



JOB HUNTING @ DPL!

**Learn how to use library resources to
jump start your search.**



TIPS AND ADVICE

PREPARATION

- Research, research, research
 - Know the market
 - Know the company and people
 - Have questions prepared
- Continuous self-improvement
 - Some companies test for math and literacy skills
 - Most jobs require basic technology skills
- Always be professional
 - Dress appropriately
 - Email address should be your full name
 - Use quality paper and materials
 - Know what is public information
 - Be honest
- Be positive
 - Have enthusiasm and passion
 - Watch your body language
 - Do not say negative things about a previous employer



WRITING

- Target your resume or CV and cover letter
 - Each job description is different so be sure your resume or CV and cover letter are specific to each job
 - Don't send a mass or generic mailer
 - Check spelling and grammar
 - Submit in accordance with posting
- Have a strong resume
 - Be concise
 - Electronic resumes need to have the appropriate key words to be selected for further review
 - Do NOT misrepresent yourself
 - 2 pages and 15 years of relevant experience is plenty



NETWORK, NETWORK, NETWORK

- Social Media – LinkedIn, Facebook, Twitter, blogs, etc.
 - #1 or #2 recruiting source
 - Be proactive
 - Opens a huge network of professional contacts
- Build references and connections
 - Reach out to former colleagues and employers
 - Ask first before adding them
 - Know what they would say about you
 - Keep them informed on what type of jobs for which you are applying
- You are your product
 - Think like an entrepreneur
 - Create opportunities
 - Brand and market yourself
 - KNOW your product (strengths) – why would you hire you?
 - Real examples of accomplishments
- Follow up
 - Send thank you notes everyone involved in the process
 - Don't be afraid to ask for the job





RESOURCES @ DPL

Helping you achieve and follow through with advice and tips!

PHYSICAL SPACE

- Free Internet computers with MS Word, MS Excel and MS PowerPoint
 - 90 minutes per session plus 2 -15 minute extensions if available
 - Accepts reservations up to 24 hours in advance
- Free wireless internet
- Printing Station
 - Black & White = .10¢ per page
 - Color = .25¢ per page
 - Remote printing
 - Access through www.deerfieldlibrary.org
 - Print jobs available up to 4 hours
- Copier
 - Black & White = .10¢ per page
 - Color = .25¢ per page



BOOKS

- Career – 331.7__ and 650.1__
 - Keywords – Career development, vocational guidance
 - 650.14 DEE *Make job loss work for you* by Richard S. Deems, 2010.

- Interviewing – 331.7__, 650.14 and 658.__
 - Keywords – Employment Interviewing
 - 650.14 HAN *Tell me about yourself* by Katharine Hansen, 2009.

- Job Hunting – 650.1 and 650.14
 - 650.14 MAC *Use your head to get your foot in the door* by Harvey Mackay, 2011.

- Writing - 650.1 and 650.14
 - Keywords – Resumes (Employment), Cover Letters, Employment References
 - 650.14 SAL *Step-by-step resumes* by Evelyn U. Salvador, 2011.



BOOKS

- Social Networking – 006.___, 651.
 - Keywords – Social network, Business networks, Twitter, Facebook etc.
 - 651.7 BEN *Perfect phrases for professional networking* by Susan Benjamin, 2010.

- Software Programs – 006.___
 - Keywords – use program names such as MS Word
 - 005.369 WOO *Teach yourself visually PowerPoint 2010* by William Wood, 2010.




MAGAZINES AND NEWSPAPERS

- Check out the Careers or Jobs Section for classified ads, advice, continuing education and more! The newspapers' websites have even more information.
 - Chicago Sun-Times <http://www.suntimes.com/>
 - Chicago Tribune <http://www.chicagotribune.com/>
 - Deerfield Review <http://www.pioneerlocal.com/deerfield/>
 - Lake County News-Sun <http://newssun.suntimes.com/>
 - Wall Street Journal <http://online.wsj.com>



ONLINE RESOURCES

Access DPL's online resources through www.deerfieldlibrary.org then go to "*Online Resources*" link

- Gale Reference Center Gold
 - Provides articles on current events, advice and more
 - MyMediaMall
 - Audiobooks
 - eBooks
 - National Newspapers Five
 - Christian Science Monitor, Los Angeles Times, New York Times, Wall Street Journal and Washington Post
 - Reference USA
 - Provides information about U.S. and Canadian businesses
 - Tutor.com
 - *Adult Career Center* provides Career Help
 - Live Tutors from 2-9pm, 7 days a week to help proofread, organize and prep help
 - *Test Prep Resources* provides links to popular college, graduate, civil service exams and many more
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PROGRAMS AND CLASSES

