1. Review Your Resume and Cover Letter
Is your resume well-organized? Does it highlight skills and experiences that are applicable or transferable to the types of positions you seek? Is it neat, easy to read, and visually appealing? Have you made sure that every word is spelled correctly? Have you considered developing several versions of your resume, depending upon the position or organization you are pursuing?

Is the cover letter clearly written, in good business form, and without spelling errors? Have you directed the information to an individual by name? It is very important to follow up with the employer and address all mailings to that individual so that your mailing does not get lost in bulk mailings.

**NOTE: Review our “Writing Successful Resumes and Cover Letters” packet for more information and don’t forget to drop off your documents for a critique by one of our Career Development professionals!**

2. Focus on Contacts/Networking/Social Networking
Make a list of the people who might be helpful in your job search:
1. People close to you such as friends, relatives, in-laws, old acquaintances, and neighbors.
2. People you know such as a hairdresser, your doctor, your dentist, and clergy.
3. People you should know such as the professionals who are currently in the occupations you are seeking and employers you met at career fairs or in classroom presentations.

Consider:
- Researching the employers that interest you and approach those organizations.
- Investigating volunteer, internship, and part time opportunities with these organizations.
- Determining if you know anyone who works in these organizations and set up an informational interview to learn more.
- Arranging to see the person at an organization who has hiring power.

Networking is a nontraditional job lead source that can reveal invisible job openings. Networking expands your job search by adding extra “ears” to listen for leads!

*Remember, when networking, be professional and willing to accept advice. Have a positive attitude, and don’t ask too much too soon. Asking for a job will almost always result in a conversation ending abruptly. Instead, ask for advice. Regard anyone you meet as a possible networking contact.*

3. Interview Successfully
- Are you clear about the type of job you want?
- Can you speak with confidence about your skills and experience? How will they fit the job description and will they benefit the employer?
- Have you learned all you can about the company before you have the interview?
- Have you reviewed our Interviewing Skills packet for more information?
To conduct an effective job search, try to use as many job lead sources as you can find (at least 3-5).

a. Job Listings with Organizations
Organizations provide college career centers and community agencies with announcements and job postings. Career Development at York College posts such positions via Spartan Career Path, which can be accessed by clicking on the “C” icon on your MyYCP homepage. See below for more details!

b. Third Party Recruiters and Employment Agencies
Employment agencies and third party recruiters are an excellent way of getting your foot in the door. Up to 40% of larger companies use them for their entry level hiring needs, and these jobs often are (or become) more permanent. Interview several agencies to determine which ones you feel most comfortable with. Compare resources and development, and then select three to four to work with. Generally, any fees are paid by employers. Be sure to clarify if there are any costs to candidates.

c. Social Networks
Social networking can be very successful if used correctly because it allows instantaneous connection that can be followed up by interpersonal interaction. See more information in the next section.

d. Internet Searches
The sources below are a starting point. Additional sites by major and field are included in this packet. You should also target company websites that you are interested in working for.

SPARTAN CAREER PATH:
Access Spartan Career Path:
1. Go to https://ycp-csm.symplicity.com and click on the Students/Alumni link.
2. Enter your YCP email and password to log in. NOTE: If you have not yet used Spartan Career Path, use the ‘forgot password’ button to generate an email to your YCP email address with a link to set your password.
3. Update your Profile. Make sure to click Save Changes and Continue at the bottom of each page.
   a. Please note you must complete your profile before you can search jobs, make appointments, etc.

