Hi, I’m Sarah, and this is Corey.

Corey wants to learn how to use the computer to look for jobs online.

We’ll follow him through several types of job searching websites to find job openings.

He’ll apply for unemployment, search nationwide career websites and local ads, and visit individual company websites.
Before searching for jobs, it’s a good idea to think through your skills and experience, and make a list of jobs for which you would be qualified.

Corey has experience in manufacturing and warehousing, and knows how to operate some heavy machinery, so he writes these and some other things down.

These skills could come in handy for several types of jobs.

He’s heard of a few companies hiring in his area, so he writes those down, too.
If you’re unemployed, it’s a great first step to register with your state’s unemployment office.

You might qualify for unemployment benefits, and the office may have other services that can help you, like classes to improve job skills, or job fairs, where you can talk to many potential employers.

[note workforce image info for credit: http://www.flickr.com/photos/danramarch/5736208414/sizes/l/in/photostream/]
Corey begins by searching online for his local unemployment office website. He does this by searching Google on the web.

For more on basic searching with Google, please review the Basic Search class on this website.
In the search box, Corey types “south carolina unemployment.”
Let’s look at the list of search results. Each result includes the title of the website, the URL, and a short description of the site. It’s important that Corey finds an official website, so he reads the descriptions and URLs carefully.

Many state government websites end with .gov, so this looks like the correct site.
Corey clicks to visit the website.

Now Corey can read through the website to find out how to apply for unemployment.
Corey clicks on “Apply for Benefits” in the Claimants menu to find out more.
Then he clicks on the Getting Started link to start the process.
If you’re unemployed and want to apply for benefits or find out about services in your area, search the web for information on your own local unemployment office.

Requirements and services vary from state to state.
Corey is ready to begin his job search. He’ll start with a national career website, which is a good choice for a general-purpose search. Two of the most well-known career websites are Monster.com and Careerbuilder.com.

Each one lets you search for job listings around the United States.

They also have an assortment of other tools, like resume builders, advice columns, and profiles of different types of jobs.
Corey starts by going to the Monster.com website, typing “monster.com” into the web browser address bar.

He could also search for it using Google or another search engine. On the Monster.com home page, there are several search boxes. Corey can type in a job title, keyword, or company name in the search boxes on the left.

He can also type the location where he wants to find a job in the search box on the right.
Corey wants to search for “warehouse worker” jobs.
He’ll type “Warehouse worker” into the job title search box. As he starts to type, suggestions come up that match what he’s typing. He can just click the term he wants in the list.
Next Corey types in the location where he wants to work.

As he starts to type in “Columbia, SC” it also comes up in the suggestions list, and he can click it to select it.
Once he’s filled out the search boxes, he clicks on Search.
On the results page, we can see that 1 job matched Corey’s search.

The search results list also includes featured jobs, that Corey didn’t search for.

Employers can pay to have their jobs show up in search results, so it’s important to look closely at your results.

In the list, look for the word “featured” that indicates these results.
Corey clicks on the warehouse worker job link, to see the full listing.
Now Corey can read through the details of the job, to decide if he wants to apply.

The job listing provides information about the company, the job duties, qualifications, and more.

To get to the application for this job, Corey can click on the Apply button on the top right of the screen.

He’ll then go step by step through the process of applying.
Since Corey only got 1 job result in his search, he wants to search again to find more jobs. Back on the monster home page, Corey will try the keyword search box instead of the job title box.
There may be jobs that have to do with warehouses, even if the term “warehouse” is not in the job title.

Corey will also use the term “warehouse” instead of “warehouse worker”, to search for all kinds of warehouse jobs.
Corey will add the location information again, and then click the Search button.
With this broader search, many more jobs come up.
If Corey wanted to limit his search based on specific criteria, he could also try the advanced search option. With advanced search, Corey can limit to a certain job type, like full time or part time.
Job Search Sites

Just like Google searches the entire Internet for websites, there are search engines that search the Internet for job postings.

