

## Searching jobs

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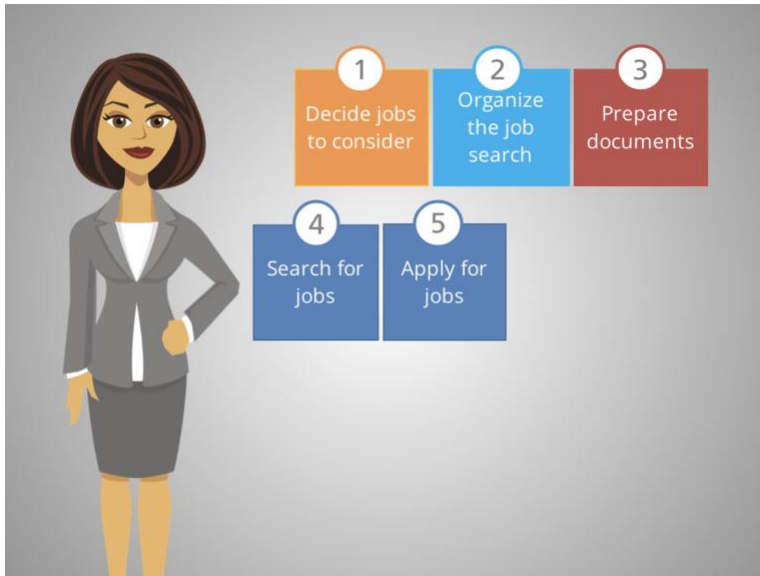


It is 9:00 a.m. and Jacob is back at the library!

Jacob is still using Illinois workNet to look for job opportunities.

Jacob has completed the four steps to prepare for his job search: He decided which jobs he wants to apply for; he printed several worksheets to organize his job search; and he prepared his resume and cover letter using samples from Resume Builder.

Now Jacob is ready to apply for job openings. But where can he find available jobs?

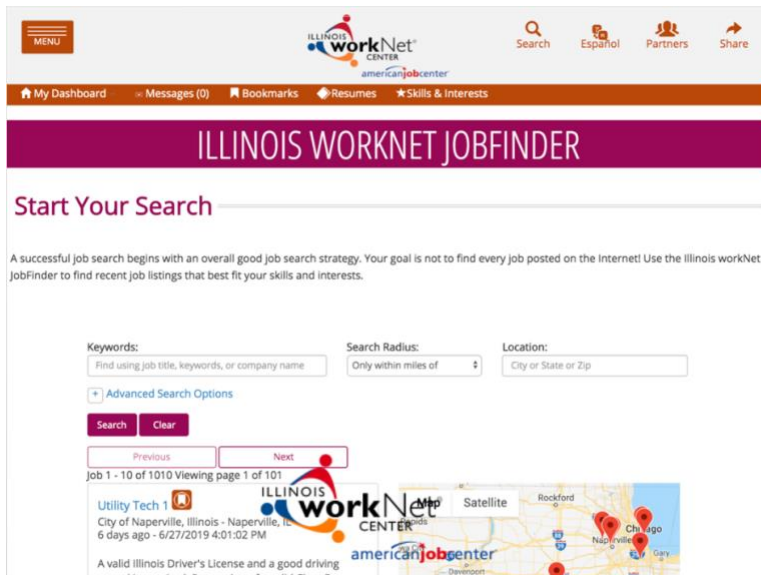


In the past, he has looked in newspapers and used referrals from friends.

At the library, he learned about online websites he can use to find job postings, such as Craigslist, Indeed, Glassdoor, ZipRecruiter, LinkedIn, and many more.