Search Spartan Career Path Jobs and Internships:
Basic Search
1. To search for Jobs and internships, you may hover over the Search for Jobs, Internships, & On Campus Interviews tab at the top of the page.
2. Click on Spartan Career Path Postings from the drop-down list to view all jobs posted to YCP.
3. View Jobs & Internships and narrow search by position type or keyword.
   a. Note: If you are interested in on-campus employment, select the On Campus Student Employment tab and click search to display all current on-campus positions.
   b. Note: If you are interested in internships, select the Internships tab and click search to display all current internships.
4. Go to the Advanced Search drop-down menu and select options that apply to you. Search at the bottom of the window. For more options such as location, select more filters.
   a. Note: When using Advanced Search for internships, select “Internships” as Position Type and appropriate Major/Concentrations.
   b. Note: Jobs/Internships with “All Majors” selected will appear in search results.
5. To save a search and receive continued results based on the criteria you selected above, create a search agent under the Saved Searches option and schedule to receive reports via email by clicking on Save.

NACElink Network Search
1. Hover over the Search for Jobs, Internships, & On Campus tab at the top of the page
2. Click on NACElink Network from the drop down list
3. Type in a keyword under Where and What to filter particular jobs and regions of interest to you. Click on a job posting to access details about the job and application instructions via the company’s website.
Think of your LinkedIn profile as an interactive business card. It’s a summary of your professional experience, interests, and capabilities and is designed to attract the attention of important people who are searching for you online – recruiters, networking contacts, and grad school admissions officers. A strong profile is a key differentiator in the job market. So let’s get started…

**How to build a Professional Student LinkedIn Profile**

1. **Craft an informative profile headline**
   Your profile headline gives people a short, memorable way to understand who you are in a professional context. Think of the headline as the slogan for your professional brand, such as “Current junior marketing student at York College of Pennsylvania” or “Recent honors grad seeking a marketing position.” Check out the profiles of students and recent alums you admire for ideas and inspiration.

2. **Display an appropriate photo**
   Remember that LinkedIn is not Facebook or Twitter. If you choose to post a photograph—and we recommend that you do—select a professional, high quality headshot of you alone. Party photos, cartoon avatars, and cute pics of your puppy don’t fit in the LinkedIn environment.

3. **Show off your education**
   Be sure to include information about all institutions you’ve attended. Include your major and minor as well as highlights of your activities. It’s also appropriate to include study abroad programs and summer institutes. Don’t be shy—your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you’ve won.

4. **Develop a professional summary statement**
   Your summary statement should resemble the first few paragraphs of your best-written cover letter—concise and confident about your goals and qualifications. Remember to include relevant internships, volunteer work, and extracurricular activities. Present your summary statement in short blocks of text for easy reading. Bullet points are great, too.

5. **Fill your Specialties section with keywords**
   Specialties is the place to include key words and phrases that a recruiter or hiring manager might type into a search engine to find a person like you. The best place to find relevant keywords that apply to your specific skill set is in the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.

6. **Update your status weekly**
   A great way to stay on other people’s radar screens and enhance your professional image is to update your status at least once a week. Tell people about events you’re attending, major projects you’ve completed, professional books you’re reading, or any other news that you would tell someone at a networking reception or on a quick catch-up phone call.
7. Show your connectedness with LinkedIn Group badges
   Joining Groups and displaying the group badges on your profile enable you to fill out the professionalism component of your profile and show your desire to connect to people with whom you have something in common. Most students start by joining their university’s LinkedIn group as well as the larger industry groups related to the career they want to pursue.

8. Collect diverse recommendations
   Nothing builds credibility like third-party endorsements. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has held. Think about soliciting recommendations from professors, internship coordinators, colleagues, employers, and professional mentors.

9. Claim your unique LinkedIn URL
   To increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to “public” and claim a unique URL for your profile (for example: www.linkedin.com/in/yourname). This also makes it easier to include your LinkedIn URL in your email signature, which is a great way to demonstrate your professionalism.

10. Share your work
    A final way to enhance your LinkedIn profile is to add examples of your writing, design work, or other accomplishments by displaying URLs or adding LinkedIn Applications. By including URLs, you can direct people to your website, blog, or Twitter feed. Through Applications, you can share a PowerPoint to store a downloadable version of your resume.

Visit https://university.linkedin.com/linkedin-for-students for more tips!

Visit grads.linkedin.com

TWITTER JOB SEARCH RESOURCES

Twitter is another social media tool that allows you to follow companies and experts in your field and to make a contribution to the “chatter” and latest buzz of current events through your tweets. Create a profile that communicates your key skills and qualities to potential employers, define your goals, state exactly what kind of job you are looking for, and list the skills that make you worth hiring. Let people know about the unique value you bring to the table through well thought-out tweets you contribute to the current conversations in the field.

1. Your goal is to get noticed… so use your real name. If you are Jim Smith, choose jimsmith. If that is taken, use some variation of your name. You may want to put a professional spin on it such as jimsmithPR (PR = Public Relations). Avoid tags such as partyboy22. Your name is your brand so use it!

2. Always put your face with your name. Nobody wants to interact with a default graphic. It’s easy to forget a user without a headshot. Keep your picture professional and use the same profile picture across the web for consistency.

3. You only have 140 characters, so make them count. Carefully choose industry specific keywords that describe your skills and passions to make it easier for people to search for and find you. For example, instead of describing yourself as a programmer, describe yourself as an HTML and PHP developer. Recruiters are using social media more and more every day to find applicants, so
make sure you are being found for your specialties. Avoid constant self-promotion by including industry related articles with your personal commentary to add to your industry’s discussion.

4. If you do not customize your profile’s background image, you’re wasting prime real estate. Use background tools to add text to your background and promote your other sites (website, LinkedIn profile, etc.). Add images and text that support your personal brand and reflect your qualities.

TWITTER JOB SEARCHING RESOURCES

General
@indeed @TweetMyJobs @LinkedIn_Jobs
@jobshouts @simplyhired

By Company
@attjobs - AT&T @NPRjobs – NPR @WWF_Jobs – World Wildlife Fund
@Spotifyjobs – Spotify @googlejobs – Google @jobsatIntel – Intel
@TWDCjobs – Disney @StarbucksJobs- Starbucks @WBCareers – Warner Brothers
@ESPNcareers – ESPN

By Field
@GetWebDevpeJobs – Developer jobs @GetArtDirecJobs – Art director jobs
@GetCopyWritJobs- Copywriter jobs @journojobs – Journalism jobs
@greendreamjobs – Green jobs @libgig_jobs – Library jobs
@medical_jobs – Medical jobs @media_pros – Jobs for media professionals
@seojobsfinder – SEO job listings @PhysicalTherapy – Physical Therapy jobs
@e_physician– Healthcare jobs @socialmediajobs – Jobs in social media
@usmusicjobs – US Music jobs @travelnursejob – Jobs for traveling nurses
@mediajobscom – Media jobs listings @designjobsboard – Design jobs
@PRSAjobcenter – Jobs in public relations, communications and marketing

By Job Type
@freelance_jobs – Freelance jobs @Project4Hire – Freelance and temporary
@jewish_jobs – Jewish job listings @findinternships - Internships/entry level jobs
@startuphire - Startup positions @jobomaniac – Freelance jobs

By Region
@chicagowebjobs – Web-related jobs in Chicago
@ChicagoTechJobs – Technology jobs in the greater Chicago area
@JobsBoston – Jobs in the greater Boston area
@jobsinhuisa – Jobs in Hawaii
@NewYorkTechJobs- Technology jobs in the greater New York area
@PDXJobs – Jobs in Portland, Oregon
@jobsinSanDiego1 – San Diego technology jobs
@sfnetworkjobs – Mobile Web and Digital Media jobs in Silicon Valley
@jobsnlondon – Top jobs in London, UK
Relying on mailing out resumes and cover letters alone is not a proactive job search method. To take action and cut costs, use the telephone. Use your cover letter and resume for your initial contact, but take control over events by following up with a cold call. In this way, you will reduce time lags and determine what needs to be accomplished more quickly.

