Career Transitions: How To Search for Local Jobs

Career Transitions is a self-paced resource that walks you, the job-seeker, through the entire process from assessing strengths and interests, to exploring new opportunities, to ultimately improving the chances of landing a job.

The Find Jobs portal provides you with a comprehensive job search across all the major job boards as well as the hidden job market. Job postings are pulled from a variety of major job boards such as Monster, and CareerBuilder, as well as a vast number of company, government and association sites and other “hidden” sources to maximize your job search opportunities.

To get started on your job search, click on the Find Jobs button and then Start Section Now.

There are two (2) searches that can be performed, a “What, Where” search, that enables you to use any combination of keywords and phrases in combination with any location information, such as zip code, city, and state, and by searching the targets that have already been put in place from the Explore Career portal.

SEARCH BY JOB TYPE AND LOCATION

This search is offers two search types – what and where; you can use both or one or the other. You’ll find less jobs if you use both but they will all be “what” and “where” you want.

The What field allows you to search by job title, keywords, or company name. You can use OR to search on different types of jobs or companies, for example: nursing OR medical assistant.

The Where field allows you to search by the job location. You can enter the city name and state (e.g. Charlotte, NC) or just the state (NC). You may also use the 5 digit zip code (e.g. 28201). You can only search on one city or zip code at a time but the search engine will search surrounding areas for you.

Fill out the What and Where fields and click the Search button.

Your job list will appear beneath the search fields. Depending on how many jobs are found you’ll see up to 100 listings. If there are more, you’ll see a link at the bottom of the page to view all at indeed.com.
Your search results will list the job title, company, location, and the beginning of the job listing. To view the entire listing, click on the job title (it appears in bold). This will link you out to indeed.com where you can view all the details about the job. It may also provide a link to the original listing on the employer’s website or another job search site. If you’re interesting in the position, follow the instructions for applying.

Most of these sites will offer a way to apply for the position online. If you have created a resume using Career Transitions, you can often copy and paste that resume into the online application or upload its file to the site. For more on creating a resume using Career Transitions, use the Career Transitions: How To Create a Resume tip sheet.

**SEARCH BY TARGETS**

You may also search for jobs by the targets that are created in Career Transitions’s Explore Careers portal. This isn’t a required step in using Career Transitions but can help you find a career that suits you. If you have used the Explore Careers portal and have chosen targets, this job search will find jobs that fit with those targets.

Job searching by targets is like filling in a form – just complete any of the statements to create a list of jobs.

I want a job in the industry of will give you a list of the target industries you chose in Explore Careers.

In the career of will list the careers you chose in Explore Careers.

In the state will list your targeted states.

With the following keywords allows you to search on words you’d like to appear in the job listing. For example, if you’re looking for a career as an independent contractor that also does roofing, you could search on a keyword of roofing.
Fill out the form to find the jobs you want and click the Search button.

Your job list will appear beneath the search fields. Depending on how many jobs are found you’ll see up to 100 listings. If there are more, you’ll see a link at the bottom of the page to view all at indeed.com.

Your search results will list the job title, company, location, and the beginning of the job listing. To view the entire listing, click on the job title (it appears in bold). This will link you out to indeed.com where you can view all the details about the job. It may also provide a link to the original listing on the employer’s website or another job search site. If you’re interesting in the position, follow the instructions for applying.

Most of these sites will offer a way to apply for the position online. If you have created a resume using Career Transitions, you can often copy and paste that resume into the online application or upload its file to the site. For more on creating a resume using Career Transitions, use the Career Transitions: How To Create a Resume tip sheet.

If you require further assistance with Career Transitions, please contact your librarian.