

Helping Your Job-Seeking Patrons Thrive During Challenging Times: An Infopeople Workshop

Unemployment Resources

California Employment Development Department (EDD)

<http://www.edd.ca.gov/default.htm> The Employment Development Department is one of the largest state departments with employees at hundreds of service locations throughout the state. EDD's Unemployment Insurance program provides assistance to people who have lost their job through no fault of their own. Extensive links to unemployment insurance information including an online job and résumé bank, CalJOBS, which contains thousands of job openings and the largest pool of candidates in the state, labor market tools designed to help you make educated decisions, information on filing an Unemployment Insurance, Disability Insurance, or Paid Family Leave claim, Payroll tax information and forms, an array of employment and training services, and much more.

How to Apply for Unemployment Insurance Benefits: Video

<http://www.youtube.com/watch?v=612kzjANu6w> The California Employment Development Department has a 7 minute video on YouTube on how to apply for unemployment insurance benefits.

Unemployment Compensation: Offices, Benefits and Rates.

<http://jobsearch.about.com/od/unemployment/a/unemployment.htm> Excellent and informative article (About.com) about what you need to know about unemployment insurance. Includes information on eligibility, insurance benefits, filing for unemployment online, unemployment claims, state unemployment offices, and more.

Down and Out- What to do when you're downsized.

<http://jobsearch.about.com/od/unemployment/a/downsized.htm>

Another informative article (About.com) on what you need to know about surviving layoffs. Discusses predicting and preparing for layoffs, severance packages, and how to handle a layoff.

Unemployment Insurance

http://jobsearch.about.com/od/unemployment/Unemployment_Insurance.htm

Where to file for unemployment, how to file, what you need, eligibility requirements, disqualifications, extended benefits and more unemployment insurance information, from About.com

Unemployment Insurance Overview

<http://employment.findlaw.com/employment/employment-employee-job-loss/employment-employee-unemployment-insurance-overview.html>

Informative article from Findlaw.com, covers 1) unemployment insurance: employee quits, 2) unemployment insurance: employee laid off, 3) unemployment insurance: employee fired, and 4) stages of compensation claims.

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Losing or Leaving Your Job. <http://tinyurl.com/mpryme>

Collection of material from Nolo Press on the rights of workers when losing or leaving a job and "ways to minimize the worries that can accompany unemployment." Topics include severance pay, date for final paycheck, health insurance continuation, when you are entitled to unemployment compensation, and more.

First Time Job Hunters

Riley Guide www.rileyguide.com

Most comprehensive job and career information site on the Internet. It contains hundreds of annotated links for job sites, including general and career-specific sites, as well as job fair information, alternative work schedules, online resume databases, international job opportunities, state job sites, and much more.

Job Hunters Bible. www.jobhuntersbible.com

This site, set up by Dick Bolles, is the online companion to his popular book "What Color is Your Parachute?" It features hundreds of annotated links about finding jobs, creating and posting resumes, and researching companies, fields, and salaries. Also includes short articles for job hunters, career changers, recruiters, and counselors.

JobStar www.jobstar.org

Set up by BALIS (Bay Area Library and Information System), this comprehensive site focuses on California job fairs, job hotlines, and career centers in the Sacramento, San Francisco, Los Angeles, and San Diego areas. Also covers career planning, salary information through salary surveys, resumes, and the "hidden" job market.

WorkSmart. <http://www.worksmart.ca.gov/>

This site from the California Employment Development Department is "designed to help you prepare for and find a new entry-level job." Features material about "getting job ready" ("making a good impression, finding child care, arranging transportation, planning to arrive on time, and adopting a good attitude"), job titles and descriptions of entry and mid-level positions, suggestions for finding available jobs, and tips for applications, resumes, cover letters, and interviews.

Occupational Outlook Handbook. www.bls.gov/oco

This is the online version of the popular career source. The profile for each career covers the nature of the work, working conditions, employment, training, job outlook, earnings, and related occupations. The handbook can also be searched alphabetically, by keyword, or by occupational cluster. Also has link to the online version, of its companion volumes, the 2008-2009 Career Guide to Industries <http://www.bls.gov/oco/cg/> and the California Occupational Guide. <http://www.labormarketinfo.edd.ca.gov/ocguides/>

The 150 Best Recession Proof Jobs Overall.

<http://www.time.com/time/business/article/0,8599,1858773,00.html>

On November 13, 2008, Time Magazine published the list of 150 occupations that will always be in demand, no matter the state of the economy. Teaching, Healthcare, and Law Enforcement, top the list.

Wages & Salaries

SalaryExpert www.salaryexpert.com

Search the "basic salary report" and the "basic cost of living report" by job title and area to find the low, average, and high salaries for that area.