- Develop a short, 40-second presentation of yourself, your skills, and your abilities. Have your resume in front of you for reference. Write out the answers to the following questions:
  - Why am I calling? What do I want to ask? Do you hope to schedule a meeting, ask for information about the company, the names of other people to contact, etc.?
  - What do I want to tell him/her? Think of any special skills that you have. Are you interested in gathering information about the field in which the person works, etc.?
  - What if I can’t get through to the person? (It's a good idea to have a backup plan. You may want to ask for a more convenient time to call. Because company decision makers often work longer hours, try calling before the company workday begins or after it ends. It may be possible to reach these people more easily at those times.)
- Try to speak with the individual that is responsible for the hiring. If you cannot speak directly to the person, ask for their voicemail and leave a detailed message.
- If an individual referred you to the position, use their name during the conversation. If asked for a resume and cover letter during the conversation, send the information immediately following the conversation.
- If you are able to set up an interview, be specific about where and when you will meet. If you need directions to the location, be sure to ask at that time. You don’t want to have to call back for this information.

### TELEPHONE TIPS

1. Always make the call from a private and quiet location. It is difficult to talk on the phone with the television, roommates, or barking dog in the background. Have a copy of your resume, cover letter, job posting, and questions you want to ask the employer. Never research on the computer while on the phone if they ask you a question you don’t know; your research should have been done prior to the phone interview. Also, make certain that you have a good signal if calling from a cell phone.
2. Expect to hear rejections. *Don’t take these negative responses personally!* Be sure to ask if they are aware of anyone else you might contact.
3. Pay close attention to the information being provided by the individual you have called. Gaining knowledge is as important as offering facts about yourself. Don’t forget to say thank you!

### ONLINE APPLICATIONS

“How to Apply Online and Get an Employer’s Attention” –[www.jobweb.com](http://www.jobweb.com)

You've found an ad for an entry-level position at XYZ Inc. With your skills and qualifications, you fit the bill perfectly. But XYZ requires an online application and that means (you think), you fill out a cookie-cutter application that distills your skills so that it appears you're one-of-a-million applicants, not one-in-a-million. Then, when you click "send," your application swirls away into the black hole of electronic waste.

Should you or shouldn't you use an online application? And if you do submit your resume online, how can you get it the attention it deserves?
**Why to Apply Online**

Online applications won't go away, employers say. An increasing number of employers want candidates to find job openings on company web sites or Internet job boards; they require online applications, and they prefer to communicate with potential hires via e-mail.

Hiring with the aid of technology is a time and money saving proposition for businesses. It has maximized efficiency in the candidate selection process.

Employers say they can advertise to a wider, more diverse candidate pool (which means you’ve got more competition than ever before!), find matches for hard-to-fill positions, easily share resumes of qualified candidates with hiring managers, streamline the hiring process, and tighten the timeline between the need for a new employee and the date the employee starts on the job.

Employers say that using the company’s own online application system is the fastest way to get your resume into the right hands. Your focus should be on making your application unique, to avoid its being swallowed up in the technology abyss.

Typically, applications submitted online go directly into the employer's applicant database. Paper resumes are scanned or keyed into the database.

A hiring manager who needs to fill a position enters keywords to search the database and find the applications of the people who are the best fit for the job. Those results become the candidate pool.

**Making a big splash in the candidate pool**

What does it take to have your bits and bytes bob to the surface in a candidate search? A recent survey by the National Association of Colleges and Employers (JobWeb's/Job Choices' publisher) asked employers for their advice on how to make an electronic application outstanding. Here’s what they recommend:

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from a company recruiter or an alumnus who may work at the company.
- Tailor your application information to the position.
- Use key words, buzz words, and industry verbiage. Use the verbiage in the job ad as your model. Employers search on keywords when they're looking for people to fill specific positions.
- Create a skills-inventory section even if the application doesn't require it. You might put this in a comments section.
- Include numbers and statistics if they are available. (Example: Counted five cash drawers daily; responsible for more than $10,000 per 8-hour shift.)
- Complete all fields—even those that aren't required.
- If the company offers an optional assessment test online, take it. (One employer recently admitted that candidates who don't take the optional test are automatically screened out.)
- Make sure your resume can hold its own in a very simple format. Fancy bullets, text, italics, and bold do not convert well in an electronic application.
- If possible, spell check and grammar check your application before submitting it. Have an error-free application because this application serves as the employer's first impression of you.
- Include a strong objective. Ask a career counselor to help you word your objective.
- Follow-up with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the ad does not say, "No phone calls."
- If emailing your resume, include a detailed subject line that will prevent your resume from getting sent to spam.
JOB APPLICATION STUMBLING BLOCKS

Criminal Record: If there are ghosts in your past, insist on discussing it rather than writing about it. In the space where it asks about your convictions, write, “Please see me.” Later, during the interview, you can explain what happened, what you’ve learned from it, and how you’ve tried to make amends for your mistake.

Education: Employers will check your skills and educational background. Some employers will give you a computer skills test and ask to see your portfolio (if, e.g., you are in web design or graphic design). Some employers may ask for transcripts of the courses you completed or if you completed your degree. Don’t exaggerate your education or experience.

Fired: If you were fired from your last job, don’t despair. Everybody gets fired from a job at least once in their lifetime. Don’t omit that job from your application though. It will leave an employment hole in your work history. Fill in the required information. In the space where it asks you why you left that job, write, “Please see me.” During the interview you can explain that you usually get along with everyone, but for some reason, you couldn’t seem to please the person who fired you.

Friends and Relatives: Most applications ask if you have any friends or relatives who work for the company. Choose your friends carefully. If your friend is hardworking, mention his/her name. The manager will assume that, like your friend, you are a hard worker. But, if your friend is a lazy worker, don’t mention his/her name.

Job Hopping: Job hopping is when you switch jobs too often. If you’re a student or a recent graduate, don’t worry. Employers expect you to have had quite a few part-time and summer jobs. However, employers are not fond of adult job hoppers. If you have more than three jobs during the past five years, have a good excuse for leaving each job (e.g., career exploration, relocation, layoff, health, job stagnation).

Lay Off: If you were laid-off due to a plant closing, down-sizing, merger, or any other reason beyond your control—don’t be embarrassed. There are tons of people in your situation. Fill in the information requested and give the reason for the company’s down-sizing.

Money: When the application asks for wage or salary expected, write, “Open.” If you put a dollar amount that is too high, you may price yourself out of the job.

No Work History: If you have no formal work history, don’t panic. In the Work History section of the application, list any volunteer, charitable, casual labor, or self-employment jobs you might have had.

Poor References: What if your boss won’t give you a decent recommendation? Don’t give the boss’s name. Instead, give the name of someone else in the chain-of-command who would give you an impartial recommendation (e.g., another manager, supervisor, your boss’s boss). Get permission first to list him/her as a reference!

References: Employers will contact each of your references. Don’t let the employer catch your references off guard. Ask for permission to list them as a reference, and they’ll be prepared for the call.

Unemployment Gaps: If you have gaps of unemployment between jobs, you should offer some explanation. Since it may take some time to find a new job, “job hunting” is a legitimate reason. You can also use words such as retraining, continuing education, starting a small business, even travel.
GENERAL ONLINE SITES:
www.indeed.com
www.collegenews.com
www.collegegrad.com/jobs
www.careerbuilder.com
www.monster.com
www.internjobs.com
www.getthatgig.com
www.internshipprograms.com
www.summerjobs.com
www.hound.com
www.creativelist.com
www.corridorcareers.com
www.nationjob.com
www.simplyhired.com
www.jobsweb.com

Professional Associations Index:
http://www.weddles.com/associations/index.cfm

ARTS:
**Fine Art/ Graphic Design:**
Internships and Jobs – www.artjob.org
New York Foundation for the Arts weekly newsletter – www.nyfa.org
www.artschools.com/resources
www.coroflot.com/
www.glimmerglass.org
www.jacobspillow.org
National Gallery of Art –
www.nga.gov/content/ngaweb/education/interns-fellows.html

