Utilizing Your Local Library's Resources in Your Job Search

Presentation by:
Sam Rosen
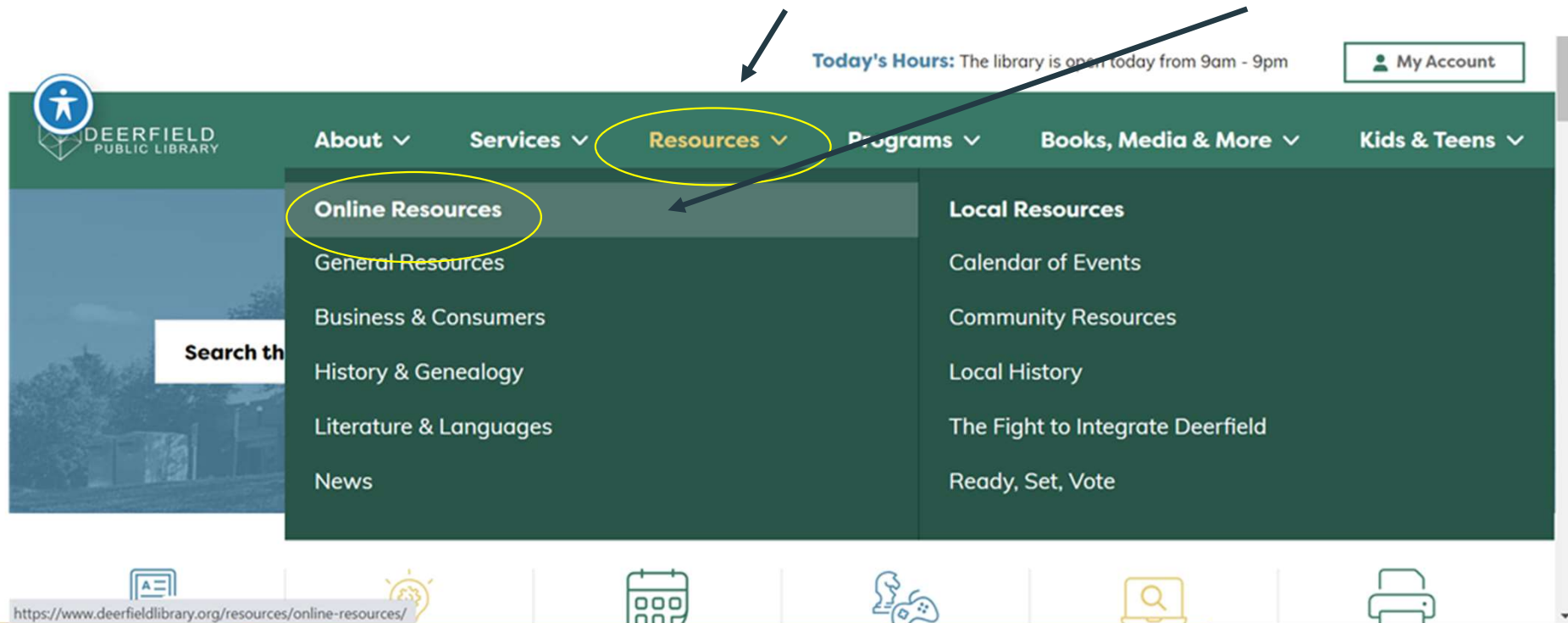### Adult Services Librarian

Overview

- Accessing Resources from Home
- A to Z Database
- Gale Courses
- NEW: Peterson's Test and Career Prep
- Books in the Collection
- One on One with a Librarian
- Surrounding Libraries

Accessing Resources from Home

STEP 1:

Visit "deerfieldlibrary.org" + Hover over "Resources," then Click "Online Resources"

STEP 2:

Scroll Down until you see the section entitled "Job Search and Careers" + those are our online resources!

1)

2)

Please Note:
To access these resources at home, you will need an active Deerfield Public Library card!

