

EDITION  
2003



<http://www>

# **Job searching via the Internet**



**A guide  
for making  
effective  
use of tools  
available  
on the Internet**

## **Job searching via the internet**

### **Second edition (2003)**

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The electronic version of this document is available at the following web site:

[emploiquebec.net/anglais](http://emploiquebec.net/anglais)

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*This guide will prove invaluable to you when searching for a job via the Internet. It will not only show you how to consult job offers, display and send your résumé and apply for available jobs online, but it will also help you obtain a wealth of information about job searching, your field of expertise and companies that may be of interest to you.*

*This guide will enable you to benefit from the many services offered in Emploi-Québec's multiservice areas. You will be able to use it when working on any computer with a link to the Internet.*

*Each year, the Internet becomes more and more important for people wishing to carry out an effective job search. It does not, however, replace other more traditional methods, such as networking, contacting prospective employers, and consulting newspaper job ads. This document should be considered one of many tools available to help you find and obtain the job you are looking for.*

*Happy surfing!*

*Chantal Thériault*

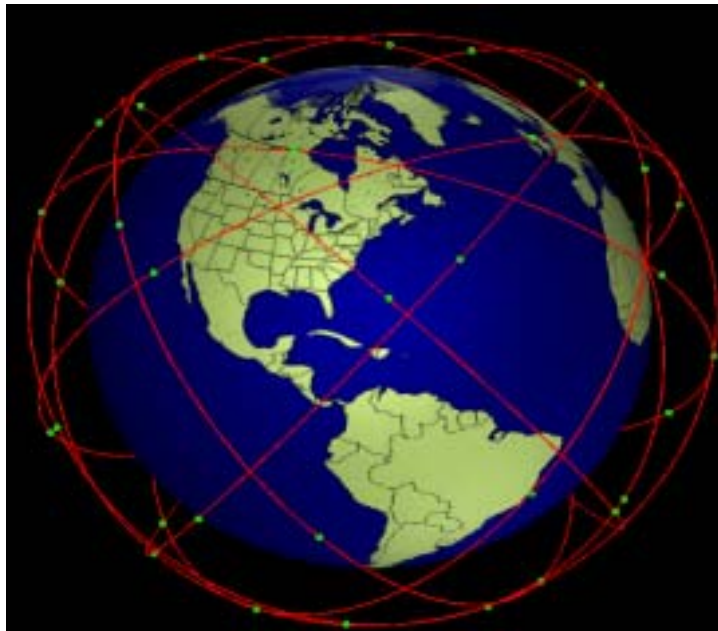
Research Officer

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# 1. What exactly is the Internet?

The Internet was created in the United States in 1969, and began to gain in importance with the advent of the World Wide Web at the start of the 1990s (the first web site accessible by the public was available in 1991). By 1995, the Internet was a global phenomenon. The Internet consists of thousands of interconnected networks throughout the world. A network is a set of computers that are interlinked so as to share information. The TCP/IP (*Transmission Control Protocol / Internet Protocol*) protocol is the language that computers use to communicate with each other via the Internet. This communication takes place by means of telephone lines or cables, with the assistance of modems (**mod**ulator/**dem**odulator). The two most popular software navigators for surfing the Internet are **Netscape Communicator** and **Internet Explorer**.





*The Internet enables communication via the information superhighway through satellites, cables and telephone lines.*

In order to access the Internet, you will need:

- Á a computer with a modem;
- Á navigation software (Netscape Communicator or Internet Explorer);
- Á Internet access service from a provider like Sympatico or Vidéotron.

## 1.1. What is the Web?

The Web is a series of documents stored on computers that are located around the world. The Web is the most recent and most easy to use tool for consulting the Internet, and the majority of sites that we visit on the Internet are web sites. One of the Web's innovations is a method of navigating and organizing information based on pages that are linked together by means of hyperlinks. By clicking on the hyperlinks displayed on the screen, we can directly access another web page. Hyperlinks may consist of a word, a group of words (usually underlined in blue), an icon or an image. When the mouse pointer  is on a hyperlink, it changes into a hand. 

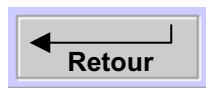
## 1.2. What is a web page?

Web pages are hosted on servers, and can be accessed by Internet surfers from anywhere in the world. Each web page has its own unique address, called its URL (*Uniform Resource Locator*). A web address will look something like this: <http://www.emploiquebec.net>



Once you are connected to the Internet, you can access a web page in two different ways:

1. By writing the web page address in the address bar, and pressing the **Enter** key on your computer keyboard.

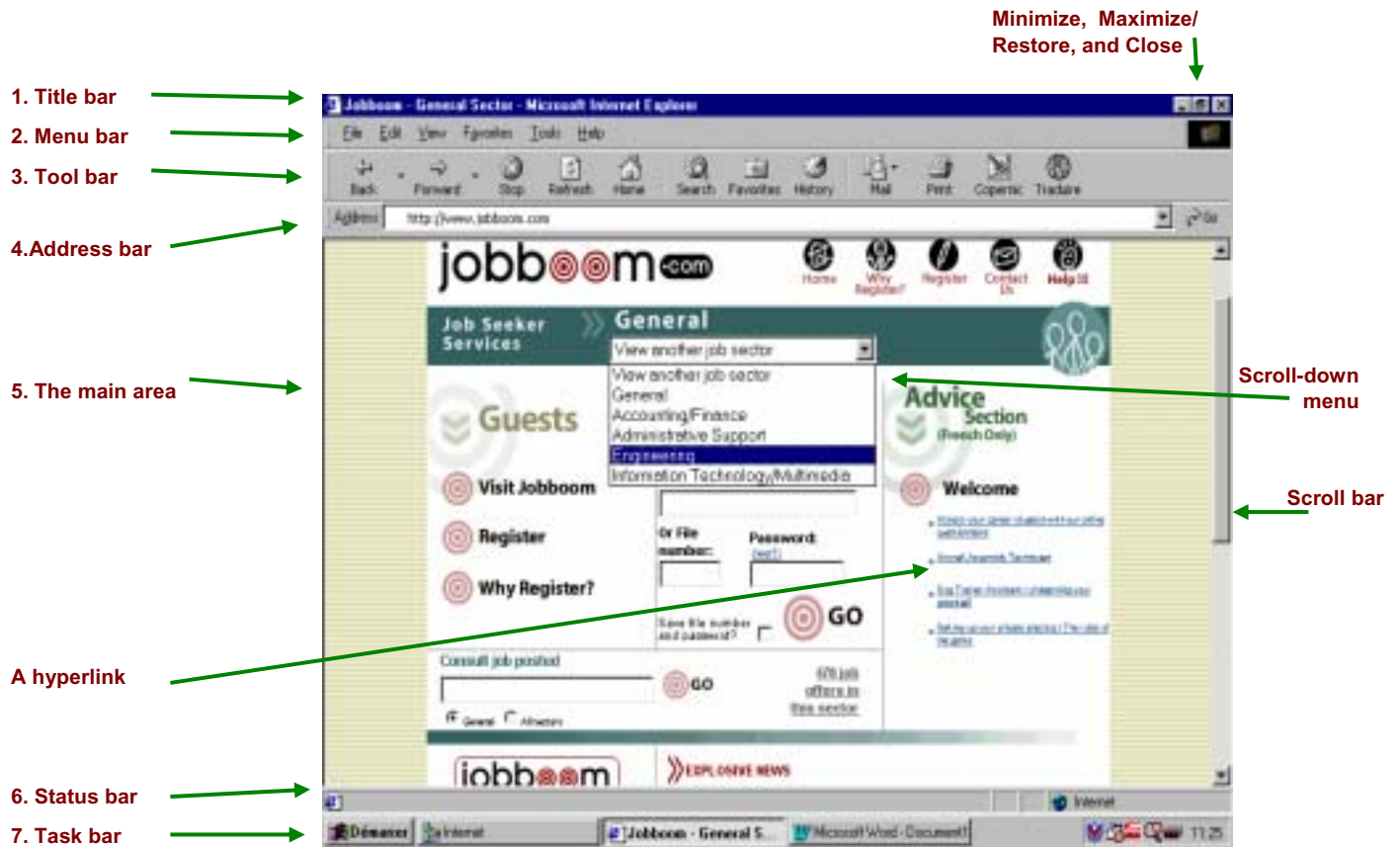


2. By clicking on a web page's hyperlink, as displayed on a web page you are viewing.

If you do not know a web page's address, and there is no hyperlink available to connect you to the page in question, search tools can be useful in helping you find the page you want. These tools will be presented further on in this document, beginning on page 8.



Here is an example of a web page:



1. The **title bar** gives the name of the web page being displayed. It includes three buttons, which enable you to change the size of the screen or close the software program you are using.

Á The **Minimize** button temporarily sets aside a software program, sending it to the Task bar. This can be useful if you wish to use another software program at the same time.

Á The **Maximize** button allows you to enlarge the page so that it fills the entire screen. Once the page is enlarged, the **Maximize** button becomes the **Restore** button, which enables you to restore the page to its original size.

Á The **Close** button allows you to exit the software program you are using.

2. The **menu bar** provides access to the functions of the software program you are using.

3. The **tool bar** contains icons that represent the most common functions of the software program. You can click on the icons to access the functions. These functions are as follows:



Á **Back**: to return to the previously viewed page.



Á **Forward**: to redisplay the next page (only if you have used the Back function).

Á **Stop**: to stop the downloading of a page.

Á **Refresh**: to redisplay the contents of a page in the event of an interruption.

Á **Home**: to display the home page.

Á **Search**: to activate the search tool chosen by the navigation software.

Á **Favorites**: to display a series of preselected web sites.



Á **Print**: to print the entire document.

4. The **address bar** gives the address of the page being displayed, for example:  
<http://www.emploiquebec.net/>

5. The window's **main area** displays the web page. The arrows located to the right of the screen, in the scroll bar, allow for moving around in this main area. Within this area, there are:

Á **Hyperlinks**: These are the words, groups of words, images or icons that allow you to access another web page. A hyperlink can be identified as such when the mouse pointer, once in the vicinity of the link, changes into a hand. Clicking on the hyperlink will lead you to another web page.

Á **Scroll-down menus**: These menus are identified by means of a small black triangle on a grey background; the triangle indicates that there are choices you can click on. To display the list of choices, you click on the triangle, then on the choice you wish. To make several choices, you hold down the Ctrl (Control) key and click on the choices. The scroll-down menu in the address bar enables you to display the list of addresses previously entered.

6. The **status bar** provides information. An animated blue bar gives information on the progress of the web page download, and the text zone indicates the download's status.
7. The **task bar**, containing the **Start** button, displays the software or programs being used.



### 1.3. What are search tools?



Search tools index web pages so that the pages are easier for you to find. There are two types of search tools: directories and text-based search engines.

1. **Directories are useful when you have a general idea of the subject you would like information about.** Directories are displayed in the form of categories, which contain one or more hyperlinks. Two directories are recommended for carrying out searches:

À Yahoo [www.yahoo.ca](http://www.yahoo.ca)

À La Toile du Québec [www.toile.qc.ca](http://www.toile.qc.ca)

#### A directory in the Yahoo web site



2. **Text-based search engines are useful when you are seeking specific information.** They enable you to carry out searches using key words. They display, within seconds, the titles of the web pages that contain the words you requested. The following text-based search engines are recommended:

À AltaVista [www.altavista.ca](http://www.altavista.ca)

À Google [www.google.com](http://www.google.com)

À Excite [www.excite.com](http://www.excite.com)

### A search using key words on the Altavista web site





## Using a search engine

1. Click on the **Internet** icon to connect to the network.
2. Go to the web site of the selected search engine by entering its address in the address bar and pressing the **Enter** key on your computer keyboard.

If you are using a directory

3. Click on the desired **category** from among those displayed.
4. Click on the **sub-category** that interests you.
5. Click on the **hyperlink** that will take you to the chosen web site.

(Click on the **Back** button if you want to make other choices from the lists consulted.)

If you are using a text-based search engine

3. Enter one or more **key words** in the space for this purpose, and click on **Search** (see **Helpful hints** below).
4. Click on the desired **hyperlinks** from the ones listed among the search results.

(Click on the **Back** button to carry out other searches with new key words.)

### Helpful hints for an effective search using a text-based search engine (key words)

"emploi québec"	Searches for web pages containing these words, in the exact same order only.
travel cruise	Searches for pages containing either one of these words.
travel + cruise	Searches for pages containing both of these words.
+travel – cruise	Searches for web pages containing the word "travel", but not the word "cruise".
emplo*	Searches for pages containing words beginning with the letters "emplo", such as "employee", "employer", "employment".

## 1.4. What are bookmarks or favorites?

Similarly to how we sometimes insert a bookmark in order to find a favorite passage in a book, we can use Internet bookmarks to rapidly find favorite web sites. With **Bookmarks** or **Favorites**, there is no need to memorize web site addresses or enter them in the address bar each time you wish to view a particular site. They can even be classified by category. To create a bookmark, go to the page whose address you wish to save, click on **Favorites** in the tool bar, and choose **Add to Favorites**.



### Viewing a web page already saved in your list of Favorites

1. Click on **Bookmarks** or **Favorites** in the menu bar. The list of bookmarks or favorites that you have previously saved will appear.
2. Click on the name of the web page you want to view.

## 2. Looking for a job via the Internet



The **multiservice area** of your CLE (centre local d'emploi) is open to you to help you in your job search efforts. This area of the CLE is the interactive section. It contains computers which you can use to look for a job via the Internet.

The computers are equipped with **Microsoft Word** (word processing software), which you can use to prepare your résumé and letters of introduction. The area also includes **Repères**, which provides a host of academic and occupational information, and houses documentation which you can consult.



