

# Employment Guide & Job Search Tool

Career Cruising's Employment section is designed to help users learn the skills they need to navigate the job search process successfully and make the transition from planning a career to searching for their next job.

## Employment Guide

Our Employment Guide provides valuable advice for people at all stages of their job search – from writing a resume and cover letter, to preparing for an important interview, through to the first day on the job.

The Employment Guide's in-depth content is conveniently organized to help users quickly find information, hints, examples, and best practices relating to situations they're facing as they proceed through their job hunt.

The Employment Guide was developed in partnership with University of Waterloo (uWaterloo) Career Services, a recognized leader in university career education, and contains elements of uWaterloo's Career Development eManual.

## Job Search Tool

Our job search tool helps users make the connection between career planning and the job hunt. Accessible from the Employment section or from the Search for Jobs button on each occupation profile within Career Cruising, the job search tool helps users relate their career planning to jobs actually available in their area.

Search results are fed from Indeed.com, the leading job search aggregator. Each time Career Cruising users search for a job, Indeed.com will search thousands of leading job sites, job boards, and company recruitment sites. When seeking more details about specific job postings, users are directed to the original source of the posting, in a new window.

## Access

The in-depth content of the Employment Guide and the nature of the job search tool may not lend themselves to use by younger users. As a result, both can be activated or deactivated at any time for your site. Certain tools are activated by default, depending on the nature of your institution. For more information on enabling or disabling access to these tools, contact your Client Account Manager at 1-800-965-8541 ext 1.

