ANNOTATED BIBLIOGRAPHY

INFORMATION NEEDS OF JOB SEEKERS

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Part I  Information Needs and Information Behavior of Job Seekers

A. Introduction

Job seekers are a user group that most people will find themselves a member of at some point in their life. Job seekers are recent college or high school graduates, career changers, people returning to the work force after a time away, people who have been laid off, people looking for new opportunities – the reasons for looking for a job are as varied as the people doing the looking. In times of economic crisis, there may be more competition for the available jobs than there are during good times. Many job seekers turn to the library and librarians to aid them in their job search – especially in tough times. This tendency is noted by ALA President Jim Rettig in an August 26, 2008 news release:

*ALA President Jim Rettig said, “During tough economic times, people turn to libraries for their incredible array of free resources, from computers to books, DVDs and CDs, for help with a job hunt or health information... Libraries are helping level the playing field for job seekers as well...Libraries continue to report that many patrons are turning to library computers to prepare resumes and cover letters, find work, apply for jobs online and open e-mail accounts.*


It is important for job seekers and those assisting them to be aware of the information needs and behaviors of this user group. Being aware of these needs and behaviors can help the job seeker have a more focused search strategy as well as provide some foundational information that the seeker will find helpful during his/her search.

This paper provides references to scholarly articles that study and document the information needs and behaviors of this user group. The articles were published from
1989 – 2008 with the majority of the articles published in the early 2000s. While the tools used for searching for a job may have changed in the last 20 years, the information that is needed is still the same. Based on what is currently published, it is difficult to determine the true impact of a newer tool - the World Wide Web. Due to the time it takes to conduct a study, write an article, undergo the peer-review process, and actually get published, the majority of the studies in this area occurred four or more years ago. In the rapidly changing world of technology, the capabilities of technology can grow by leaps and bounds in that time span. The growth and changes in the World Wide Web in the last 4 years has most likely changed some search behaviors of job seekers. There are many more job posting websites with a higher degree of sophistication and search capabilities than were available when the studies cited in this bibliography were conducted. Many assessments, company information, and other data are now available online. Users in general, including job seekers, have also become much more savvy and sophisticated. It will be interesting to see the results of future studies of the information search behaviors of job seekers and the impact the World Wide Web has on these behaviors.

The articles cited in this bibliography are organized by topic as suggested by the focus of the studies. The studies can be associated with one of three topics: job seeking phases, information sources, and job search behaviors. The majority of the articles are based on studies whose participants were recent college graduates. While the results may not extrapolate to all other categories of job seekers, they do provide useful information and may provide other job seekers with valuable insights. Each article contains a critical annotation that includes a description of the study participants.

In addition to the scholarly articles, this paper also contains a few resources that may be helpful to job seekers. These resources are not just job hunting websites, but include resources that should be important to the job seeker based on the findings cited in the scholarly articles.
B. **Description of User Group – Job Seekers**

As mentioned in the *Introduction*, job seekers are people who are searching for a job. The reasons that a person is seeking a job may not be just to find a job. One category of job seekers is people who are looking at other jobs to provide leverage with regards to duties or salary within their current position (Van Hoye, Saks, 2008). Other categories are composed of job seekers who are actually seeking new employment, but whose characteristics cause them to be grouped into a particular category (i.e. career changer, recent college graduate, laid off professional, etc.).

This particular user group usually has a definite end in mind when they become a member of this group. In other words, a person becomes a job seeker because they want a new job, are looking for information that they can use in their current position, or to network within their industry. A person will move in and out of this user group throughout their career – they are not a member of it in perpetuity. Thus, people become members of this group with a goal in mind. Once they reach the goal (a job, salary information, etc.), they are no longer a member of this group (they are no longer a job seeker). Because of this characteristic, there are a number of studies that focus on a successful outcome of the activities and behaviors of this group. Unfortunately, there is no clear definition of what constitutes a successful outcome. Is it merely finding employment? Is it obtaining a certain title or salary? Is it the number of interviews and/or job offers? Each job seeker is going to consider the outcome of their search as being successful based on individual criteria. As the research shows, job seekers who know what they consider a successful outcome are more likely to achieve that goal as compared to other job seekers who have a vague or fuzzy idea of what they are looking for.