The CLE multiservice area staff is available to assist you with your job search via the Internet.

Before you start searching for a job via the Internet, it is important to think about your occupational options and to establish your objectives. The Internet opens the door to a wide range of possibilities. However, to use it effectively and remain focused, you need to define the types of jobs that interest you and that match your skills. You can consult the **LMI Online** site at [www.emploiquebec.net](http://www.emploiquebec.net) or Repères, for information on trades and occupations.

## 2.1. How to proceed

### 2.1.1 Creating an e-mail address

An e-mail address allows you to send e-mail messages to people all over the world, as well as receive messages, at no cost. These messages may contain text, images, programs, sounds or files. They are forwarded anywhere on the planet within a matter of a few minutes. You will be able to use e-mail service to receive and send messages if:

- Á you use the services available in the CLE's multiservice area;
- Á you use Internet service in a public place (Internet café, library);
- Á you have Internet service at home.

Once you have created your mailbox and your e-mail address, you can send and receive messages from any computer linked to the Internet. An e-mail address looks something like this:

[chantal.bouchard@hotmail.com](mailto:chantal.bouchard@hotmail.com)



#### Creating your e-mail address

1. Click on the **Internet** icon to connect to the Internet.
2. Enter the web site address in the address bar, and press **Enter**. We recommend that you create an e-mail address from one of the following sites:
  - Á Yahoo [www.yahoo.ca](http://www.yahoo.ca)
  - Á CaraMail [www.caramail.com](http://www.caramail.com)
  - Á Hotmail [www.hotmail.com](http://www.hotmail.com)
3. Click on the **New account** or **Free account** icon.
4. Choose your **user name** and **password**.
5. Fill out the **form** that appears on the screen.
6. Check the information and click on **Validate**, then on **End**.  
You can now send and receive messages.





## Reading your e-mail

1. Enter, in the address bar, the address of the web site where you created your mailbox, and press **Enter**.
2. Enter your **user name** (the first part of your e-mail address, before the @).



Then enter your **password**.

A page similar to this one will be displayed:

	From	Subject	Date	Size
<input type="checkbox"/>	L'Équipe Hotmail	Bienvenue au nouvel utilisateur de Hotmail!	Feb 27 2001	1k
<input type="checkbox"/>	contalia	(note)	Feb 27 2001	1k

3. Click on **Inbox** or **Messages received**.

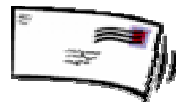
The list of messages received will appear.

Click on the messages you wish to read. You can **print**, **delete** or **save** each message, by clicking on the appropriate function.



## Sending a message

1. Enter, in the address bar, the address of the web site where you created your mailbox, and press **Enter**.
2. Enter your **user name** and **password**.
3. Click on **Send a message** or **Write a message**.
4. Enter the e-mail address of the message recipient.
5. Write your message in the space provided.
6. Click on **Send**.



**Recipient**

**File (attachment) included with message**

**Message**

### 2.1.2. Finding available jobs

Finding available jobs is an important step in the job search process. The Internet will provide you with more avenues for searching. In fact, many sites list job offers. General sites post a variety of job offers for all skill levels in all different fields. Specialized sites display information and job offers for specific sectors, such as computer science, finance, tourism, etc. We recommend the following sites:

Á Online Placement [emploiquebec.net](http://emploiquebec.net)

Á Jobboom [www.jobboom.com](http://www.jobboom.com)

Á Workopolis [www.workopolis.com](http://www.workopolis.com)

Á Monster [www.monster.ca](http://www.monster.ca)

Additional addresses are listed in the Appendices.



## Accessing job sites

1. Enter the address of the job site you wish to access in the address bar, and press **Enter**. You may also use a **search engine** to find the site you are looking for. If you are in an Emploi-Québec multiservice area, you may opt to use the **favorites** already created for you.
2. When the web page is displayed, find the **Job offers** hyperlink, and click on it.
3. Choose the items that interest you, either from scroll-down menus or on the list of items, and click on them.
4. Click on the **Start search** button.
5. **Print** the job offers that interest you, or follow the instructions provided on page 27 to apply online.

### A criteria-based search on the Online Placement web site

The screenshot shows the Québec Placement website interface. At the top, there is a navigation bar with the Québec logo and the text "Placement". Below this, the page is titled "Advanced search". The main content area displays the search criteria for "Registered Nurses". It includes a search bar with the text "Registered Nurses", a dropdown menu for "Years of experience requested" set to "none", and a dropdown menu for "Education" set to "college finished". There are also radio button options for "Languages" (French and English) and "Knowledge" (basic and very good). A "Keyword" field is present with the example "(ex : Spanish, Excel)". A "DISPLAY ALL JOB OFFERS" button is located to the right of the search criteria. At the bottom of the page, there are three buttons: "SEARCH", "PREVIOUS PAGE", and "QUIT". The footer contains the Québec logo, the text "© Gouvernement du Québec, 2001", and a "Confidentiality policy" link.

## Example of results from a criteria-based job search on Online Placement

The screenshot shows the Québec Placement website interface. At the top, there is a navigation bar with the Québec logo and the text "Placement". Below this, the page is titled "Job offers found". A search filter is set to "Name of the job : Registered Nurses", and it indicates that 3 offers were found. A button labeled "DISPLAY ALL JOB OFFERS" is visible. Below the search results, there is a table showing the distribution of offers by workplace territory in the Île-de-Montréal region:

Work place territory	Number of offers found
Abitibi	1 offer
Côte-des-Neiges	1 offer
Saint-Laurent	1 offer

At the bottom of the page, there are buttons for "PREVIOUS PAGE" and "QUIT", along with logos for "Québec" and "Portal Québec".

## Example of a job offer on Online Placement

The screenshot displays a detailed job offer for "Registered Nurses" on the Québec Placement website. The page title is "Display of the job offer : Registered Nurses". A note indicates that the user is viewing a translation of the job offer. Key details include:

- Number of position(s): 18.8
- Offer N°: 0002328
- In-house reference (competitive examination n°, code, etc.): 9002329
- OPTION SANTÉ OMEGA INC.

The "Work place" section specifies the location as "Île de Montréal, Montréal (Québec), MRCME, Supplémentary information (ex. District (ward), borough): Ville Saint-Laurent et secteur Bois-à-Boulogne".

The "Main functions" section states: "(The following information has not been translated.): Travail en recherche clinique via agence de placement établie depuis 1990 - avec ou sans expérience".

