

Job Search Focus Worksheet

Job Title: _____

Variant Titles:

SEARCH TIPS : If you're searching for a private sector job, go to Monster.com (or similar large job databank) and keyword search a specific term that might appear in your target job title. For example, searching nationwide for the phrase "knowledge manager" resulted in five very different job titles on the day I visited: Manager, Global Knowledge Manager, Business Integration Manager, Editor — Knowledge Center Coordinator, Technical Product Manager, Vice President of Human Resources, and Component Based Development Administrator. Searching for the two words (no phrase) technical librarian gives me 33 results with titles such as Technology Analyst I, Tape Librarian, Photographer/Librarian/ Archivist, Document Control Librarian, Library Support VIII, and — my favorite — Quality Engineer, Change Control.

Relevant Associations:

Relevant Listservs:

Industry:

Sub-industries:

Allied settings (suppliers,distributors, etc.)

SEARCH TIPS: It is an axiom of job searching that a job seeker can change job function OR industry, but rarely both at the same time. This is because you'll need to find transferable experience, skills, and accomplishments to make any change. It's extremely difficult to translate both your job experience and your industry experience in one move. So if you pick an adventurous job target, stick close to your current industry. If you've been working in medical libraries for 10 years and now want to be an indexer, it makes sense to focus on some setting within the healthcare field

as you make the transition. If you're already an indexer for a medical publisher and want to break into the consumer magazine field, try to make the leap as an indexer, rather than as a Webmaster. You might pull off a change in job title and industry — remember that the employer may have no idea where to look for the right candidate. But be advised that this maneuver is the triple toe-loop of job hunting.

Relevant Associations:

Relevant Listservs:

25 Potential Employers:

Dream employer (if any location were possible)

Local employers LIKE the Dream Employer

SEARCH TIPS : Here's where your unfair advantage as an information professional really pays off. While you'll find few free general company directories on the Web, you may be able to locate online industry directories that will help you create a list of local companies. For example, The Reel Directory, online at <http://www.reeldirectory.com/reel.html> or in print, lists San Francisco Bay Area production sources for film, video, and multimedia — from aerial coordinators to writers. A similar source serving Southern California is LA 411, online at <http://www.la411.com> or in print. Use any and all appropriate company or industry directories at your disposal. Use commercial databases if you can do it on your own dime (not billed to a current employer); otherwise, make use of local business directories in the collections of large public and academic business libraries.

Location:
