






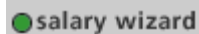


CareerSearch (www.careersearch.net/skidmore, available only from on-campus) is an extensive database that includes over one million companies with contact names and a variety of company background information. The database can be searched according to industry type, location, and keywords. To search the database:

1. Click **Log in**  **CareerSearch** from the main web page.
2. Specify your criteria using the Industries, Locations, and Keywords tabs. After each selection is finalized, click  in the upper right hand corner of the screen.
3. After inputting the necessary criteria, click **Get Results**  to generate the results of your search.
4. Once you have entered all of your criteria and have results, click  **get data now** to arrange your results in a variety of formatted reports for printing or download.
5. To see detailed information on any company, click the company name in the list on the left. Click the boxes to toggle select/de-select companies for output in a printed report or to download.
6. You can click  **contact selection** and then “make global selections” to include company contacts in your report.
7. When you are done searching, the on the left hand side of the screen allows you to clear your results and start a new search.

 **clear criteria** 

✍ **Comparing Salaries** may be helpful if you are considering multiple jobs or locations. Locations and employment options can all be simultaneously graphed and contrasted, as well as benefits, bonuses, and national averages. From the main page click

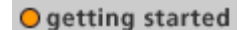
 **salary wizard**


✍ **Location, Location, Location!** If you’re still wondering where you would like to live and work, you may want to investigate the site’s Top Rated Cities, which is a comprehensive guide of some major metropolitan areas in the US. It contains vital statistics for each city, and ranks them based on various criteria. From the main page click



 **top-rated cities**

✍ **Need More Help?** Try “How To Use CareerSearch” in  or the tutorial in both located on the main page.

 **downloads**

 **getting started**

✍ **An Express Search** allows you to bypass many of the  search criteria components by defining all search parameters of interest in one operation. This function is ideal for a specific interest, but use it carefully as important steps for beginners are skipped. From the main page click

✍ **What’s Next?** You can now visit company websites to find jobs  **Log in**  **CareerSearchExpress** and internships, and/or inquire about such, through the human resources department. You can also create a mailing list for contacts at “download data to your computer” in the section.

 **get data now**