

## Using the Internet in the Job Search

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The article is devoted to the analysis of the process of using the Internet in the job search. The advantages and disadvantages of job hunting on the Internet are also considered. The article presents basic websites used for searching a job.

**Key words:** employment, recruitment process, online job hunting, jobseeker, job searcher, job postings, job search websites.

The Internet is a global network of computers that can exchange information back and forth. It gives you quick access to a huge amount of information, including about the process of job hunting. The best websites offer jobseekers much more detail about a position than a newspaper ad ever could, describing at length the nature of the role and the organization, and sometimes even providing interviews with people who work there. This information can save you time by making it clear whether this is the kind of job you are looking for, and can also be very useful when you are working on your online CV, or preparing for an interview.

Most jobseekers are using the Internet to look for another job, rather than spending their time circling ads in the Sunday edition of the newspaper [1].

The Internet contains numerous resources for job searchers, as illustrated by the following website categories and sample websites:

- Career advice/information: Sloan Career Center for Science, Technology, Engineering and Math ([www.careercornerstone.org](http://www.careercornerstone.org))
- Discussion groups: Google Groups ([www.groups.google.com](http://www.groups.google.com))

- Diversity resources: National Society for Hispanic Professionals ([www.nshp.org/](http://www.nshp.org/))
- Employer information: Guide Star's database of nonprofit organizations ([www.guidestar.org](http://www.guidestar.org))
- Government employment: Federal jobs at USAJOBS ([www.usajobs.gov](http://www.usajobs.gov)) and State of Florida jobs ([www.myflorida.com](http://www.myflorida.com))
- International resources: OverseasJobs.com ([www.overseasjobs.com](http://www.overseasjobs.com))
- Job postings: SeminoleLink for FSU students and alumni ([www.career.fsu.edu/seminolelink](http://www.career.fsu.edu/seminolelink)) and Monster Search Jobs ([www.monster.com](http://www.monster.com))
- Job search process: FSU Career Center Job Search Career Guides ([www.career.fsu.edu/advising/guides.cfm](http://www.career.fsu.edu/advising/guides.cfm))

It should be noted that The Career Center takes no responsibility for information contained on these sites, or for any address changes [2].

Now that the Internet use has become very widespread in large cities, it is easier to find employment in Ukraine this way than ever before so it turned out that the Internet is a central resource for Ukrainians looking for work, but a notable minority lack confidence in their digital job-seeking skills.

Other than word-of-mouth, the best way to find work is probably to use Ukrainian job search websites. There is a listing of these sites found by searching for "job openings Ukraine" in Russian (the language of the biggest job search websites in Ukraine). As a matter of fact, there are many of these websites in Ukraine, and a few of them seem to regularly have more openings for foreigners. These are [www.work.ua](http://www.work.ua), [www.jobs.ua](http://www.jobs.ua), and [www.rabota.com.ua](http://www.rabota.com.ua).

Some interesting job ads in English can be found at the Kyiv Post's website and in the weekly editions of the Kyiv Post newspaper. However, you will notice that the focus is on jobs for English speaking locals, not foreigners. The Kyiv Post's largest audience are English speaking Ukrainians. Positions advertised here tend to be at prestigious companies and organizations. Most jobs are high-profile, and the number of listings seems to have fallen in recent years.

Sometimes foreigners post mini-resumes at The Kyiv Post. This is certainly not a bad idea. If you are not yet in Ukraine, you can send them your ad or mini-resume by fax and agree on a form of payment. Ads go out every Thursday.

While online job-hunting can save the expenses associated with pounding the pavement looking for a job and connect you to more employers in a shorter time, do not overlook the disadvantages to job hunting on the Internet.

There are the following advantages of job hunting on the Internet:

- Convenience. From the comfort of your home, you can access thousands of job openings. You need not drive to employers' offices to ask whether they have job openings.

- Access timely job notices around the clock.
- Locate unusual or difficult-to-find career information.
- Communicate with professionals or resource groups in specialized areas.
- Research companies, organizations, and agencies.
- Post your résumé/apply online for positions [3].

The disadvantages of job hunting online are as follows:

- Everybody else is doing it. You are one of millions of people vying for jobs and perhaps thousands applying for the same job, because the convenience factor appeals to all of your competitors as well. Even when you are searching for jobs outside your area, you are competing with job seekers in that region and people applying for the same job from every other region.

- Impersonal. The application process on the Internet is impersonal. Due to the large number of applicants, employers may be unable to respond personally to every inquiry. Even fully qualified job seekers may not hear back from the vast majority of jobs for which they draft personal cover letters in order to apply.

- Lower pay. Tied in with the large number of applicants, jobs posted on the Internet often offer lower pay. Labor inflation may keep entry-level positions listed over the Internet lower-paid than if they had not been filled using the Internet.

- Competition. Just about anyone with Internet access can apply to a job, and employers can receive volumes of résumés and cover letters. That can

compromise the amount of time employers can spend reviewing them. Bad or unqualified applicants waste a lot of HR employees' time, meaning they are less likely to see and thoroughly read an application that is fully qualified.

- Scams. Job seekers focusing on the Internet are prime targets for scammers. The application process makes it reasonable for prospective employers to ask for personal information such as phone numbers, addresses and Social Security numbers, and a scammer can pose as an employer in order to get access to this information. Alternately, some jobs themselves are scams, set up to take advantage of the employees. According to SpamLaws.com, data entry jobs are especially rife with this kind of scam, so exercise caution when applying for these kinds of positions [4].

To sum up, job hunting on the Internet saves you money. The job search eliminates the cost of printing resumes and cover letters, and paying for postage to mail application packages to prospective employers. Online resources are also available to help you design and format a visually appealing resume, which can save money you would spend hiring a career coach or professional resume writer. A few employers still use the Internet as a glorified electronic newspaper, inviting applications by post, but many have honed their web recruitment processes to the point where they are a far more useful and complete way of learning about and applying for a job than any other. Some employers even run aptitude tests and psychometric exams online to help them assess a candidate's competence and fitness for the job early in the process. Automated response programmes reduce the time you wait before hearing about a job, or learning whether you have been invited for interview or not.

It is obvious that the Internet is one of the most valuable resources in the job-search and is likely to become even more valuable in the future. In addition to having access to the widest selection of jobs and company information, the Internet allows you to make new acquaintances in your profession or region thereby increasing your network contacts. You can learn about career alternatives and options that you may not have considered prior to your search. On the other hand, do not let your Internet

job hunt take the place of other tried and true job-hunting techniques such as networking, joining professional associations.

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