Please visit:
https://www.deerfieldlibrary.org/about/get-a-library-card/
To get a DPL Library Card if you're a resident.

Online Resource #1:
A to Z Database

Overview of A to Z Database

-Ability to look up basic information about businesses and residents.

-Find Employment Opportunities

-Learn Job Tips

ACCESSING A to Z DATABASE

Hit "Remote Access" and enter your Deerfield Library barcode number
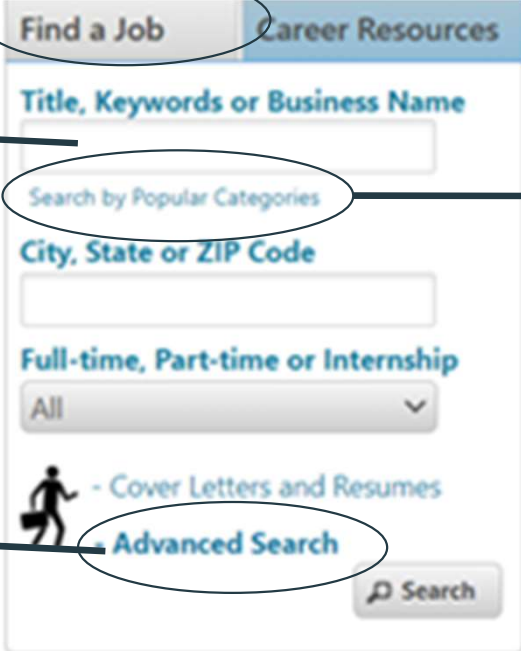
A to Z DATABASE

A to Z DATABASE -How to Search for a Job

Make sure you are on "Find a Job"

You can use this section to search for a specific job / type of job / business

Narrow your search by clicking here.

You can also select from a category

Find a Job | **Career Resources**

Title, Keywords or Business Name

Search by Popular Categories

City, State or ZIP Code

Full-time, Part-time or Internship

All

- Cover Letters and Resumes

- Advanced Search

🔎 Search

Select a Category below

Accounting/Finance	Law Enforcement/Security
Administrative	Legal
Arts/Entertainment/Publishing	Manufacturing/Mechanical
Banking/Loans	Marketing/Advertising/PR
Computer/Internet	Non-Profit/Volunteering
Construction/Facilities	Pharmaceutical/Bio-tech
Customer Service	Real Estate
Education/Training	Restaurant/Food Service
Engineering/Architecture	Retail
Government/Military	Sales
Healthcare	Telecommunications
Hospitality/Travel	Transportation/Logistics
Human Resources	Upper Management/Consulting
Insurance	

Close

A to Z DATABASE

Results for "Computer OR Internet" near Deerfield, IL

A to Z DATABASE - More Career Resources

Make sure you click on "Career Resources"

Find a Job | Career Resources

Job Tips - 3 Steps to Get a Job

- **How to Prepare**
  - Skills Assessment
- **How to Apply**
  - Resumes and more...
- **How to Interview**
  - Do's and Don'ts
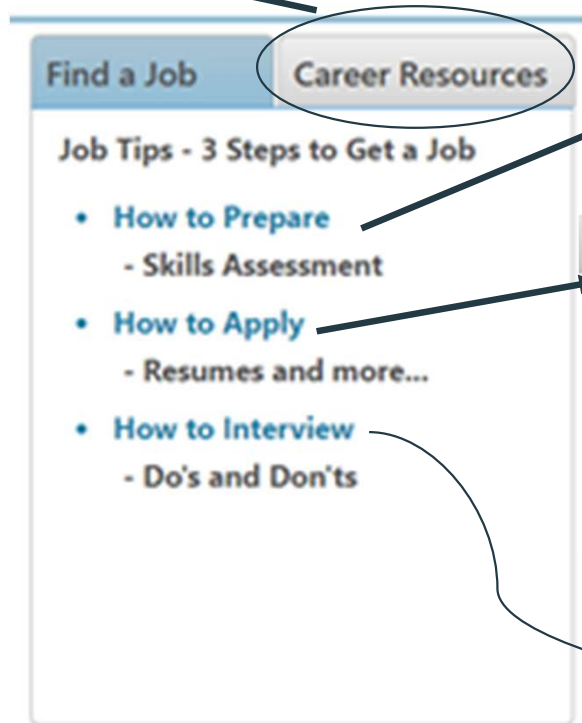
Do Your Homework

