



Navigating the Job Search

Looking *for* a Job Today



Mike Buhmann
Reference Librarian
Skokie Public Library



The Unknown Future

When will this Pandemic end?

Will the economy bounce back?

Will some industries disappear, new industries appear?

How best to prepare for the unknown?



Probably best to be flexible and prepared for change



Things to Consider

More Work-from-Home Opportunities, partial & full-time
Employers offering more flexible work hours, fewer commuters

New Workplace tools (software) & new methods of working

Gig work continues, think of being a contractor





Job Search Guidance

Three Online Guides

1. *CareerOneStop.org* – Job Search
careeronestop.org/jobsearch

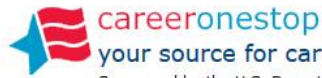


2. *TheBalanceCareers*
Thebalancecareers.com



3. *Job-Hunt.org*
job-hunt.org





your source for career exploration, training & jobs

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[Español](#)

Search CareerOneStop

Explore Careers ▼

Find Training ▼

Job Search ▼

Find Local Help ▼

Toolkit ▼

Resources For ▼



Job Search

Job Search

Plan your job search

Networking

Find jobs

Resumes and applications

Interview and negotiate

Job search tips



Put together a successful job search with resources on resumes, interviewing, networking and finding job openings.

Find a Job

Search for a job right now by entering a job and location in the boxes below or find information on your job search with the links below.

Job?

Job title or keyword

Where?

City, State, or ZIP Code

Search

Videos



Job Search at a Glance

Plan your job search

- Create a job search plan
- Research employers
- Research salaries
- Online job search

Networking

- Why network?
- Your elevator speech
- Make a list of contacts
- Informational interviews

Find jobs

- What are job banks?
- State job banks
- Employment agencies
- Military options

Careers



JOB SEARCHING

How to Get Your Dream Job in 30 Days



EXPLORE THE GUIDE

BY [ALISON DOYLE](#) | Updated July 22, 2020

— GET STARTED

- Refresh Your Resume
- Create a Branding Statement
- Develop a New Skill
- Do Some Volunteer Work
- Make Sure Employers Can Find You

Sometimes a job search can feel overwhelming, especially if you need a job right away. It often feels like there is too much to do in a very limited time.

One way to manage this stress and enhance your job search is to break the process down into small, manageable steps. Doing so can help you feel like you

and steady progress towards your goal of finding work you want to do, instead of work you have to do.

+ PREPARE TO NETWORK

+ START YOUR HUNT

How to Use This Series

The series “30 Days to Finding Your Dream Job” offers 30 simple, practical steps for job seekers to follow in order to prepare themselves for the job market and land a job. If you read and apply one tip per day, you can accelerate your job



Guide to a Shorter and Smarter Job Search



In 2018, a successful job search is *much more complicated* than having a good resume! At Job-Hunt.org, with the help of genuine experts, we help you to be smarter in your job search so you can:

- [Smart Answers to Common Interview Questions](#)
- [LinkedIn SEO - Rank Above Your Competitors in LinkedIn Search](#)
- [Be FOUND: Use Personal SEO So Your Next Job Finds YOU](#)
- [3 Smart Tips to Beat the ATS Systems](#)
- Free eBook: [Job-Hunt Guide to Successful Interviewing](#) - no registration or email address required
- [Much more!](#)

Stay up-to-date! Subscribe to our newsletter: [Job-Hunt Intelligence!](#) Get weekly updates from Job-Hunt so you have a shorter, smarter, and safer job search.

Most Recent Articles:

Guides to Smarter Job Search

- [Guide to Successful Job Interviews](#)

How to handle the different types of interviews, including telephone and video interviews as well as lunch interviews, plus tips on how to prepare successfully.

- [Guide to LinkedIn for Job Search](#)

Learn how to develop an effective Profile, leverage LinkedIn Groups and Updates, plus more tips for advancing your job search and your career using LinkedIn.

