



Job Searching in the Digital Age last updated 11-2020

Social Media

LinkedIn – Is the power horse in the profile search world. For every job seeker this is a must-have.

Connections – use the CRM functionality of the tool

Groups - often posts jobs in discussions that are not posted in the "paid" jobs postings. Make sure you connect with 10-20 professional/career groups. Illinois workNet Virtual Job Club Network.

Search – look for the mutual connections when you use the search function

Facebook – is not as great at the job functions, but businesses post job openings regularly

Jobs – under Explore

Connections – review the workplaces of your connections

Google tools: Alerts, Search, Drive, Hangouts, and Communities.

Pinterest ³ – pin your resume with photos and links. Follow a few on this list <https://www.themuse.com/advice/how-to-put-your-pinterest-obsession-to-good-use-and-land-a-new-job>

SlideShare - create a PowerPoint presentation about yourself and post it on this platform. Associated with LinkedIn again.

Twitter - A couple of resources for twitter include:

search.twitter.com - you can search the same things as signal without having to have a twitter account.

twitter-chat-schedule/ - tweetchats can be useful tools to pick up a few suggestions or information about your industry or your job search.

YouTube – search video resume. Add your video resume to your own channel. Review others first to see what you should do.

Resume Type Tools ²

About.me – gives you a tool to make it easy for people to learn about you and find your content on the web.

Behance.net – gives creative people an on-line portfolio.

Box.net – a secure website to store documents on-line.

BrandYourself.com establish your brand online. Helps you establish your personal brand name. ¹

Careercloud.com – Articles to help job seekers and consultants.

Glassdoor.com – on-line resume, resources, salary review, company review

Muse – advice, jobs and coaching, reviews of companies

Nexxt.com – job search, communities, and resources (used to be Beyond.com).

Resumup.com – visually generates a step-by-step career path based on your professional aspirations, network, and experience to help you achieve your career goals. \$\$\$ More options to choose from can be found in this article <https://geekflare.com/free-visual-resume-to-impress/>.

Visualcv.com – early out in the world of visual resume platforms, simple presentation of skills, can be downloaded into a PDF. You can purchase a domain name.

Illinois workNet - <http://illinoisworknet.com>

Skills and Interest Survey
Career Wages and Trends
Employment 101
Labor Market Information

Job Skill Guide
Digital Literacy Guide
Resume Builder Tool
Illinois workNet Job Finder

Featured Employers
Service Guide
Social Media Guide

Job Search

<http://www.smartrecruiters.com/blog/best-50-niche-job-boards/> November 2017

<https://blog.proven.com/100-best-job-boards-to-find-niche-talent> October 2018

<https://simplejobscrip.com/50-niche-job-board-examples-for-inspiration/> Mar 2016

upwork.com - find freelance opportunities

<https://www.wonolo.com/blog/best-gig-economy-apps/> July 2018

Standards

NEW PLAYER – Google – Enter “Jobs Near Me” OR “Jobs for Veterans”

Monster, Career Builder, Indeed, Hidden Jobs, **Snagajob**, Illinois Job Link

Potential Employers - <http://www.infousa.com/business-lists/> OR <http://www.referenceusa.com/> most libraries will have access to one of these resources and free access with your library card.

Resources for Experienced Workers

[Encore.org](http://www.encore.org)

[AARP](http://www.aarp.org)

[The Professional . ME](http://www.theprofessional.me)

Networking and Job clubs

<http://www.linkedin.com/groups/Illinois-Virtual-Job-Club-Network-4794123>

<https://illinoisworknet.com> > Menu > Network & Connect > Illinois workNet Service Finder > Enter keyword job club.

Local Illinois Chamber or Association Sites

[Aurora Regional Chamber of Commerce](http://www.aurora-chamber.com)

[Elgin Area Chamber of Commerce](http://www.elginchamber.com)

[Chicago Society for Human Resource Managers \(SHRM\)](http://www.chicagoshrm.org)

Organizational tools

Google Calendar / Task list

[Trello.com](http://trello.com) – kaizen board for free

Interview Questions

1 Question to Ask During your Interview - <https://www.inc.com/t-odonnell/managers-say-asking-this-1-question-in-a-job-interview-increases-chances-you-get-hired.html>

Best Ways to Close a Job Interview - <http://money.usnews.com/money/blogs/outside-voices-careers/2012/09/04/the-best-ways-to-close-a-job-interview>

Interview Practice

Resume Builder on Illinois workNet - <https://illinoisworknet.optimalresume.com/modules/documentcenter.php>

Mock Interview – Simulate REAL - Android App

Video yourself with your phone

Practice with a friend

Zoom, Hangouts, Skype, Messenger, Teams

Apps - LinkedIn, Career Builder, Indeed, Craigslist

Access a current .pdf version of this handout at <http://time2mrkt.com/workshops> located at the end of the Job Search in the Digital Age description.