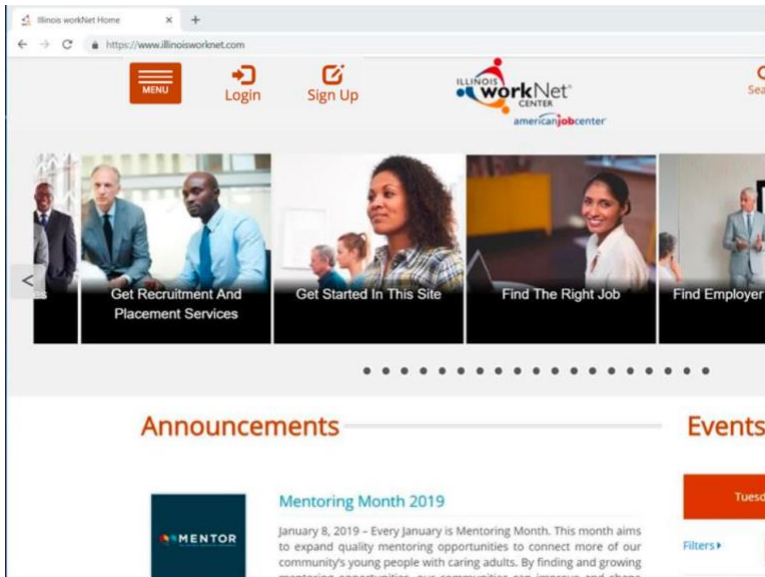
And he was told that he can just “google jobs,” but was advised to always be careful of scams when searching for jobs.

His nephew Christopher told him he can use Illinois workNet to search for jobs online.



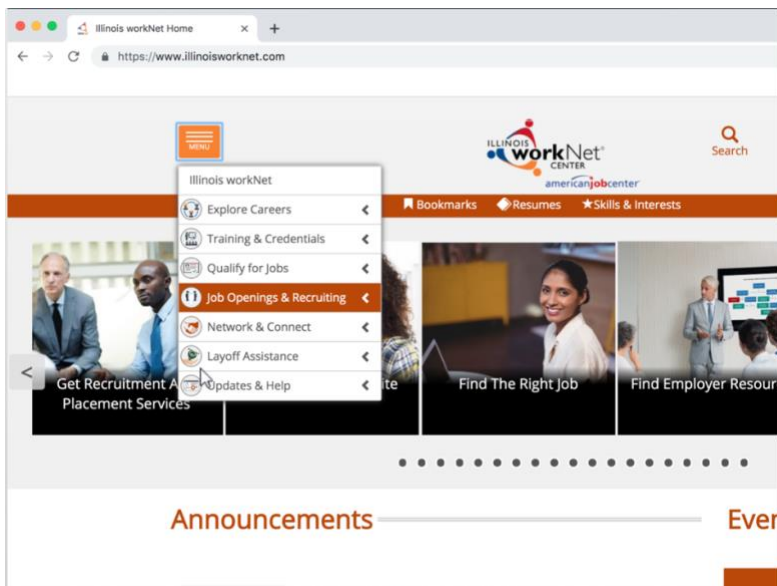
Illinois workNet Job Finder is an employment tool to help find recent job postings that best fit your skills and interests. He is familiar with Illinois workNet now, so he decided to try that!

Let's follow Jacob as he searches for jobs using the Illinois workNet JobFinder.



He types illinoisworknet.com in the address bar and presses enter to navigate to the website. He sees a login icon and a sign up icon.

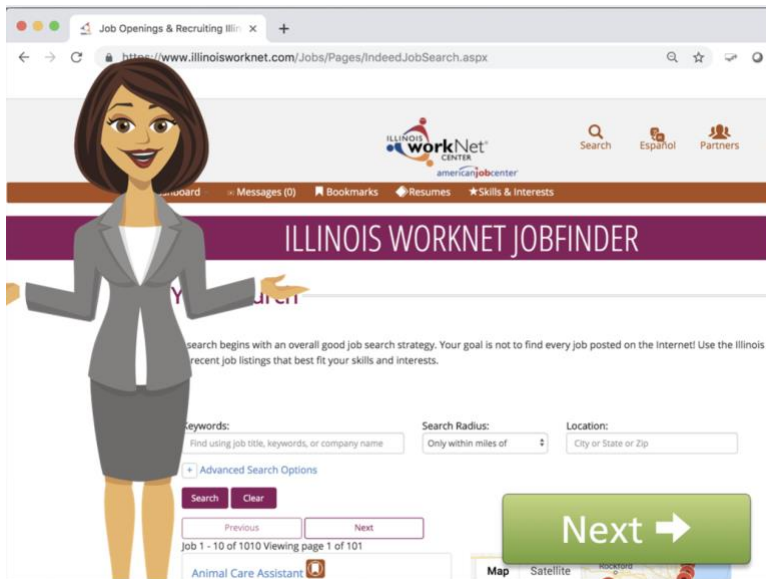
Jacob previously created an account in illinois worknet. Click the correct icon so Jacob can use Illinois workNet again.



