

Career Toolkit

Through this Career Toolkit, you may search for professional associations and societies; conduct self-assessments; research industry and occupation-specific resources and view job posts; and review job search basics. The purpose of the Toolkit is to assist you in your career planning stage, regardless of whether you are a recent graduate in the career exploration stage or transitioning to a new industry or occupation. The Web sites listed in this document are only a sampling of sites you may want to use in your career planning.

For further career planning assistance, the Smeal College of Business encourages you to contact Alumni Career Services. The unit provides career planning, management, and transition assistance to Penn State alumni around the world and offers opportunities for alumni-to-alumni connections to enhance career growth. Although Alumni Career Services is located on the University Park campus, services are available to all alumni regardless of location. Events are often held in different geographic locations as well as online. Individual appointments and workshops are conducted by phone and in person. There are small fees associated with some services. For more information, contact Alumni Career Services at 814-865-LINK or e-mail alumnicareeradvice@sa.psu.edu.

Professional Associations and Societies

Through membership and involvement with professional associations and societies, you may connect with others who have similar interests as you. Associations and societies often offer job boards and other employment-related resources.

To view a listing of professional associations and societies by categories, visit *Weedle's Association Directory* online at <http://www.weddles.com/associations/index.cfm>.

Self-Assessment

Through self-assessment tools, you will have the opportunity to learn more about yourself, especially in regards to your interests, skills, personality, and values. Your findings will provide you with the knowledge-base to further explore your career options. To learn more about self-assessments, visit the *The Riley Guide* online at <http://www.rileyguide.com/assess.html>.

Also, Penn State's Alumni CareerShape Webinar is an online learning program for alumni that runs for eight sessions. The Web-based seminar will help alumni looking to make a career change learn what matters most to them in their work life while developing attainable career goals and new or more focused career direction.

In addition to these 60-minute, real-time Web presentations, Alumni CareerShape will also include career planning materials, online assessments and interpretations, and a one-on-one session with an Alumni Career Services career counselor.

The fee for the eight-session Alumni CareerShape program is \$135 for Penn State Alumni Association members and \$170 for non-members. To learn more about Alumni CareerShape or to register, visit www.alumni.psu.edu/career/events or e-mail AlumniCareerAdvice@sa.psu.edu.

Industry and Occupation-specific Resources and Job Posts

If you have a specific area of interest or expertise, it is worthwhile for you to explore the following industry and occupation-specific resources. Some of these Web sites also include job boards or other employment-related resources.

Accounting

The American Institute of Certified Accountants (www.aicpa.org)

Select “Career Development and Workplace Issues” to locate resources relating to careers in accounting.

CPA Marketplace

(http://www.cpa2biz.com/AST/AICPA_CPA2BiZ_Nav/Top/Browse/CPA_Marketplace.jsp)

Search for accounting jobs by various criteria (such as job title, keyword, location, and salary).

Consumer Packaged Goods Industry

CPGjoblist (<http://www.cpgjoblist.com>)

CPGjoblist is a source of quality jobs in the Consumer Packaged Goods (CPG) industry. This Web site brings CPG employers and job seekers together, specializing in Marketing, Trade Marketing, Market Research, Sales, Operations, Consumer Insight, Category Management, Human resources, Supply Chain, Finance, and more.

Entrepreneurship/Venture Capital

Edward Lowe Foundation (<http://www.edwardlowe.org/>)

The Edward Lowe Foundation provides information, research, and educational experiences that support entrepreneurship and the free enterprise system.

Ewing Marion Kauffman Foundation (<http://www.kauffman.org/home.aspx>)

The Kaufman Foundation is the largest foundation devoted to entrepreneurship.

Garage Technology Ventures (<http://www.garage.com>)

This venture capital fund’s site includes good resources for entrepreneurs.

PrivateEquity.com (<http://www.privateequity.com>)

An online directory of private equity firms. Users can also subscribe to a private equity and venture capital jobs database.

Finance/Investment Banking

CFA Institute (www.cfainstitute.org)

Institute members can search the JobLine free of charge and there is special pricing for enrolled CFA Program candidates.

Financial Job Network (<http://www.fjn.com>)

Search jobs by function, industry, title, or geographic location.

eFinancial Careers (<http://financialjob.com/>)

This site lists jobs in banking, accounting, and finance.

WallStJobs.com (www.WallStJobs.com)

This site features a job board used by numerous firms involved in a variety of financial services. In addition, the WallStJobs.com site contains free career resources and information about continuing education options.

Information Technology

Business 2.0 (<http://money.cnn.com/magazines/business2/>)

This site includes stories about tech job markets and links to rankings such as the “100 Fastest Growing Tech Companies” and “Startups to Watch.”

Computerworld (<http://www.computerworld.com/>)

Use this site to stay informed about tech trends in specific industries.

ComputerWorld's IT Careers (<http://www.itcareers.com/>)

This is a good source of news about the IT job market. You can also search for jobs on this site.