Two very popular job search engines are Indeed and SimplyHired.

These are quick and easy to use, and often provide a large number of results.

Clicking on a result would then lead you to whichever website the job posting came from.
Corey starts by going to the Indeed website, typing “indeed.com” into the web browser address bar. He could also search for it using Google or another search engine.
The indeed home page has a search box in the middle. We can type any search word or phrase in the first box.

It can be a job title, keyword, or company. The second box holds the location where we want to find jobs.
Corey types out “Stocker” in the box under “What.”
Then he types his location in the box under “Where”.
Suggested results come up as he types, and he can click on his location in the list.
When he’s done, he clicks on Find Jobs.
The top right corner of the results list shows the number of jobs Corey found. If this seemed like too many results to page through, Corey could use the limiters on the left to include results with only certain criteria. For example, he could limit to jobs at a closer distance, or within a specific salary range.

We also see a few advertisements on the page. Notice the first listing says “sponsored.” This means that it is an ad. We’ll ignore these and focus on real results.

Each listing features a job title or headline. A company name and location is on the next line. The company names also show a rating given by employees. Some companies even have reviews that other people have written about working there. Finally, a brief description is listed under each job.
To read more about a job, we can click on the title. Corey clicks on a stocker job at Petsmart.
Notice that the job ad opened on the PetSmart company website, in a new tab. Corey can read about this job and apply.
When he’s done with this, he can close this tab and return to his search results.
Indeed also provides a few tools to help you keep track of jobs.

Options are available under each job listing. To use these features, you need to create a free account on Indeed’s website.

Corey clicks on Save Job, and he sees a link to create an account, or sign in if he already has an account.
He clicks to create an account, so he can start saving jobs to an account, to better keep track of them.
Note that an account is only needed if you want to save jobs or make use of the other personalized tools, like the resume posting service.
If you know of a particular company that you’d like to work for, sometimes it’s best to go straight to their official website. Corey heard about openings at Costco, so he’ll visit their website to search directly for jobs.
Corey uses Google to search for Costco jobs.
His search results include advertisements in the shaded area at the top.

These ads might eventually lead him to an application, but sometimes they are just there to collect personal information and make money off of ad revenue.

They might also require additional, unnecessary steps before sending Corey to the real job application.

If you look at the URLs for these sites, you can see they are career and job sites, and not part of the Costco company site.
In order to save time and keep his information private, Corey will look for the official company site. The URL that includes “costco.com” is the correct one. This takes him straight to the jobs portion of Costco’s website.
Now that Corey is on the Costco jobs page, we see that there is a lot of information about jobs. Corey scrolls down to the Warehouse section.
Once he's found it, he can click to apply for jobs online.
A new page loads that will let Corey do a search. At this point, notice the address bar at the top.

Although we started out at costco.com, we’re now at a different web address.

This is because Costco has redirected us away from their normal website to their job application service.

This is normal for many websites to do. As long as we start out at a trustworthy site and avoid clicking on misleading advertisements, it should be okay.

The new URL also begins with “https,” which means that any personal information we type in will be delivered to them securely.

Now Corey needs to do a search.

Sometimes sites allow us to search by the type of job or by the job title. This website just lets us search by location.
Corey chooses South Carolina and Charleston from the drop-down menus.
When he clicks on the green arrow, he sees a list of positions.
He scrolls down to find a stocker job, then clicks on the Stocker link to see that job listing.
The red disclaimer at the top says that this is only a description, and does not always mean there is currently an opening. It’s important to read through the entire posting to find important details like this.

Corey can read a summary, detailed list of responsibilities, and qualifications for this job. Some job descriptions also include details about the schedule, salary, travel requirements, and more. If Corey decides to apply, he would scroll to the bottom of the description, and click on a link at the bottom to start filling out the job application.
Some jobs are listed in local classified ads, like the ones found in the newspaper.

Newspapers have some of these ads available on their websites or in print. However, many people now use the website Craigslist instead of going through the newspaper at all.