Once in the site, Jacob needs to locate the Illinois workNet JobFinder.

From the Menu icon, Jacob can select Job Openings & Recruiting and from there he can go to the Illinois workNet JobFinder.

Help Jacob get to the Illinois workNet JobFinder by following the steps.



Now Jacob sees the Illinois workNet JobFinder. Here, he can search job listings from thousands of websites, job boards, newspapers, and company career pages.

With so many job postings, narrowing down the results to exactly what Jacob can do will make his job search much less overwhelming.

Using the right keyword is probably the most important aspect of finding the right job opening. Keywords can be a job title, specific skills that a job needs, the place of work, or the name of the company.

What keywords should Jacob use?

Jacob isn't looking for a job at a particular company nor is he looking for a specific job title. How can he narrow his search then?



**1** Decide jobs to consider

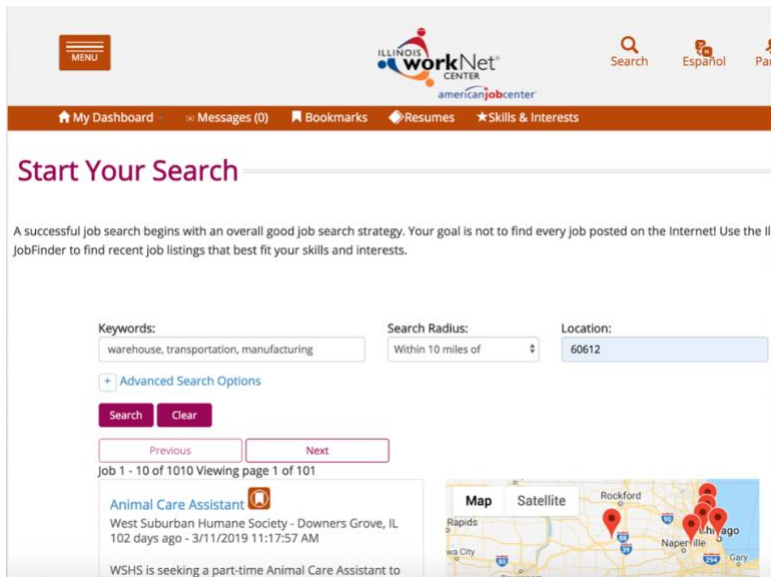
- ✓ Full time job
- ✓ In the city
- ✓ Day shifts
- ✓ Warehouses, transportation, and manufacturing
- ✓ Skills: Dollies, forklifts, inventory tracking software, scaffolding, lifting hooks, lift trucks, winches.

Jacob used the Assessment tool in the Resume Builder to come up with a list of skills, which helped him figure out which jobs to consider.

Because of his skills and experience from previous jobs, he decides to look for jobs in warehouses, transportation, and manufacturing.

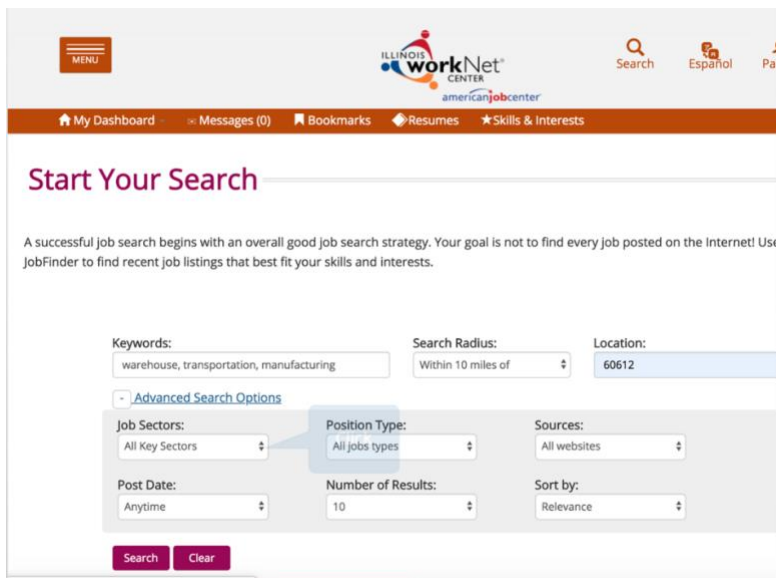
Jacob also decides to apply for full-time jobs in the city with day shifts.

