

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

Through their partnership with CareerBuilder and Career Next Step you can search for jobs, find an internship, access career assessment tools, and expand their networking opportunities in one central location. Career Search is 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

- Current students can access CareerSearch from their own computer, through WebISO, using this web link: www.cmu.edu/career/careersearch

The site is limited to three users at a time and each user will be limited to half-hour blocks of time.

- For Alumni access, contact your College Career Consultant at 412.268.2064 for the web URL link.
- 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. Your searches begin by selecting a search type. These searches are designated by the color blue. On the right side of the screen you can access job listings through the CareerBuilder website.

Using these search types you can search by Contacts, Industries, Locations and Keywords. You can also search for any news articles on companies in the US, Canada and Internationally.

US Search

Quick Search US

IT Department Search US

Search the news US

Contacts Search

Canada Search

International Search

Business Informational Resources

News Watchlists

Corporate Affiliations

Career Next Step

Career Next Step provides 16 proven career and personality assessments that help you clarify your values, interests, and preferences - your "Life Themes". This will help you choose a career that matches your personality.

Search Results

After you have selected your search criteria, you will then choose "Get Results" 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. You can view your results by a "List View" or "Detail View". You can alter your search criteria by clicking "Modify Criteria" on the right side of the page.

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.

Other Helpful Offerings: (menu at the bottom left of the main screen in green)

Salary Wizard provides salaries based on job category and zip code. Top Rated Cities provides detailed information on most major cities. Nations of the World offers profiles on 231 nations and self governing territories around the world. Lastly, CareerSearch Tutorials provide video instruction on seven different tasks used while navigating the website.

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