The "Requirements and working conditions" section lists the following:

- Education: college finished, D.E.C. techniques infirmières
- Years of experience related to the job offer: none
- Description of qualifications: "(The following information has not been translated.): Compétence et/ou intérêt à être formé (e), polyvalence, bonne attitude et capacité de travailler en équipe - auto require"
- Language(s) asked for: French: basic knowledge, English: basic knowledge

## Getting help from a virtual research agent

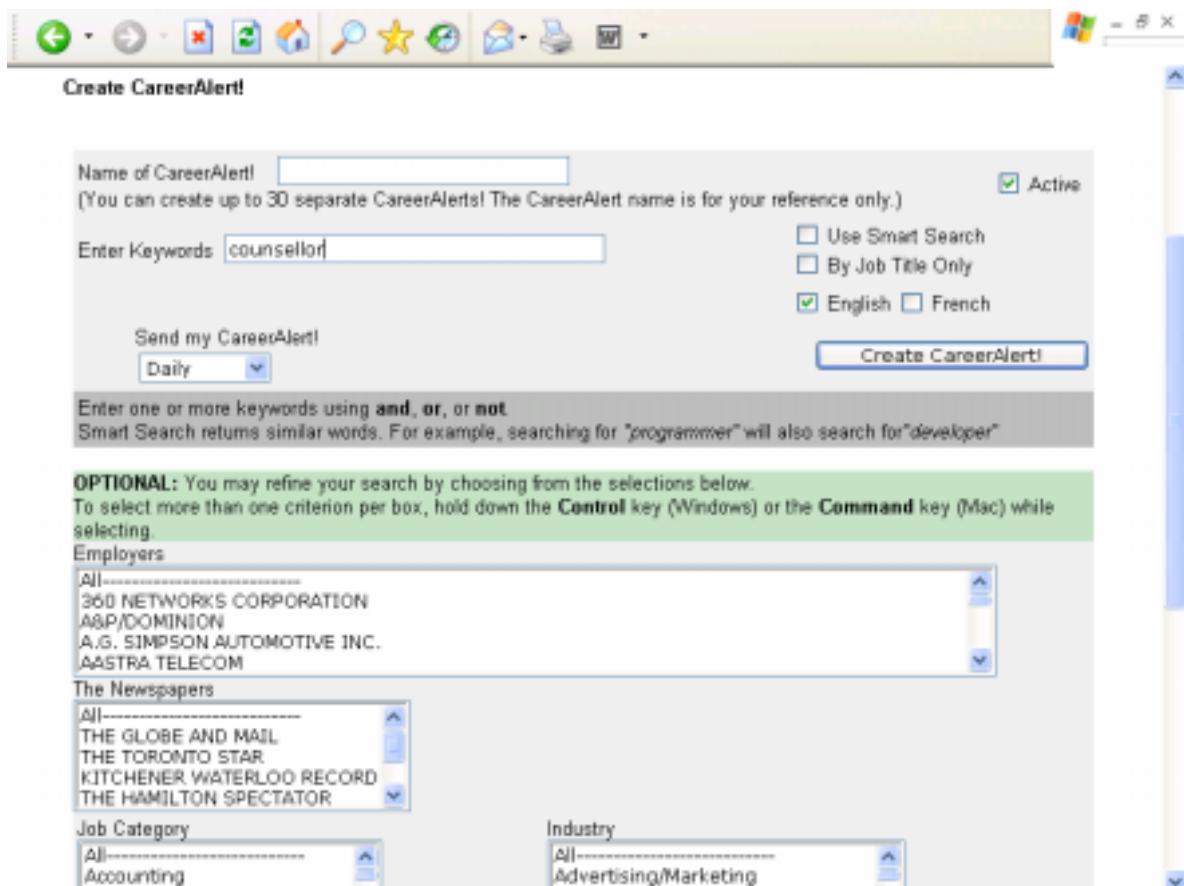
In most job sites, you can receive free assistance from a virtual research agent. This is extremely useful for an effective job search: the agent advises you when a new job meeting your criteria is posted, and will send you an e-mail message with the job or jobs found. Of course, you must have an e-mail address to benefit from an agent's services.



### Benefiting from the services of a virtual research agent

1. Enter the address of a job site in the address bar and press **Enter**.
2. Click on **agent de recherche**, **agent virtuel** or **virtual head hunter**, for example.
3. Provide your e-mail address and fields of employment.
4. Check your e-mail inbox on a regular basis to retrieve messages from your research agent.

## Registering with CareerAlert in Workopolis



The screenshot shows a web browser window with the title "Create CareerAlert!". The form contains the following fields and options:

- Name of CareerAlert!**: A text input field.
- Active**: A checked checkbox.
- Enter Keywords**: A text input field containing "counsellor".
- Use Smart Search**: An unchecked checkbox.
- By Job Title Only**: An unchecked checkbox.
- English**: A checked checkbox.
- French**: An unchecked checkbox.
- Send my CareerAlert!**: A dropdown menu set to "Daily".
- Create CareerAlert!**: A button.

Below the form, there is a section for refining the search:

Enter one or more keywords using **and**, **or**, or **not**.  
Smart Search returns similar words. For example, searching for "programmer" will also search for "developer"

**OPTIONAL:** You may refine your search by choosing from the selections below.  
To select more than one criterion per box, hold down the **Control** key (Windows) or the **Command** key (Mac) while selecting.

**Employers**: A list box containing "360 NETWORKS CORPORATION", "A&P/DOMINION", "A.G. SIMPSON AUTOMOTIVE INC.", and "AASTRA TELECOM".

**The Newspapers**: A list box containing "THE GLOBE AND MAIL", "THE TORONTO STAR", "KITCHENER WATERLOO RECORD", and "THE HAMILTON SPECTATOR".

**Job Category**: A list box containing "Accounting".

**Industry**: A list box containing "Advertising/Marketing".



## Tips



- Á Consult more than one job site. Companies will post available positions on several sites, in the same way they place job ads in several newspapers.
- Á Print and keep copies of all the job offers you reply to, and remember to record all your activities in the document **Job search activities** in Appendix A.
- Á Register with a number of research agents, particularly those available on the following job sites: Jobboom, Monster, Workopolis, etc.

### 2.1.3. Posting your profile or résumé on the Internet

There are a number of web sites where profiles or résumés can be posted for employers to consult when seeking candidates to fill positions. For most of these sites, you need to complete a form and/or add your résumé by using the “**Copy/Paste**” function. To post your profile or résumé on one of these sites, simply follow the instructions provided. The site will then assign you a user name and password, so you may check, modify or delete your résumé (which will remain posted on the site). In the majority of cases, this service is offered free of charge