C. **Information Needs and Behaviors of Job Seekers**

The information needs of job seekers are not simply identifying the best method of getting a job, but also involve identifying the reasons that they are looking for a job and what they want the outcome to be. People enter this user group for a variety of
reason - voluntarily and involuntarily. Some people become members of this group involuntarily through being laid off, fired, their place of employment going out of business, etc. For some of these people, finding a job that provides an identified minimum of salary is a successful outcome. For people who become job seekers voluntarily, there may be many considerations in their search – a wish to relocate geographically, the desire to try something new, interest in determining the salary range for the position they are currently in, etc.

The articles cited in this paper provide information about the behavior that job seekers exhibit with some focusing on what behaviors are “successful” (i.e. a certain outcome is achieved). They also include research about what information a job seeker needs.
Part II  Annotated Bibliography

A.  Job Seeking Phases


Abstract Excerpt:  A survey of 1,121 counselors determined what information was needed by 
individuals to facilitate their career decision making and job seeking behavior. It also identified 
general themes within this career-related information through factor analysis of a lengthy 
questionnaire.

Search Strategy:  I identified key words and synonyms using the ERIC thesaurus and 
created a search string using them.

Database:  Dialog [ERIC]

Search String:  ss (information(2N)need? Or information seek?) and job search methods 
and (dt=articles or dt=journal articles)

Search Method(s):  Key word and controlled vocabulary search

Critical Annotation:  The study, based on 1,121 career counselors and public agency human 
services personnel in Texas, was conducted to obtain information to serve as a basis for the 
development of a job hunter’s guide. Although the study was conducted quite awhile ago, it is 
still pertinent in that the information needs for job seekers at the time of this study (1985) are still 
applicable. While this study focuses on what career counselors should concentrate on to best 
help their clients, it provides valuable insight for the job searcher as to areas of information that 
are useful. Of particular note is the value of pre-search activities such as self-assessments, the 
balance of leisure and work wanted, and the type of job environment desired.

Behavior and Human Decision Processes, 59, 288-312.

Abstract Excerpt:  Empirical support for a two-dimensional measure of job search behavior 
was found using 114 hospital employees, 103 pharmaceutical managers, and 418 graduating 
college seniors. The two dimensions are preparatory job search behavior and active job search 
behavior. A structural model of determinants and consequences of job search behavior was tested
using the hospital employee and pharmaceutical manager samples. LISREL results indicated that financial need and task-specific self-esteem affected both job search behaviors, and that task-specific self-esteem moderated the relationship between job search behaviors. Results and limitations of the study are discussed.


**Database:** Elsevier SD Backfile Psychology (Drexel e-Journals)

**Search String:** SFX: Year: 1994 Volume: 59 Start Page: 288

**Search Method(s):** Journal Title

**Critical Annotation:** Unlike most of the other studies which use only 1 sample group, this one used 3 sample groups – 2 of which consisted of employed individuals and 1 consisting of seniors about to graduate from college. Based on the results, there is strong evidence that there are 2 distinct phases, with different informational needs and behaviors, in job search behavior. The first phase, *preparatory job search behavior*, is when the individual prepares to look for a job by finding out about job leads and determining if s/he wants to undertake a job search. The second phase, *active job search behavior*, is when the individual becomes a job seeker and actively searches for a job. Although this study focused on employed individuals, it can be argued that unemployed individuals also go through two phases in the job search process – one where they prepare to search for a job and one where they actively undertake such a pursuit.


**Abstract Excerpt:** Adults requesting career guidance at a counseling center completed a problem-checklist and the Identity, Information, and Barriers scales of the My Vocational Situation inventory. Respondents indicated a need for information on careers; lack of clarity regarding interests, talents, and goals; and worries about self-confidence, independence, and assertiveness. Suggestions are given regarding appropriate interventions.

**Search Strategy:** I identified key words and synonyms using the ERIC thesaurus and created a search string using them.
Critical Annotation: This study focuses on the information needs of career changers. The participants were 53 adult, non students, who visited a counseling center at a large mid-Atlantic university. Contrary to previous theories postulating that by the time a person reaches young adulthood, they have a clear sense of self and what their career interests are, this study shows that those seeking career assistance need information regarding their goals, interests, and talents in addition to specific occupational information.

