



# **Job Information Center**

**(JIC)**

## **CENTRAL LIBRARY OF ROCHESTER AND MONROE COUNTY**

4th Floor  
Bausch & Lomb Public Library Building

115 South Avenue  
Rochester, New York 14604  
(585) 428-8120

---

### **CAREER EXPLORATION**

JIC contains books and other materials that describe hundreds of careers along with salary information, employment outlook, and education/training requirements.

### **RESUMES/COVER LETTERS**

JIC has a wide variety of books to help with resume and cover letter preparation. There are also materials to assist with the interview process, networking and salary negotiation.

### **EDUCATIONAL PLANNING**

JIC has a diverse collection of directories for choosing post-secondary educational opportunities that describe two-year and four-year colleges and universities, along with graduate programs, career and vocational schools and online learning.

The Adult Education Notebook contains brochures from local school districts, towns and other organizations that offer non-credit adult education courses.

Scholarship and financial aid guides and indexes are available along with brochures from the Federal and New York State governments describing various student grants and loans.

### **TEST PREPARATION MATERIALS**

Study guides are available for TASC (New York State High School Equivalency), TABE, civil service, aptitude, armed forces, professional licensing, college entrance, and graduate and professional school admission tests.

## JOB SEARCHING

### ▶ LOCAL INFORMATION

Classified advertisements from the Rochester *Democrat and Chronicle* Sunday newspaper along with the *Monroe County DHS Weekly Employment Bulletin*, monthly schedules of workshops from the Rochester Works Career Center and announcements of New York State apprenticeship opportunities are posted. The Jobs Notebook contains classified ads from *City Newspaper* and other local publications as well as postings from some local colleges and nonprofit organizations. JIC does not receive job postings from for-profit companies.

### ▶ CIVIL SERVICE

Announcements of upcoming City of Rochester, Monroe County and New York State examinations are posted. Test preparation materials are available for a three week non-renewable loan period.

### ▶ ONLINE JOB SEARCHING

Websites of interest to local job seekers along with national employment resources are linked on the MCLS website. Go to [www.libraryweb.org](http://www.libraryweb.org) and under **Adults**, click on **Job Information**. For local job listings, click on **Local Employment Resources**. Instructions on how to use several of the sites listed are available.

### ▶ LOCAL JOB SEARCH PUBLICATIONS

Free copies of *Rochester WNYJOBS.com* and *Monroe County's Job Search Companion* are available.

## CENTRAL LIBRARY OF ROCHESTER AND MONROE COUNTY

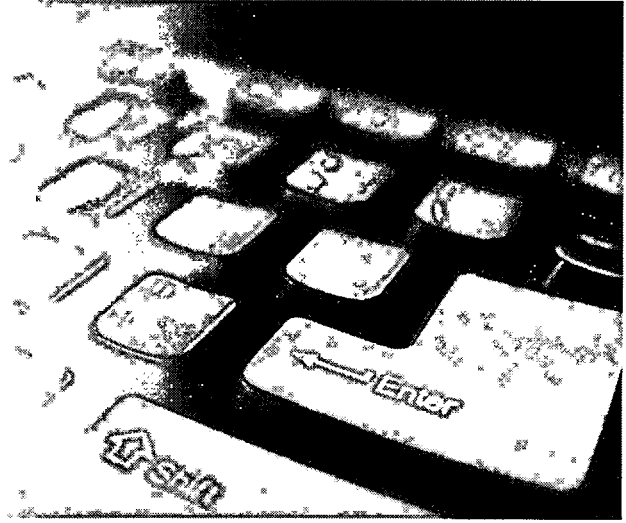
4th Floor  
Bausch & Lomb Public Library Building

115 South Avenue  
Rochester, New York 14604  
(585) 428-8120



Central Library  
of Rochester  
& Monroe County  
[www.libraryweb.org](http://www.libraryweb.org)

# Online Job Hunting Guides and Advice



## BUSINESS & SOCIAL SCIENCES DIVISION

115 South Avenue  
Rochester, NY 14604  
585-428-8130



**Central Library  
of Rochester  
& Monroe County**  
[www.libraryweb.org](http://www.libraryweb.org)

Monroe County Library System



# Online Job Hunting Guides and Advice

- **2-1-1 Finger Lakes**  
[www.211lifeline.org](http://www.211lifeline.org)

Dial 211 for this free, confidential, and multilingual phone service connecting callers to comprehensive information and referral specialist services 24 hours/day, 7 days/week. For online users, click the box labeled *Search Our Community Resource Database* in the center of the page. On the "Find Help" screen, click on *search database*; then in the search services box type "employment." Many employment categories will appear; choose one then use the drop down menu next to County to select Monroe.

