

Where to look for jobs

- **jobcenterofwisconsin.com** - Job search website for jobs in Wisconsin, includes many resources
- **usajobs.gov** - Federal government job listings and employment information
- **indeed.com** - Combines other job search websites for easy searching
- **wisc.jobs** - State of Wisconsin official employment site
- **Craigslist.org** - Postings by individuals and companies for all kinds of work

Online Job Search Tips:

Look at Individual Companies' Websites -

If you know of a company in the industry you want to work in, check out their webpage. Look for the keywords "Jobs", "Careers" or "Employment"

Use synonyms when looking for jobs. Instead of always typing in "Office Assistant" try using "Administrative Assistant" or "Office Clerk"

Make the subject line the same as the job posting title when sending an email. This lets potential employers know what you are interested in and prepares them when they open the email.

Watch Out for Scams!

Be careful about **Job Scams**. If you get an email offering you a job that's too good to be true, it probably is.

You will see common trends in most Job Scam emails:

1. **They don't use your name**, instead they call you "Applicant" or "To Whom It May Concern" or just say "Hello".
2. They request a **credit check** or other personal information before you've been offered a position.
3. There are **misspellings** or **grammar errors**.
4. They require you to **pay for software or training** before you can start at the job.

If you get an offer from a company and you aren't sure it's real, Google the company to get their phone number (do not use the contact information in the email) and call to verify the position, or

Why Can't I Get To The Next Page?

The screenshot shows a web form with several fields. At the top, a yellow warning box states: "Account cannot be created! Password must contain at least one each of the following: number, letter and special character such as @, ! or %." Below this, there are two main sections. The left section is titled "Create Account" and contains a text input field for "Email Address" with the value "ctc@denverlibrary.org". A red asterisk is next to the label "Email Address". A red callout box points to this asterisk with the text: "Make sure you filled in every field with a red asterisk (*) beside it." The right section is titled "Registered Users" and contains three input fields: "Email Address", "SSN - No Dashes Please (999999999)", and "Confirm SSN". A red callout box points to the top of this section with the text: "Look for text at the top of the page telling you what you missed."