- Google, Yahoo and More!
 - Learn about the internet, search engines, web sites and more
 - Saturday, February 5, 10:30am

- MyMediaMall
 - Byte Sized
 - A brief 15 minute overview of how to search and download DPL's free audiobooks, ebooks and videos
 - Tuesday, February 8, 7:00pm
 - Full Session
 - A 1 hour overview of how to search and download DPL's free audiobooks, ebooks and videos.
 - Saturday, April 16, 10:30am

- Basic MS Word 2010
 - Learn the basics of word processing software
 - Basic computer skills are required
 - Saturday, February 12, 10:30am



PROGRAMS AND CLASSES

○ Facebook For Beginners

- Find out how to set up your own Facebook account and join the social networking revolution
- Saturday, February 19, 10:30am

○ Goodbye Snail Mail – Hello E-mail...

- Learn how to get an e-mail account and what to do with it once you have it
- Saturday, March 19, 10:30am

○ One-on-One Computer Instruction Sessions

- You can schedule a 1 hour session with a Reference Librarian
 - 847.580.8933 or reference@deerfieldlibrary.org





OTHER AVAILABLE RESOURCES

Recommend by DPL

LOCAL RESOURCES

- Deerfield Bannockburn Riverwoods Chamber of Commerce (DBRC) and the North Suburban Career and Networking Center
 - A great resource for
 - Networking Events - 2 events a month
 - Information regarding local businesses
 - Job postings <http://business.dbrchamber.com/jobs/>
 - Career Resource Center – no cost for those in employment transition
 - Social Services
 - www.dbrchamber.com or 847.945.4660

- Jewish Vocational Center (JVC)
 - A non-profit agency which provides career counseling and job placement assistance
 - www.jvschicago.org/career/ or 312.673.3400
 - Offers free 1/2 hour counseling sessions @DPL on the 1st Tuesdays of the Month
 - Register online through www.deerfieldlibrary.org then click on “*Program and Classes*”



LOCAL RESOURCES

- Job Center of Lake County Illinois
 - A one stop shop for
 - Internet and computer access
 - Resume software
 - Workshops
 - Meet with staff who can help you with career planning, writing, conduct a mock interview and answer job search questions
 - Job training and education opportunities for eligible individuals
 - www.lakecountyjobcenter.com or 847.978.9008

- Township High School District 113
 - Continuing education classes
 - Computers, Finance, Professional and more!
 - www.dist113.org
 - Click “*Community*”
 - Then “*Community Education*”



RECOMMENDED WEB SITES

- University and college websites
 - They want their recent grads and alumni to be employed and therefore provide great information
 - Search for career and/or placement services, student services or something similar to find the resources

- Professional associations
 - Great for help, resources and networking opportunities
 - Valuable source of information for career changes or becoming more current in your chosen field
 - DPL has resources to facilitate your search
 - REF 061.3 ENC 2010 *Encyclopedia of Associations*



RECOMMENDED WEB SITES

○ Government websites

- Securities and Exchange Commission www.sec.gov
 - All public corporations that do business in the U.S. are required to file forms with EDGAR (Electronic Data Gathering, Analysis, and Retrieval system)
 - Search company information back to 1994
 - www.sec.gov/edgar.shtml main page
 - www.sec.gov/edgar/searchedgar/webusers.htm user guide
- Occupational Outlook Handbook
 - Bureau of Labor Statistics publication
 - Provides detailed information for hundreds of different types of jobs
 - Training and education needed
 - Earnings (specific to geographic location in some cases)
 - Expected job prospects
 - What workers do on the job
 - Working conditions
 - www.bls.gov/oco/



RECOMMENDED WEB SITES

- Companies and businesses
 - Research the company you want to work for or thoroughly prepare for your interview
 - Reference books and databases at your library can help find contacts and other valuable information
- Chamber of Commerce
 - Make the most of community events and network
 - Wonderful resource for finding out about the business environment if new to an area





THANK YOU!

Deerfield Public Library

847.945.3311

www.deerfieldlibrary.org

Reference Desk

847.580.8933

reference@deerfieldlibrary.org