**Music:**
National Association for Music Education –
musiced.nafme.org/careers/job-center
us.music-jobs.com/jobsboard.php
mediawebsource.com/jobsboard.htm
jobsinmusic.org

**Theatre:**
arjobs.artsearch.us/job-category/theatre-job-listings
www.ofstagejobs.com/jobsearch.php

BUSINESS:
**General:**
www.careers-in-business.com/
www.careermag.com/
www.managementjobs.net/

**Accounting/Finance:**
www.accountingjobstoday.com/
www.interviewaccounting.com
www.careerbank.com
www.bankjobs.com
www.efinancialcareers.com

**Economics:**
www.econ-jobs.com/
The Economist – jobs.economist.com
National Association for Business Economics -
www.nabe.com/careers/index

**Entrepreneurship/Consulting:**

**Computers:**
www.jobsnetwork.siia.net/
www.computerjobs.com/
www.dice.com/
Association for Computing Machinery – jobs.acm.org

**Marketing & Sales:**
www.marketingjobs.com
American Management Association – www.amanet.org
American Marketing Association – www.ama.org/career
The National Association of Credit Management –
www.nacm.org/

**Supply Chain:**
Council of Supply Chain Management Professionals –
careers.cscmp.org/jobseeker/search/results/

COMMUNICATIONS:
**General:**
www.mediabistro.com
www.insideradio.com
www.radioearth.com
PA Association of Broadcasters –
www.pab.org/jobboard.html
National Association of Broadcasters – www.nab.org
International Association of Business Communicators –
www.iabc.com
Newspaper Association of America – www.naa.org
National Academy of Television Program Executives –
www.natpe.org

**Public Relations/Advertising:**
American Advertising Federation –
http://www.aaf.org/default.asp?id=44
Public Relations Society of America –
www.prsa.org/jobcenter
Public Relations Student Society of America –
www.prssa.org/career
Positions in Public Affairs – www.opajobs.com/
www.advertisingjobsnow.com

**Speech:**
www.speechpathology.com
American Speech-Language-Hearing Association –
www.asha.org/careers

EDUCATION:
www.k12jobs.com/
www.teachingjobs.com
www.mathforamerica.org
www.worldteach.org
www.teach-now.org/
American Federation of Teachers – www.aft.org
www.higheredjobs.com
www.chronicle.com

ENTERTAINMENT:
www.entertainmentcareers.net
www.casinocareers.com
Women in Film – www.wif.org

ENVIRONMENTAL:
Environmental Careers Organization – www.eco.org
Student Conservation Association – www.thesca.org
www.environmentjobs.com

GOVERNMENT:
Capitol Hill positions – www.rcjobs.com
Capitol Hill Homepage – www.hillzoo.com
Washington Internship Institute – www.wiidc.org
www.todaysmilitary.com/working
www.usajobs.gov/
www.scsc.state.pa.us
www.governmentjobs.com/

RECREATION:
https://www.governmentjobs.com/jobs?keyword=Recreation
National Recreation and Park Association – careercenter.npap.org/jobs/
Society of Health and Physical Educators – www.shapeamerica.org/career/careerlink.cfm
American Therapeutic Recreation Association – www.atra-online.com/job-opportunities

HEALTHCARE:
General:
www.healthjobsnationwide.com/
Health ECareers Network – www.healthcareers.com
www.miracleworkers.com
www.healthcareerweb.com/

Nuclear Medicine:
Society of Nuclear Medicine and Molecular Imaging – careercenter.snm.org/jobs

Nursing:
www.nurse.com/jobs
www.nursingjobs.com/job-seeker/
American Nurses Association (ANA) – careers.ana.org

Medical Lab Science:
American Society for Clinical Laboratory Science – http://ascsl-jobs.jobtarget.com
American Medical Technologists – www.healthcareers.com/amt