- **About.com Job Searching**  
<http://jobsearch.about.com>

Advice and links to a wide range of employment topics: career advice, networking, cover letters, interviewing, resignation and job loss, résumés, and more.

- **Boston College Career Center**  
[www.bc.edu/offices/careers/jobs.html](http://www.bc.edu/offices/careers/jobs.html)

Although this site targets students, it contains excellent information on résumés, cover letters, job search documents, LinkedIn, job search strategies, interviewing skills, evaluating a job offer and salary negotiation.

- **CareerOneStop**  
[www.careeronestop.org](http://www.careeronestop.org)

CareerOneStop is a U.S. Department of Labor-sponsored Web site that offers career resources and workforce information in many areas such as Explore Careers, Résumés + Interviews, Job Search, and Education + Training. It also contains links to all 50 state job banks, America's Career InfoNet ([www.careerinfonet.org](http://www.careerinfonet.org)), America's Service Locator ([www.servicelocator.org](http://www.servicelocator.org)), and many more.

- **Employment Spot**  
[www.employmentspot.com](http://www.employmentspot.com)

For nearly 20 years, this site has provided links to job sites, articles on employment, employment tips, careers and vocations, and more.

- **Job-Hunt**  
[www.job-hunt.org](http://www.job-hunt.org)

An extensive site with information on layoff help, job search advice, guides to effective résumés and job interviews, online job hunting basics, and more.

- **Job-Hunter's Bible**  
[www.jobhuntersbible.com](http://www.jobhuntersbible.com)

This is the companion website for the book *What Color is Your Parachute?* It has an extensive list of links and articles under headings such as Job Hunting, Jobs and Résumés, Job Hunting Online, and more.

- **JobStar**  
<http://jobstar.org/index.php>

Although this site focuses on California, especially the job searching portion, the site also contains very good information on résumés, career guides, salary information, the hidden job market, and FAQs.

- **MCC Career Coach**  
<http://careercoach.monroec.edu/>

This is a free, easy to use web based career exploration tool hosted by Monroe Community College. Each career provides up-to-date local employment data on wages, number of people currently employed in that occupation locally and estimated annual local job openings. Also provides detailed age breakdowns of the current workers in a particular field, any related degrees offered by MCC, and any local job openings from [www.indeed.com](http://www.indeed.com).

- **Monster.com Career Resources**  
<http://resources.monster.com>

This venerable job and career website provides job search and networking resources, résumé resources and career advice articles.

- **New York State Department of Labor**  
[www.labor.ny.gov](http://www.labor.ny.gov)

Under "Individuals" there is a wealth of information on job seeking, career development, apprenticeships, unemployment, and youth.

- **New York State Department of Labor: Resources for Job Seekers**  
[www.labor.ny.gov/stats/jobsearch.shtm](http://www.labor.ny.gov/stats/jobsearch.shtm)

This Department of Labor link contains three informative articles: *Job Search Strategies for Challenging Times*, *Ten Tips for an Effective Job Search* and *A Hiring Manager's List of Job Seeker Do's and Don'ts*.

- **Quintessential Careers**  
[www.quintcareers.com/](http://www.quintcareers.com/)

Provides general information on all of the facets of finding a job or exploring a career under the categories Job-Hunting Tools, Career Tools, and Career Categories. The site is also arranged to target students, job seekers, and career changers.

- **The Riley Guide**  
[www.rileyguide.com](http://www.rileyguide.com)

In existence since 1994, this is an extremely comprehensive and well-known site that contains information on all aspects of the job search process.

- **Vault.com**  
[www.vault.com](http://www.vault.com)

This site contains information on résumés, cover letters, and interviewing, as well as a career advice blog, rankings and reviews of companies, firms, and schools, and detailed overviews of many industries and professions.

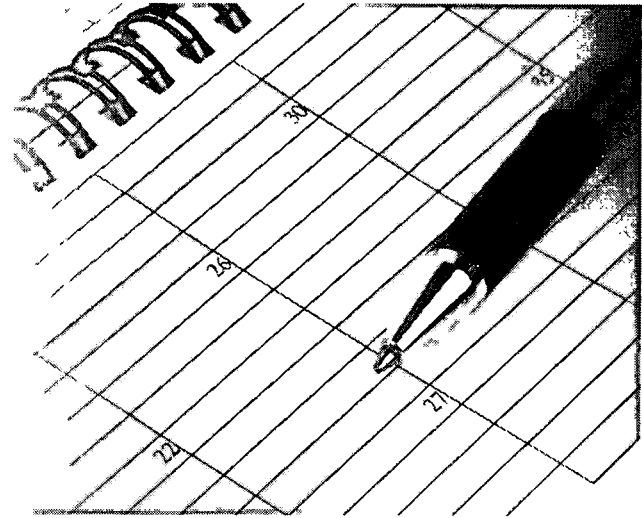
# Resources to Develop a Potential Employers List

