CareerBeam: Organization Database

Purpose:

Use the Organization Database to find information on specific companies or to obtain a list of companies using specific criteria, such as geographic region, industry, or size. This database is also useful for identifying contacts for networking within a company or organization. The database provides *Company Intelligence Reports,* which includes a company overview, personnel biographies, lists of subsidiaries, holdings, and branches, and links to news articles about the company.

Using the Database:

At the top of the CareerBeam home page, click the '**Organization**' database link.

Select the '**Search**' tab.

Type the name of a specific company into the '**Company Name**' box in quotes (i.e. "Apple Incorporated"). **Tip:** Narrow your search results by using the 'Keyword,' 'Sector,' and 'Location' fields or by entering geographical information into the 'Location Selection' section.

Click the '**Search**' button at the bottom of the screen.

From the Company Search Results page, click on the company name to view the *Company Intelligence Report.*

Obtain a list of companies using geographical, industry, or size criteria.

Use the '**Location Selection**' section to specify a geographical area.

Use the '**Industry and Size Selection**' section to specify an industry and/or company size.

Tip: When using the 'Country' menu, select 'International' to obtain results for companies based in other countries that are not already listed in that menu.

Click the '**Search**' button at the bottom of the screen.

From the Company Search Results page, click on the company name to view the *Company Intelligence Report.*

Identify contacts for networking

Use the '**Contact Selection'** section to enter the name of a specific contact if you have one (Click the 'Advanced Search' link at the bottom of the screen if these fields aren't shown).

Use the '**Bio Keyword**' box to find networking contacts that share your interests.

Example 1: Type "Elon University" in quotes into the 'Bio Keyword' search box to find alumni or others affiliated with Elon. Any personnel biography containing the phrase "Elon University" will be in your search results.

Example 2: Type the name of a professional association (e.g., "American Marketing Association") in quotes in the 'Bio Keyword' search box to find association members. Any personnel biography containing that professional association will be in your search results.

Tips:

In the *Company Intelligence Report*, the dropdown menu on the right side of the page provides the following options: '**Add to My Contacts**,' 'Print,' 'Email,' or '**Add to Tracked Companies.**' Using the 'Add to Tracked Companies' option will help you stay informed of company activities, keep current on business trends, and manage your job search process.