



## Job Search Resources

### INTERNET JOB BOARDS

#### **WWW.:**

- al.com (for jobs in Alabama)
- allretailjobs.com (hourly and salaried positions)
- careerbuilder.com
- craigslist.com
- dice.com
- diversityjobs.com
- employmentguide.com (clinical, clerical, retail and labor positions)
- federaljobsearch.com
- google.com
- groovejob.com (part-time, student, teen, hourly and seasonal positions)
- hotjobs.yahoo.com
- hound.com (fee-based site)
- indeed.com
- juju.com
- monster.com
- simplyhired.com
- snagajob.com (hourly positions)
- usajobs.gov (US Government positions)

### ALTERNATIVE STAFFING FIRMS\*

#### BIRMINGHAM

**Adecco Staffing** 205.985.3123  
**Automation Personnel** 205.444.9774  
**Express Employment** 205.981.1141  
**Labor Finders** 205.324.1498  
**Labor Ready, Inc.** 205.324.5277  
**Nursefinders** 205.979.1500  
**USA Drivers** 205.942.0712

#### NASHVILLE

**Adecco Staffing** 615.292.5757  
**Allegiance Staffing** 615.859.1070  
**All-Star Personnel** 615.296.0159  
**ATC Healthcare** 615.327.2694  
**Automation Personnel** 615.837.8287  
**CLP Resources** 615.889.7026  
**Favorite Healthcare Staffing** 615.327.7373  
**Labor Ready, Inc.** 615.254.1359  
**ProDrivers** 615.883.3242

\*The above list does not constitute a complete list of staffing firms. ITAC Solutions does not favor or support one firm over another and any references above do not constitute or imply its endorsement or recommendation. Additional firms can be found at [www.americanstaffing.net](http://www.americanstaffing.net).

### ITAC Solutions' Top 10 Job Search Tips

1. **Prepare Mentally** – Finding a job is a job. Be prepared to work and be confident.
2. **Prepare Your Presence** (Online, in print, and in person) – Craft your résumé in a way that reflects your accomplishments, valued skills and experience, and contributions. Review online profiles on social networking sites to ensure they are potential-employer “appropriate”. As interviews are set, make sure your suit is clean and pressed and your appearance is crisp and professional.
3. **Research** – Know what skills are most valued in the market and your profession and be ready to present yourself with skills that match the job you desire.
4. **Network** – Make a list of people you know, both professionally and socially and reach out to them for assistance in getting your foot in the door.
5. **Search Hard, Go Public** – Use all media to search for jobs including the Internet and newspapers.
6. **BE...Specific and Professional** when applying for a position. Use your résumé, cover letter and every other opportunity to qualify yourself for the position, generating demand for your skills and experience in the marketplace.
7. **Follow-Up** – Find the specific person who will review your résumé or application. Call them! If you haven't heard back from them within a week, call them! Be assertive.
8. **Prepare for the Interview** – Get all the facts about where and with whom you'll meet including any personal information you can use to make a connection with the interviewer during your interview. Learn about the company culture so you can connect the dots for the interviewer on why you are an exact match for the company team. Arrive 5 minutes early with extra résumés.
9. **During the Interview** – Dress professionally (suits if possible) and bring a portfolio with prepared questions. Research the company and have appropriate questions for the interviewer about the company, its culture, and the position for which you're applying.
10. **If You Want the Job, Get it** – Ask for the job, get the interviewer's card, follow-up after the interview with a handwritten thank-you note, and call if you haven't heard back in a week.