

# Online Job Search Resources for Seniors

## Job Search Web Sites and Databases:

*There are several job search tools available to you. These will cover jobs locally, nationally, and abroad. To most effectively make use of these online resources and develop a strategy that is relevant to your needs, please see a Portfolio career counselor.*

**1. Employola - <http://studentaffairs.loyno.edu/careers>**

**Tips for Employola Success:**

- ✓ Verify that you have updated the My Profile information under My Account.
- ✓ Double-check that your résumé uploaded to My Documents is current, one page, and has a professional name (e.g. Resume – John Smith).
- ✓ Search the Employer Directory for quick access to company web sites.
- ✓ Create a Job Agent to email you with new positions meeting your criteria.
- ✓ Going Global offers info for international students and job seekers abroad.
- ✓ CareerShift is a good site to search for jobs/internships/contacts around the country.

**2. Portfolio Resources - <http://www.business.loyno.edu/portfolio> - resources by major**

**3. [Indeed.com](http://www.indeed.com) and [simplyhired.com](http://www.simplyhired.com) – comprehensive job search databases**

**4. Company-specific Web Sites – check directly listings for any companies of interest**

**5. The Riley Guide - <http://www.rileyguide.com/> - an excellent career and jobs resource**

**6. [Glassdoor.com](http://www.glassdoor.com) – company reviews, jobs, interview questions, salary info**

## Using Social Media in your Job Search:

*Social media is huge these days – employers are using it to weed out applicants and broadcast important information, and job seekers can use it to communicate their brand and network with other professionals.*

1. Set a strategy based on your level of time commitment. It is better to use fewer social media tools consistently than to create several unused accounts.
2. Highlight your professional brand online through your photo, profile, comments, posts, tweets and hashtags.
3. Follow companies and industries of interest on LinkedIn and Twitter. You will stay current on relevant news and can learn about open positions. If you use Facebook in your job search and your page is professional, then “like” targeted companies to incorporate their updates in your newsfeed.
4. If you are new to using social media in a professional setting, observe first and then emulate the practices of people you find effective in creating engaging content.
5. Make thoughtful contributions to social media conversations. Join groups and comment or re-post articles. Create thoughtful tweets and also re-tweet.
6. Network through social media, but not as a replacement for in person networking.
7. Consider blogging to highlight your interests and experiences.

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### InterviewStream – Online Interview Practice:

*Do you have a big interview coming up or just want to refresh your interview skills?*

*The Portfolio Program provides you with an exclusive online resource to practice your interviewing skills: InterviewStream. All you need is a computer with a camera to get started. Use InterviewStream to record yourself answering common interview questions. Then watch the recorded video to assess your interview strengths and correct any weaknesses.*

#### 1. Login

- Create your account, and login using your Loyno email and password here: <http://business.loyno.interviewstream.com/>
- From here, you have the option of watching some example interviews – good and bad.

#### 2. Prepare

- Once you are ready to record your own interview, click *Conduct Interview*. You can customize by choosing up to ten questions or review previous interviews.
- Choose a balance between General Interview and Industry Specific questions.
- Selected questions appear in the playlist on the right. Click begin to start recording!

#### 3. Review

- Check that your answers are well thought out, clear, and free of distracting words/phrases like “um,” “like,” and “you know.” (You can count these on the bottom of the video player.)
- Look at nonverbal cues: good posture, eye contact with the webcam, and hand gestures.
- You also can set up an appointment to review the interview with Portfolio staff or email it to trusted advisors or mentors for feedback.

### Talent Marks Career Webinar Series:

*The Portfolio Program also recommends another helpful job search tool, available online through Talent Marks. Talent Marks offers the free Student Speaker Career Series webinars on various career development and job search topics by top presenters in the field. Previous topics have included: Non Stop Networking that Will Change Your Life, Why Should I Hire YOU?, and How to Find the Work You’ll Love.*

Simply follow the instructions below and you can watch this informative series of webinars at your convenience. Knowledge you gain here can give you an even greater advantage over your competition.

To access the webinars go to: <http://www.talentmarks.com/Webinar.aspx>

1. Select “Click Here” to register for an account.
2. You may need to complete a registration for the series, or you can click “View Now” to view previous webinars.