



Welcome to:  
St. Hubert's Job Ministry  
Monday, September 11, 2023

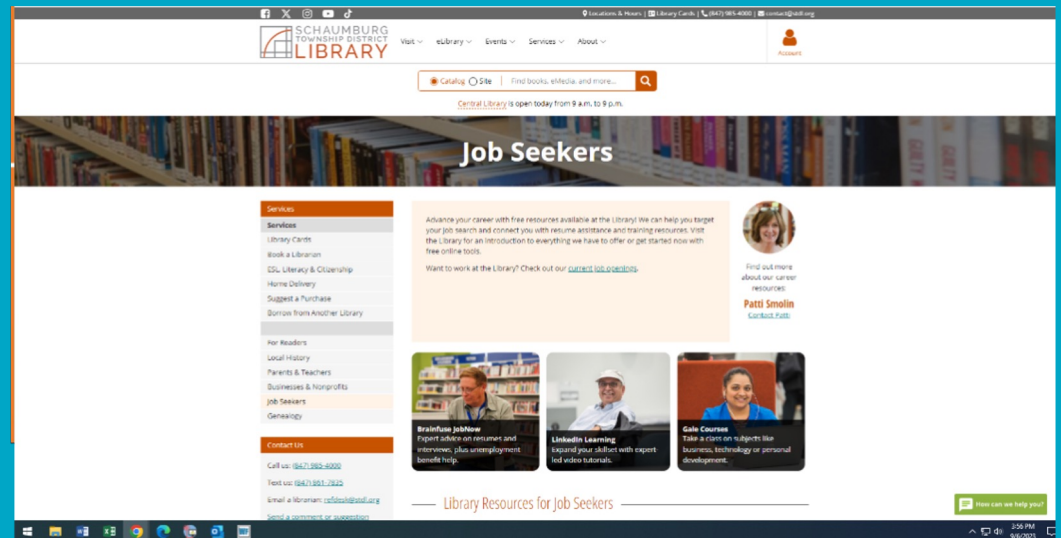
Patricia Smolin  
Business Liaison Librarian  
Schaumburg Township District Library  
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## Schaumburg Library: Job Sources

- [schaumburglibrary.org/elibrary/research](https://schaumburglibrary.org/elibrary/research)
- [schaumburglibrary.org/services/job-seekers](https://schaumburglibrary.org/services/job-seekers)
- Remote access and home libraries
- Reciprocal borrowing
- Program attendance