Radiography:
www.radworking.com/jobs/radiology-jobs.html
radiologytechnologistjobs.jobamatic.com/a/jobs/find-jobs
American Society of Radiologic Technologists – www.healthcareers.com/asrt

Respiratory Care:
American Association for Respiratory Care – www.aarc.org/Career/job_bank
www.simplyhired.com/k-respiratory-therapist-jobs.html

HOSPITALITY:
www.hcareers.com
www.hospitalityonline.com
www.hospitalityjobsite.com
www.ihirehospitality.com

HUMAN SERVICES:
General:
American Counseling Association – www.counseling.org/careers/job-listings
Child Life Council – www.childlife.org/career%20center/JobPlacementCenter.cfm

Anthropology:
American Anthropological Association – careercenter.aaanet.org/jobs

Gerontology:
Gerontological Society of America – www.geron.org/career-center

Social Work:
www.socialservice.com/search.cfm
socialworkjobbank.com
National Association of Social Workers – careers.socialworkers.org

INTERNATIONAL:
www.internabroad.com
www.globalroutes.org
www.globalvolunteernetwork.org
www.peacecorps.gov

LAW:
www.lawjobs.com
classifieds.masslawyersweekly.com
www.martindale.com
American Bar Association – jobs.americanbar.org/jobs

MUSEUMS:
Smithsonian Museum Internships – http://www.smithsonianiofi.com
www.museum-employment.com/
www.preservenet.cornell.edu/
American Alliance of Museums – www.aam-us.org
Association of Living History, Farm, and Agricultural
Museums – www.alhfam.org
Museum Computer Network – www.mcn.edu/

NON-PROFIT:
www.opportunityknocks.org
The Nonprofit Times – careercenter.nptimes.com/jobs
www.nonprofitcareer.com
www.idealist.org
www.nonprofit-jobs.org

SCIENCES:
General:
The Journal Science – sciencecareers.sciencemag.org/
www.newscientistjobs.com
www.post-docs.com
www.brightrecruits.com

Biology/Biotechnology:
www.hirebio.com
http://biopharmguy.com/services/entrylevel.php
http://biopharmguy.com/services/internship.php

Chemistry:
www.chemjobs.net
www.newscientistjobs.com/jobs/default.aspx
http://chemistryjobs.acs.org/jobs

Earth Science:
www.geosociety.org/classiads
www.earthscience-jobs.com
www.earthworks-jobs.com/

Engineering:
www.computerengineeringjobs.org
www.engineerjobs.com/ www.justengineers.net/
www.engineeringandsciencecareernetwork.com
National Society of Professional Engineers (NSPE) –
www.nspe.org

Math:
www.math-jobs.com
American Mathematical Society –
www.ams.org/employment

Physics:
www.phys-astro.sonoma.edu/advisor/Jobs.html
American Institute of Physics – www.aip.org/
American Physical Society –
www.aps.org/careers/employment/index.cfm

SPORTS:
www.workinsports.com
www.womensportsjobs.com
www.onlinesports.com/career-center/
www.americansportscastersonline.com/jobbank.html

WRITING/PUBLISHING/JOURNALISM:
www.journalismjobs.com
www.editorandpublisher.com
www.bookjobs.com/

American Society of Newspaper Editors –
www.asne.org/
www.writejobs.com/jobs/
Newspaper Association of America –
http://careerbank.naa.org
American Copy Editors Society – www.copydesk.org/
Magazine Publishers of America – www.magazine.org

STUDENTS WITH DISABILITIES
National Business and Disability Council-
www.viscardicenter.org/services/nbdc/job-seekers/
www.disabledperson.com/
www.gettinghired.com
Bender Consulting Services Inc. –
http://www.benderconsult.com/careers
U.S. Department of Education –
http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?
category_cd=svr