B. Information Sources

Abstract Excerpt: This longitudinal field study was designed to examine the relationships between job information sources, self-esteem, and perceptions of person-job and person-organization fit, as well as the relationships between perceptions of fit and work outcomes (job satisfaction, organizational commitment, organizational identification, intentions to quit, stress symptoms, and turnover). The results indicate that the number of formal job information sources and self-esteem were positively related to perceptions of person-job fit, and formal job information sources were positively related to perceptions of person-organization fit. Perceptions of person-job fit were positively related to job satisfaction, organizational commitment, organizational identification, and negatively related to stress symptoms and intentions to quit. Perceptions of person-organization fit were negatively related to intentions to quit and turnover.


Database: EBSCOhost Education Research Complete (Drexel e-Journals)
Search Method(s): Footnote Chasing, Journal Title
Critical Annotation: The results of this study emphasize the role that information sources used by the job seeker play in their perceptions of the outcome of their job search – specifically on how well they ‘fit’ with the job and the organization they accept employment at. It is significant to note, that, while most research shows that job seekers frequently obtain jobs through informal sources (friends, business associates, etc.), those that used formal sources (placement offices, newspapers, etc.) were more likely to report a good fit with their new job. This article reinforces the findings from other studies regarding the value of the job seeker knowing themselves and what is important to them. It also indicates that the job seeker would do well to use formal sources to enhance their knowledge of any organization or job they become aware of through informal sources. One note of caution is that the participants in this study were undergraduates who recently graduated.


Abstract Excerpt: The authors investigate the question of how Chinese young adults (18–26 years old) in Sheffield, England seek employment information and what sources and channels they use. Data collection was via a semi-structured questionnaire (78 responses) and via nine follow-up interviews with respondents to the questionnaire. … The channel which the largest number of employed respondents had used to find their current job was newspapers/magazines, and this was also the channel that the largest number would recommend to a friend. However, the Internet was respondents’ favorite and most widely used channel and they perceived both advantages and disadvantages in using it for job seeking.

Search Strategy: I identified key words and synonyms using the ERIC thesaurus and created a search string using them.

Database: Dialog [Social SciSearch]

Search String: ss (information(2N)need? Or information()seek?) and (job()search? Or job()seek? Or job()hunt?) and dt=article

Search Method(s): Key word search

Critical Annotation: The purpose of the study was to identify how a specific minority group seeks information on employment opportunities - respondents were 78 Chinese people between the ages of 18-26 in England. Although the study is focused on an ethnic group that is a minority
in a certain geographic area, there is useful information with regards to the “information channels” (information sources) that this group used and the channels that were most useful for them. It is one of the few studies that is recent enough to include the Internet as one of the sources of information.

C. **Job Search Behaviors**


**Abstract Excerpt:** A conceptual framework for the determinants of organizational turnover which identifies five panels of variables-job properties, affective/attitudinal reactions, intentions to leave/stay, job search behavior, and turnover occurrences-is advanced. Accordingly, it is reasoned that job search behavior (e.g., revising one’s resume) is a more immediate precursor of voluntary turnover than are antecedent variables, such as intentions. Further, it is argued that behavior is required to translate intentions into results. Data from three samples indicate that the Job Search Behavior Index (JSBI) is psychometrically sound and construct valid.

**Search Strategy:** A number of articles referenced a job search behavior index. I did a search on this phrase in ERIC, Social SciSearch and PsycINFO.

**Database:** Dialog [PsycINFO]

**Search String:** s job()search()behavior()index

**Search Method(s):** Keywords

**Critical Annotation:** This study was undertaken to analyze the hypotheses that job search behavior is a predictor of turnover within an organization and that it explains this turnover with more accuracy than other attributes that have been studied. While this article taken in its entirety is not of much use to the job seeker, what is of note is the introduction of the Job Search Behavior Index. This index is referred to in much of the literature on this topic and understanding its origin and use is helpful to interpreting results in other studies. Ten job search behaviors are identified which can be used to ascertain some of the information-seeking behaviors that a job seeker is likely to undertake. It also points out that actions (job seeking behaviors) are needed between intent (desire to look for a job) and outcome (a new job).