Dice (<http://www.dice.com>)

This is a leading site for IT professionals, providing access to tech job postings.

Toolbox for IT Job Center (<http://jobcenter.ittoolbox.com/jobs/>)

This site posts IT jobs. Openings can be sorted by date, title, city, and state.

OperationIT (<http://www.operationit.com/>)

This IT job site includes a job bank that allows users to search by keyword and location.

RedHerring.com (<http://www.redherring.com>)

Use this site to keep up with tech trends and news about technology developments in specific companies.

Silicon Valley.com (www.siliconvalley.com)

This is a good source for news about leading IT companies that have headquarters in the Silicon Valley.

Management

American Management Association (<http://www.amanet.org>)

Although much information on this site is for members only, free resources include newsletters on a variety of managerial topics, research findings, and summaries of information disseminated at recent Association conferences and forums.

Association of Management Consulting Firms (<http://www.amcf.org>)

Along with providing information about careers in management consulting, this site lists jobs.

Institute of Management Consultants USA (<http://www.imcusa.org/>)

This site includes information on certification and other professional development issues for consultants.

Marketing

Advertising Age (<http://adage.com>)

This is an important source of news for advertising and marketing professionals. Users may also post a resume and search for jobs.

Brandweek (<http://www.brandweek.com>)

This is a good source for current news about brand management, marketing and promotions, and customer relationship management.

DMA Career Center (<http://www.the-dma.org/careercenter/>)

This site is geared toward direct marketing professionals.

Marketing Career Network (<http://www.marketingcareernetwork.com/>)

An extensive marketing career Web site offering resources and job postings that reaches member organizations such as the American Marketing Association.

MarketingJobs.com (<http://www.marketingjobs.com/>)

Browse job postings related to marketing, advertising, public relations, and sales.

American Marketing Association MarketingPower (<http://www.marketingpower.com>)

This site from the American Marketing Association includes a job bank and career resources.

MBA-Specific

MBA Careers (www.mbacareers.com)

This is a portal aimed at MBA job seekers and recruiters.

MBA Jobs (www.mabajobs.net)

This is a free site for current MBA students, recent graduates, and those seeking to hire MBAs.

MBA Zone (<http://www.mbazone.com>)

This site is a good source of information about the MBA job market.

Nonprofit Organizations

The Chronicle of Philanthropy's Philanthropy Careers (<http://www.philanthropy.com/jobs>)

This site includes postings for nonprofit professionals. The site offers good advice on careers in the nonprofit sector.

Idealist.org (<http://www.idealist.org>)

This site offers the option to search for nonprofit jobs around the world.

Nonprofit Career Network (<http://www.nonprofitcareer.com/>)

This site lists full and part-time nonprofit jobs.

Nonprofit Jobs (<http://www.nonprofit-jobs.org/>)

Use this site to browse mid-level, executive, and fund raising jobs in the non-profit sector.

Supply Chain Management

Council of Supply Chain Management Professionals (<http://www.cscmp.org>)

Click “Career Resources” on the menu.

Institute for Supply Management (<http://www.ism.ws/careercenter>)

The ISM Online Career Center is a valuable resource to job seekers, and employers seeking qualified candidates. It includes career opportunities and applicants from around the world. Refer to this section if you want to post your resume, post a job, or find other job-hunting resources. Membership with ISM is necessary in order to post a resume and access job postings.

JobsinLogistics.com (<http://www.jobsinlogistics.com/>)

This is the largest North American logistics career board.

General Job Search Sites

CareerBuilder.com (<http://www.careerbuilder.com/>)

This site allows users to search a database of more than 400,000 jobs. You can search by job type, industry, company, keyword, and geographic region.

Indeed.com (<http://www.indeed.com>)

Indeed is a search engine for jobs from a compilation of major job boards, newspapers, associations, and company career Web sites. Search and compare average salaries from more than 50 million jobs.

Monster.com (<http://www.monster.com>)

Maintains job search Web sites tailored for local markets throughout North America, Europe, and Asia, spanning about 40 countries overall. Job seekers can post resumes and search listings free of charge.

NationJob (<http://www.nationjob.com>)

Users may search by field/position, location, educational requirement, duration, or salary range.

The Riley Guide (<http://www.rileyguide.com/atoz.html>)

Use the “A-Z Index” to search for job listings.

TheLadders.com (<http://theladders.com>)

TheLadders.com offers online job search resources and content for the \$100K+ job seekers and recruiters. The Web site offers a basic service at no charge, along with varied levels of access and service for a fee.

Yahoo!Hotjobs (<http://www.hotjobs.yahoo.com>)

This site lets you search for jobs by keyword, job category, and location.

Executive Level Job Search Site

CEOExpress (<http://www.ceoexpress.com/>)

Select “CEOHome” from the “Browse Industries” menu, and then “Career Center” to link to general career information, content about careers in specific industries, and job bank sites.

Job Search Basics

There are several phases of the job search process. Some of the major steps include creating or fine-tuning your cover letter and resume, researching companies and industries of interest; interviewing for a position; and negotiating your salary and accepting your office. The following Web sites provide you with some job search basics.