# Don't Dismiss the Books





## Neighboring Libraries

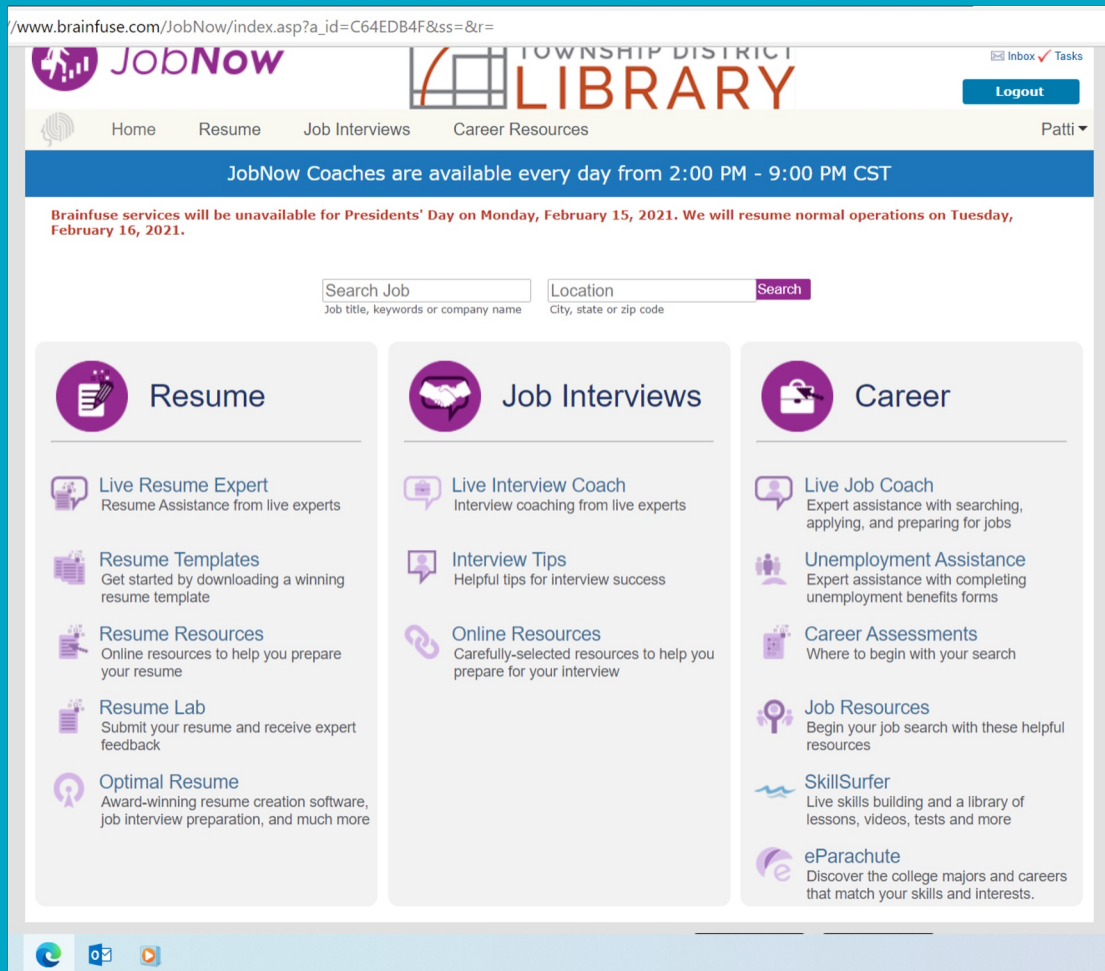
- Arlington Heights Memorial Library: <https://www.ahml.info/research/databases>
- Barrington Public Library: Barrington Area Library - databases ([balibrary.org](http://balibrary.org))
- Chicago Public Library: Online Resources | Chicago Public Library ([chipublic.org](http://chipublic.org))
- Indian Trails Public Library District: A-Z List - Indian Trails Public Library District ([indiantrailslibrary.org](http://indiantrailslibrary.org))
- Gail Borden Public Library: <https://www.gailborden.info/research/databases>
- Mount Prospect Public Library: <https://mopl.org/research/web-resources/>
- Palatine Library District: Databases | Palatine Public Library District ([palatinelibrary.org](http://palatinelibrary.org))
- Poplar Creek Public Library District: Databases A-Z - Poplar Creek Public Library District ([pclib.org](http://pclib.org))
- Rolling Meadows Public Library: <http://www.rmlib.org/reference/INresources.html>

# Schaumburg Library: Job Sources

The screenshot shows the Schaumburg Township District Library website. At the top, there is a navigation bar with social media icons, the library logo, and links for 'Visit', 'eLibrary', 'Events', 'Services', and 'About'. A search bar is located below the navigation, with a dropdown menu showing 'Catalog' and 'Site'. A status message indicates 'Central Library is open today from 9 a.m. to 9 p.m.'. The main content area is titled 'Job Seekers' and features a central text box with the following text: 'Advance your career with free resources available at the Library! We can help you target your job search and connect you with resume assistance and training resources. Visit the Library for an introduction to everything we have to offer or get started now with free online tools.' Below this, there is a link to 'current job openings'. To the right, there is a profile for Patti Smolin, with a 'Contact Patti' link. Three service tiles are displayed: 'Brainfuse JobNow' (Expert advice on resumes and interviews), 'LinkedIn Learning' (Expand your skills with expert-led video tutorials), and 'Gale Courses' (Take a class on subjects like business, technology or personal development). A sidebar on the left lists 'Services' (Library Cards, Book a Librarian, ESL, Literacy & Citizenship, Home Delivery, Suggest a Purchase, Borrow from Another Library), 'For Readers' (Local History, Parents & Teachers, Businesses & Nonprofits, Job Seekers, Genealogy), and 'Contact Us' (Call us: (847) 985-4000, Text us: (847) 861-7835, Email a librarian: refdesk@stdl.org, Send a comment or suggestion). At the bottom, there is a 'Book a Librarian' button and a chat window that says 'Chat is offline. How can we help you?'. The Windows taskbar at the bottom shows the date and time as 5:03 PM on 9/11/2023, and the weather as 65°F Heavy rain.