**Abstract Excerpt:** This study investigated intrinsic and extrinsic new job characteristics for a sample of involuntarily dismissed white-collar workers. Results suggest employment counselors can ease the transition into satisfying new jobs by helping clients deal with the negative emotional trauma of job loss, encouraging active coping strategies, fostering realistic job expectations, and tailoring counseling to meet individual needs.


**Database:** EBSCOhost Education Research Complete (Drexel e-Journals)

**Search String:** SFX: Year: 1994 Volume: 31 Start Page: 69

**Search Method(s):** Drexel eJournals Search using Journal Title. SFX

**Critical Annotation:** This study focuses on white-collar workers who have been involuntarily dismissed, commonly due to a layoff. One aspect of the study looks at the job search methods used by these unemployed workers. The study participants were 516 white-collar workers who were assisted by an outplacement agency in securing new employment during a 5 year period. It was found that the majority of the participants found a new job through networking. One of the conclusions drawn by the authors is that these types of job seekers can benefit from reevaluating their career goals, prioritizing their values, and identifying their accomplishments. Job seekers who are in the position of looking for a job due to being involuntarily dismissed may need to focus on information regarding how to network and assessments regarding their goals and values.


**Abstract Excerpt:** Existing job search research has been criticized for ignoring the dynamic nature of search. This study examined three models of changes in search behavior over time: sequential, learned change, and emotional response. Data on search behaviors were collected from a sample of 186 college and vocational-technical school graduates early in their search, at
graduation, and again 3 months following graduation for individuals who remained unemployed. Job searchers decreased the intensity of their search, increased their use of informal sources, and reduced their emphasis on information related to the availability of jobs between early search and graduation. These changes were reversed following graduation. This pattern is most consistent with the sequential model, which suggests that individuals first search broadly to develop a pool of potential jobs, then examine jobs within that pool in detail, reopening the search only if the initial pool does not lead to an acceptable job offer.


**Database:** EBSCOhost Education Research Complete (Drexel e-Journals)

**Search String:** SFX: Year: 1994 Volume: 47 Start Page: 739

**Search Method(s):** Drexel eJournals Search using Journal Title. SFX

**Critical Annotation:** This study of 186 participants from a large Midwestern university and nearby vocational-technical training schools supports the hypothesis that job search behaviors change over time and that they most closely follow what is expected from a sequential stages model. Two other models were considered: learning and emotional response. Based on the findings from this study, job seekers start out performing extensive searching behaviors and move towards intensive searching behaviors. If a search is unsuccessful after a period of time, the job seeker is most likely to move back to using extensive searching behaviors. This study is valuable because it provides data for both college students and vocational-technical students. As the authors point out, more study is needed that includes various groups of job seekers as well as research that investigate how the three models interact with each other.


**Abstract Excerpt:** A sample of 18- to 23-year-old workforce entrants was broken into subsamples. Study 1 found support for detached and interactive job-search behavior which seemed to represent different levels of emotional involvement in the job-search process. Study 2 involved working college students and found that extroverts favored interactive job-search behaviors, whereas introverts favored detached search behaviors.
Search Strategy: I noticed that Gary Blau was frequently mentioned in the literature and he is often cited. Decided to do an author search and review his articles.

Database: Dialog [ERIC]

Search String: e au=blau, g
s e5 and (dt=articles)
sort s77/all/py d

Search Method(s): Author search

Critical Annotation The two studies documented in this article indicate that there is an emotional factor that helps determine the type of job search behaviors a job seeker is likely to use. Job search behaviors were classified as either detached or interactive. The results indicate that those job seekers who are extroverts are more likely to use interactive behaviors while those who are introverts are more likely to use detached behaviors. Job seekers who self-identify with one of the emotional factors may want to explore the job search behavior most likely to be used by those identifying with the other emotional factor. While contemplating new behaviors may place them outside of their comfort zone, it may open up new avenues of behavior for them to explore. The conclusions need to be used with caution because the participants were high school graduates applying for jobs or in jobs not requiring a college degree and working college students. These two groups are narrowly defined and the data may not extrapolate to other job seekers.