Also, Penn State's Alumni Career Services offers Penn State alumni the tools they need through a four-session online program. Alumni JOBSearch includes information on résumé writing, interviewing, and networking. During the four sessions alumni will explore the tools necessary to find a new job in the current job market.

The fee for the four-session Alumni JOBSearch program is free for Penn State Alumni Association members and \$75 for non-members. To learn more about Alumni JOBSearch or to register, visit www.alumni.psu.edu/career/events or e-mail AlumniCareerAdvice@sa.psu.edu.

Cover Letters and Resumes

Career Journal: From the Wall Street Journal (<http://online.wsj.com/public/page/news-career-jobs.html>)

Select "Job-Hunting Tips" from the top menu to view advice on resume and cover letter writing, networking, interviewing, salary negotiation, and more.

CareerOneStop (<http://www.jobbankinfo.org/>)

Formerly America's Job Bank, this site provides links to the job banks within all 50 states, as well as access to numerous other career resources.

CollegeGrad.com (<http://www.collegegrad.com>)

This site provides good advice on entry level resumes and cover letters. In addition to sample resumes and cover letters, there are more than 200 free resume templates.

JobHuntersBible.com (www.jobhuntersbible.com)

Along with providing advice on preparing cover letters and resumes, this resource links to reliable sites on these topics.

Jobstar (<http://jobstar.org>)

Select "Resumes" from the menu for resume tips, resume samples, and resume templates. Cover letter templates, sample cover letters, and advice on crafting effective cover letters are also available.

Resumes and Cover Letters (<http://www.sa.psu.edu/career/assist.shtml>)

Experts at Penn State's Career Services provide tips on writing cover letters and resumes.

Yahoo! Hotjobs: Resume (<http://hotjobs.yahoo.com/resume>)

This site covers the basics of resume and cover letter writing.

Research Companies and Industries of Interest

Hoovers (www.hoovers.com)

This site provides information on public and private companies, with links to corporate Web sites. *Hoovers* also provides snapshots of industries.

PR Newswire (<http://www.prnewswire.com/news/>)

This is a database of press releases. It is a good source for recent news about companies and industries.

SEC Edgar Database (<http://www.sec.gov/edgar.shtml>)

A searchable database of companies' financial filings required by the Securities and Exchange Commission.

Vault (<http://www.vault.com>)

This site provides descriptions of large public and private companies, including information on corporate culture and advancement opportunities.

WetFeet (<http://www.wetfeet.com>)

Choose the "Employers" option on the top menu to locate company overviews.

Yahoo! Finance: Industry Center (<http://biz.yahoo.com/ic/>)

This site links to press releases and current news about specific industries.

America's Largest Private Companies (http://www.forbes.com/2008/11/03/largest-private-companies-biz-privates08-cx_sr_1103private_land.html)

This is *Forbes* annual ranking of largest private employers. You can sort list by rank, revenue, industry, state, and number of employees.

Fortune (<http://money.cnn.com/magazines/fortune/rankings/>)

View the "Fortune 500;" the "World's Most Admired Companies;" the "100 best companies to work for – even now;" the "100 Top MBA Employers;" the "Blue-Ribbon Companies;" the "50 Most Powerful Women in Business;" the "10 most 'accountable' big companies;" the "Global 500;" the "100 Fastest-Growing Companies;" and the "35 largest U.S. private companies."

Industry Week 1000 (<http://www.industryweek.com/section.aspx?sectionid=40>)

This site shows the annual ranking of the 1,000 largest publically traded global manufacturers.

Interviewing

Job-interview.net (<http://www.job-interview.net>)

This site provides advice on handling tough interview questions.

Monster Interviewing (<http://interview.monster.com/>)

This site allows users to practice interviewing via the virtual interview feature.

The Riley Guide: Interviewing (<http://www.rileyguide.com/interview.html>)

This site links to resources on all aspects of interviewing, from handling improper questions to interviewing via video conference.

Yahoo! Hotjobs: Interviewing (<http://hotjobs.yahoo.com/interview>)

This site provides good advice on preparing for specific types of interviews.

Salaries

Glassdoor.com (<http://www.glassdoor.com>)

This site asks visitors to reveal their salary for a current or previous job. In return, site visitors get access to salary information for more than 23,000 companies.

HomeFair.com (<http://www.homefair.com/>)

This site includes a salary calculator as well as other financial calculators useful for relocation decisions.

Jobstar (<http://www.jobstar.org>)

Select “Salary Info” from the menu for links to more than 300 free online salary surveys.

The Riley Guide: Salary Guides & Guidance (<http://www.rileyguide.com/salguides.html>)

This site links to general salary surveys and occupation or industry-specific salary surveys.

Salary.com (<http://www.salary.com>)

This site includes a salary calculator.

SalaryExpert.com (<http://www.salaryexpert.com>)

This site enables users obtain free basic salary reports.