

# REFUGEEWORKS

THE NATIONAL CENTER FOR REFUGEE  
EMPLOYMENT AND SELF-SUFFICIENCY

## Online Job Search



**Your facilitator:** Daniel Sturm is a Publications Coordinator for RefugeeWorks at Lutheran Immigration and Refugee Service. Previously, Daniel was a journalist covering under-reported social and political topics. A native of Germany, since moving to the US, Daniel has worked as a reporter, professor and social justice advocate. Recently his articles have appeared in *Z Magazine*, *In These Times*, *The Athens News*, *The Cincinnati City Beat*, *The Cleveland Free Times*, and *Anthropology News*.



# Presentation Overview

## **Part I:**

### **Using Job Search Engines**

→ **Top 10 List of Job Search Engines**

## **Part II:**

### **Conducting Smart Geographic Searches**

→ **Map Out Your Job Opportunities**

## **Part III:**

### **Getting Advice on Career Supersites**

→ **Selected Supersites**

## **Part III:**

### **Discussion**

→ **Questions & Answers**

# Part I:

## Using Job Search Engines



# Part I:

## Using Job Search Engines

### **CareerOneStop's Acinet Website**

Acinet is a U.S. Department of Labor-sponsored Web site that offers career resources and workforce information to job seekers, students, businesses, and workforce professionals to foster talent development in a global economy.

<http://www.acinet.org>

### **Craigslist**

Craigslist is a centralized network of online communities, featuring free online classified advertisements – with sections devoted to jobs, housing, personals, for sale, services, community, gigs, résumés, and discussion forums.

<http://www.craigslist.org>

### **Idealist.org**

Idealist has nonprofit and other job listings. Sign up for email alerts.

<http://www.Idealist.org>

### **Indeed.com**

Indeed.com is a search engine for jobs, allowing job seekers to find jobs posted on thousands of company career sites and job boards.

<http://www.indeed.com>

### **JuJu.com**

This search engine provides quick access to jobs on thousands of employer websites and Internet job boards.

### **Job Resources by Specific Industries**

Quintessential Careers provides links to hundreds of the best industry-specific job sites.

<http://www.job-hunt.org/index.html>

### **Monster.com**

Monster is the largest job search engine in the world, with more than 63 million job seekers per month.

<http://www.monster.com>

# Step No. 1:

## Identify Job Field and Positions

### Positions

1. Warehouse stocker/order filler/loader/packer
2. Machine operator
3. Cashier
4. Gas station clerk
5. Housekeeping
6. Technicians
7. Certified nursing assistant
8. Laundry worker
9. Restaurant server
10. Receptionist
11. Driver
12. Maintenance
13. Childcare
13. Security guards
14. Auto mechanics



### Job Fields

Manufacturing  
Hospitality  
Service  
Health Care  
Social Service

# Step No. 2:

## Use Keyword for Job Search



Browse Jobs by: [Category](#) | [Location](#) | [Company](#) | [Keyword](#)

Keywords

Job Title, Industry, Employer

Location

City & State or Zip Code

[Advanced Job Search](#)

# Step No. 3:

## Review Search Results

### [Hertz Rent A Car \*\*Security Guard\*\* - BWI Airport](#)

*Hertz (Hanover, MD)*

Hertz Rent A Car **Security Guard** - BWI Airport Job ID: 11197 # Positions: 1 Location: US-MD-Hanover  
Category: **Security** Apply for this job: Your application choices are: \* Apply for this jobonline \* Email  
thisjob opportunity to a friend More information about this job: General...



Hertz (11/19/09)

### [Security Guard / Officer](#)

*Securitas Security Services USA (Columbia, MD)*

...activities and incidents at an assigned client site, providing for the **security** and safety of client  
property and personnel. Makes periodic tours to...of view; presents a good image of the client and its  
**security** department. 3. Communicates in a manner that is open, honest and...