Craigslist is similar to the classified section in a newspaper, and anyone can post an ad on the website for free.

Craigslist has local pages for different metropolitan areas in the United States and major cities around the world.

The jobs section on Craigslist is not always used by larger companies.

It’s more likely to be used by small companies and individuals who do not have their own website, or don’t want to pay to have a job listed on a website like Monster.com.
Corey visits Craigslist by going to “craigslis.org.”
He selects the US, and then finds his nearest city in the list.
Job ads can be found by browsing through categories and by searching for keywords. Corey decides to look at the transportation section.
Corey can browse through all these jobs, or he can also search for a keyword.
“Transport” shows up in the drop-down menu, to indicate that he is only searching the transportation category.

If he wants, he could click here and change it to include other types of jobs.
He leaves it set to Transport, types in “delivery” to search for delivery jobs, and clicks on Search.
In the list of job postings, the most recent is at the top. We could also sort them by the best match by clicking on the link on the right. If there are too many listings to fit on one page, we can scroll to the bottom and page through all the listings. For each listing, we see the date, subject, and approximate location.
Corey can click on the subject of any post that interest him to read it. He clicks on a listing for a delivery driver.
Now we see a few details about the job, including some schedule information, and how to apply.

Each ad will be different, especially in terms of how to apply. Some might list a phone number to call, a specific email address, or even a website to visit.
Since there is no email address listed, Corey will apply through Craigslist. He clicks on the Reply button at the top left.
Now we see a temporary email address made up of random letters and numbers and ending with “craigslist.org.” Craigslist provides this type of email address so that people who post ads can keep their real email addresses and names private. Once you respond to them, they can reply back from a regular email address.

There are different ways to start sending a message. If you use an email program on your computer, like Microsoft Outlook, you could click on the link under Use Default Email to start a new message.

If you use Gmail, Yahoo, Hotmail, or AOL through their websites, you can click on these links under Reply Using Webmail. For anything else, you can copy and paste the email address provided into the “To” field on a new message.

Corey would then compose an email, and attach his resume as the employer asked for in the ad. In his message, he can ask questions to find out more about the job, he can tell them about why he would be a good fit, and he can tell them the best way to contact him.
Unfortunately, Craigslist is also used by many scammers to post fake jobs. If Corey decides to contact someone he’ll have to be careful about what information he gives out. Although this ad looks legitimate, it doesn’t mention the name or exact address of the business. That information was probably left off to protect the business from junk mail and solicitations. If Corey has any doubts about the ad, he can tell them that he would like to apply, but has a few questions about them before sending his resume.

We’ll talk more about how to protect yourself from scams in the next lesson.
Avoiding Scams

While many job websites are safe, secure, and useful, there are also some scams that target job seekers on the Internet. Always be on the lookout for fraudulent sites or job postings, and use your best judgment before giving out your personal information.

Let’s look at some common “red flags” that can alert you that a job listing may be untrustworthy.
The job ad may promise something “too good to be true,” like a very high-paying work-from-home job.
The job application asks for too much information in the application process, like bank account numbers and social security numbers.
The website asks you to pay an upfront fee for a background check, deposit, or credit score.
The prospective employer is unwilling to meet in person or talk on the phone—they only want to communicate by email.

The online form asks you to fill in personal information, but does not supply a secure “https” connection in the URL.
The prospective employer will not provide verifiable information about the company, like a name, address, phone number, or website.

The prospective employer promises a job before even holding an interview.
How can you avoid these scams? Let's look at some strategies and see what you think about them! Click your response, then click on submit for feedback and to move on.
Quiz Question: To avoid a scam, you should never apply for a job online.
(True/False, 10 points, 1 attempt permitted)

Correct Choice
True
X False

Feedback when correct:
That's right! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

Feedback when incorrect:
Whoops! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

Notes:
True or False: To avoid a scam, you should never apply for a job online. Click Submit after you have made your selection.
Correct (Slide Layer)

To avoid a scam, you should never apply for a job online.