- [Guide to Working with Recruiters](#)

These people represent the "buyers" so they are very important to you. Learn how to work with them effectively.

- [Guide to Freelancing and Contracting](#)

Freelancing or contract jobs can be a temporary gap filler that provides a good income for a set period of time (weeks or months).

- [Guide to the Temporary Work Option](#)

Temporary employment can be a short-term fix (days or weeks) paying the bills while you



Get Organized

- Develop a plan & set long term and daily goals
- Make lists and prioritize tasks
- Emphasize tasks that have the highest rewards (networking vs. replying blindly to job ads)
- Organize Your Passwords
Applications and job search tools often require a registration. Make it easy and be protected by using a password organizer like “LastPass”



Getting Organized

These tools can help you stay organized and be productive

RememberTheMilk.com

A Website and app to help create lists and prioritize tasks



JibberJobber.com

Provides a place to keep track of contacts, interview questions, and a job search log



Gmail.com

Combine your email with your resume and your schedule. Learn office tools that many employers are adopting.





Remember the Milk

The screenshot shows the Remember the Milk web application interface. At the top, there is a blue header bar with a search bar, a cloud sync icon, a notification bell, and a settings gear. On the left side, there is a navigation sidebar with the Remember the Milk logo (a cow's face) and the text "remember the milk". The sidebar is organized into sections: "Inbox" with 12 items, "All Tasks" with 22 items, "Today", "Tomorrow" with 7 items, "This Week" with 9 items, "Given to others", and "Trash". Below these are "Lists" with a plus icon, including "Home" (2), "Job Search" (5), "SPL" (3), and "Tutorials". At the bottom of the sidebar are "Smart Lists" with a plus icon, including "All Tasks" (22). A yellow banner at the bottom of the sidebar says "Are you ready to". The main content area is titled "Job Search" and features a search bar, a "Print" icon, and filters for "Incomplete" and "Completed" tasks. Below the filters, there are two task cards: one with a checkbox and a dropdown arrow, and another with a checkbox and a three-dot menu. A text input field labeled "Add a task..." is positioned below the task cards. The main content area also displays a list of tasks with checkboxes: "Add a Post to Linked In", "Complete two job applications", "Contact two colleagues at old employer", "Update Resume", and "Work on Computer Skills".



Jibber Jobber

Home Contacts Companies Jobs Logs Reminders Tools Videos

Search...

Help ▾



Add Contact

Add Company

Add Job

Add Log

Search Jobs

REGULAR ACCOUNT
Upgrade now!

View: Advanced Home Page



The New Year is Finally Here

Make the next few days so you can figure out how to hit the ground running all your goals

Upgrade
Now!

Start Using JibberJobber (Beginner Tasks)

Show my Progress ▾



Add Network Contacts



Add Target Companies



Add Jobs to Track



Interview Preparation

Me in 30 Seconds

Used to respond to "Tell us about yourself." Have as many as you want!

[Add](#)
[See List Panel](#)
[View 30 Seconds](#)
[Print 30 Seconds](#)

Power Statements

Concise statements for interview responses to sum up your capabilities.

[Add](#)
[See List Panel](#)
[View Power Statements](#)
[Print Power Statements](#)

Questions and Answers

Use this section to put in responses to questions that will come up in an interview.

Get Responses by Category

-- Choose a Category -- ▾

Include Me in 30 Seconds

Include Power Statements





Also Contains Google Docs, Sheets, Slides, Calendar, Drive and more

The image shows a Google Docs interface for a resume template. The document title is "Resume" and it includes a menu bar with options like File, Edit, View, Insert, Format, Tools, Add-ons, and Help. The status bar indicates "Last edit was seconds ago". The main content area is a resume template with the following sections:

- Header:** "Your Name" in a large font, followed by a line of placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit". To the right, contact information is listed: "123 Your Street", "Your City, ST 12345", "(123) 456-7890", and "no_reply@example.com".
- EXPERIENCE:** A section header followed by three job entries. Each entry includes a company name, location, and job title, followed by a date range (e.g., "MONTH 20XX - PRESENT") and a paragraph of placeholder text.
- SKILLS:** A section header followed by three lines of placeholder text.
- AWARDS:** A section header followed by three lines of placeholder text.
- EDUCATION:** A section header followed by one entry with a company name, location, and job title, followed by a date range and a paragraph of placeholder text.