He should use that information to narrow his search!



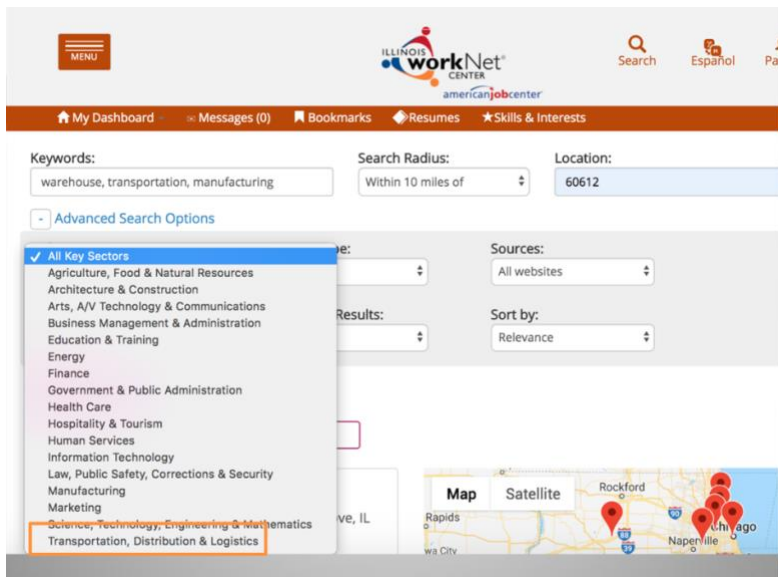
Jacob can use more than one keyword at the same time; he types the keywords: warehouse, transportation, manufacturing.

He can also use more than one filter at a time; he selects the Search Radius “within 10 miles” to search jobs in the city and types his zip code in Location.



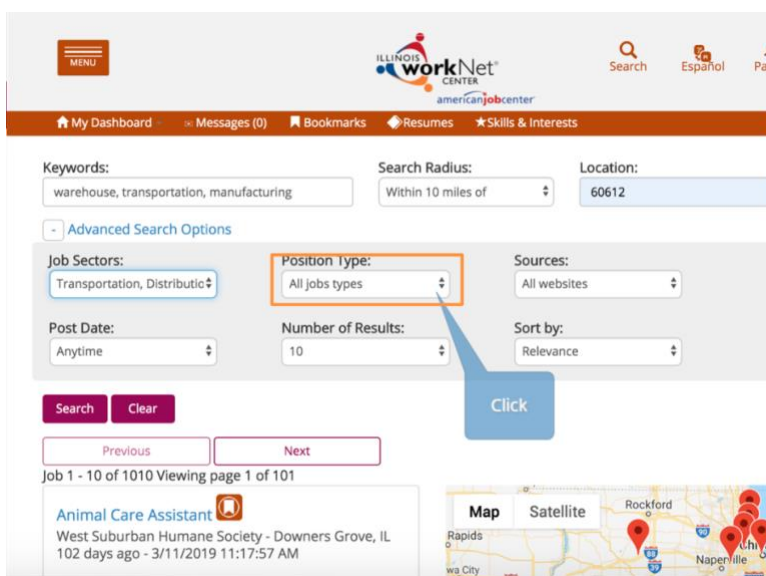
Now help Jacob select the job sector and job type from the advanced search options.

Click the Advanced Search Options link to display the options.



