

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

October 25, 1995

HUMAN RESOURCES MEMORANDUM 13-95

TO: Agency Heads, Directors of Administrative Services, Agency Personnel
Officers and Managers, Departmental Coordinators

SUBJECT: Internet Access to Useful Services for Job Seekers

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The internet offers many opportunities for people who are seeking employment. There are numerous resources available to search for jobs that have been posted on the internet, to post resumes on the internet, and to research information on resume writing, interviewing techniques, and other job seeking skills.

This Bureau has identified a number of internet services that may be of interest to employees who are affected by reductions in force and who are seeking employment outside of State Government.

We have developed a "page" on the World Wide Web that lists these services and provides easy access to these services. A copy of this "page" is attached for your information.

This page can be accessed by any PC that has access to the World Wide Web as follows:

1. **Go Directly to the URL:** Go to <http://www.state.me.us/bhr/jobseek.htm>
2. **Use the State of Maine Home Page:** Access "state agencies" from the home page. Find the Bureau of Human Resources. Select "Web Sites for Job Seekers".

Internet Work Stations are Available in the State Office Building

Three work stations are available in Room B13 of the State Office Building that are dedicated to employees who wish to use them for employment purposes on the internet.

Location:

Room B13, north end of basement in State Office Building
Workstations are located just inside to the left.

Hours:

Room B13 will be left unlocked, Monday-Friday, 8-4.
To come in earlier or to stay later, please call Karen Knox (624-7837) or Glenda Winn (624-7839). Karen and Glenda are located just around the corner in Room B9.

First Visit:

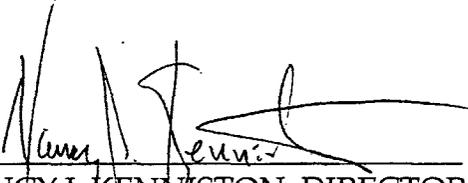
For the employee's first visit, please schedule an appointment with either Karen Knox (624-7837) or Glenda Winn (624-7839) for orientation and use of the workstation. After the first visit, the employee can stop in any time the room is open.

Log Book:

All employees using the workstations will be asked to sign in a log book, so that we can keep track of how much the workstations are being used.

Please note that these machines are located adjacent to a training center. We kindly ask that users of these workstations be considerate of classes that are in session.

Thank you.



NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources

USEFUL WEB SITES FOR JOB SEEKERS

Welcome to the State of Maine, Bureau of Human Resource's listing of useful web sites for job seekers. This list is very easy to use - simply select the service that you want to use by clicking on the highlighted text.

We are always looking for new additions to this list, so if you find other employment services on the web, please [contact us](#) and let us know.

University of Maine Career Center: On-line tutorials for resume writing, interviewing, other job seeking skills. Comprehensive listing of popular sites on the Internet for job seekers. Job seekers should start here. Much (but not all) of the remaining list was taken from UMO's listing of popular sites.

Career Path: Six of the nation's largest newspapers have placed their classified employment ads on the Internet. More papers are expected to join. Includes the Boston Globe.

Career Magazine: A comprehensive resource. Used by job seekers, Human Resource Managers.

The Monster Board: Very large job listings. Search engine makes locating jobs by occupation, geographic location, company, etc. easy.

Online Career Center: The Internet's first and most frequently accessed career center and employment database.

Career Mosaic: Another job search page.

Help Wanted: Jobs listed by company.

E-SPAN'S Interactive Employment Network: Searchable indexes for job seekers.

JOBWEB: News and articles for job seekers. Access to the Federal jobs database.

America's Job Bank: A compilation of State job service job listings. Not all State job services on on-line yet (Maine is not yet on-line, but Massachusetts and Rhode Island are).

Intellimatch Online Career Services: Job seekers can post resumes. Takes about 30 minutes to prepare a resume on-line. Individuals log on to the service with their name and a password.

HEART: Career Connections WWW Server: Job listings for many companies.

Career Opportunities in Maine State Government: Contains job announcements for special recruitment efforts, lists of classifications open continuously to application, and addresses and phone numbers of Maine State Government Agencies.

QUESTIONS ? / PROBLEMS ? / COMMENTS ?

Contact: webmaster_bhr@state.me.us

 [Return to the Maine State Government Home Page.](#)
