

CareerBeam is not a job board. It is a tool designed to assist you in your career planning. It gives you access to information about companies, industries, job trends, market forecasts and a wealth of other data. While CareerBeam does not promote itself as a job board, it does offer links to job postings through outside sources. If you choose to go directly to job postings in your job search, follow the instructions below to best access information.

Job Searching with Career Beam

1. On the Career Beam home page, find “**Job Postings**” on the horizontal gold bar.
2. Choosing “**General Postings**” will display jobs which are found through ‘Career Builder,’ only; choosing “**Company Postings**” will display jobs from ‘Indeed.’ Both are aggregate sites, offering job listings from thousands of websites. They include all the job listings from major job boards, newspapers, associations and company career pages.
3. As you peruse job listings, you can save jobs that look interesting to you. You will be prompted to make notes, if you wish, and then your jobs will be stored in a file called “**My Saved Jobs.**”
4. If you find a job that interests you and you’d like to find out more about that particular company, you can then go back to the home page and begin the process of learning more about them. Click on “**Organizations.**”
5. Type or paste the company’s name into the “**Company Name**” field in the “**Company Selection**” box. If you want to choose a particular location, you may do so in the box below. All locations will come up, though, if you do not specify. Click “go.”
6. Your results will show all company locations. A ‘target’ icon (**Event Trigger**) means that there is has been a recent news report or market change based on a particular branch of the company. Clicking on it will link you to that, and other, news stories. If you have created personalized **Event Triggers** (see link), such as new employment opportunities, you will be able to click on that icon and read the associated news report.
7. Clicking on one of the company links will take you to the **Company Intelligence Report**. It is a brief overview of the company; links on the left side of the screen will open windows detailing personnel, news reports and more. Also, note the link to “**LinkedIn;**” this will show you all personnel within that company who are registered with LinkedIn. If *you* are registered with them (excellent idea to do so), it will show you your degrees of connection to these people. This can offer a GREAT opportunity to connect with people through introductions.