

Job Search

The job market has gone electronic. You can use the Internet to search for jobs and market yourself.



Getting Started

Thousands of employers use jobs.utah.gov every year to post jobs and search for qualified applicants.

1. Go to: <http://jobs.utah.gov>
2. Locate the link entitled **My Job Search** in the upper right-hand corner.
3. If you have registered with us before, select one of the four options and enter your **Username** and **Password**. If this is your first time using the system, select **Login with Utah ID**, and then **Create a Utah ID**.
4. You will then be able to create a personalized Job Seeker Account.
5. You will be taken through a series of screens asking for information to refine your job search. You can return anytime to complete or update your information. Your information is always saved.
6. You may begin searching for jobs!

Refer to our **SmartStart** guide for more information.



Search for Jobs Online

Most employers post their job openings on multiple websites, so make sure you are looking in several places. Job announcements on the web move quickly, so search daily and start early. Here are some recommended job search sites:

- jobs.utah.gov
- Indeed.com
- Simplyhired.com
- Snagajob.com
- Careerbuilder.com
- Monster.com
- USAjobs.gov
- Yahoo.com
- Hotjobs.com

In addition to these online job banks, you should visit employer websites to look for current job openings and application information. Don't be afraid to apply for older listings. A position listed a couple of months ago may still be available, and fewer people are likely to be applying. Keep in mind that just because a posting is dated, doesn't mean that the company is not desirable to work for; they just might not have found the right candidate.

At jobs.utah.gov You can also access helpful links such as:

- America's Job Bank (AJB): A search engine for job openings nationwide.
- Utah's Job Bank: A list of current job openings in our database as well as any listings employers have placed themselves.
- FirmFind: A program that allows you to search for companies that typically employ people in your field.

The Internet is a tool, but not the only tool for job search. The most effective way to find jobs is still through personal connections and networking.

Networking

Social networking sites are not just for meeting new friends and reuniting with old ones. They also serve a very important and effective role in job searching. Social networking sites:

- Allow you to meet and expand your networking base
- Are a place to post information about your employment
- Are used by many employers as part of the application process. Companies that include social networking site checks in their hiring process are Microsoft, Starbucks, Goldman Sachs and Deloitte

Some popular sites are:

- LinkedIn
- Facebook

- Myspace
- Twitter

Make the most of your social network sites by:

- Posting items that enhance your reputation
- Avoid posting unflattering information
- Ask yourself if you would be okay with your grandmother seeing what you've posted – Will it pass the grandma test?
- Google yourself and find out what is online about you. If there is anything questionable, do what you can to get it removed
- Set your profiles to private or locked
- Potential employers and other networking contacts may view job applicants less favorably if they have posted radical political positions, written statements that might imply questionable ethics, derogatory comments or complaints about others

Additional information

When you register at jobs.utah.gov, make sure you include a current phone number and address and a professional email address. Include accurate skills and availability, a complete work history and correct grammar and punctuation.

Check your status and update your information frequently on all job site websites where you are registered.

What you may not realize is that while you're on the site looking for jobs, employers are on the site looking for you. Are you ready to be found?

Ask yourself two very important questions:

1. "Can employers view my online information?" It's your choice. When you register for work at jobs.utah.gov, a profile, similar to a resumé, is created for you. You then have the option of making your profile visible to employers. Will they find your profile? That depends on two things: (1) Is it available for them to see? (2) Does your registration match their qualifications? If you answered "no" to the first question, you can ignore the second. They'll never know if you're the right candidate if they can't see your profile.
2. "Is my information complete?" Before making your profile available to employers, make sure it's complete. Carefully review each part of your work registration to make sure it includes everything you would want an employer to see. Make sure spelling, grammar and punctuation are correct. As a rule-of-thumb, if you're

ready to apply for a job, you're ready for employers to see your profile.

Do Your Research

Doing your research can give you a big advantage over other applicants. Employers value job seekers who know key information about their company because it demonstrates interest and enthusiasm. Doing your research will also help you decide if the company will be a good fit for you. In addition to a company's website, following are some valuable websites for employer information:

- Utah Economic Data Viewer and FirmFind: <http://jobs.utah.gov/jsp/wi/utalmis/default.do>
- Professional association websites
- Search engines

When researching a company, consider the following questions:

- What products/services does the company provide?
- What is their mission statement?
- Who is the head of the company? What do you know about him or her?
- Where is the company's headquarters? How many locations does the company have?
- What is the corporate culture?
- Why are you interested in working for this company?

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Equal Opportunity Employer/Program



Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.