Abstract Excerpt: A nationally representative sample of college graduates were surveyed regarding their job-seeking behaviors and outcomes. Race and sex differences among the job search strategies used, number of job interviews, number of job offers, annual salary, and job satisfaction were examined. Results indicated significant race and sex differences in job search methods used. There were significant differences in underemployment and job satisfaction as a function of race, and in underemployment and annual salary as a function of sex. There were no significant differences in number of job interviews or job offers regardless of race or sex.
Search Strategy: I liked the articles I found by Alan M. Saks, so I decided to do a cited author search. I specifically wanted articles that cited him, but were not written by him (that is the reason for the 2nd search statement).

Database: Dialog [Social SciSearch]

Search String: ss (job()search? Or job()seek? Or job()hunt?) and ca=Saks AM and dt=article
               ss s60 not au=Saks AM
               sort s62/all/py d

Search Method(s): Cited Author and Controlled Vocabulary

Critical Annotation: This study included the largest number of participants of any others listed in this bibliography – 11,152 college graduates. Job search methods and job search outcomes were investigated grouped by ethnicity and gender. The results indicate that different job search methods were used to varying degrees by the different ethnicities and the two genders. The authors draw the conclusion that, despite the use of different job search methods, the job search outcomes are similar across all groups. However, further in the article, they point out that women and minorities usually have lower salaries and are more likely to be underemployed. Given these two consequences, reviewing the job search methods that are most likely to result in higher salaries and being employed at a desirable level is a valuable exercise for any job seeker.


Abstract Excerpt: This field study examines the experiences of managers and professionals searching for jobs via the Internet. Results suggest that facility with Internet navigation is significantly associated with the amount of general job searching, particularly for those who want to explore job options initially in private without fear of retribution from supervisors. The data also suggest that managers and professionals are more likely to use the Internet for job hunting when the geographical scope of the job hunt is wide, when a major salary increase is desired, and when both small and large firms are being considered as potential employers. Use of the Internet is perceived as a somewhat less effective job search strategy than personal networking, but far superior to searching for jobs through newspaper ads and "cold calling." Major issues found to impede the effectiveness of online recruiting are the degree and speed of
follow-up on-line applications, lack of specific and relevant job descriptions on a company's Web site, concerns about the security of personal information, and difficulty in customizing, formatting, and downloading resumes to companies' specifications. The article concludes with recommendations for improving the effectiveness of on-line recruiting.

Search Strategy: A number of articles referenced a job search behavior index. I did a search on this phrase in ERIC, Social SciSearch and PsycINFO.

Database: Dialog [PsycINFO]

Search String: s job()search()behavior()index

Search Method(s): Keywords

Critical Annotation: One of the few studies that focus on internet job hunting, this study includes information on the type of information that is likely to prompt a job seeker to use the internet for their job search. It also indicates that internet-fluency can be an important factor in determining the type of information-seeking behavior a job seeker will participate in. This job search behavior rates high as a good information source for job seekers and using the internet was mainly a positive experience. One thing that is unique about this article is the inclusion of comments from the study participants. These comments provide context and relate the information in a more personal way than a statistical analysis can. The study participants consisted of 256 MBA graduates who graduated over a period of 6 years.


Abstract Excerpt: Internet job searching offers an empirical setting in which to explore the trade-off between quality and quantity of information. As both firms and workers turn to the internet for unprecedented amounts of labor market information, it is unclear whether this makes the matching process more efficient. Using longitudinal data on two samples of unemployed job searchers in 1998 and 2000, I establish the rise of the internet as a job-search strategy and assess whether searching online increased the short-term probability of finding a job. Results suggest the internet's contribution to an unemployed searcher's information pool may afford a small advantage only to the extent that other job searchers are not using it, perhaps due to an inverse relationship between search and screening costs in a two-sided market.
Search Strategy: I liked the articles I found by Alan M. Saks, so I decided to do a cited author search. I specifically wanted articles that cited him, but were not written by him (that the reason for the 2nd search statement)

Database: Dialog [Social SciSearch]

Search String: s job(searcher)?
  s s13 and (DT=Journal Article or DT = Article)
  Rd
  s s15/ENG

Search Method(s): Keywords and Controlled Vocabulary

Critical Annotation: The researcher analyzed data presented in monthly surveys of the Current Population Survey from December 1998 and August 2000 to research job seeker’s use of the internet. The December 1998 data indicates that those job seekers who used the internet in their job search efforts were much more likely to find a job, and more quickly, than those seekers who did not use the internet. However, the August 2000 data indicates that the discrepancies between internet-using job seekers and non-internet-using job seekers had virtually disappeared. The conclusion is that the effectiveness of using the internet to search for a job declined as it became more frequently used. Regardless of the actual method used, it is apparent that job seekers need pertinent, valid information, not just more information. One caution – the internet has now become so ubiquitous and the users so savvy that these results may no longer be valid.


