



JOB RESOURCES

REFERENCE BOOKS BUSINESS DIRECTORIES

Local and national business directories are useful sources of information about employers and the types of jobs they offer.

National Directories

[Dun & Bradstreet Directory of Service Companies](#) (Business Reference/338.761/D111)

[Dun & Bradstreet Million Dollar Directory](#) (Business Reference/338.74/M655)

[Lexis/Nexis Corporate Affiliations](#) (Business Reference/338.8/C822)

[National Job Bank](#) (Business Reference/650.14/N277)

[Thomas Register](#) (Business Reference/338.47/T454)

State and Local Directories

[Chicago Job Bank](#) (650.14/C532)

[Illinois Industrial Directory](#) (Business Reference/338.767/H313)

[Illinois Manufacturers Directory](#) (Business Reference/338.767/I29)

[Illinois Services Directory](#) (Business Reference/338.761/I29)

Other Useful Directories

[American Salaries and Wages Survey](#) (R/331.21/A512)

[Directory of Executive & Professional Recruiters](#) (Business Reference/658.407111/D598)

[Salary Facts Handbook](#) (R331.281/S161)

[Summer Jobs Worldwide](#) (R331.128/S955wo)

PERIODICALS

Job listings can be found in the classified section of the local newspapers and in job digests. The most recent Sunday job ads from the following newspapers are kept at the Reference desk.

Chicago Tribune
Daily Herald
Washington Post

INTERNET RESOURCES

Job Banks

Job banks collect listings in many fields, industries, and occupations. They can usually be searched by keyword, location, and industry.

CareerBuilder www.careerbuilder.com

Craigslist www.craigslist.org

EBullpen www.ebullpen.com

Jobs.com www.jobs.com

Monster.com www.monster.com

NationJob www.nationjob.com

Federal Jobs www.usajobs.opm.gov

Simply Hired www.simplyhired.com

Indeed.com www.indeed.com

Job Guides

Job guides are a good starting place for any online job search. They can provide links to job banks, articles, occupational surveys, resume tips, and more.

Careers.org www.careers.org

Illinois Clicks www.illinoisclicks.org Under: Jobs and Careers

Jibber Jobber www.jibberjobber.com

Job-Hunt.org www.job-hunt.org

Job Hunter's Bible www.jobhuntersbible.com

The Vault www.vault.com

The Riley Guide www.rileyguide.com

Local Resources

Internet sites of Chicago area information providers contain local employment listings.

Chicagojobs.com www.chicagojobs.com

Chicagojobs.org www.chicagojobs.org

Chicago Tribune www.chicagotribune.com

Community College Connection to Jobs in Northern Illinois
www.ccjobnet.com

Daily Herald www.dailyherald.com

Illinois Department of Employment Security www.ides.state.il.us/

Job Support Groups www.workministry.com, www.job-hunt.org/jobs/illinois/shtml

You may also want to check: www.illinoisskillsmatch.com and www.careeronestop.org

Company Directories

These websites provide information about specific companies. They may include financial information, names of company officials, and company profiles. The subscription databases listed below are available in the library for everyone and at home or office for Niles cardholders.

Hoovers www.hoovers.com

Thomas Register www.thomasnet.com

Use these library databases at <http://www.nileslibrary.org/research/>. Choose Financial & Public Records.

Reference USA—This database allows company searches by size, location, and industry and also includes residential listings.

Standard & Poor's NetAdvantage—This database primarily covers companies but also contains comprehensive information about industries.

LexisNexis—an online subscription database which includes general and business news; business, legal, and biographical information; information on over 44 million U.S. and international companies; and legal information such as case laws, statutes, regulations, and legal news and law reviews.

Dun & Bradstreet Million Dollar Directory—Over 160,000 public and private companies are included in this database. Company listings include name, address, line of business, officers and directors, sales, number of employees, and year founded.

Salary Guides

These websites provide salary information by type of job and geographic area.

Salary.com www.salary.com

Salary Expert www.salaryexpert.com

BOOKS

Browse the following areas: Business Reference/331; Business Reference/338; Business Reference/650.14; R/331 (will also include some books that describe jobs); 331 (primarily includes books that describe jobs); 650.14 (includes many books about job searching, resume writing, and job interviewing)

NOTE

This pathfinder was prepared to assist you in locating materials. If you have any questions or require assistance, please ask a Librarian on duty.