Cost of Living Calculator <http://cgi.money.cnn.com/tools/costofliving/costofliving.html>

How far will my salary go in another city? From Money magazine, this site compares your current and potential salaries in over 500 US cities to see where your money goes farthest.

Minimum Wage. www.dol.gov/dol/topic/wages/minimumwage.htm

This Department of Labor site gives current and historical information on the federal minimum wage since its inception in 1938. Also gives information on state minimum wage laws.

California State Employment Resources

California State Personnel Board. www.spb.ca.gov/index.htm?e=1

This site answers many questions about getting a job and working for the State of California. "Exam bulletins" give job descriptions and salary information for every state position, and the employment application forms are ready to print out. Also covers employee benefits, unions, and retirement plans. Also covers student internships and part-time or seasonal work.

State of California – Employment. www.ca.gov/Employment.html

The state of California's official website for employment information.

Resumes & Cover Letters

Damn Good Resume. www.damngood.com/

Set up by Yana Parker, author of the various Damn Good Resume books, this site helps people write their resumes. Special section on uncovering skills & special talents, and 52 jobs search Questions & Answers.

EResumes. www.eresumes.com

All kinds of information on electronic resumes and online networking including how to format an electronic resume. Includes sample resume templates from Resume Edge.com

Cover Letters.com www.cover-letters.com

This business writing site, set up by consultant William S. Frank, features "How to write a great letter" and "200 of the world's best letters." The cover letter library includes examples of letters dealing with job searching, market readiness, job offers, etc.

Resume Help. www.resume-help.org

Resume-Help.org is designed to assist you with how to write a resume, distributing your resume to hiring managers, free resume writing tips, and numerous tools to get you the perfect job.

Interviews & Dress for Success

Employment Interview Resources. www.garywill.com/worksearch/intres.htm

This page from Gary Will's Work Search site features a few short essays on interviews, as well as an "unbelievable collection of bonehead questions and incredible incidents from actual interviews" called interview horrors

Dress to Impress: A Guide. <http://amdt.wsu.edu/research/dti/>

Reference Guide from Washington State University - Apparel, Merchandising & Textiles and Career Services. Includes guidelines for Women & Men's interview attire, Women & Men's Dress examples, (with positive, negative and mixed comments), Dressing on a Tight Budget, and research the specific dress code.

When Job Hunting – Dress for Success. www.quintcareers.com/dress_for_success.html

Hints for Dress for Success for Men & Women. Links to "Dress for Success for Women" www.quintcareers.com/dress_for_women.html and "Dress for Success for Men" www.quintcareers.com/dress_for_men.html (includes samples of casual and formal attire).

Social Networking

LinkedIn www.linkedin.com

LinkedIn is a free interconnected network of experienced professionals from around the world, representing 170 industries and 200 countries. Search through ready-made lists of classmates and colleagues, scour e-mail contacts, and look for jobs. LinkedIn will tell you who knows whom, that might give you an inside edge.

Twitter <http://twitter.com>

Twitter is a service for friends, family, and co-workers to communicate and stay connected through the exchange of quick, frequent answers to one simple question: What are you doing?

Facebook www.facebook.com

Facebook helps you connect and share with the people in your life. Facebook is an ideal way to maintain and establish an effective business network.

Job Searching

CareerJournal www.careerjournal.com

This Wall Street Journal site, the "premiere career site for executives, managers, and professionals," has dozens of short essays on career management, executive recruiters, and job hunting advice.

Vault.com: Company Research www.vault.com/companies/searchcompanies.jsp
Vault.com is designed to help job seekers learn about careers, companies, working conditions, available positions, and all other aspects of getting a job. The specific URL above links to a section that allows visitors to obtain a short description of more than 3,000 companies, with a focus on their history, corporate culture, and the pros and cons of being an employee.

WetFeet: Helping You Make Smarter Career Decisions. www.wetfeet.com/
Wet Feet Inc. is a recruitment solutions provider that helps leading corporations to more effectively attract, screen, hire and retain the right people. The site has links to city and industry profiles, resume advice, job listings, and internship opportunities.

Career Voyages. <http://www.careervoyages.gov/>
This Web site tailored for teens and young adults "features detailed information about the fastest growing industries and occupations, the skills and education required to prepare for them, job openings by area, and wages, licensing requirements and growth rates for numerous occupations." Includes information about "on-the-job training, apprenticeship programs for skilled trades, and two-year professional degree programs at community colleges." From the U.S. Department of Labor and the U.S. Department of Education.

Job Listings – General

Indeed.com www.indeed.com

In one simple search, Indeed gives job seekers free access to millions of employment opportunities from thousands of websites. Indeed.com includes all the job listings from major job boards, newspapers, associations and company career pages, and more. Search by job title, or browse by employment categories or cities.