#### Posting a profile on the Online Placement web site

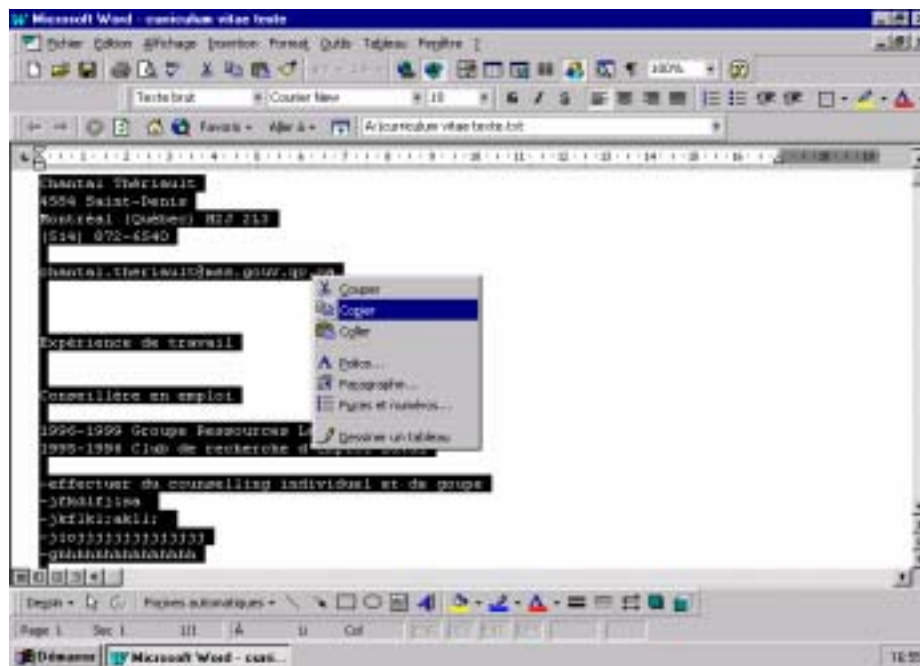
The screenshot shows a web browser window displaying the Québec Emploi Québec Online Placement registration form. The page title is "Placement" and the user is identified as "Chantal Thériault". The form is divided into several sections:

- Name of the job:** "Victorian order of nurses (von) nurse"
- Training and experience:**
  - Latest level of education connected to the job: "college [AEC (Attestation of Collegial Studies), DEC (Diploma of Collegial Studies)]"
  - Diplomas obtained (or attestations, certificates, specialisation): [Empty text box]
  - Experience related to the job (months, years): "1 to 6 months experience"
  - Competence acquired: (main functions, responsibilities, tools or material used...) (maximum 400 characters) [Empty text box]
  - Professional qualification acquire outside the education or university network: (certificates, permits, courses, member of an order or professional association, etc.) [Empty text box]
  - Other training: [Empty text box]
- Working conditions and availability:**
  - Salary requested: [Empty text box] per hour
  - Availability as of: "25 June 2003" [with advance notice checkbox]
  - Type of job:  full time  part time
  - day  evening  night  weekend  shift

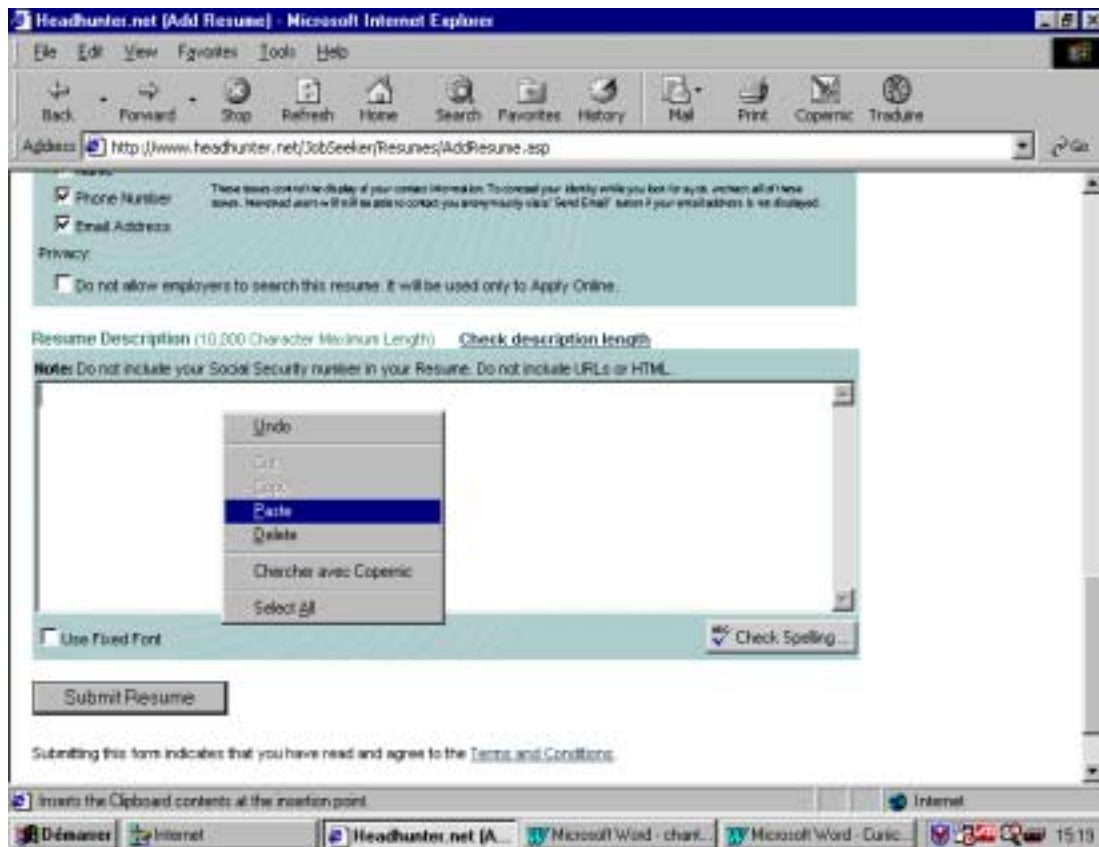


## Posting your résumé

1. Prepare your résumé using a word processing program (Microsoft Word, Word Perfect) and save it in text format.
2. Go to the desired job search web site by entering the web site address in the address bar, using a search engine, or making use of the **favorites** option.
3. Click on **Post a résumé** or **Registration**.
4. Fill out the employment form provided.
5. Insert your résumé in the space provided for this purpose (the following procedure will allow you to avoid having to retype your résumé from scratch):
  - a) click on the **Minimize** button in the title bar; this will cause the web page form to remain active but disappear from the screen;
  - b) open the software program (Word or WordPerfect) in which you created your résumé, using the **Start** button;
  - c) choose **File** in the menu bar, and open the file containing your résumé (insert the diskette on which it is saved, if necessary);
  - d) when your résumé appears on the screen, click on **Edit**, then on **Select all**; the entire text of your résumé will be highlighted in black;



- e) place your mouse pointer on the highlighted résumé and press on the right-hand button. Click on **Copy** in the menu;
- f) close the word processing software program by clicking on the **X** in the title bar. To return to the job search web page with the form to be filled out, click on the web page title appearing in the task bar, at the bottom of the screen;



- g) place the mouse pointer in the blank white square where you need to insert your résumé;
  - h) click on the right-hand mouse button;
  - i) click on **Paste** in the menu.
6. Click on **End**. Your résumé is now posted on the Internet.