[Choice: True, False]

Correct

That's right! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

Continue

Incorrect (Slide Layer)

To avoid a scam, you should never apply for a job online.

[Choice: True, False]

Incorrect

Whoops! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

Continue
Quiz Question 2: To avoid a scam, you should read the posting carefully--including the fine print.
(True/False, 10 points, 1 attempt permitted)

Correct Choice
X True
False

Feedback when correct:
That's right! If you have doubts about the company, the fine print can help you make an informed decision.

Feedback when incorrect:
Whoops! If you have doubts about the company, the fine print can help you make an informed decision.

Notes:
True or False: To avoid a scam, you should read the posting carefully--including the fine print. Click Submit after you have made your selection.

Correct (Slide Layer)
To avoid a scam, you should read the posting carefully—including the fine print.

- **True**
- **False**

Incorrect (Slide Layer)

To avoid a scam, you should read the posting carefully—including the fine print.

- **True**
- **False**

Incorrect

Whoops! If you have doubts about the company, the fine print can help you make an informed decision.

Continue
Quiz Question 3: To avoid a scam, check the website's URL to see if it sounds official.
(True/False, 10 points, 1 attempt permitted)

Correct Choice
X True
False

Feedback when correct:
That’s right! Checking the URL is a good way to see who’s behind the website.

Feedback when incorrect:
Whoops! Checking the URL is a good way to see who's behind the website.

Notes:
True or False: To avoid a scam, check the website's URL to see if it sounds official. Click Submit after you have made your selection.
Correct (Slide Layer)

To avoid a scam, check the website's URL to see if it sounds official.

- True
- False

Correct

That's right! Checking the URL is a good way to see who's behind the website.

Continue

Incorrect (Slide Layer)

To avoid a scam, check the website's URL to see if it sounds official.

- True
- False

Incorrect

Whoops! Checking the URL is a good way to see who's behind the website.

Continue
Quiz Question 4: To avoid a scam, leave most of the fields blank on the job application.
(True/False, 10 points, 1 attempt permitted)

Correct Choice

<table>
<thead>
<tr>
<th>True</th>
<th>False</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>False</td>
</tr>
</tbody>
</table>

Feedback when correct:
That’s right! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

Feedback when incorrect:
Whoops! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

Notes:
True or False: To avoid a scam, leave most of the fields blank on the job application. Click Submit after you have made your selection.
Correct (Slide Layer)

To avoid a scam, leave most of the fields blank on the job application.

- True

- False

Click submit

Correct

That's right! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

Continue

Incorrect (Slide Layer)

To avoid a scam, leave most of the fields blank on the job application.

- True

- False

Click submit

Incorrect

Whoops! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

Continue
Quiz Question 5: To avoid scams, avoid clicking on advertisements.
(True/False, 10 points, 1 attempt permitted)

Feedback when correct:
That's right! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

Feedback when incorrect:
Whoops! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

Notes:
True or False: To avoid scams, avoid clicking on advertisements. Click Submit after you have made your selection.

Correct (Slide Layer)
To avoid scams, avoid clicking on advertisements.

Correct

That’s right! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

Continue

Incorrect (Slide Layer)

To avoid scams, avoid clicking on advertisements.

Incorrect

Whoops! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

Continue
Quiz Question 6: To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.
(True/False, 10 points, 1 attempt permitted)

Correct Choice
X True
False

Feedback when correct:
That's right! Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

Feedback when incorrect:
Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

Notes:
True or False: To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information. Click Submit after you have made your selection.
Correct (Slide Layer)

To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.

- True
- False

Click submit: That's right! Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

Incorrect (Slide Layer)

To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.

- True
- False

Click submit: Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

Continue
Remember, searching online is a great way to find out about job opportunities. For some jobs, it’s the only way to apply. Now that we’ve reviewed what to look out for and how to stay safe, Corey can be confident in his search and use his best judgment about where to apply.