How to Prepare
Know your Strengths and Weaknesses
- 4 keys to knowing your strengths and weaknesses
- 3 is the magic number - how to summarize your skill set

Find the right company to work for
- Use AtoZdatabases to answer these 8 questions and find a job at the right company
- 4 ways to use AtoZ's Find a Job Database to beat the competition

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Apply For The Job

How to Apply
Writing a Résumé
- The 2 Keywords Employers look for on your Résumé
- Résumés and Cover Letters: Templates and Examples

Connecting with Potential Employers
- 3 KEYS to Using AtoZdatabases to connect with hiring managers

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Ace The Interview

How to Interview
Preparing for an interview
- 4 Tough Interview Questions
- 10 Questions Every Employee Should Ask their Employer
- VIDEO : How to Interview
- VIDEO : How NOT to Interview

Follow-up after the interview
- Interview Thank You Letter Template and Example
- 3 Post-interview Scenarios and how to handle them

Helpful Videos on A to Z

1) "How to do a job search" https://vimeo.com/108949063
2) "How Not To Interview" https://vimeo.com/176384922
3) "How To Interview" https://vimeo.com/176474353

This can all be accessed by this link: https://www.atozdatabases.com/introvideos

Online Resource #2:
Gale Courses

Overview of Gale Courses

-Over 300 Courses spanning a 6 week time frame.

-Topics range from learning a new language, accounting & finance, technology and more.

-Geared to help you learn new skills that employers are looking for in potential hires.

ACCESSING GALE COURSES

GALE COURSES-Home Page

These are the categories of courses. Once you click on a topic, you can browse more specific courses.

Read this section on how to learn to sign up for courses under your account. All you need is your email and your library barcode #.

Things to keep in mind about Gale Courses

1) There are specific start dates for these courses, that you can choose when to start.
    a) I.e. I'm taking a sign language course, and my start dates could be: Oct. 18th, Nov. 15, Dec. 13, or Jan 17.
2) Each course have 12 lessons, and each lesson is released at different times throughout the course. And the lessons are asynchronous (meaning you can take the lessons at your own pace).
    a) I.e. I chose Oct. 18th as my start date. My course has 12 lessons, and only 2 lessons will be released per week.
3) There is an instructor behind each of these courses in case you have questions.
4) No penalty for not completing courses!

Online Resource #3:
Peterson's Test and Career Prep

Peterson's Test and Career Prep

-This is a brand new resource we added to our collection at the beginning of 2024.

-This site allows you to search for thousands of college and graduate schools, identify scholarships, take practice vocational/standardized tests, create resumes, and explore careers.

-You'll need to sign up for an account to fully access.

Please Note: there is a LOT this resource can help you with. I'll only be covering a small portion, but it is worth exploring on your own.

Peterson's Test and Career Prep

First start by hitting "Browse Menu"