## Tips



- Á On the **Job site check list** (see Appendix A), list all the sites where your résumé is posted, along with your user names and passwords.
- Á Take care in proofreading your résumé: even the smallest mistake can make a very bad impression.
- Á Use clear, concise language.
- Á Make sure your résumé stands out, so that it will be noticed by prospective employers.
- Á Choose key words so that the terms used to describe your skills match those used by employers. Remember that résumés are sometimes read by optical scanners. Therefore, if you limit yourself to the word “secretary” to describe your responsibilities, your résumé may not be considered by an employer who is seeking a clerk or administrative assistant.
- Á Post your résumé in all the fields of employment that interest you, and make sure you adapt your résumé to those fields.
- Á Make sure your résumé is posted on web sites that allow for updates, and most importantly, are sites consulted by potential employers.
- Á Pay particular attention to presentation requirements (some sites will insist that your résumé be in text (.txt) format). Remember:
  - your name and address must be entered on separate lines;
  - do not use parentheses (in your mailing address or elsewhere);
  - text format (.txt) does not allow for underlining, bold characters and certain page layout functions.

#### 2.1.4. Sending a résumé via e-mail

More and more companies are asking job seekers to send in their résumés via e-mail. This way, employers can build electronic résumé databases that they can then search by using key words.

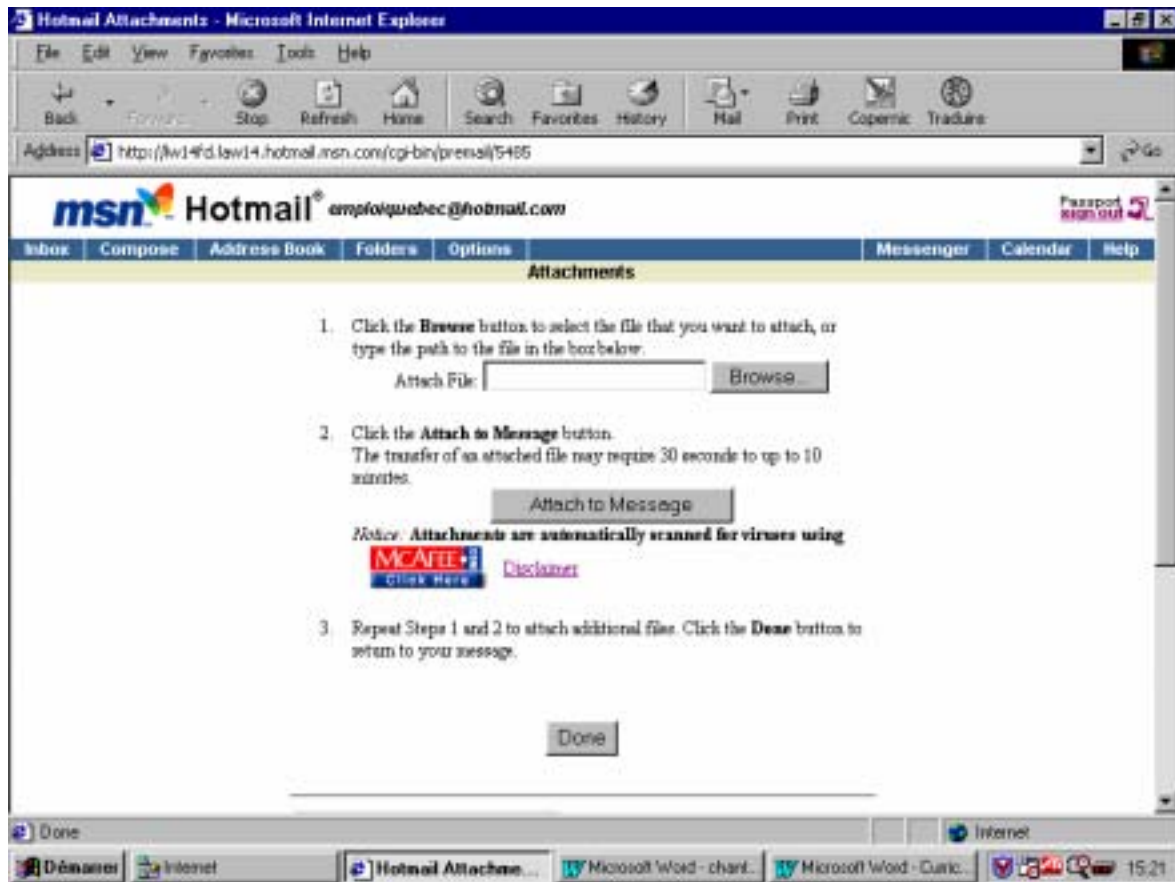


#### Sending your résumé via e-mail

1. Create your résumé in a word processing software program (Microsoft Word or Word Perfect). Save your résumé in document format (.doc) on your computer's hard drive or on a diskette.
2. Access your e-mail inbox by entering the web site address for your e-mail site in the address bar and pressing **Enter**.
3. Click on **Write a message** or **Send a message**.
4. Enter the e-mail address of the recipient of your message.
5. Write an introductory message and attach your **Résumé** file by clicking on **Attach a file**. Attach your letter of introduction in this way as well.
6. If your résumé is saved on a diskette, insert the diskette and follow the instructions that appear on the screen.
7. Click on **OK** or **End**; the message will reappear.
8. Click on **Send**.



## Attaching a file



## Tips



- Á Do not send your résumé without first contacting the company in question, unless you are responding to a job offer posted on the Internet or elsewhere.
- Á Show your interest by following up on your initial correspondence. A few days after you send your résumé, contact the company by telephone.

### 2.1.5. Applying for a job listed on a job site

In section 2.1.2, we explained how to go about finding the jobs announced on Internet job sites. If some of these positions interest you, you can apply for them online via the Internet.



#### Applying for a job via an Internet job site

1. Click on the **job offer**. Information on the job offer and on how to apply **online** or by facsimile will be displayed.
2. If you wish to apply online, click on **Apply**.  
If your résumé is already posted on the Internet site, you can access it. If not, you will need to create your résumé, as indicated on page 21.
3. Proofread your résumé and prepare a letter of introduction.
4. Click on **Send immediately**. Your résumé and letter of introduction will be forwarded to the employer.

#### Tip



À On the **Job search activities** document appended, list the sites where you have applied for jobs. This will make it easy for you to follow up your efforts and update your résumé, if need be.

### 2.1.6. Checking job offers and applying online via a company's web site

Certain companies with their own web sites will announce employment opportunities and offer the option of applying directly online. It is therefore advantageous for you to visit the web sites of companies that interest you. Carefully exploring a company's web site can also be very useful when you are preparing for an interview.



#### Checking job offers and applying for a job via a company's web site

1. Access the company's web site by entering the site's address in the address bar, or by using a search engine to find the site (then press **Enter**).
2. View the web page and find the **Job offers** or **Careers and opportunities** hyperlink.
3. Click on the **hyperlink**.
4. Apply for the desired job by following the steps as indicated. You may need to attach your résumé.

#### Tips



- Á Prepare a personalized letter of introduction as a means of establishing a first contact. Remember: employers are not fond of form letters.
- Á Write down all the companies where you apply for jobs, or print the offers, and keep a record of your activities so you can follow up. Use the **Job search activities** document in Appendix A.
- Á Gather additional information about the company by consulting the other sections of its web site. This way, you can tailor both your résumé and your letter of introduction.