The interface also features a sidebar on the left with a grid icon and a sidebar on the right with various icons for sharing and editing.



Elements of a Job Search

1. Evaluate Your Background & Desires

- *What are your Skills & Experience*
- *What do you like to do*
- *What are your Priorities – Personal & Professional (such as location of job, salary range, prestige, etc.)*
- *Choose a Direction and Follow Through. It makes it easier to find a job when you have one or two paths to follow*





Evaluate Yourself (CareerOneStop)



your source for career exploration, training & jobs

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 [Español](#)

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Self assessments

Explore Careers

Self assessments

What is an assessment?

Interest assessment

Skills assessment

Work values

Learn about careers

Plan your career



Need some ideas for careers you might like?

Whether you are just starting out, or wondering if another career would suit you better, self-assessments can help you consider different options and confirm types of careers that might be right for you.

What can a self-assessment help you do?

- Learn about occupations that are a good match for you
- Decide where you need more training or experience
- Identify the skills you bring to a job
- Write more personal, detailed resumes and cover letters
- Consider careers you may not have thought about before

Learn more about the different types of assessments:

- [What is an assessment?](#)



Elements of a Focused Job Search

2. Research Career Fields, Industries, and Companies

- *Determine what experience, education or skills are needed to enter your field. For help check [CareerOneStop.org](https://www.careeronestop.org)*
- *Check Organizations & Associations*
- *Network with people (face to face & online)*
- *Select one or two Industries/Professions to focus on*





Career Fields (CareerOneStop)

Librarians


New Search


Show More



Description: what do they do?

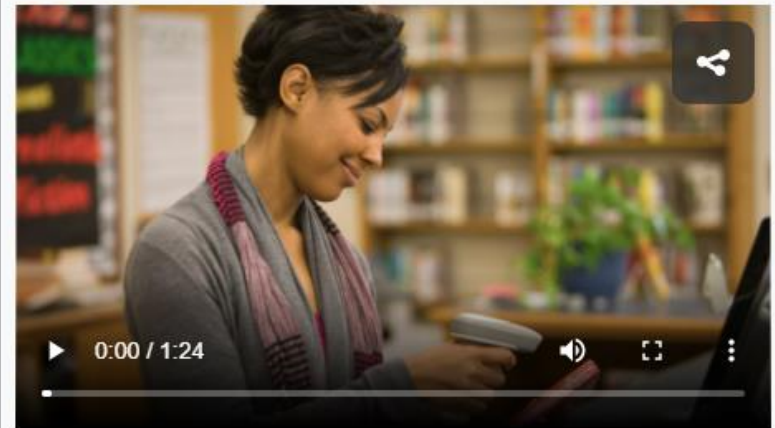
Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.

Also known as:

Catalog Librarian, Children's Librarian, Librarian, Library Director, Library Media Specialist, Public Services Librarian, Reference Librarian, School Librarian, Technical Services Librarian, Youth Services Librarian



Career video



[View transcript](#)



Projected employment

Illinois	United States

Outlook: will there be jobs?



New job opportunities are **likely** in the future.



3. Get Education & Training

Take Classes to:

- *Enhance Job Skills*
- *Test-drive a new career field*
- *Get a Certification*



Where

- *Check local Libraries for free online classes such as Lynda.com, Gale Courses*
- *Check CareerOneStop.org for education ideas and sources for funding*
- *Take a free Online College Courses (MOOCs)*



Skokie Public Library Online Courses

HOME » RESOURCES » ONLINE TRAINING & TUTORIALS

ONLINE TRAINING & TUTORIALS

Learn software, a new language, or polish your career skills. Our online resources offer training and tutorials to help you become the person you want to be.