Then, you hit "Explore Careers"
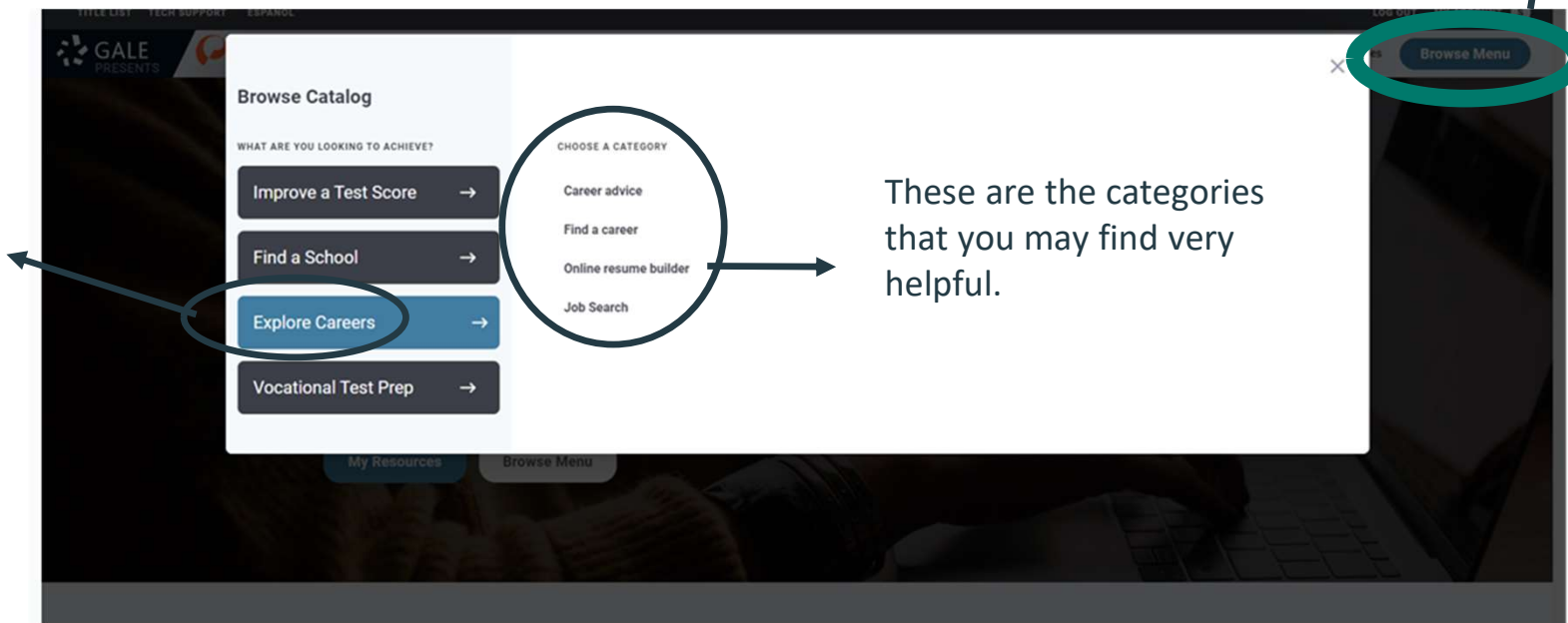
These are the categories that you may find very helpful.

Books in the Collection

Books in the Collection

-Dewey Decimal Number: **650!** (a lot of our job hunting books are here)

-You could also search our physical and digital collection on our website. Try using key terms such as: "Job Hunting," or "Resume Writing" or more!

-Our reference librarians could help find the right title for you

Scheduling a One on One

One on Ones

-A One on One is personalized time between yourself and a librarian to provide specific help on a range of topics.

-You can schedule a one on one with a librarian to help you with learning Microsoft Office, Google Drive, and formatting of resumes.

-To schedule an appointment, you can call the library and ask to set up an appointment.

Surrounding Libraries Resources

Surrounding Libraries' resources

Disclaimer: You may need a library card to a specific library. It's best to call ahead of time

Arlington Heights Public Library: https://www.ahml.info/services/careers

Schaumburg Public Library: https://www.schaumburglibrary.org/services/job-seekers

Skokie Public Library: https://skokielibrary.info/services/job-seekers/

Indian Trails Public Library: https://www.indiantrailslibrary.org/business-career/

Waukegan Public Library: https://www.waukeganpl.org/resources/job-search/