

## Using CareerSearch

**CareerSearch** does not generate specific job or internship listings; it will help you to identify companies or organizations in a particular field or industry of interest. Armed with this information, you may then begin to make phone or email contact with key individuals to inquire about employment or internship prospects, access corporate websites for further information, and/or begin the networking process.

Once you've logged in (<http://www.careersearch.net/v2/client>), you'll see from the **CareerSearch Main Menu** that searches can be performed in several different ways (e.g. Search, Quick Search, International Search, Search the News, etc.). Other helpful links include a Salary Wizard, Top Rated Cities, and Nations of the World.

### Steps:

- Click on **US Search**.
- Notice the tabs at the top of the page: **Industries, Locations, Keywords**. You may search using one or more of these search field tabs.
- Click on the **Industries** tab and select the industry(ies) of interest to you. (Note: if you click on the box for a particular industry, the entire industry is selected; if you double-click on the name of the industry/text itself, this will show a list of subcategories within this particular industry, allowing you to be more selective.)
- With your industry(ies) selected, click on **Locations** tab. You can search by state, region, metro area, zip code, or county. Just as before, clicking on the box selects the entire item; double-clicking on the name of the underlined item will allow you to select within this category.
- Once you have selected your Industry(ies) and Location(s), you can proceed directly to producing a list of employers who meet this criteria, or you can add the **Keyword** feature to narrow down this list a bit more. To produce the results, click on the **Get Results** (red) button in the box located to the right of the screen. Results will be presented in the "Review Results" box. You can review your results in different modes and also save your results.

### More Options

By using **CareerSearch** regularly, you'll become more familiar with ways to modify and refine your searches, organize the data, and save/download your results. For more instructions on how to use **CareerSearch**, a tutorial is available within the system. To access this, log into **CareerSearch**, select "CareerSearch Tutorial" which is listed at the bottom of the Main Menu (under "Other Helpful Offerings").