## 2.2. Using the Internet to carry out a more effective job search

### 2.2.1. Benefit from professional advice

On a number of job sites, you will find a section where advice and useful tips are provided to assist those seeking employment. This advice includes information about writing résumés, interviews, letters to employers and career management. Take advantage of them—they're free of charge!

### 2.2.2. Gather general information about the labour market

Some sites provide useful information on various job sectors and on starting up your own business. Below are a few addresses:

#### **Recommended web sites for information about companies and the labour market**

- Á LMI Online Emploi-Québec [www.emploiquebec.net](http://www.emploiquebec.net)
- Á Mon emploi [www.monemploi.com](http://www.monemploi.com)
- Á Ministère du Développement économique et régional [www.mder.gouv.qc.ca](http://www.mder.gouv.qc.ca)
- Á HRDC [www.hrdc-drhc.gc.ca](http://www.hrdc-drhc.gc.ca)
- Á Strategis [www.strategis.ic.gc.ca](http://www.strategis.ic.gc.ca)
- Á CRIQ [www.criq.qc.ca](http://www.criq.qc.ca)
- Á Les Affaires [www.lesaffaires.com](http://www.lesaffaires.com)

#### **Recommended web site for those interested in starting a business**

- Á SAJE [www.saje.qc.ca](http://www.saje.qc.ca)

### 2.2.3. Participating in forums

Forums and discussion groups or newsgroups enable you to exchange information on specific topics with Internet surfers from all over the world. You can ask questions or make comments, as well as receive answers or comments in turn.

There are actually a number of forums that deal with job searching. Members post their skills or provide tips on finding a job. Some employers also consult these newsgroups when looking for potential candidates.



## How to access forums

Using a text-based search engine, carry out a search by entering the word “Forum” in the space provided for that purpose, and click **Search** OR click on the **Forum** or **News** hyperlink on certain web pages.

### 2.2.4. Subscribing to a mailing list

By subscribing to a mailing list, you will receive—regularly and free of charge—updated e-mail information on a chosen topic. To find mailing lists by topic and subscribe, go to a web site like Arobase ([www.arobase.org/listes](http://www.arobase.org/listes)). But be careful: some mailing lists send out a truly large number of messages!

### Tips for carrying out your job search via the Internet



- Á The Internet should be considered one of the many tools to be used when searching for a job. Other tools include telephone calls to human resources departments, networking, job ads, and meetings with the company.
- Á Before you begin your Internet job search, you will need an electronic version of your résumé so you can post it on job sites or send it by e-mail.
- Á We recommend that you have an e-mail address.
- Á Avoid mass e-mailing your résumé. It is preferable to send your résumé, along with a letter of introduction, to targeted employers and to follow up.
- Á For a systematic and effective job search, we suggest that you use the tools provided in the appendices (**Job site check list** and **Job search activities**).

Appendix A Job search tools

**Job search check list**

Site	User name	Password	Résumé posted ( )	Subscribed to virtual job agent ( )	Notes
<a href="http://www.emploiquebec.net">www.emploiquebec.net</a> Online Placement					
<a href="http://www.jobboom.com">www.jobboom.com</a>					
<a href="http://www.monster.ca">www.monster.ca</a>					
<a href="http://www.workopolis.ca">www.workopolis.ca</a>					

E-mail site	E-mail address @	User name	Password

## Job search activities

Employer name and address	Telephone Facsimile	Person responsible for hiring	Results
Web site:	E-mail:		<input type="checkbox"/> Send résumé: <input type="checkbox"/> Interview: <input type="checkbox"/> Follow-up/call back: <input type="checkbox"/> Comments:
Web site:	E-mail:		<input type="checkbox"/> Send résumé: <input type="checkbox"/> Interview: <input type="checkbox"/> Follow-up/call back: <input type="checkbox"/> Comments:
Web site:	E-mail:		<input type="checkbox"/> Send résumé: <input type="checkbox"/> Interview: <input type="checkbox"/> Follow-up/call back: <input type="checkbox"/> Comments:
Web site:	E-mail:		<input type="checkbox"/> Send résumé: <input type="checkbox"/> Interview: <input type="checkbox"/> Follow-up/call back: <input type="checkbox"/> Comments:



## Job offers

- Á **Online Placement**  
Government service offering an electronic listing of jobs  
[www.emploiquebec.net](http://www.emploiquebec.net)
- Á **Jobboom**  
Job offers, search agent  
Résumé posting  
Tips and advice  
[www.jobboom.com](http://www.jobboom.com)
- Á **Monster**  
Job offers, search agent  
Résumé posting  
Tips and advice  
[www.monster.ca](http://www.monster.ca)
- Á **Workopolis**  
Job offers, search agent  
Résumé posting  
[www.workopolis.ca](http://www.workopolis.ca)
- Á **ActiJob**  
Job offers  
Résumé posting  
[www.actijob.com](http://www.actijob.com)
- Á **Conseil du trésor**  
Provincial government job offers  
[www.tresor.gouv.qc.ca](http://www.tresor.gouv.qc.ca)
- Á **Public Service Commission of Canada**  
Federal government job offers  
[emplois.gc.ca](http://emplois.gc.ca)
- Á **Pigistes Québec**  
Job offers  
(fields: television, video, film)  
Résumé posting  
[www.pigiste-quebec.com](http://www.pigiste-quebec.com)
- Á **Ordre des ingénieurs du Québec**  
[www.oiq.qc.ca](http://www.oiq.qc.ca)
- Á **Ordre des technologues professionnels du Québec**  
[www.otpq.qc.ca](http://www.otpq.qc.ca)
- Á **Emploi Dentaire**  
[www.emploidentaire.com](http://www.emploidentaire.com)
- Á **La Toile du Québec**  
Links to a number of job sites  
[www.toile.qc.ca/guides/economie/emploi](http://www.toile.qc.ca/guides/economie/emploi)

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## Training

- Á **Inforoute FPT**  
High school and college technical training programs  
[www.inforoutefpt.org](http://www.inforoutefpt.org)
- Á **Ministère de l'éducation du Québec**  
Loans and bursaries  
[www.meq.gouv.qc.ca](http://www.meq.gouv.qc.ca)

## Internships

- Á **Placement étudiant du Québec**  
[www.peq.mic.gouv.qc.ca](http://www.peq.mic.gouv.qc.ca)
- Á **À la source**  
Internships for college and university graduates  
[www.epi.ca](http://www.epi.ca)
- Á **Office franco-québécois pour la jeunesse**  
Internship programs and projects  
[www.ofqj.gouv.qc.ca](http://www.ofqj.gouv.qc.ca)
- Á **Avantage Carrière**  
Remunerated internships for young people  
[www.avantage.org](http://www.avantage.org)