MASTER TECHNOLOGY

[Lynda.com Online Learning Library](#)

Watch thousands of step-by-step online video tutorials on software, apps, media, marketing, business, and technology.

When creating a profile, please include your name and email address so that you can reset your Lynda.com password if needed. To reset the password, please call their customer service line at 888-335-9632. If you're creating a profile on the Lynda.com app, tap on Organization, select Web Portal, and type skokielibrary.info to get started.

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[Digital Learn](#)

If you are new to computers or need a refresher, we have the tools. Tackle technology at your own pace and gain the confidence you need to succeed.



MOOCs

Online University courses offered to the public from major universities. Most classes are free to audit, get college credit, certification or a degree (fee involved)



edx.org

coursera.org

futurelearn.com

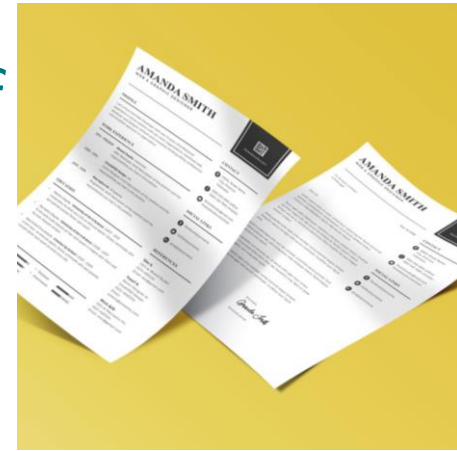




Elements of a Focused Job Search

3. Develop Marketing Material

- *Put together a Core Resume & Cover Letter. Create a list of bullet points to customize for particular jobs*
- *Update your LinkedIn Profile & clean up your online presence*
- *Organize & Contact References*
- *Work on an Elevator Speech to fluently explain your background, skills and direction*

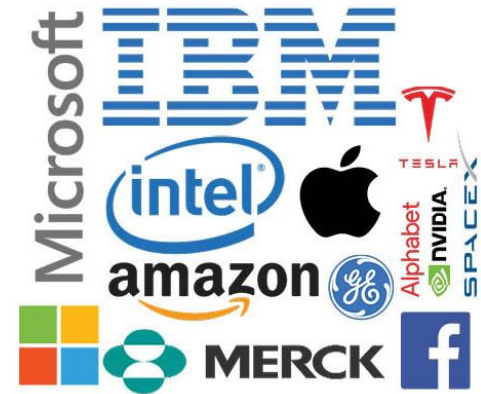




Elements of a Focused Job Search

4. Find Openings & Target Companies

- *Check for Job Postings*
- *Target companies and organizations; your preferred places to work (Use a Business Directory to create lists of companies by size, location or type of business (ReferenceUSA, Hoovers))*
- *Check Your Network for information on particular industries or companies in your field*






Target Companies (Business Directories)

ReferenceUSA/DataAxle (available at most Public Libraries)

data axle · reference solutions

Webinars

Learning Center

 Select Language

U.S. Businesses

4,196 Results

264 with e-mail addresses [more info]

 Revise Search

 New Search

Page 1 of 168

 1 

Details

Heat Map

Summary


Charts

Download

Print

Save Search

NEW!

