

Job Hunting Tips & Tools

by San Bernardino County Workforce Development Department

COUNTY OF
SAN BERNARDINO



WORKFORCE DEVELOPMENT DEPARTMENT

You can access all these software tools and the employer lists of recent job fairs at <http://SBCJobFair.com>

Basic Steps in Job Hunting

1. **Evaluate your skills, personality and preferences** so you can identify careers that you may want to pursue. You can also take a skill and interest test to help you. If you need to beef up on some computer or basic vocational skills, take free classes that are offered through various institutions.
2. **Collect and prepare the necessary documentations** such as a Social Security card, résumé, list of references, etc. Make sure your references are aware that they may get calls from potential employers about you. Also, you can have references from any professional relationships, not just your past bosses.
3. **Look for jobs that you have targeted.** If you enjoyed your last job, it's probably a good place to start. You should also broaden your search to improve your chances for finding a job that pays well.
4. **Research the company** you are interested in to see how you can contribute to the business.
5. **Contact the employers** through the methods requested by the employers. Customize your cover letters to briefly discuss how you can contribute to the firm's success. You may need to modify your résumé a few times to suit the different jobs you may apply for. Follow up with another e-mail or phone call after a few days and offer to supply additional information or to answer their questions.
6. **If offered an interview, research the company in greater depth** and the position for which you are interviewing. Impression is very critical. Send a thank-you note before the interview to express appreciation and excitement about the "possibility of working for your great company." Dress professionally. Be prepared to speak intelligently about specific issues related to the position, and be knowledgeable about the company and its business operations. Mention how you can help the company do even better. Bring samples of your work, if applicable. Offer to supply additional info and follow up as soon as you can. Always send a thank-you letter or e-mail shortly after the interview.

At SBCJobFair.com, you can find software programs that can help you with steps 1 through 3:

- The **Workforce Investment Network** (<http://www.CSB-WIN.org>) offers a full range of features and services to assist job seekers in researching the job market, figuring out what careers they are qualified for, how much those jobs pay, and other related issues of interest.
- The new **Job Finder** system (<http://JobFinder.SBCJobFair.com>) helps you broaden the job search by showing additional occupations that you may already be good at or qualified for, and then pulls local job listings from major job search engines and corporate postings. Access to the *Job Finder* system requires registration in the Workforce Investment Network (<http://www.CSB-WIN.org>).

Benefits of Registering in the Workforce Investment Network (CSB-WIN)

Registered individuals will have access to many additional features, including but not limited to:

- **Career assessment tools**, including skills matching, that help match a person's qualifications and abilities to specific occupations
- **Creation of resumes and cover letters**
- **Automated job searches** that deliver job opportunities to your system message box or e-mail address
- **The Job Finder system** (see the last section of this instruction sheet)
- A home page with customized news content
- A personal file folder that contains information on saved job searches, system settings, etc.

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How to Register in CSB-WIN

What You Need:

- Your Social Security number
- Residence information
- Previous job information (if applicable)
- Military service info (if applicable)

All personal information entered into the system is held strictly confidential. It is not used for solicitation or other purposes. You can work through the system and feel secure that your data will not be shared or passed on to anyone.

Step-by-Step Registration Process:

1. Go to <http://www.csb-win.org> and click on the Not Registered? link (marked by (A) on the upper-right screen shot).
2. Click Register > Individual.
3. Create a unique user ID and password. Remember these two items.

Search for Jobs

1. Click on **Job Search** from the **Quick Menu** (marked by (B) on screen shot →).
2. Select or confirm your desired work location (by ZIP code, city, etc.).
3. Select search method from the tabs (marked by (C) on the screen shot →). Use **Quick Job Search** to see the most results and use other options to fine-tune your search. You should also use **External Job Search** to find jobs not in the CSB-WIN system. Use the occupation titles identified by CSB-WIN to facilitate your searching.
4. Review the results. Contact the employer if it's suitable for you. If you need more assistance, please contact one of our staff through the Assistance Center (marked by (D) on the screen shot).

Using the Job Finder system

Once you have registered in CSB-WIN, you can access our new *Job Finder* system. For now, you can go to <http://JobFinder.SBCJobFair.com> and enter your CSB-WIN username and password, and check the box certifying your residency to begin. This system allows you to see other occupations you may already be qualified for because of your past job experiences. If you need additional training, the system will show you some local programs that you can consider. (You can also contact County's Workforce Dept. for more info.) It pulls job listings from Indeed.com which covers most of the large national job engines. Students: put in your major and other jobs of interest to see more possibilities.

GOOD LUCK! Please contact the County Workforce Department if we may be of further service