## Other useful sites

- Á **LMI Online Emploi-Québec**  
[www.emploiquebec.net](http://www.emploiquebec.net)
- Á **Mon emploi**  
Information on the labour market and various occupations  
[www.monemploi.com](http://www.monemploi.com)
- Á **Ministère du Développement économique et régional**  
[www.mder.gouv.qc.ca](http://www.mder.gouv.qc.ca)
- Á **Human Resources Development Canada (HRDC)**  
[www.hrdc-drhc.gc.ca](http://www.hrdc-drhc.gc.ca)
- Á **Centre de recherche industrielle du Québec (CRIQ)**  
[www.criq.qc.ca](http://www.criq.qc.ca)
- Á **Les Affaires**  
[www.lesaffaires.com](http://www.lesaffaires.com)
- Á **Commission des normes du travail**  
[www.cnt.gouv.qc.ca](http://www.cnt.gouv.qc.ca)
- Á **Canadian Forces**  
[www.recruiting.dnd.ca](http://www.recruiting.dnd.ca)
- Á **WorkinfoNet**  
Recruiting, careers, the labour market  
[www.info-emploi.ca](http://www.info-emploi.ca)

## Internet search tools

Á **Yahoo**  
Directory  
[www.yahoo.com](http://www.yahoo.com)

Á **La Toile du Québec**  
Directory and text-based search engine  
[www.toile.qc.ca](http://www.toile.qc.ca)

Á **Alta Vista**  
Text-based search engine  
[www.altavista.ca](http://www.altavista.ca)

Á **Google**  
Text-based search engine  
[www.google.com](http://www.google.com)

Á **Excite**  
Text-based search engine  
[www.excite.com](http://www.excite.com)

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## Sites offering free e-mail addresses

Á **Yahoo**  
[www.yahoo.ca](http://www.yahoo.ca)

Á **Hotmail**  
[www.hotmail.com](http://www.hotmail.com)

Á **Caramail**  
[www.caramail.com](http://www.caramail.com)

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## Mailing lists

Á **Arobase**  
[www.arobase.org/listes](http://www.arobase.org/listes)

## Appendix C Suggested reading

BEAULIEU, Georges and Wilfrid LAROCHELLE, *Icaro : répertoire des sites Internet en carrière et en orientation*, Sainte-Foy, Septembre Média, c1999, 208 pp.

FLEURY, Pierre-Éric, *Trouver un emploi sur Internet*, Paris, Éditions First, 2000, 238 pp.

JAMOIS-DESAUTELS, David, *Recherchez un emploi sur Internet*, Paris, CampusPress, 2000, 305 pp.

RILEY DIKEL, Margaret, *et al.*, *The guide to Internet job searching*, Lincolnwood. VGM Career Horizons, c1998, 278 pp.

Job searching guide, [s.l.], Emploi-Québec, 2001, 33 pp.

## Appendix D Glossary

### A

#### Address (E-mail)

The personal identifier of an Internet surfer thanks to which he or she can communicate by e-mail with other Internet surfers (e.g. [chantal.bouchard@hotmail.com](mailto:chantal.bouchard@hotmail.com)).

### B

#### Bits per second (bps)

Unit of measure of the speed of data communication between two modems. While the minimum speed required for surfing the Internet is 9,600 bps or 9.6 kbps, the recommended speed is at least 56 kbps.

### C

#### Chat

See IRC.

#### Cookies

Information downloaded to an Internet surfer's computer by a web server. When the Internet surfer returns to the same web site, the server is able to access that information. Cookies are mostly used for gathering statistics and for conserving Internet surfer profiles.

### D

#### Domain

Set of computers in a network which are grouped by the administrator and whose access rights are managed by a single database.

#### Download/Upload

Transfer of a file from one computer to another. *Download* refers to a transfer from a server to a personal computer, whereas *upload* refers to a transfer from a personal computer to a server.

### E

#### E-mail

Service allowing users to exchange electronic messages via the Internet.

### F

#### FAQ

Acronym for *Frequently Asked Questions*, FAQ refers to a text file that contains the most frequently asked questions on a given topic.

#### File

Structured unit of information stored on a computer's hard drive or on a diskette.

## **Forum (discussion group, newsgroup)**

Service offered by an information server or an electronic bulletin board, on a network like the internet, which enables a group of people to exchange ideas and opinions on a given subject, either online or offline, through various means (mailing list, chat line, etc.).

## **H**

### **HTML**

Initialism for *HyperText Markup Language*, *HTML* denotes the text markup language used to create hyperlink documents that can be displayed by a web navigator.

### **HTTP**

Initialism for *HyperText Transfer Protocol*, *HTTP* denotes the World Wide Web's communication exchange protocol.

### **Hypertext**

Computerized text that contains dynamic links (hyperlinks) between its sections. The links are either underlined words or icons on which you click with your mouse.

## **I**

### **Internet**

Group of open computer networks interconnected on a global scale which allows users, with the assistance of software based on TCP/IP protocol, to communicate and exchange information.

### **Internet service provider (ISP)**

Business that purchases bandwidth in the Internet, in bulk, from large telecommunications companies and resells it to individuals or companies.

### **Intranet**

A company's internal network which uses the same software as the Internet to enable users to communicate and to disseminate information.

### **IRC (chat)**

Initialism for *Internet Relay Chat*, that is, online written conversations between Internet surfers using the keyboard to communicate.

## **M**

### **Modem**

Peripheral device allowing two computers to communicate by means of their serial ports and a telephone line. Each modem modulates the digital signal transmitted by telephone and demodulated by the other modem.

## **N**

### **Navigator**

Software program for navigating the World Wide Web. The two most widely used programs are Internet Explorer and Netscape Communicator.

### **Network**

Group of computers linked to one or more servers by means of a communication link. A local network can be linked to the Internet once one of its computers is linked to it.

### **Network connection**

Connection to a network's host computer.

## **P**

### **Home Page**

Page displayed when a user logs on to the Internet by means of his or her navigation software. Also denotes the main page or first page of a web site.

### **Web Page**

Basic unit for organizing information on the World Wide Web. A web page is a document containing text, images, forms or other multimedia components. A page can be accessed via its web address (e.g. [www.messf.gouv.qc.ca](http://www.messf.gouv.qc.ca)).

## **S**

### **Search Tool/Search Engine**

Software allowing the user to search for information on the Internet. Search tools include directories and text-based engines.

### **Server**

Computer whose software, data or other resources are shared by users of micro-computers linked to the same network.

### **Site**

Generally denotes a service to which people can connect via the Internet. Sites are differentiated on the basis of their server software programs, the most common of which are Web, Gopher and FTP.

### **Web Site**

Group of web pages created by the same author (or group of authors) and having a common objective.



## T

### **TCP/IP**

Initialism for *Transmission Control Protocol/Internet Protocol*, a control protocol for Internet transmissions.

## W

### **World Wide Web (WWW, Web)**

Presentation of information, in hypertext, on the Internet. It is the best way of surfing the Internet, given its ease of use, quality of presentation, and variety of content. Web pages are created in HTML language and can include text, images and sound, as well as hyperlinks to other web sites.