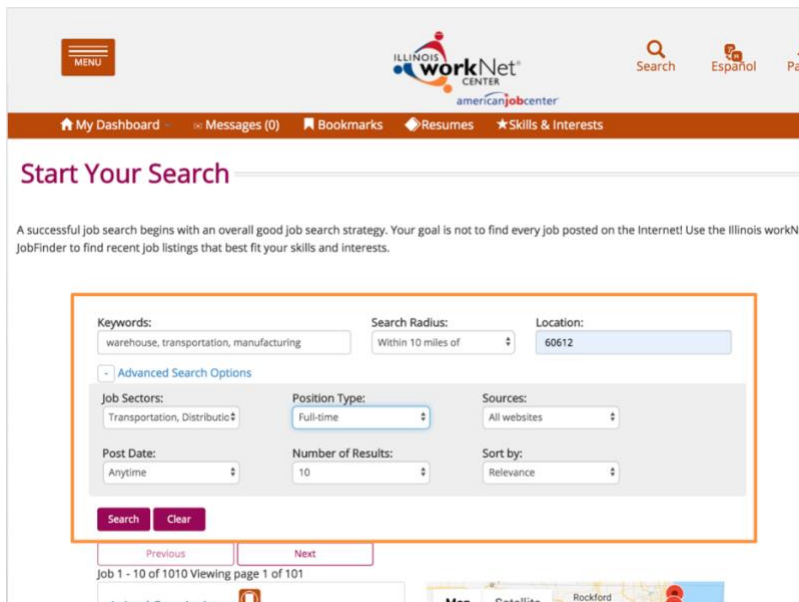
Job Sector is sometimes also referred to as job industry or job occupation. To open the options, click on “All Key Sectors”.

Now select “Transportation, Distribution & Logistics”.

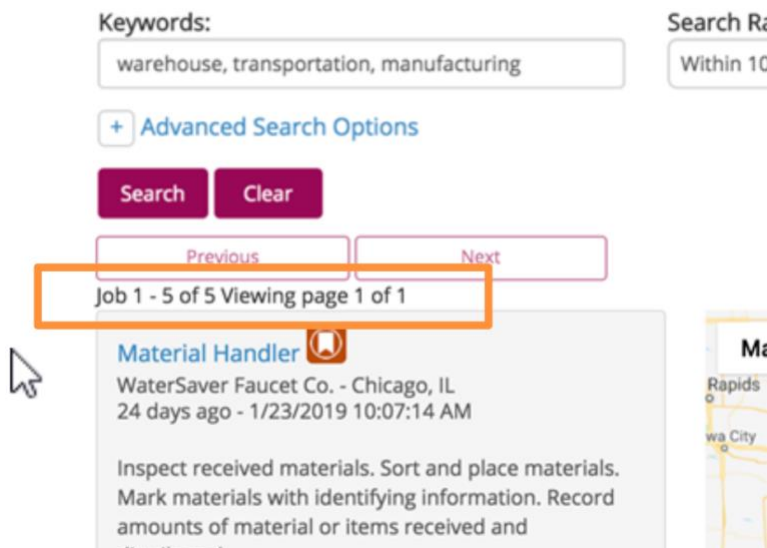


To display the options for Position Type, click on “All Job Types” and select “Full-time”.





Now with these filters, Jacob can expect to see a shorter list of jobs results with jobs that are closer to what he is looking for. To apply the filters, he clicks on search.



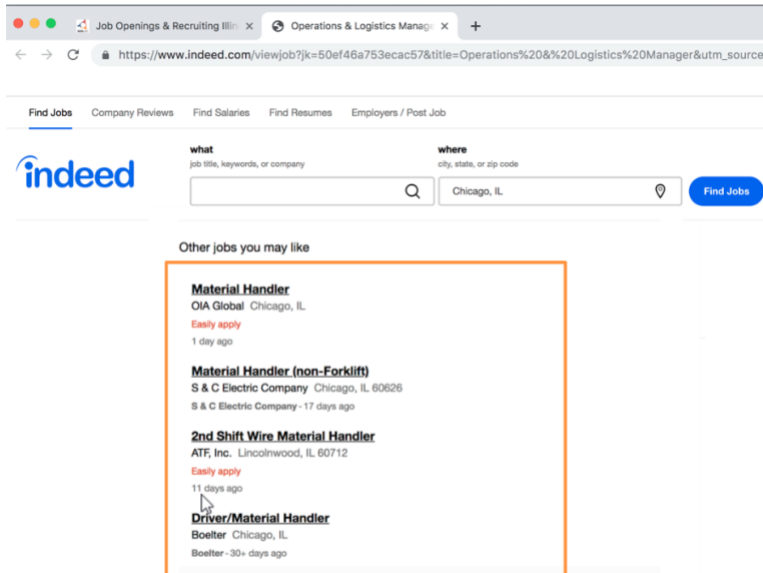
He sees 5 results to review. To learn more about the job, he clicks on the first job posting and a new tab opens in the browser.

