

Job Search

Southwick Public Library

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Agenda

- Today we will explore some of the books available both at the Library and other books on the subject
- We will also review some of the websites that can assist job hunters
- We will also introduce other resources that are available at no cost

Focus on You

- Why are you here today?
- What are your expectations for this session?
- Do you use the Internet?
- Are you currently looking for a new job?
- Do you want to change industries or the type of work you have been doing?

Southwick Public Library Resources

- The Library has more than 30 books on job search, resumes, interviewing, etc.
- A list of some of these books is available
- The Library catalog can be used at the Library as well as from any Internet accessible computer
- The Library has computers available for Internet research at no cost
- The Library has current issues of the *Westfield Evening News* and the *Springfield Republican* as well as access to 100's of magazines online
- A list of Internet resources is available

Internet Resources

- Online version of the *Myers-Briggs Type Indicator* (MBTI)® <http://www.humanmetrics.com/cgi-win/JTypes2.asp>
- *Future Works* Job Center:
<http://www.getajob.cc/>
- Career Guide to Industries (CGI), 2008-09 Edition (U.S. Dept. of Labor) <http://www.bls.gov/oco/cg/>
- Federal Government Jobs: www.usajobs.gov
- *The Resume Guide*:
http://mass.gov/Elwd/docs/dcs/1865_508.pdf
- *Career Planning* <http://mass.gov/Elwd/docs/>

Internet Job Sites

These are some job search sites to begin your search:

- *Springfield Republican* www.masslive.com/jobs
- *Hartford Courant* www.courant.com/classfield/jobs
- *Monster* www.monster.com
- *Career Builder* www.careerbuilder.com
- Many companies have jobs posted on the company website so this is another source to consider

Other Resources

- Job Fairs – Read the classified ads in the *Republican* or the *Hartford Courant*
- Workshops and Seminars
 - *Holyoke Community College, STCC, Westfield State College, Chamber of Commerce, Professional Organizations*

Where to find some of these resources:

The Southwick Economic Development

Commission website: www.southwickma.info

Learning Express

- *Learning Express* is an online resource that provides practice tests and related resources on a number of subjects
- The system can be used in the Library or 24/7 from your home or office with your Library card
- The next slide will summarize the subject matter covered
- We will also demo *Learning Express* today

Subjects available on *Learning Express*

- [Advanced Placement](#)
[Business Writing Skills Success](#)
[Civil Service](#)
[College Entrance Exams](#)
[Computer Skills](#)
[Cosmetology](#)
[E-BOOKS](#)
[Elementary School Skills](#)
[Improvement](#)
[EMS](#)
[Firefighter](#)
[GED](#)
[Graduate School Entrance](#)
[Exams](#)
[Health Careers](#)
[High School Skills Improvement](#)
[Job Search and Success Skills](#)
- [Law Enforcement](#)
[Math Skills Improvement](#)
[Middle School Skills](#)
[Improvement](#)
[Military](#)
[Nursing](#)
[Reading Skills Improvement](#)
[Real Estate](#)
[Resume and Interviewing](#)
[Success Skills](#)
[Skills Improvement Courses](#)
[Skills Improvement with](#)
[Spanish Instructions](#)
[Teaching](#)
[Technical and Career](#)
[College Skills](#)
[TOEFL Preparation](#)
[U.S. Citizenship](#)
[Writing Skills Improvement](#)

Let's now look at some of the Resources

- Books
- Internet sites
- Other resources

Materials to take home

- For a more complete copy of today's materials go to www.southwicklibrary.info and click on *Career Search – handouts*
- Thank you for attending this session and consider spending some time exploring the Library resources (during regular opening hours)
- The Library is open:
 - Monday, Tuesday 10:00 a.m. – 8:00 p.m.
 - Wednesday 1:00 p.m. – 8:00 p.m.
 - Thursday, Friday 10:00 a.m. – 5:00 p.m. (starting in September Thursdays 1:00 – 8:00 p.m.)
 - Saturday 10:00 a.m. – 1:00 p.m. (Closed July – August)