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How Do You Know if It's Real? Identifying Real Jobs in Your Internet Job Search

By Sandra Eggers

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Finding a job on the Internet sounds pretty easy, and it is. The same is true for employers, in that it is fairly easy for them to post openings online, generally for a fee unless it's on their own site or through their local state employment service in the US.

When you view online job listings, it's not always apparent how current the posting is. It's especially important to remember that some Web sites contain sample jobs posted by recruiters. These listings are frequently out of date and in some rare cases, the jobs aren't really available; they're simply posted as bait to lure job seekers into posting their resumes so the Web site owner can build up a database of applicants.

Make sure you know exactly what job you're applying for and who it's with. There are many recruiters and headhunters advertising jobs on behalf of a company; they know only as much as the hiring manager has told them. That may not be your best way to get a foot in the door, though many companies use these services exclusively. The only caveat is to be sure and do your research before giving them your personal information.

Employer Versus Staffing Firms

Be aware of what you're looking at when viewing a job posting online. Before sending off your resume, determine who you're dealing with. Some employers will always use a recruiting firm, and others will never use one. If you're working with a headhunter, be sure to ask lots of questions upfront before spending too much time on an opening that you're not sure about.

Staffing firms have also been known to post an opening in anticipation of an order from their client, but the job may actually be on hold. If you do want to use recruiters, it's best to get to know them personally and develop their trust.

Verify Current Job Openings

Whether you've discovered an opportunity through the job boards or a corporate Web site, keep in mind that this particular job may or may not be available at the time you view it online. This is not to say that a company is falsely advertising, but some postings are old and outdated. It's worth a little extra time to look around the Web and determine if this opening is valid.

If you've found it on a job board, verify the same opening on the corporate Web site. Better yet, if you have contacts within the company, contact them to verify the position. While many companies won't list every available job online, you may find extra information on the company Web site.

Business Opportunities

There's one in every crowd and a black sheep in every family. So it goes with the Internet. While most job postings are reputable, there are some companies out there advertising what appear to be regular jobs, but are really "business opportunities." You know the kind, offering a huge income for working part time.

You don't usually get something for nothing. If you apply for a job that sounds too good to be true, it probably is. Be on the lookout for these business opportunities, because many of them are scams, and the last thing you want to do is give them your personal information. If you're interested but skeptical, provide only a secondary e-mail address to avoid spam.

Sandra Eggers has been a hiring manager, responsible for screening resumes and applicants. She is currently an independent computer consultant, freelance writer, and host of BellaOnline's Computer Careers channel. This article is taken from Using the Power of the Internet to Find Your Next Job, part of the Finding a Job -- Tips for Success series available at www.findajobtips.com.

Jobs Search 101: Finding Success & Landing A New Career

By Maxine Schel

In addition to a printed resume, many who are involved in a jobs search find that posting their resume and portfolio on the internet are both very beneficial in helping them find and land a new career. Typically designed for potential employers to view, most resume posters are not concerned with search engine placement but rather a professional design to help with their jobs search.

There are a number of online job banks, such as

, which offer to help employment

seekers in their jobs search. Individuals have the option of posting a resume with the job bank or sending their own copy to the potential employer. Most jobs that are posed online require computer and internet experience and individuals often find that having their own website portfolio may help in

their jobs search.

For those involved in a jobs search, the resume will provide potential employers with their first glimpse of your abilities. Previous educational experience, certifications and employment history are among the most important details to outline. One of the largest online certification websites, which is

, offers 3–year certifications upon successful completion of a virtual test. Open to

all individuals, including those involved in a jobs search, each test will provide instant results and permission to include a certification on a resume. Each month, free tests are available for such subjects as computer fundamentals, typing, math, business, programming, medical and legal definitions, etc. Any type of additional certification, including those achieved at online certification centers, can only add credence to a resume and may even boost one's potential in a jobs search.

If an interview is granted, applicants should dress according to the jobs search and the position for which he/she is applying. Avoiding the temptation to be strictly business, individuals must be comfortable in being themselves while maintaining a friendly and yet personable demeanor. Rather than being overly flattering to your potential new boss, which is often an instant flag to many employers, jobs search applicants should act as they would when in the company of a friend or acquaintance. In almost any job, regardless of the industry, an employer would require positive people skills and be able to make others feel comfortable with them. During the interview, it is important that jobs search applicants let their potential employer see how personable they are and how they will be an asset to the team.

Still looking for ways to find success with your jobs search? Consider browsing the classified ads in your local newspaper, contacting job service or attending a job fair.

To find out more about jobs search, please visit our website at

. It

contains tons of free jobs search articles, resources and tips.



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