



# Gearing Up For Your Transitions

## How to Do a Job Search Online

### Federal and State Agencies

Finding a job takes time. There are many people competing for the same job you are so, you have to plan and prepare for all aspects of your job search, application and your interview. The internet has given us the ability to search for specific jobs in our own community or anywhere in the world.

Years ago, you could walk into any business and fill out an application. Today, most companies, organizations, state and federal government agencies want you to fill out their applications online. If you do not have access to a computer as often as you like, your school or public libraries gives free access to computers to do your search.

Be sure to check the classified employment ads in your local newspapers when looking for a job; some newspapers offer their employment section online. Ask friends if they know of any positions that are open. The best jobs often come from people you know.

There are a variety of job posting sites on the internet where you can set up specific criteria to get emails sent to you when the job type you are looking for is posted by a company in your area or the town and state you choose. You will have to set up a free account on the site.

Here is a list of websites that will assist you in your job search. You can narrow your search to your own community or look for jobs in another state.

- <http://www.indeed.com>
- <http://www.monster.com>
- <http://www.careerbuilder.com>
- <http://www.employmentguide.com>
- <http://www.snagajob.com>
- <http://www.coolworks.com>

The site <http://www.abilityjobs.com> is a job service for people with disabilities. You have to create an account to view available jobs. However, they do have a number of jobs listed for individuals with disabilities.

Career Opportunities for Students with Disabilities COSD <http://cosdonline.org> is for college students with disabilities who are looking for jobs and is a resource for employers. COSD is a national association of more than 600 employers and 700 higher education institutions. One of the elements of COSD is a job board, called Career Gateway. It is located on the front page of the site and you can register for free,

[My Skills My Future](#) is a website that helps people determine what their skills are and then helps them discover additional skills and opportunities.

[My Next Move](#) helps you determine what you want to do for a living.

## **In Delaware**

In Delaware the Department of Labor consists of four divisions.

- [The Division of Employment and Training](#)
- [The Division of Unemployment Insurance](#)
- [The Division of Industrial Affairs](#)
- [The Division of Vocational Rehabilitation](#)

Each division specializes in a specific area. The Division of Employment and Training's [Delaware Job Link](#) is the main employment site which lists available jobs in and out of Delaware but you need to register with them then build an online resume. You will be able to search for keywords (your type of job) in a variety of ways.

If you are interested in a State job, visit <http://delawarestatejobs.com/>. You can search for specific types of jobs or use the link to see all the jobs listed on the site. It is good to check the various state agencies' websites to see what employment opportunities they have available. If you are qualified to teach check the school districts, colleges and university websites for open positions.

[The Delaware Division of Vocational Rehabilitation](#) (DVR) has offices located in Wilmington, New Castle, Newark, Middletown, Dover and Georgetown. DVR helps people with physical and mental disabilities prepare for, obtain and retain employment by linking them to resources. Trained counselors are on staff that specialize in helping people with disabilities.

## **Federal Jobs**

The federal job website [USA JOBS](#) is loaded with information and lots of jobs. You will need to register and build a resume on this site. Thousands of jobs are listed on this site so use the search option to look for job types. When you find a job you are interested in you will find information about the job, rate of pay, benefits, information about the jobs, where they are located and questions you need to answer when applying.