps to prepare you for a job interview. It gives you detailed background information on various employers which is really helpful when looking for a job. This site is up to date and the businesses listed on the site are very familiar and credible.

jb-ge.hrdc.drhc.gc.ca - When you go to this website, you are looking at the Job Bank that is associated with *Human Resources Development Canada*. Here you can search jobs anywhere in Canada by province and city, then by job title, and date posted. This is a very quick way to narrow your search. You can even narrow your search to only jobs posted in the last 48 hours to look at recent postings.

www.jobs.gc.ca - This site is licensed under the *Public Service Commission of Canada*. This website is open to the public and it helps you locate a job by selecting a job category (e.g. *student employment, post-secondary employment, co-op employment and executive programs*). This site is great for students. The Student Employment section consists of FAQ's, rates of pay, lots of programs and you are able to apply online. This site, like **www.globecareers.com**, has the tool called *Career Alert*, that allows you to be alerted when the job of choice becomes available.

The internet enables users to find a variety of job ads quickly and applying on-line is very economical (*no stamps!*)

Good Luck with your job search!



Teacher's Notes

Knowledge/Understanding

- The student provides an insightful section that describes the relevant safety issues in thorough detail.

Thinking/Inquiry

- The student uses established criteria with a high degree of consistency in justifying the evaluation of websites.
- The student's specific consideration of target audience and site validity enhances the usefulness of the site evaluations.

Communication

- The student expertly describes the key features of each site and supports the descriptions with relevant details (e.g., "You can even narrow your search to only jobs posted in the last 48 hours to look at recent postings.>").
- The student's inclusion of numerous, accurate tips demonstrates thorough comprehension of the topic (e.g., "Don't give out unnecessary information on your resume.>").

Application

- The student incorporates a variety of desktop-publishing features to achieve a creative and polished newsletter.

Comments/Next Steps

- The student's newsletter is exceptionally detailed and well written.
- The student could add more details to strengthen and clarify the points within "The Top Ten Tip List" in order to make them more effective.