

# EY Center for Careers in Accounting and Information Systems

## Job Search Tips

If you are looking for a full-time or part-time position in addition to Handshake and SUNlink postings and/or the on-campus recruiting process, there 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 handout 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.

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

Use the “Advanced Search” function to perform a more targeted search; otherwise, you are limited to Keyword(s) and Location which will find many jobs that do not match. On the front page, click “Find Jobs”, and then click “Advanced Job Search” near the top of the next page (next to “Find Jobs”), and follow the instructions below. (Note: each search site will have a different structure - try to apply the guidelines below as best as possible.)

- 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 postings and try to find all possible titles that match your position of interest.
- Use OR (capitalize both letters) to separate titles. Use “ ” for titles with two or more words.

### **Job Title Search String Examples**

accountant OR accounting OR tax *(add “OR bookkeeper OR bookkeeping” for jobs while in school)*

accountant OR accounting OR audit OR assurance

IS OR IT OR “information systems” OR “information technology”

network OR “information security” OR “internet security” OR “data security”

“business analyst” OR “systems analyst” OR “data analyst” OR “data scientist” OR “data architect”

- Use the zip code of where you live, and determine the distance you are willing to commute.
- With Indeed.com, re-sort your Search Results by Date to get the most recent job postings.
- With Indeed.com, 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 (they are only estimates)*.
- With Indeed.com, if you are satisfied with your search results, enter your email address in the box (top right) to subscribe to receive an updated search results list daily (no need to search directly again).
- When you find a position of interest, apply directly on the company’s website whenever possible *(your resume and profile are searchable in the company’s applicant tracking system)*.
- When you find a position of interest, also go to **LinkedIn** and try to find contacts at the company in the department or practice, especially CSUN alumni. Consider asking your common connections, if any, for introductions to people of interest. *(Use the LinkedIn guide on the EY Center website to find and contact CSUN alumni.)*
- Do not rely solely on the online job search process - use LinkedIn to find contacts and get your resume to someone in the company!