

# EY Center for Careers in Accounting and Information Systems

## Job Search Guide



### Online Job Sites:

#### **Benefits of Online Job Sites:**

- Numerous opportunities for part-time, internship, temporary/contract and full-time positions
- Searchable database with a variety of variables (job title, location, company, job type, experience level, keywords) (see tips for targeted search and filtering below)
- Relatively easy to apply, using the internet and internet-connected device, at any time

#### **Challenges of Online Job Sites:**

- Your resume and profile are competing with hundreds and thousands of others
- The application process can be very time consuming when you have to complete a profile and answer screening questions that are often ambiguous
- You rely on a recruiter / sourcer to find your resume, understand the content, and be able to properly determine how well you fit with the position
- The recruiter / sourcer may search once, and you may have applied after their search
- The recruiter / sourcer often uses keywords and phrases to search resumes, and the system weights your resume based on the number of matches (does not equate to qualification); they may also use the wrong keywords/phrases or incorrect search strings
- The recruiter / sourcer tries to reduce the number of potential candidates, so the focus is on screening out candidates and therefore, looking for reasons to do so
- There are so many online job sites - how do you choose effectively?

If you are looking for a full-time, internship or part-time position, in addition to Handshake postings and/or the on-campus recruiting process, here are several job search sites that you should consider using:

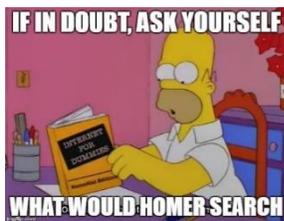
- [Indeed.com](https://www.indeed.com) - a primary source for job search which lists *countless* open positions. Sponsored postings are ads paid for by employers (they will be placed at the top and bottom of pages).
- [SimplyHired.com](https://www.simplyhired.com) - similar to Indeed.com - try both, and use the one that works best.
- [Monster.com](https://www.monster.com) - many large and medium sized companies post positions here. These are paid postings only, so Monster only includes a portion of the available posted positions.
- [CareerBuilder.com](https://www.careerbuilder.com) (similar to Monster.com) - many large and medium sized companies post positions here. These are paid postings only, so only a portion of the available posted positions.
- [Dice.com](https://www.dice.com) - specialized job search site for IS/IT positions - only paid postings.
- [LinkedIn.com](https://www.linkedin.com) (build your professional network) - very popular site for firms and recruiters with many paid job postings. Utilize your network to find contacts at companies that are hiring - see below and use the LinkedIn Guide on the EY Center website.



There are literally thousands of job search sites. Do not spend all of your time searching online. Do not subscribe to so many job sites. If Indeed.com or SimplyHired.com finds the same jobs as the paid sites (Monster, CareerBuilder, Dice), there is no need to search them on a regular basis. You may find some different postings on LinkedIn. There may be one or more job sites that are specialized for a specific type of position or industry - again compare your search results with the larger sites, and try to be efficient with your time and effort.

**\*\* Do not pay for any job search site \*\***

The typical job search site starts with a basic keyword search box which means the search will look for that keyword any place in the title or job description, resulting in a much longer search results list, and it is likely that many, if not most of the results, will not match your interests. To be more effective:



- Use the “Advanced Search” function to perform a more targeted search.
- The following instructions are for [Indeed.com](http://indeed.com) - use a similar approach for other job sites.
- Go to <http://indeed.com>. On the home page, ignore the search box and just click “Find Jobs”. On the next page, click “Advanced Job Search” near the top (next to “Find Jobs”), and follow the instructions below.

(Employers use different Job Titles for similar positions - the greater the variation, the more challenging it will be to find common keywords and phrases with the Job Titles.)

- **Search by Job Title.** The challenge is to identify all possible job titles for positions of interest. You may try a keyword search first, look through a longer list of job postings and try to find all possible titles that match your position of interest. Identify all keywords and phrases that are included in the job titles for positions of interest.