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	1 800 Violins	Rami Hagari	3907 Dempster St	Skokie, IL	60076	(847) 673-5050	
<input type="checkbox"/>	1 Nestech Computers Inc		4846 Wright Ter	Skokie, IL	60077	(847) 673-2492	
<input type="checkbox"/>	1st Loans Financial		3557 Dempster St	Skokie, IL	60076	(224) 534-0310	 
<input type="checkbox"/>	3 C Automotive & Repair	Mike Abramov	8256 Lincoln Ave	Skokie, IL	60077	(847) 982-6560	
<input type="checkbox"/>	360 Painting Evanston		4920 Dempster St	Skokie, IL	60077	(847) 565-8852	
<input type="checkbox"/>	4641 W Main Condominium LLC		4641 Main St	Skokie, IL	60076	(847) 679-0540	
<input type="checkbox"/>	5 Palms Of Ormond Beach		7444 Long Ave	Skokie, IL	60077	Not Available	
<input type="checkbox"/>	5207 Web Design	Scott Holtz	5207 Cleveland St	Skokie, IL	60077	(847) 951-7635	
<input type="checkbox"/>	5215 Galitz LLC		5215 Galitz St	Skokie, IL	60077	(847) 763-9263	
<input type="checkbox"/>	675 Nails	Angela Kim	3413 Dempster St	Skokie, IL	60076	(847) 675-6245	
<input type="checkbox"/>	7-Eleven	Nick Ibrahim	4834 Church St	Skokie, IL	60077	(847) 679-5850	 
<input type="checkbox"/>	7-Eleven	Yousip Namroug	7950 Crawford Ave	Skokie, IL	60076	(847) 679-2580	 
<input type="checkbox"/>	7-Eleven	Ruain Serma	8357 Skokie Blvd	Skokie, IL	60077	(847) 674-8662	 



Using Job Ads & Finding Openings

- *Use Job Ads to research positions to see what skills and experience employers are asking for*
- *For quick turn around include the search terms “urgently hiring” or “hiring immediately”*
- *For piece work include the search terms “work at home”, “freelance”, or “telecommute” Check the sites: [Upwork.com](https://www.upwork.com), [Freelancer.com](https://www.freelancer.com), [guru.com](https://www.guru.com), [taskrabbit.com](https://www.taskrabbit.com)*
- *Check neighborhood businesses*



Job Listing Sources

[InDeed.com](#) & [SimplyHired.com](#)

Meta job search sites that search for openings on company and job search websites



Google for Jobs [google.com](#)

Google recently added a job search feature to its search engine. Simply tag the word "jobs" to a search. Recent [job listings](#) from job search sites and employer websites will appear



[Usajobs.gov](#)

Find jobs working for the largest employer in the US, the federal government



[Craigslist](#) [chicago.craigslist.org](#)

Good for finding jobs at smaller companies and for contract work. Inexpensive for employers to post listings



Associations & Organizations

Do a google search for relevant associations & organizations in your field. Many offer job postings and career assistance



Associations & Organizations



library associations



All

Maps

News

Images

Shopping

More

Settings

Tools

About 136,000,000 results (0.80 seconds)

According to Wikipedia

[View 30+ more](#)



American
Library
Association



American
Association
of Law Li...



American
Association
of School...



American
Indian
Library A...



American
Theological
Library A...



Art Libraries
Society of...



Association
of
Architectu...

North America

- American **Library Association** (ALA)
- American **Association** of Law **Libraries** (AALL)
- American **Association** of School Librarians (AASL)
- American Indian **Library Association**.
- American Theological **Library Association** (ATLA)
- Art **Libraries** Society of North America (ARLIS/NA)

[More items...](#)

[List of library associations - Wikipedia](#)



Associations & Organizations



[Issues](#) [Services](#) [Members](#) [Events](#) [About](#) [Contact](#)



Sign In

[Jobs Feed](#)

- [Driver - East Peoria](#) ◦ Deadline: January 20, 2021

Library Jobs

Users at Illinois libraries should [log in](#) before posting a job listing.

We provide the RAILS Jobs Board as a service and convenience to our member libraries. Libraries and other employers may list library-related job openings here. All applications, interviews, hiring decisions, etc., are between the employers and job applicants. Job listings are automatically removed after the application deadline or 2 months after being posted, whichever comes first.

