

Resources For Job Seekers

RCLS training Summer 2009

Basic resources from the Ramapo Catskill Library System & Selected Libraries:

- 2008 Employment Resources Guide (RCLS)
http://rcls.org/images/uploads/misc/1252597821_EmploymentGuide-A20090909.pdf
- Newburgh Free Library – Employment Websites
www.newburghlibrary.org/websites/employ.asp
- Middletown Thrall --InterJobs Search
www.thrall.org/interjob.html
- www.poklib.org > Reference & Research > Useful Sites > [Careers](#)

One-on-One Immediate Help/Referrals:

- County Workforce (One-Stop) Centers: Links to all NYS counties.
www.labor.state.ny.us/workforcenypartners/osview.asp
- Community College Career Counseling Centers
- Vocational and Educational Services for Individuals with Disabilities (VESID)
www.vesid.nysed.gov/do/locations.htm
- New York State Unemployment Insurance: To register--
<https://ui.labor.state.ny.us/UBC/home.do>
- Mybenefits-From the NY State Government
www.mybenefits.ny.gov/
- Federal Benefits Programs
www.govbenefits.gov/
- United Way 211 service for additional referrals... call 211 OR www.211.org

En Español:

- Ramapo Catskill Library System *Recursos en Español*
<http://www.rcls.org/index.php?s=9&b=90>
- NYS Unemployment
https://ui.labor.state.ny.us/UBC/home.do?FF_LOCALE=2
- Benefits.gov (en Español) http://www.govbenefits.gov/govbenefits_es.portal

NYS DOL – Forms to apply for Workforce services in Spanish (... and several other languages)
www.labor.state.ny.us/formsdocs/does/CareerServformsandpublications.shtm

People looking for work will generally start with classified ads and job banks...

Find Job Listings:

*****New York State Job Exchange** www.americasjobexchange.com/ny

Searchable by zip code and distance. Includes Indeed results at the bottom

Indeed www.indeed.com/ Metasearch site (searches many sources)

Simply Hired www.simplyhired.com/ Metasearch site (searches many sources)

HudsonValleyHelpWanted <http://regionalhelpwanted.com/hudson-valley-jobs/>

Monster home.monster.com/

Craigslist (local) <http://hudsonvalley.craigslist.org/> (good for temp and part-time work)

Local Newspapers – find links at www.newspaperlinks.com/

(Gannett, Knight-Ridder & Tribune papers are in Careerbuilder.com –which is included in Indeed.com)

Professional Associations/Unions

NYS Unions - www.labor.ny.gov/workforceindustrydata/lunions.shtm

Professional Associations for NYS Licensed Occupations - www.op.nysed.gov/national.htm

Job Corps – (Free!) Education and Training for youth ages 16-24 years www.jobcorps.gov/

Identify Potential Employers (--even if they don't have an ad posted!):

*****Career One Stop** www.careeronestop.org >Job Search > Find Potential Employers
> [Employer Locator](#)

Business and Company Resource Center (NOVEL database)

Can be searched by city/state and also type of business.

Resumes & Interviewing:

People can post resumes on multiple sites: e.g. — [Monster](#); [Jobster](#);
www.nyjobzone.org; www.careeronestop.org (click 'Resumes + Interviews' link)

-[Riley Guide](#) has a very good section on resumes, with excellent advice on how to go about using multiple formats and posting on the Web www.rileyguide.com/letters.html

-[Susan Ireland's E-Resume Guide](#) www.susanireland.com/eresumeguide/index.html

Free samples on the Web: www.freeresumesamples.org ; www.cover-letters.com/ ; www.howtointerview.com ; www.best-job-interview.com

Resources For Job Seekers (cont'd)

Online Resumes

Microsoft WORD has resume templates to help users format a resume.

--- Open Microsoft WORD program

—click on File—then click on 'NEW' (if you don't see it, click on the double arrow at the bottom of the menu and it will appear at the top)

---Under the Templates heading in the box that opens on the right, click "on my computer..."