- Use search strings - combinations of keywords / phrases - to capture all or most of the relevant jobs, and separate the keywords or phrases with the word, OR (capitalize both letters). Add quotation marks (“ ”) around phrases with two or more words. Below are keywords and possible matching titles that the keywords will capture. (Note that you may get jobs that are not a fit because the title contains one or more of the keywords in your search string.)
- **Accounting** (keywords for search strings and matching titles):
  - **Accountant OR Accounting** = titles include “Senior Accountant”, “Staff Accountant”, “Junior Accountant”, “Assistant Accountant”, “Accounting Specialist”, “Accounting Clerk”, “Accounting Assistant”, “Accounting Intern”, “Accounting Staff”, “Accounting Manager”
  - **Assurance OR Audit** = titles include “Assurance Senior”, “Assurance Staff”, “Assurance Professional”, “Assurance Manager”, “Audit Senior”, “Audit Staff”, “Audit Manager”, “Staff Auditor”, “Senior Auditor”, “Financial Auditor”, “Operational Auditor”, “Internal Auditor”, “SoX Auditor”, “Government Audit”, “Government Auditor”

- **Tax** = titles include “Senior Tax Accountant”, “Staff Tax Accountant”, “Tax Accountant”, “Tax Specialist”, “Tax Manager”, “Tax Technician”, “Assistant Tax Accountant”, “Junior Tax Staff”
- **Bookkeeper OR Bookkeeping** = titles include “Full-charge Bookkeeper”, “Bookkeeper”, “Junior Bookkeeper”, “Senior Bookkeeper”, “Bookkeeping Staff”, “Bookkeeping Assistant”, “Bookkeeping Clerk”

### Sample Job Title Search Strings for Accounting

accountant OR accounting OR tax OR audit OR assurance OR bookkeeper OR bookkeeping  
(while in school)  
accountant OR accounting OR tax (after graduation)  
accountant OR accounting OR audit OR assurance (after graduation)

- **IS/IT** (key words for search strings and possible matching titles):
  - **Analyst OR Analysis OR Data OR Database** = titles include “Business Analyst”, “Systems Analyst”, “Business Systems Analyst”, “IS Analyst”, “IT Analyst”, “Programmer Analyst”, “Data Analyst”, “Data Analysis Staff”, “Data Architect”, “Data Scientist”, “Database Analyst”, “Database Developer”, “Database Administrator”, “Database Architect”
  - **Network OR Security OR System** = titles include “Network Administration”, “Network Administrator”, “System Administration”, “System Administrator”, “Security Analyst”, “Data Security”, “IT Security”, “Information Security” (you can also search in the keyword box - “With at least one of these words” - and use “system administration” OR “network administration”)
  - **Programmer OR Programming** = titles include “Programmer”, “Staff Programmer”, “Programming Staff”, “Programmer/Analyst”, “Senior Programmer”, “Programming Manager”
  - **Development OR Developer** = titles include “Web Development”, “Application Development”, “System Development”, “App Development”, “Web Developer”, “Application Developer”, “System Developer”, “App Developer” (note that “Development” will also pull up “Business Development” and “Account Development” which are not positions that match your interests)
  - **Web** = titles include “Web Development”, “Web Developer”, “Web Design”, “Web Programming”, “Web Programmer”

### Sample Job Title Search Strings for IS/IT

IS OR IT OR “information systems” OR “information technology”  
analyst OR analysis OR data OR database  
“network administration” OR “network administrator” OR “system administration” OR  
“system administrator”  
“tech support” OR “technical support” OR helpdesk OR “computer support” OR “IT support”  
network OR “information security” OR “IT security” OR “internet security” OR “data security”



#### Next Steps:

- Use the zip code of where you live, and determine the distance (i.e., 10, 15, 25 miles) you are willing to commute to the job.

- Click “Find Jobs” and you get a Search Results list.
- First, re-sort your Search Results list by Date to get the most recent job postings.
- You can filter your Search Results by Job Type (full-time / part-time / temporary / internship), Location, Company, and Experience Level (**Entry** / Mid / Senior Level)
  - Ignore salary as they are only estimates and not necessarily accurate.
  - You can “undo” a filter to try another filter in the same category.
- For Job Type, some positions may be designated as both “part-time” and “internship”, so filter using one and then the other. (The designation is determined by the employer representative who enters the job information, and their perspective as to what constitutes a part-time or an internship position may be different than yours.)
- For Experience Level, generally you will select “Entry Level” unless you have a lot of direct experience. (“Entry Level” does not always equate to requiring no experience.)
- For Location, the list of cities is not complete, so you may miss some locations if you filter using the list of Locations provided.
- For Company, the list of companies is not complete, so you may miss some companies if you filter using the list of Companies provided.
- If you are satisfied with your search, enter your email address in the box (top right) to subscribe to receive an updated search results list daily (this removes the need to run the search every day).
- When you find a position of interest, apply directly on the company’s website whenever possible (*so that your resume and profile will be directly searchable in the company’s Applicant Tracking System*).
- When you find a position of interest, also go to **LinkedIn** and try to find contacts (especially CSUN alumni) at the company in the department or practice (not just in HR/Recruiting). Consider asking your common connections, if any, for introductions to people of interest.
  - Use the LinkedIn Guide and the Coffee Chat Guide on the EY Center website to find and contact CSUN alumni.
  - Do not rely solely on the online job search process - by using LinkedIn, you can improve your chances of getting your resume to someone in the company (who will actually see and review it)!