Get Security Guard Jobs (12/24/09)

### [Security Officer / Guard P/T Sat & Sun 8 am to 4pm with driv](#)

*Allied Barton Security Services (Columbia, MD)*

AlliedBarton **Security** Services is currently hiring for **Security** Officers and Supervisors for all Shifts.  
Full, Part-time, Temporary and Seasonal positions are available. We invite you to apply on-line. The  
**security** industry is a people business. We recruit, train and develop our...



Job.com (01/05/10)

### [Security Officer / Guard P/T Sat & Sun 8 am to 4pm with driver's license](#)

*Allied Barton Security Services (Columbia, MD)*

AlliedBarton **Security** Services is currently hiring for **Security** Officers and Supervisors for all Shifts.  
Full, Part-time, Temporary and Seasonal positions are available. We invite you to apply on-line. The  
**security** industry is a people business. We recruit, train and develop our...



HodesIQ (01/04/10)

# Step No. 4: Refine Your Search Results



Browse Jobs by: [Category](#) [Location](#) [Company](#) [Keyword](#)

Keywords

Security guard

Job Title, Industry, Employer

Location

Baltimore, MD

City & State or Zip Code

Search Jobs [Advanced](#)

Jobs 1 - 10 of 34 for **Security guard** within  of **Baltimore, MD**

Sort by: [Relevance](#) [Date](#)

From last:      days

Categories:  [Defense](#) [Public Safety & Security](#) [More...](#)



# Diversity of Job Sector Mirrors Varied Skills of Refugees



- **San Francisco State University urban studies professor, Raquel Pinderhughes, identified 22 sectors for green-collar work, ranging from bicycle repair and public transit to renewable energy generation and sustainable agriculture.**
- **85% of green business owners and managers thought it would be possible for workers with minimal job experience to get green jobs with their businesses, and that they'd be willing to hire low-income, job-ready workers.**

# Part II

## Smart Geographic Searches



# Part II

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**You can refine your hunt for hidden jobs using geographic searches**

***RefugeeWorks* “Hidden Jobs”  
Newsletter #27, 2008**

# Part II

## Smart Geographic Searches

### **Google Maps**

Google Maps is a free web mapping service application. It offers street maps, a route planner for traveling by foot, car, or public transport and an urban business locator for numerous countries around the world.

<http://maps.google.com>

### **Local Employment Dynamics**

OnTheMap provides detailed maps showing where workers are employed and where they live with companion reports on age, earnings, industry distribution, and local workforce indicators.

[http://lehd.did.census.gov/led/led/doc/LEDonepager111408\\_hh\\_jw.pdf](http://lehd.did.census.gov/led/led/doc/LEDonepager111408_hh_jw.pdf)

### **MapMyJobs.com**

MapMyJobs.com aggregates and matches IT jobs in real-time using your search criteria, and presents them using mapping technologies.

<http://www.mapmyjobs.com>

### **Quintessential Careers**

If you are looking for jobs in a specific part of the U.S., click on an area of one of the maps to visit job sites that can help you in your job search.

[http://www.quintcareers.com/US\\_jobs.html](http://www.quintcareers.com/US_jobs.html)

Source:

<http://www.livebaltimore.com/neighborhoods/region/>

# Part III

## Career Supersites



### **Occupational Licensure Requirements**

The recertification process varies by state and occupation. Information for various professional licenses in individual states can be found at the U.S. Department of Labor's Employment and Training Administration's Licensed Occupations web site.

<http://tinyurl.com/3dlwfd>

### **Occupational Outlook Handbook**

The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The Handbook is revised every two years.

<http://www.bls.gov/oco>

### **Welcome Back Initiative**

The WBI is an international healthcare workers assistance center. It serves as an information and resource center for people who have received their formal education and training in a health field outside of the U.S.

<http://welcomebackinitiative.org>

### **Quintessential Careers**

Quintessential Careers publishes more on-target career and job-search information, provides more links to the best job sites, and helps all job-seekers learn the craft of job-hunting and career development

<http://www.quintcareers.com/resres.html>

**Source:**

[www.refugeeworks.org/about/publications.html](http://www.refugeeworks.org/about/publications.html)

# Part IV: Discussion

## Questions & Answers



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