He now sees the details of the job.

Jacob reads the information carefully, noting the responsibilities of the job, and the required qualifications. He thinks he can do this job. He has more than one

year of experience in warehouses; he has experience using pallet trucks and lifts; and he has a high school diploma.

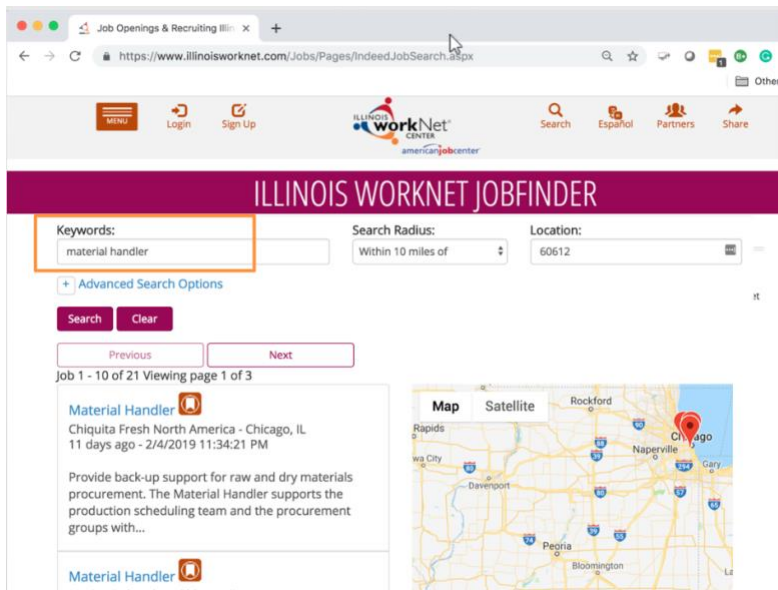
He thinks this job sounds like a good fit. Jacob knows he needs to look for more than one job opportunity to increase his chances of securing a job.



The Illinois workNet JobFinder uses Indeed.com as the job website to search for job opportunities. At the bottom of the page he sees similar jobs that he can explore. If he clicks on any of the suggested options at the bottom, he will continue using Indeed outside of Illinois workNet.

He could do that, but the advantage of using Indeed within his Illinois workNet account is that he can save the jobs he sees today and submit an application during his next visit to the library.

Instead of using any of these links, he closes this tab to return to the JobFinder page.

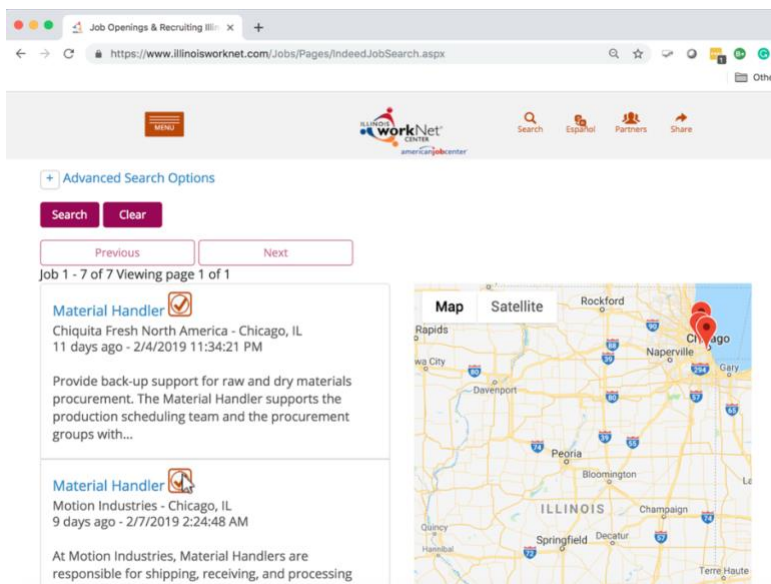


Now he can search using the job title he found as the new keyword. Jacob now sees 21 results.