## BUSINESS & SOCIAL SCIENCES DIVISION

115 South Avenue  
Rochester, NY 14604  
585-428-8130



Central Library  
of Rochester  
& Monroe County  
[www.libraryweb.org](http://www.libraryweb.org)



Monroe County Library System



# Resources to Develop a Potential Employers List

- **The Rochester Business Journal's, The Lists** (a paperback publication)

Available at the Central Library's Business & Social Sciences Division and other libraries, *The Lists* ranks and provides information about local companies within categories such as Woman-Owned Businesses, Million-Dollar Non-Profits, Engineering Firms, etc.

- **Rochester's Annual List of the Top 100 Privately-Held Companies** (ranked by revenue growth)

Find the 2013 Top 100 list in the *Democrat and Chronicle* newspaper's Rocdocs databases at <http://rocdocs.democratandchronicle.com>. Select "**Any**" in the CATEGORY BOX. Then type **top 100** in the TEXT SEARCH box.

- **AtoZ database**

Now available online from the Monroe County Library System's website, [www.libraryweb.org](http://www.libraryweb.org) and in libraries. This database can be used to make a list of prospective employers using search criteria such as business location, type of business, size, and more. A mapping feature allows for plotting businesses within a user-defined area or locating identified companies on a map.

*See the box below for help in accessing the database.*

- **The New York State Business Directory Database**  
<http://www.labor.ny.gov/stats/bdirector.shtm>

Makes a customized list of prospective employers with contact information by location, industry and occupation.

- **Business Directories** (books)

Specialized business directories are available at the Central Library's Business & Social Sciences Division, including manufacturers' directories for all states and the *Dun & Bradstreet Regional Business Directory*.

*Directories give a brief description of the business including names of key individuals. Sometimes, information about small, privately-held businesses can only be found in a directory, if at all.*

## Accessing Library Databases

Have your Monroe County Library System library card handy to input your barcode number to open the database. Go to [www.libraryweb.org](http://www.libraryweb.org) and click on **Magazines and Databases**. Scroll down the list to find the database you want to search.

- **Magazine and Journal Articles**

Look for magazine and journal articles about a company or industry. Library card holders can read the full text of thousands of articles at home using the databases posted on the Monroe County Library System website: [www.libraryweb.org](http://www.libraryweb.org).

Databases available include the *Business Insights: Essentials*, *Gale Custom Newspapers (New York State Newspapers)*, and *Gannett Newsstand* as well as other more general or specialized databases. From right hand side of the home page, click on **Magazines & Databases**, then choose a database to begin searching. Use the default "subject search" or choose "advanced search" to try keywords. Ask a librarian for help getting started or to suggest possible search strategies.

*See the box below left for help in accessing the databases.*

The Central Library has subscriptions to *ABI/INFORM* and *Hoover's Company Profiles* which provide full text articles from many business resources. The *Democrat and Chronicle* is part of the *Gannett Newsstand* database with articles back to 1999.

The *Rochester Business Journal* is the Greater Rochester area's weekly business newspaper. It often has in-depth articles on local companies. Articles can be viewed free after completing a free site registration on the *RBJ* website at [www.rbj.net](http://www.rbj.net). Search the article archives in the upper right side of the homepage. The Business & Social Sciences Division at the Central Library and some town libraries have print and online subscriptions to the *RBJ*.

- **Membership in local professional or trade associations for job opening tips and leads**

Ask a librarian for help to locate a local chapter of a trade or professional association.

- **Volunteering for a nonprofit agency to get a "foot in the door" and explore careers**

Find a volunteer opportunity by searching the Finger Lakes Regional Volunteer Center at [www.fingerlakesvolunteer.org](http://www.fingerlakesvolunteer.org) and *Rochester's Community Wishbook* at [www.communitywishbook.com](http://www.communitywishbook.com)

**Ask a librarian about other resources the library has that might help locate more information about companies or industries.**

- **Rochester Educational Opportunity Center**

<http://reoc.brockport.edu>

161 Andrews St., Rochester, NY 14604 585-232-2730

Offers a number of tuition-free courses in areas such as medical secretary, cosmetology, commercial driver license, home health aide, certified nursing assistant, office and administrative support, and more. There are TABE requirements and fees for books and supplies.