Abstract Excerpt: The current article tests a model of proactive personality and job search success with a sample of 180 graduating college students. Using structural equation modeling, the authors tested a theoretical model that specified the relations among proactive personality, job search self-efficacy, job search behaviors, job search effort, and job search outcomes. Job seekers were surveyed at 2 separate points in time, once 3–4 months prior to graduation and once 2–3 months following graduation. The results suggest that proactive personality (a) significantly influenced the success of college graduates’ job search, (b) was partially mediated through job search self-efficacy and job search behavior, and (c) was independent of self-esteem and
conscientiousness. The findings are discussed in terms of their general implications for understanding the nature of the process through which distal personality factors, such as proactive personality, affect the nature and success of an individual’s job search.

**Search Strategy:** I liked the articles I found by Alan M. Saks, so I decided to do a cited author search. I specifically wanted articles that cited him, but were not written by him (that the reason for the 2nd search statement).

**Database:** Dialog [Social SciSearch]

**Search String:**
- ss (job()search? Or job()seek? Or job()hunt?) and ca=Saks AM and dt=article
- ss s60 not au=Saks AM
- sort s62/all/py d

**Search Method(s):** Cited Author, Controlled Vocabulary, and Keywords

**Critical Annotation:** The study participants, 180 graduating students from a Midwestern university, were surveyed at 2 different points in time – 3-4 months before graduation and 2-3 months after graduation. The results indicate that those job seekers who took personal initiative and were proactive engaged in behaviors that resulted in a successful job search. These results suggest that job seekers may want to receive training designed to enhance their level of proactivity. Once again, this study focused on students graduating from a 4-year university and care should be taken in extrapolating the results to other groups of job seekers.

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**Abstract Excerpt:** This study investigated the relationship between job search objectives (finding a new job/turnover, staying aware of job alternatives, developing a professional network, and obtaining leverage against an employer) and job search methods (looking at job ads, visiting jobsites, networking, contacting employment agencies, contacting employers, and submitting applications). In a sample of 205 employed individuals from Belgium and Romania, job search objectives were significantly related to job search methods even after job satisfaction was controlled. Furthermore, particular objectives predicted specific methods. While the finding a new job/turnover objective predicted all search methods, staying aware of alternatives predicted using job ads and sites; the network objective predicted networking and contacting
employers; and the leverage objective predicted contacting employers. Results suggest that search objectives are important for understanding job seekers’ search behavior and support the view that job search is a self-regulatory process that begins with objectives which activate search behavior.

**Search Strategy:** I identified key words based on my research and created a search string using these words while restricting the results to recently published articles.

**Database:** Dialog [Social SciSearch]

**Search String:** ss job search method? and py>2005

**Search Method(s):** Keywords and Controlled Vocabulary

**Critical Annotation:** The 205 participants were employed individuals from Belgium and Romania with a higher level of education (pursuing master’s degree and above). Six job search methods or behaviors were analyzed and correlated with four job search objectives. This study concludes that there are various reasons that a person may choose to engage in job search behaviors and that the reason for doing so impacts the methods that are used. This article provides interesting information about the 6 job search behaviors studied and also indicates the importance of understanding why a job search is undertaken.
Part III Recommended Resources

The results of the studies cited in this paper indicate that job seekers would do well to be aware of their goals, values, likes/dislikes, preferred work environment, and other factors unique to each individual that help identify the type of job(s) that would be a good fit for them. Also, understanding their reasons for undertaking a job search as well as practical skills such as job search techniques, interviewing proficiency, and resume writing are critical to their success. The resources in this section provide useful information, assessments, and expertise in one or more of these areas.