### **Recruiting Firms (Agencies, Headhunters):**

Recruiting firms are called “search firms”, “employment agencies”, “headhunters”, “job placement firms”, etc., and they place candidates for part-time, temporary/contract and full-time positions. Many specialize in one or more fields, such as accounting/finance, information systems and information technology. Some have clients who are in a specific locale or region, or work with clients across the country or globally. Some specialize in one or more industries. Try to find recruiting firms that specialize in your specific field, industry and location of interest. Evaluate firms based on their knowledge, experience, and equally important, their actual interest in you - do they ask about your goals and interests, or do they just want you to send your resume. Do they respond to your phone calls / emails in a reasonable time frame? Or do they just disappear never to be heard from again?

Most of these firms charge the client company a fee, and therefore, the placement services are free to the candidates. There are firms that do charge the candidate; you should not pay a placement fee to a firm.

The relationship between you and a recruiting firm is an “agency” relationship, meaning that you authorize them to represent you, and to do so honestly and professionally. You can and should set the parameters and maintain reasonable control of this relationship. While you can benefit from working a recruiting firm, they benefit by generating \$\$ when placing you with their clients.

Recruiting firms offer the following benefits:

- They can sometimes open doors that individual candidates cannot, or cannot do so easily.

- They can share information about the employer, department and hiring manager based on their prior experience with that employer.
- They can help improve your resume (if they know what they're doing) to tailor it for an employer.
- They can help prepare you for the interview based on their knowledge of the interview process.
- They can get direct feedback from the employer, and advocate for you before and after an interview by answering direct questions, and overcoming objections.
- They can help negotiate salary and benefits on your behalf.
- If you are looking for a temporary/contract position, you generally need to work with a recruiting firm as the employer may not want to hire a candidate right away - this may be the only way to initially get into a company as some employers like to hire "temp to perm" (temporary to permanent) to try out a candidate for several weeks or months before making a "permanent" hiring decision.
- Overall, try to develop long term relationships with recruiting firms that take a professional and long term approach as well. Quality is much more important than quantity.

However, there are also potential risks, and how you work with these firms is important to protect your interests:



- Safeguard your resume - state nicely but clearly that a firm is not to change your resume without your review and approval (you don't want a firm to mis-represent or exaggerate your experience and accomplishments).
- Don't allow your resume to be sent out to any employer without your explicit approval - otherwise, numerous firms may send your resume to the same employer, and it does not help you (it may hurt your interview chances).
- Don't send your resume to a lot of recruiting firms. It does not typically increase your opportunities as many employers work with many recruiting firms for the same position(s). An employer will only pay one fee, so if there is any conflict over which recruiting firm is due the fee, the employer will often remove you from consideration.
- Don't allow a recruiting firm try to push you into interviewing with or accepting an offer with an employer that is not what you are looking for.
- There are recruiting firms that like to build their database of resumes. Some may post positions that are not real or not open, just to lure candidates to submit their resumes. Once you send your resume to a recruiting firm, you lose control over what happens with your resume (as explained above). Try first to communicate with someone at the firm to determine if the position is legitimate, and to build a rapport with the firm. If they do not respond to you and keep asking you to send your resume, chances are the position is not open, especially if you are a strong candidate based on the stated qualifications.
- The recruiting firm business is generally commission based, so there is an incentive to place you, as long as you stay past the guarantee period; so, not all recruiting firms will have your best interests as their primary motivation. It is in your best interest to land in a position that you fit and fits your career goals and interests. The guarantee period may be as little as 90 days, so as long as you stay past the 90 days, the firm collects their fee. However, if you are unhappy and leave in less than a year, it is not beneficial for your resume and long term stability and growth.
- If you already have a good connection with an employer, you do not need to be represented by a recruiting firm (so don't let them submit your resume to that employer) - it adds a significant fee (15 to 30% or more) to the cost of hiring, and therefore, may lessen your chances of being hired.

If you have any questions or would like additional guidance, please come to the EY Center for Careers (BB 2224 | 818.677.2979).