Simply Hired. www.simplyhired.com

Powerful search engine that scours the web for classifieds in the United States, United Kingdom, Australia and India. Provides statistics about salaries, demographics and hiring trends. A "Special Search" looks for jobs friendly to dog lovers, seniors, moms and other unique categories.

Job-Hunt.org www.job-hunt.org/

Named a "Top" or "Best" site for job hunting and careers according to US News & World Report, Forbes, and PC Magazine. Includes free job hunting e-books and advice from job search experts.

Jobster. www.jobster.com

Find all the jobs with one search, on one site. This website allows users to upload resumes and makes it available for employee searches.

Cool Works. www.coolworks.com

This site lists thousands of interesting jobs at national and state parks, ski resorts, summer camps, dude ranches, and on cruise ships. Covers paid and volunteer jobs, as well as full-time and seasonal jobs.

Real Match www.realmatch.com

Realmatch has changed the landscape of online recruitment by introducing Real-Time Job Matching™, a technology that allows employers and job seekers to specifically define themselves, their needs and their preferences. By utilizing Realmatch's taxonomy of titles and skills, keyword search technology is eliminated from the process and job seekers and employers can be precisely matched. Whether white collar, blue collar or no collar, Realmatch more efficiently connects employers and job seekers.

Monster.com www.monster.com/

One of the leading online global employment resources. Find jobs, research companies, and get career advice from experts.

Job Listings – California

CalJOBS, www.caljobs.ca.gov/

California's Internet system for linking employer job listings and job seeker resumes. Part of the California EDD. (Employment Development Department) After a free registration, you can create, store, and send resume to any job opening. Employers can also enter job listings and browse the resume of job applicants.

JobStar-Los Angeles. <http://jobstar.org/socal/adjobs/jobbank.php>

This popular site provides links to information about local jobs, job fairs, job hotlines, and career centers.

Craigslist. <http://losangeles.craigslist.org/jjj/>

Search for jobs in the Los Angeles metropolitan area on Craigslist.

Hot Jobs. <http://hotjobs.yahoo.com/>

Yahoo's job search service allows you to save your searches and upload your resume. Browse jobs by broad category or location.

Job Listings – Specific Careers

Dice. www.dice.com/

The career hub for tech insiders. Search for careers in the technology field.

Education Job Opportunities Information Network (ED-JOIN) www.edjoin.org

This site provides access to a network of public school job openings at the elementary and secondary school levels in the 58 California counties. Can be searched by county or school district for positions for teachers, counselors, librarians, nurses, custodians, etc.

Health Care and Medical Employment. www.pohly.com/links.html

Great site for the healthcare industry, covering managed care, hospitals, healthcare systems, companies, physician groups, etc. Healthcare Employment Resources lists healthcare-only employment sites, while Health and Medical Employers on the Net provides links to employers' home pages.

Creative Hotlist: A Communication Arts Job Website. www.creativehotlist.com/
Set up by Communication Arts magazine, this site offers job links for graphic designers, art directors, copywriters, photographers, illustrators, and multimedia designers. Job seekers and employers can search by region or state or date.

Library Job Postings on the Internet. www.libraryjobpostings.org/
Annotated guide to library jobs posted by library schools and library associations. Can be searched by job type or by region.

Job Listings – Government

Government Jobs.com www.governmentjobs.com/

The Leader in Government Sector Jobs. Headquartered in El Segundo, CA.

GovernmentJobs.com is the only government sector job board created from the world's foremost fully integrated recruitment, selection and applicant tracking system called NEOGOV Insight designed specifically for public sector employers.

GovtJobs. www.govtjobs.com

Search for a job in a local, state, or federal government, as well as national associations. Employers can list job openings.

USAJobs. www.usajobs.opm.gov

Updated daily by the US Office of Personnel Management, this site lists every current vacancy in the federal government. Also provides general federal employment information, such as how to fill out and submit the OF-612 application form.

Job Listings – Seniors

AARP.org www.aarp.org/money/work

Job Tips and much more for 50+ workers. Link to retirementjobs.com

<http://retirementjobs.com/> search full time, part time and flexible jobs from age friendly employers.

Workforce50.com www.workforce50.com/

Workforce50.com serves older workers with a full service job board and career site. All jobs are placed by employers specifically interested in staffing from the over-50 workforce.

SeniorJobBank.org www.seniorjobbank.com/

Employers use our web service to advertise their jobs to our audience of talented, dedicated people over the age of 50. Employers posting with us are committed to hiring

baby boomers and older workers. Our online service provides job postings for a modest fee to the employer, job search, resume and job alert registration for job seekers, as well as career and education information. It's all here for both active and passive job seekers nationwide.

Retireeworkforce.com www.retireeworkforce.com/

RetireeWorkforce.com is dedicated to providing exciting employment opportunities for experienced and motivated retirees. Our job database contains unique part-time, flexible, seasonal and even full-time positions specifically for more experienced candidates.