January 18, 2021

[Adult Services Associate](#) ◦ Bartlett Public Library District ◦ DuPage County
◦ Part Time ◦ Salary: \$16.00/hour ◦ Deadline: Until Filled

[Circulation Services Assistant](#) ◦ Frankfort Public Library District
◦ Will County ◦ Part Time ◦ Salary: \$12.50
◦ Deadline: February 1, 2021

Find Jobs

- Full Time
 Part Time

Library Type

County

Library Name

Job Title



5. Networking

- It lets you tap into the “hidden job network”—many jobs are never advertised (some estimates say 60% are never listed)
- Employers prefer hiring a known quality, someone recommended from within
- Your time is better to spent networking than replying blindly to job ads
- Networking occurs every time you meet someone new or reach out to a friend or colleague



Networking

- *Not the same as asking for a job. Usually networking contacts will not be potential employers*
- *Helpful for ongoing professional and personal development*
- *An employer not hiring today may be looking for someone like you tomorrow*
- *Ask for names of other people you may be able to connect with*
- *Networking is a give and take, offer to help and you'll be remembered*





Networking

- *Reach out to colleagues, clients, alumni, friends, friends of friends, family members, neighbors or anyone in your community*
- *With Covid-19, online networking is more important than ever, use LinkedIn, Facebook Groups, Email, Zoom*
- *Set up Information Interviews to learn about career fields and possible openings*





Why Use It?

- LinkedIn is **THE** default professional networking tool
- Provides a means to connect and communicate with friends, colleagues, industry leaders, recruiters & connectors
- Allows Recruiters & Hiring managers to find you
- Allows you to control information that potential employers can see about you
- At a minimum, all job seekers should know about LinkedIn and create a “Profile” with relevant keywords related to the job you want



Online Networking -



- Create a professional profile with industry keywords, a memorable headline, summary and a professional photo
- Connect with colleagues, key people in your industry, friends, and alumni
- Follow companies & organizations you are interested in to get updates & news
- Join relevant professional groups and participate in conversations
- Post updates & share articles related to your career field. Like and comment on your connection's updates
- Use the Search function to find people in particular industries or who work at particular companies



Online Networking -



Search



Home



My Network



Jobs



Messaging



Notifications 99+



Me



Work

Try Premium Free for 1 Month



Michael Buhmann

Experienced Librarian - Career Development Specialist

Skokie, Illinois, United States · 500+ connections · [Contact info](#)

- Open to ▾
- Add profile section ▾
- More...

- Show recruiters you're open to work — you control who sees this [Get started](#)
- Share that you're hiring and attract qualified candidates. [Get started](#)

- Skokie Public Library
- University of Colorado at Boulder

About

Mike is a detail oriented reference librarian with an emphasis on small business and career development. With strong research skills Mike has been instrumental on creating an interactive presence for public libraries within their communities ... see more

[Edit public profile & URL](#)

[Add profile in another language](#)

Promoted



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The heart of a vibrant village.

Libraries · Skokie, IL · 1,085 followers



Anna & 52 other connections work here · 119 employees

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About

A cornerstone of entertainment, information, and community for the village of Skokie, IL. As a springboard for personal growth and community development, Skokie Public Library promotes discovery, enrichment, collaboration, and the exchange of ideas through a broad spectrum of resources and experiences.

See all details

People highlights

41 employees working in Community and Social Services



50 employees work in Skokie



Mimosa, Mary, Beth, Patricia & 46 others

Promoted



MS Financial Management
Gain New Skills or a New Career in Financial Mgmt at Boston University.



Facebook Marketing Course
Learn foundational digital marketing & technical skills. Apply today!



36-Month Online Ed.D.
Univ. of Dayton online Ed.D. — master's required. No GRE required.

