



# 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** <sup>3</sup> – 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](http://search.twitter.com) - you can search the same things as signal without having to have a twitter account.

[twitter-chat-schedule/](http://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 <sup>2</sup>

[About.me](http://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](http://Behance.net) – gives creative people an on-line portfolio.

[Box.net](http://Box.net) – a secure website to store documents on-line.

[BrandYourself.com](http://BrandYourself.com) establish your brand online. Helps you establish your personal brand name. <sup>1</sup>

[Careercloud.com](http://Careercloud.com) – Articles to help job seekers and consultants.

[Glassdoor.com](http://Glassdoor.com) – on-line resume, resources, salary review, company review

[Muse](http://Muse) – advice, jobs and coaching, reviews of companies

[Nexxt.com](http://Nexxt.com) – job search, communities, and resources (used to be Beyond.com).

[Resumup.com](http://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](http://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

[upwork.com](http://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** - <https://www.dataaxleusa.com/> 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://Encore.org)

[AARP](http://AARP)

[The Professional . ME](http://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://AuroraRegionalChamberofCommerce.com)

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

[Chicago Society for Human Resource Managers \(SHRM\)](http://ChicagoSocietyforHumanResourceManagers(SHRM).com)

## 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.**