—Click on the tab marked "other documents" and you'll see several resume options.

Once a resume has been created in WORD, and saved to a disk or thumb drive, parts can be cut and pasted into online resume posting sites and resume builder tools. This will save time and store all basic information regarding education and work experience for future use.

*****Testing and Education Resource Center (TERC) --'Career Module' -- and/or Career Transitions Database** both have an **'Online Resume Builder'**

Patrons can cut and paste text from their WORD resume into it. They may also get ideas from the fill-in form for other details to include in their master (WORD) resume! There are 14 style formats offered. Opt to save an HTML version with permanent URL in addition to rtf Word format!!

Locating appropriate books (Now's a good time to enhance this area of your collections!!):

Browse call # areas: 650.14 (resumes, cover letters, etc.) and 331.7+ (jobs & careers), and weed as appropriate. In general, titles should be not more than five years old -unless general.

Sample Reference Titles:

- *Encyclopedia Of Careers And Vocational Guidance*
- *The Book Of U.S. Government Jobs : Where They Are, What's Available, And How To Get One*

Sample Circulating Titles:

- *What Color is Your Parachute? (Highly recommended!)*
- *Damn Good Resume Guide and/or Resumes That Knock 'em Dead (Highly recommended!)*
- *100 Fastest-Growing Careers : Your Complete Guidebook To Major Jobs With The Most Growth and Openings*
- *150 Best Recession-Proof Jobs*
- *McGraw-Hill's Careers For Hard Hats & Other Construction Types*
- *Top 100 Careers Without A Four-Year Degree : Your Complete Guidebook To Major Jobs in Many Fields*

Subject Headings: In the [OPAC](#), you can use the 'Aquabrowser' to identify official search terms associated with keywords: e.g. - 'job hunting' >Vocational Guidance. Remember you can sort by year to view newest titles first!

Resources For Job Seekers (cont'd)

Civil Service Tests:

-**New York State Civil Service** www.cs.state.ny.us/jobseeker/

Note the link to Employment Opportunities with New York State **Local Governments**

-**poklib.org** > Reference & Research > Useful Sites > Careers > [Civil Service Test Booklets](#)

-**OPAC** search for study guides e.g. -keywords: maintenance exam**

-**Testing & Education Resource Center** Some Civil Service test study guides online.

Career Exploration & and Assessment:

*****Careerzone** (NYDOL) www.nycareerzone.org/

Excellent for high school students. General career interest assessments.

Occupational Outlook Handbook www.bls.gov/OCO/

General overviews including educational requirements and salary details.

O*Net <http://online.onetcenter.org/> (Replaced Dictionary of Occupational Titles)

Very detailed job descriptions including required skills and abilities. In-depth assessment tool requires the downloading of software.

Career Voyages www.careervoyages.gov/

Contains sections for students, parents and careerchangers. Emphasizes in-demand jobs! Includes video clips of people describing their specific jobs.

Career One Stop [America's Career InfoNet](#)

Excellent information on all aspects of job search. Sponsored by US government

Testing and Education Resource Center (Database)

Contains a detailed self assessment and provides career suggestions based on the results.

For immigrants

Upwardly Global (non-profit) www.upwardlyglobal.org Helping skilled immigrants rebuild their careers

Succeed in America, Inc. <http://www.succeedinamerica.com/coaching.html>

"Best Bet" Databases:

Testing and Education Resource Center (Career Module) and/or **Career Transitions Database** Both have helpful resources including an excellent Resume Builder!! Also sections for career assessment and exploration. TERC has practice tests for and features the most popular civil service series. Patrons must register for personalized services.

Business and Company Resource Center— Use to get background in preparation for interviews at larger companies. Can also be useful for identifying potential employers. Find companies by type of business and/or location.

Proquest- News articles on larger businesses help with preparation for interviews. Also get news on the job market and particular career fields. Includes some full-text trade journals.

***= Essential resource