- **Rochester Rehabilitation Center**

Employment Connection

[www.rochesterrehab.org](http://www.rochesterrehab.org)

1000 Elmwood Ave. Door 6, Rochester, NY 14620

585-263-2690

Assists people with disabilities and other disadvantages find and keep jobs through individual skill assessment, training, counseling, placement, and post-placement services.

- **Veterans Outreach Center**

Employment Resource Center

<http://veteransoutreachcenter.org/programs-and-services/employment-and-job-training/>

459 South Ave., Rochester, NY 14620 585-546-4250

Free career counseling, skills assessment, résumé assistance, vocational workshops, job networking, computer literacy, and job readiness, life skills, and occupational services for veterans and their immediate families.

## Personal Help With the Job Finding Process



### BUSINESS & SOCIAL SCIENCES DIVISION

115 South Avenue

Rochester, NY 14604

585-428-8130



Central Library  
of Rochester  
& Monroe County  
[www.libraryweb.org](http://www.libraryweb.org)

Monroe County Library System



# Personal Help with the Job Finding Process

The following agencies provide free or low-cost assistance with various aspects of the job search process.

- **RochesterWorks!**

[www.rochesterworks.org](http://www.rochesterworks.org)

- **Downtown Rochester Career Center**

255 North Goodman St., Rochester, NY 14607 585-258-3500

- **New York State Department of Labor**

- **Full Service Career Center**

276 Waring Rd., Rochester, NY 14609 585-266-7760

- **Welfare-to-Work Center**

- **Department of Social Services**

691 St. Paul St., Rochester, NY 14605 585-753-5656

RochesterWorks offers the most comprehensive job search help in Rochester including career assessment with experienced career advisors, free workshops, job search assistance, information about training grants, and much more.

- **ACCES-VR (Adult Career & Continuing Education Services-Vocational Rehabilitation)**

[www.acces.nysed.gov/vr/rochester/home.html](http://www.acces.nysed.gov/vr/rochester/home.html)

109 South Union St., Rochester, NY 14607

585-238-2900 or 1-800-462-0178

Provides vocational counseling and rehabilitation services with the goal of successful employment outcomes for individuals with disabilities and their employers.

- **Action for a Better Community**

Workforce Development

[www.abcinfo.org](http://www.abcinfo.org)

49 Stone St., Rochester, NY 14604 585-325-5116 x3400

Offers pre-employment coaching, job club, job placement, and post-employment services targeting unemployed and underemployed individuals.

- **Baden Street Settlement of Rochester, Inc.**

Workforce Development

[www.badenstreet.org/workforce-development/](http://www.badenstreet.org/workforce-development/)

548 Joseph Ave., Rochester, NY 14605 585-325-4350

Affiliated with the Rochester Educational Opportunity Center, they offer job skills training and résumé support through their ATTAIN Lab. They also do job referrals.

- **Career Start**

[www.careerstartny.com](http://www.careerstartny.com)

727 St. Paul St., Rochester, NY 14605 585-360-2620

This firm, funded with local, state and federal government grants offers free employment services for job seekers by working directly with local employers. Job seekers fill out an online application, and if qualified for the positions they are applying for, they are contacted for interviews.

- **Career Systems Development**

[www.careersystems.com](http://www.careersystems.com)

96 College Ave., Rochester, NY 14607 585-544-4880

Employment readiness training, structured job-related counseling, job placement services and follow-up services. The program is designed to deliver services to hard-to-serve groups such as individuals with disabilities, public assistance recipients, high school dropouts, ex-offenders and individuals lacking in significant work experience.

- **Lifespan**

1900 South Clinton Ave., Rochester, NY 14618

[www.lifespan-roch.org/senior-community-service.htm](http://www.lifespan-roch.org/senior-community-service.htm)

585-244-8400 ext. 195

- **Senior Community Service Employment Program**

Subsidized part-time employment up to 20 hours per week, paid at minimum wage, with a nonprofit agency for people 55 and older who meet income guidelines.

- **OACES (Office of Adult & Career Education Services)**

Rochester City School District Youth Development and Family Services

[www.oaces.net](http://www.oaces.net)

30 Hart St., Rochester, NY 14614 585-467-7683

OACES is a workforce preparation organization that serves adults in Rochester. They offer career and technical education, employment services, and more. Some of the job development programs may have prerequisites.