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152 followers



1 connection works here

+ Follow



Skokie Pa

Recreational
525 followers



Messaging

✓ Following



Niles Public Library District

Government Administration
0 followers

+ Follow



Personal Branding

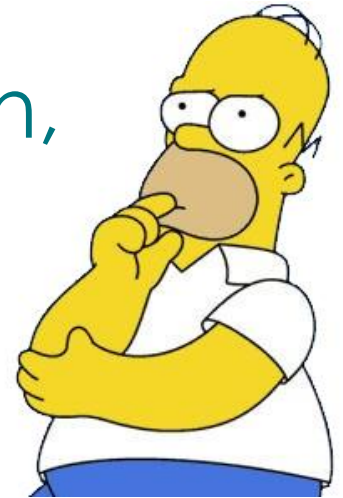
- An old idea first introduced in 1937 in the book “Think and Grow Rich” but has taken on new life with the advent of the internet and social media
- Think of yourself as a brand and use ideas based on business marketing & advertising to best display your assets to potential employers





Branding – Tell A Story

Prepare a story about your career path and who you are. A clear and compelling story explains the motivation behind your job search, you will likely be perceived as memorable, trustworthy & authentic





10 Golden Rules of Personal Branding

1. Be Focused
2. Be Genuine
3. Tell a Story
4. Be Consistent
5. Be Ready to Fail
6. Create a Positive Impact
7. Follow a Successful Example
8. Live Your Brand
9. Let Other People Help Tell Your Story
10. Be future oriented, leave a Legacy



From Forbes bit.ly/2TAYb00



Personal Branding



youtu.be/0a0Vm0zHFh0



6. Interviewing & Follow Up

- *Research Company & Industry (GlassDoor.com, Libraries)*
- *Review the Job Posting to make sure you address what the company is looking for*
- *Get the equipment and software for online interviewing*
- *Make a list of possible interview questions and hold mock interviews to practice your answers*
- *Send Thank You Emails to all Involved*





Look After Yourself

- Job Searching can be stressful, take it easy on yourself
- Reach out to friends and family, develop an emotional support network
- Be Kind to Your Body
(Exercise, Stretch, Do Yoga, Meditate, Dance, Pray, Eat Well)





Last Thoughts

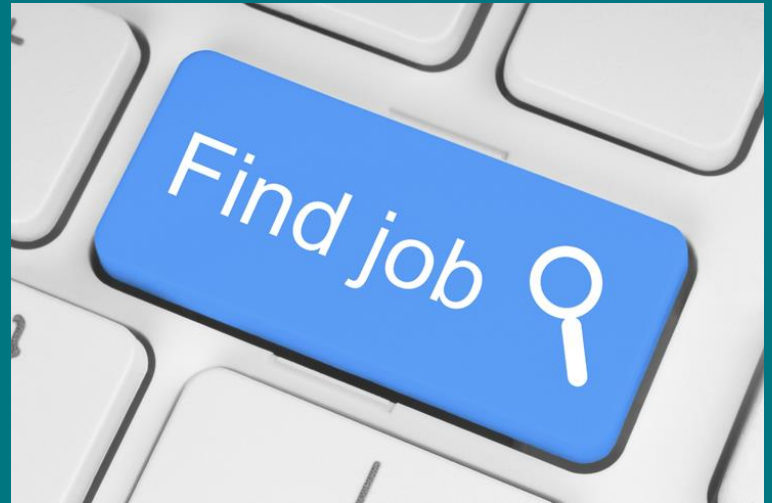
- The Hiring process today is likely to take longer and be different than what you're used to
- Be Patient and Kind to everyone you communicate with, you don't know what they're going through at this time
- Thank everyone who has helped you with your job search



Navigating the Job Search

Thank You

Looking *for* a Job Today



Mike Buhmann
Reference Librarian
Skokie Public Library
mbuhmann@skokielibrary.info

Upcoming Workshops:

- Resumes & Marketing Material
Thursday, January 28, 3 PM
- Informational Interviewing
Thursday, February 4, 3 PM
- Interviewing in the Virtual Age
Thursday, February 11, 3 PM

Contact a sponsoring library for more help:

Evanston Public Library	847-448-8600
Skokie Public Library	847-673-7774
Niles-Maine District Library	847-663-1234
Glenview Public Library	847-729-7500
Wilmette Public Library	847-256-5025
Morton Grove Public Library	847-965-4220
Lincolnwood Public Library	847-677-5277