VETERANS:
www.hireveterans.com/
www.fedshirevets.gov
www.hireheroesusa.org/hire-a-veteran/
https://vjob2.vetjobs.com/jobQuery.jsp
www.showyourstripes.org/
mycareeratva.va.gov/pages/default.aspx
mycareeratva.va.gov/careerpath/internships/pages/defaul t.aspx

PENNSYLVANIA:
York County Economic Alliance –
www.yorkchamber.com/
www.jobgateway.pa.gov/
www.pennsylvaniajobs.com/

NEW YORK:
www.nyjobsource.com/
www.nytimes.com/pages/jobs/
www.job-hunt.org/jobs/newyork.html
www.newyorkjobs.com/

D.C:
www.dcjobsource.com/
www.twc.edu
www.dcinternships.org

MARYLAND:
www.baltimore.employmentguide.com/

NEW JERSEY:
http://lwd.dol.state.nj.us/labor/wnjpin/findjob/findjobindex .html
http://newjersey.jobing.com/
www.njjobsearchs.com/a/jobs/find-jobs
www.nj.com/job
Spartan Career Path and other online job systems have made it easier for you as job seekers to find positions posted by employers. Unfortunately, the same technology makes it easier for scammers to create fraudulent positions to take advantage of you. While we try to screen employers and the positions they post to Spartan Career Path, it is very important that you exercise common sense and caution.

If a position or job offer seems too good to be true, if you feel uncomfortable with some of the information requested, or something just doesn’t seem right–either back off or proceed with extreme caution. Even if the original position description seems valid, if you receive follow-up e-mails, phone calls or job offers that seem unusual, you need to proceed cautiously.

There are a few key areas to pay attention to when reviewing opportunities to identify potential concerns or ‘red flags’.

(Lack of) Specifics about the Position
Beware of postings that promise or emphasize easy money and/or easy work. Scammers try to attract people by writing advertisements that:
- focus on the amount of money to be made and not the specifics of the job
- are for “easy” jobs like envelope stuffers, home-based assembly jobs, or online surveys
- provide a very broad salary range (e.g., employees can earn $40k–$80k the first year)

Communication and Urgency
Employers follow guidelines and processes when hiring that typically take time and involve a number of people. So, beware of:
- very quick responses directly from the employer
- e-mails and/or job postings that contain spelling and grammatical errors
- phone calls (instead of emails) especially from unlisted or unavailable numbers
- situations in which it is difficult to find a company name, contact names, or addresses
- requests to help set up a new office in your area because the business need is so strong

Requests for Information and Money
While employers need to collect personal information when you are hired, they have standard processes and forms for this. You should never send personal or financial information via email. Beware of employers who:
- ask for a copy of your driver’s license, social security number, credit card, bank account, or similar personal information
- require an initial monetary investment from you
- offer a large payment or reward in exchange for the use of your bank account (often for depositing checks or transferring money)

Protect Yourself
Take a few minutes to research the employer. Through an internet search, you will be able to cross-reference the company name, domain name, phone, fax, and company email and see if the positions are posted on the company website.

Search specifically for scams via Google (enter the name of the employer, position or contact name + “scam”).

If you encounter suspicious postings in Spartan Career Path:

- Please report your experience to the Career Development Center at careerdevelopment@ycp.edu or 717-815-1452 and to The Internet Crime Complaint Center (http://www.ic3.gov/default.aspx)
- End all communication with the employer; if personal information was disclosed, monitor your accounts over the next few days to be on the safe side.
- Contact the police and report the fraud or scam.
- If you have sent money to a fraud employer, contact your bank or credit card company immediately to close your account and dispute the charges.
- If the incident occurred entirely over the internet, file an incident report with the FCC at 1-877-FCC-HELP (1-877-382-4357) or at http://www.cybercrime.gov.

More Resources for Safe Online Job Searching:

- Privacy Rights Clearinghouse: Avoiding Online Job Scams (https://www.privacyrights.org/fs/fs25a-JobSeekerPriv2.htm)

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