- **Operation Transformation Rochester**

City of Rochester Bureau of Employment Opportunities

<http://www.cityofrochester.gov/OTR>

Central Library of Rochester & Monroe County

115 South Ave., Rochester, NY 14604 585-428-6342

OTR is a city-sponsored program serving city youth and adults through five programs focusing on education, vocation and employment. OTR programs work in tandem and are designed to be adaptable to an individual's skill level, background, and needs.

OTR Youth Employment Training prepares high school students for employment through an intensive 20 hour, job readiness boot-camp.

OTR Summer of Opportunity Program is a summer employment placement and training program designed to connect high school youth with local employment opportunities and expose participants to basic skills for career success.

OTR Dream Big2 Youth Leadership is a 15-week program encompassing a holistic approach to career development.

OTR Fresh Start helps adults in need of their TASC (formerly GED) prepare for and take the test.

OTR Employment Readiness is an employment assistance program helping chronically unemployed adults obtain recorded employment history with the City of Rochester and area employers.

(continued on back)





## Jobs First

We know how challenging it can be to find a job, so we offer a helping hand. With the RTS "Jobs First" program, we offer a free, round-trip bus ride to anyone in the community who is unemployed and needs transportation to an interview. If you need a ride, call **RTS Customer Service at 585-288-1700** to find out about eligibility requirements. Just give us your interview details and we'll send out passes for a free round trip on any RTS bus if you qualify...it's that simple!

For more information, call **585-288-1700** or email [Monroe@myRTS.com](mailto:Monroe@myRTS.com)

RTS (Regional Transit Service)  
1372 East Main Street  
Rochester, NY 14609

## HOW TO ACCESS AND USE THE NEW YORK STATE JOBS EXPRESS

Go to the Monroe County Library System homepage ([www.libraryweb.org](http://www.libraryweb.org)) and hit Enter.

Using the drop-down menu under **Adults**, click on **Job Information**.

Click on **Local Employment Resources**.

Under **Employment Websites**, click on New York State Jobs Express

Then follow these steps:

1. Click on Finger Lakes Region.
2. This will reveal two categories. "Vacancies In This Region" contains occupational categories and the number of positions that are posted in each. "Companies With The Most Jobs In This Region" shows how many positions there are open at each company listed with links that will take you directly to the company employment pages.
3. Under "Vacancies In This Region" click on an occupational category.
4. A "Search NYS Job Bank" box will appear. The "City or Zip" box defaults to 14602, which will work fine for Rochester. You may change the zip code if you wish. The "Radius" box defaults to within 50 miles. It is recommended to use the drop-down menu to lower the radius to 25 miles. Then click on the Search box.
5. A list of job openings will appear. Just above the list to the right you will see "Sort by: Relevance | Date". Click on Date to re-sort the list so that the most recently posted job openings will appear first.
6. Click on a job title that interests you to obtain a summary and description of the job and application information. Sometimes clicking on a job title will take you directly to the company's online application page. ***Please note that many job postings will often involve filling out an online application. In these instances, you will need to have an e-mail account and your work history and education or a résumé saved on a flash drive.***
7. Once you are done looking at a job opening, click on the X in the upper right hand corner of the screen to get back to your list. If you wish to look at other occupational categories click on the X again to get back to the "Vacancies In This Region" screen.
8. It is also possible to do a keyword search. From the "Vacancies In This Region" screen, in the upper left corner under "Find a Job" click on "Job Bank". Click in the box under "Keywords" to enter a keyword or words, and then click in the "Cities" box and type in Rochester. You may also truncate your keyword by using the \*. For example, a keyword search of *assemb\** will bring up job openings that have either *assembly* or *assembler* as part of the job title or description.

## HOW TO ACCESS AND USE THE JOB CONNECTION

Go to the Monroe County Library System homepage ([www.libraryweb.org](http://www.libraryweb.org)) and hit Enter.

Using the drop-down menu under **Adults**, click on **Job Information**

Click on **Local Employment Resources**

Under **Employment Websites**, click on The Job Connection

There are a number of ways to use this site. One is to click on Job Target, which is searching by occupational category. Click on the blue arrow next to a category to open the list of jobs. The job listings are sorted alphabetically by title. You can also see the job status (full or part time), the employer advertising the job, and the date that each job was posted. Most jobs are posted for one month, so using this method may result in looking at openings that could be a few weeks old.

To look at the most recent job openings, click on Date and search all job openings posted from the most recent date on back regardless of the type of job. Click on the blue arrow next to each date to open the list of jobs. The list is sorted alphabetically by title. You can also see the job status (full or part time) and the employer advertising the job.

Central Library  
Job Information Center  
115 South Ave., Rochester NY  
585-428-8120