

## About This Guide

The Guilderland Public Library Research Guides are intended to help you find resources available in the Library's collection, through electronic databases provided by the Library, and on the Internet that can be useful when researching a particular subject. If you don't have Internet access at home, you may use one of the computers in the Library that are connected to the Internet.

Where possible, we've also included contact information for local organizations that might provide additional information. For obvious space reasons, this is not an exhaustive list. If you need more help with your research,

***JUST ASK A LIBRARIAN!***



## About the Library

**Getting a Library Card:** Library cards are issued to individuals ages 5 and older (for children ages 5-16, a parent's or legal guardian's signature is required.) Come to the Library and fill out a registration form. You'll need identification showing your name, signature and current address, such as a valid New York State Driver's License. If your mailing address is a post office box, you'll need proof of your actual physical address, such as a utility or phone bill. Some registration restrictions may apply.

**Using Your Library Card:** You can use your Library card at any of the 29 libraries in Albany and Rensselaer counties that belong to the Upper Hudson Library System. The first time you use your card, you are limited to four items. After that, the maximum number of items allowable on a patron's account at any given time is 50, or a maximum dollar value of \$1500, whichever comes first. Certain materials can be renewed, and renewals can be done over the phone or at our website. Call the Circulation Department at 456-2400 x8 if you would like to renew items or have more questions.

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**GUILDERLAND PUBLIC LIBRARY**  
2228 Western Avenue, Guilderland NY 12084  
518.456.2400 ~ [www.guilpl.org](http://www.guilpl.org)

*Guilderland Public Library  
Research Guides*

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## *Job Information for Adults*



# Job Information at the Guilderland Library

**Circulating Materials:** Shelves labeled “Careers and Education,” in the large reading area house the Job Information Center (JIC) and Education Information Center (EIC) books. Included here are guides on resume writing, cover letters, interviewing techniques, and information on specific careers.

**Reference Materials:** Books on the “Careers and Education” shelves with red call numbers beginning **REF** are for in-library use only. In the study carrels across from the shelves, are folders containing government job listings, Civil Service test announcements, and **Federal Jobs Digest**. The classified ads from the Sunday editions of several local newspapers, as well as the *New York Times*, are kept at the Reference desk. Just ask a Librarian for help!

**Library Databases:** Databases for researching job and career information are available through the Library’s website ([www.guilpl.org](http://www.guilpl.org)) These include:

**Business and Company Resource Center** — a useful resource for first-time interviewees, users can search for companies, link to company websites, learn about a business’ financial information, read articles about the company; and search company investment reports.

**Testing & Education Reference Center**— take online “practice exams” for law enforcement, real estate, postal service, civil service and many more fields. Search and find professional development programs to advance your career.

## Job Information on the Internet

Most Internet job banks share certain features. They typically provide searchable job listings and space to post resumes online. Each site, however, has a slightly different slant. The ones listed below are just a few of the many offerings:

<http://www.timesunion.com/jobs>

*Times Union* newspaper’s online job listings for the Capital District.

<http://regionalhelpwanted.com/capital-area-jobs/>

Browse or search for jobs in the Capital District, post resumes, or take an online career assessment test.

<http://albany.bizjournals.com/albany/jobs/>

Research local businesses in and around Albany, view job openings, and get the inside scoop in **Business Review**.

[www.careeronestop.org/](http://www.careeronestop.org/)

A U.S. Dept. of Labor website that provides information and inspiration for job seekers. Search job listings, watch career videos, explore educational and job training opportunities, and learn about unemployment benefits.

[www.job-hunt.org](http://www.job-hunt.org)

Voted best, most comprehensive job resource site by *U.S. News and World Report*, *Forbes*, SearchEngineWatch and others.

[www.tristatejobs.com](http://www.tristatejobs.com) lists thousands of jobs in NJ, NY, CT and PA.

[www.monster.com](http://www.monster.com) the world’s largest job search engine provides advice and information on managing your career. You can post your resume and search job listings — some free, others for a fee.

[www.careerbuilder.com](http://www.careerbuilder.com)

Search more than 400,000 national and international jobs.

[www.vault.com](http://www.vault.com)

A career advancement website for professionals. Get feedback from other professionals on resumes and how much you can expect to earn.

## Local & State Organizations

Career Central (a New York State Dept. of Labor “One-Stop” Location)  
175 Central Avenue  
Albany, NY 12206  
518-462-7600 ext. 162  
<http://www.capreg.org/>

Women’s Employment and Resource Center  
175 Central Avenue, 3rd Fl.  
Albany, NY 12206  
518-462-7600 ext. 184 or 187  
[www.cdwercc.org](http://www.cdwercc.org)

### Websites:

New York State Department of Labor  
[www.labor.state.ny.us](http://www.labor.state.ny.us)  
Provides information on training programs, unemployment, licenses and certifications as well as many other topics on finding a job in New York state. Provides access to the New York Job Bank.

New York State Department of Civil Service  
[www.cs.state.ny.us](http://www.cs.state.ny.us)  
Information on civil service exams and jobs in New York.

New York State Education Department  
[www.nysed.gov](http://www.nysed.gov)  
Provides guidance for professional licensing procedures as well as job listings.

*For more information and additional job search websites, check the Guilderland Library webpage links under “Research” and “Job and Career Resources.”*