1. **Job-hunt** is a website that is packed full of useful information including career resources, research resources, networking resources, and articles pertinent to different categories of job seekers ([http://www.job-hunt.org/](http://www.job-hunt.org/)). This site was started in 1993 by a Stanford University graduate student and later purchased by NETability. It has won many awards and has been recommended by entities such as *US News and World Report*, *Forbes*, Richard Boles – author of *What Color is Your Parachute*, and many others. It is a reputable site that offers a variety of resources for job seekers and those who assist them.

2. The University of Waterloo in Ontario, Canada has created a **Career Development eManual** ([http://www.cdm.uwaterloo.ca/](http://www.cdm.uwaterloo.ca/)) that covers everything from self-assessments to conducting research to how to write resumes and prepare for an interview in an easy to use format. This online manual is geared towards University of Waterloo students and specifically references certain student categories (i.e. co-op students) at times. However, it is a comprehensive manual that provides multi-media content for all steps and aspects of the job search process.

3. The online version of the **Occupational Outlook Handbook** from the Bureau of Labor Statistics ([http://www.bls.gov/oco/oco2004.htm](http://www.bls.gov/oco/oco2004.htm)) provides a comprehensive list of occupations, how to prepare for them, expected earnings, working conditions, anticipated job prospects, what’s involved in doing the job, and working conditions. In addition to the wealth of information regarding occupations, there are a number of job search tips.
4. The Riley Guide (http://www.rileyguide.com/) is a website that site contains links to other sites that can be used for researching and gathering information as part of a job search. It is a bit clunky and not as streamlined as some websites, but it does have a vast list of resources. It just lists sites with brief descriptions; it does not evaluate the websites or provide a rating as to whether or not the site is valid/good/authoritative. Despite these issues, it is a good place to go to access a large variety of job search-specific resources.

5. Many libraries offer job search workshops or a job search club. They also have staff that can help find information in their career research and job search collections. In the Sacramento area, the Sacramento Public Library alone has 29 branches (http://www.saclibrary.org/?pageld=2). In addition, some cities within Sacramento County have their own libraries, (Folsom Public Library http://www.folsom.ca.us/depts/library_services/default.asp). It is well worth a trip to a website or to look through the phone book for the local library.

6. The local Community or Junior College Career Counseling Office most likely provides services to members of the community who are not students. These services include assessments and other pre-search activities that will help the job seeker focus their job search, identify their goals, and provide them with insights as to what type of work they will find satisfying. In the Sacramento area, the Los Rios Community College District has 4 campuses and 6 major centers that provide services. The addresses and phone numbers for each campus and center can be found at http://www.losrios.edu/.

7. Alumni of 4-year institutions can often make use of the services provided by the institution’s career counseling office, although in some cases, only alumni who are members of the alumni association can get discounted or free services. If a job seeker has graduated from a 4-year institution, a phone call to find out if career services are available to him/her is advisable.
Part IV  Personal Statement

Having recently been a member of this user group, I found this research to be very interesting and enlightening. I wish I had some of the knowledge I have now when I started my job search process! As a job seeker, I’m not sure I would have found the interest in reading the scholarly articles with regards to their research methods, but the results were very intriguing. I can see where consulting with someone who has read the scholarly articles on the topic, who understands their flaws and good points, and can provide guidance based on the results of the studies would be extremely valuable.

As a researcher, I discovered that the scholarly articles follow a certain format and seem to have agreed upon sections. I had no idea that researchers would include the limits of their study in their articles, but I can certainly see the value in providing that information – especially since these portions of the articles frequently point the way to new research and studies. Once I got used to the format of the articles, I found that I could skim them to determine if I wanted to include them in my bibliography or not. I did find all of the statistical analysis a bit tedious, especially since I do not understand a lot of the terminology, but I know that this information is important in validating the results and possibly replicating them.

I enjoyed creating the search statements used to locate the resources. Although I continue to be frustrated by the format of the databases and the fact that they aren’t linked together (as in all information residing in a relational database), I am amazed at how specific the searches can get and the ease in which information can be found. I do think that information overload will continue to be a problem as more and more information is available at our fingertips and I am looking forward to continuing to learn how to refine searches and to evaluate the results.