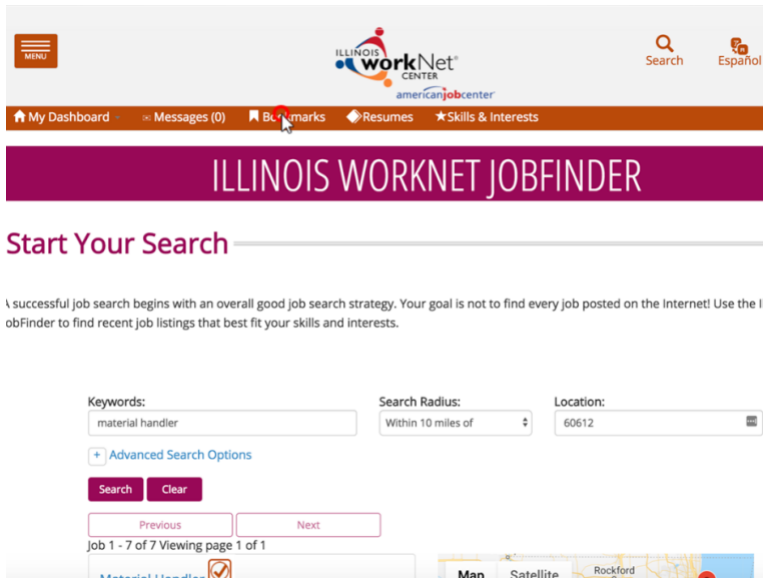
Jacob noticed that some jobs have been listed for many days. The longer a job has been posted, the smaller the chance is that the job will still be open.

Instead of reading all 21 results, Jacob decides to use the Post Day option to search only the most current jobs. He selects 15 days in the dropdown menu and searches again.

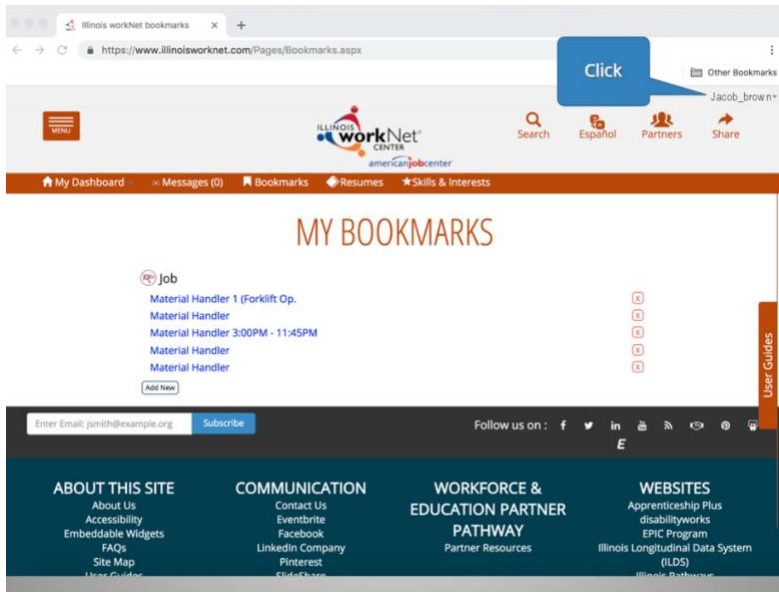
Now he sees 7 jobs. He reads each job posting to see which jobs he has the skills to do, and easily saves the job listing in his profile by clicking the bookmark icon.



After reading the 7 job openings, he decides to save 4. From today's search, he has 5 job postings for which he meets the qualifications. He feels satisfied with his job search and he is ready to apply to the jobs.



Before starting the application process, Jacob looks at the clock and notices that his two hours have passed. He has run out of time today, but luckily, he has saved those jobs in his Illinois workNet account. Tomorrow, he can go right to his bookmarked jobs to start applying.



Before he leaves the library, he wants to make sure the jobs he found today are in his profile.

From the tabs at the top, he clicks on the Bookmark icon to display the jobs he has saved.



Now he can safely sign out from Illinois workNet!

Help Jacob sign out from Illinois workNet by clicking on his profile name and then Sign Out.