

CAREERSEARCH

What is CareerSearch?

CareerSearch is a powerful database of over 2 million companies nationwide, functioning in a variety of industries. The database is compiled from nationally recognized data publishers and is continually updated. Data from the program can be viewed, printed or stored in a variety of formats. Information obtained can help job searchers locate potential full-time employment, internships, and specific company information. Searches can be conducted using industries, locations, and keywords.

Data Sources

The Career Source Database is a compilation of over 20 different resources. Each data source is chosen for its relevance and update frequency for a particular industry. These industries are updated in the CareerSearch database from one to six times a year.

How to Use the Program

Career Search is now linked with Careerbuilder.com and lists selected positions. It is also an excellent tool for researching companies and industries in specific areas. Companies can be selected by Industries, Geographic Areas, and Keywords. Specific profiles of the companies such as number of employees can also be incorporated into your search. By using a combination of search criteria you can make your search as specific as you like.

Access Information

- **Alumni with active Carnegie Mellon Andrew email** can access CareerSearch from their own computer, through WebISO, using this web link: www.cmu.edu/career/careersearch
- **Alumni without active Carnegie Mellon Andrew email** can access CareerSearch is through a shared web site which requires password access.
For Alumni Access to the shared web site please contact your Career Consultant at 412-268-2064.
- The site is limited to three users at a time and each user will be limited to half-hour blocks of time.
- Tepper and Heinz school students must contact their Career and Professional Development Center for password access.
- Once logged in, search menu items will appear on your screen.

Main Screen

Once logged in, users can create their own account, access a series of searches and choose from a variety of options. Many searches begin with the industries menu. This is designated by the color

blue. Listed in the color green Careersearch also provides other helpful offerings including; Salary Wizard, List of Top-rated cities, Nations of the world and a CareerSearch tutorial.

Industries Menu

Using pre-defined industry information, searches can be conducted on a specific area of interest. Simply click on the Industries menu and a list of industries will appear on the screen. Many of these industries allow you to conduct an even more specific job search. To choose an industry, click the icon to the left of the industry name (blue print has sub-groups). After you have selected an industry, you can move to the locations screen.

Geographic Areas, Zip Codes/Cities Menu

The Geographic Areas menu allows you to conduct searches by selecting a geographical region, or entering a city or zip code. After choosing the locations menu, click the icon to the left of the location word. This will be your selection. Your search will be conducted using these criteria. You may continue to key words or to Search Summary.

KeyWords Menu

The KeyWords search menu is the central page where you can choose the method by which to define keywords you want to add to your search criteria. The left side of the screen will provide you with a list of methods available for keyword selection. This feature will limit your search to companies that reference your keyword selection in their descriptive text.

Search Summary

After you have selected your search criteria, you will then choose Search Summary to review the number of companies. You may further enhance your search by adding or deleting choices, choose company size, and/or add key words. If you are satisfied with the number of companies, you may review the information by selecting review results.

Review Results

Your companies will be listed as links. By clicking on the company name, you will be able to see all the information about that company. After reviewing the information, you can save the data into any number of formats by choosing save results and following the step-by-step directions. CareerSearch also features a **Help** menu item found in the upper right hand corner of all menu pages. Choosing this item will walk you through a search step by step.