### Brainfuse JobNow

Career coaches are available from 2 - 9 p.m. every day, providing expert advice on resumes and interview prep. Discover careers and find jobs matching your interests.



[www.brainfuse.com/JobNow/index.asp?a\\_id=C64EDB4F&ss=&r=](http://www.brainfuse.com/JobNow/index.asp?a_id=C64EDB4F&ss=&r=)

**JobNow** | TOWNSHIP DISTRICT LIBRARY | [Inbox](#) ✓ [Tasks](#) | [Logout](#)

[Home](#) | [Resume](#) | [Job Interviews](#) | [Career Resources](#) | [Patti](#)

**JobNow Coaches are available every day from 2:00 PM - 9:00 PM CST**

**Brainfuse services will be unavailable for Presidents' Day on Monday, February 15, 2021. We will resume normal operations on Tuesday, February 16, 2021.**

[Search](#)  
Job title, keywords or company name      City, state or zip code

#### Resume

- Live Resume Expert**  
Resume Assistance from live experts
- Resume Templates**  
Get started by downloading a winning resume template
- Resume Resources**  
Online resources to help you prepare your resume
- Resume Lab**  
Submit your resume and receive expert feedback
- Optimal Resume**  
Award-winning resume creation software, job interview preparation, and much more

#### Job Interviews

- Live Interview Coach**  
Interview coaching from live experts
- Interview Tips**  
Helpful tips for interview success
- Online Resources**  
Carefully-selected resources to help you prepare for your interview

#### Career

- Live Job Coach**  
Expert assistance with searching, applying, and preparing for jobs
- Unemployment Assistance**  
Expert assistance with completing unemployment benefits forms
- Career Assessments**  
Where to begin with your search
- Job Resources**  
Begin your job search with these helpful resources
- SkillSurfer**  
Live skills building and a library of lessons, videos, tests and more
- eParachute**  
Discover the college majors and careers that match your skills and interests.

Windows taskbar icons: Edge, Mail, File Explorer

[Brainfuse JobNow](#)  
 Skill Surfer leads to  
 CareerOneStop and Occupational  
 Outlook for career profiles, and  
 related associations and exam  
 information

[s://www.brainfuse.com/jsp/skillSurfer/](https://www.brainfuse.com/jsp/skillSurfer/)

College

Career Prep and Job Resources

**Career Information and Credentialing**

Accountants and Auditors	Actuaries	Administrative Assistants
Administrative Services Managers	Air Traffic Controllers	Asbestos Handlers/Inspectors
Assemblers and Fabricators	Bill and Account Collectors	Billing and Posting Clerks
Bookkeeping and Accounting Clerks	Border Patrol Agents	Business Intelligence Analysts
Business Operations Specialists	Cement Masons and Concrete Finishers	Chemical Engineers
Chemists and Materials Scientists	Civil Engineers	Civil Service Professionals
Claims Adjusters, Examiners, and Investigators	Commercial Drivers	Compliance Officers
Computer and Information Systems Managers	Computer-Controlled (CNC) Machine Tool Operators	Computer-Controlled (CNC) Machine Tool Programmers
Computer Hardware Engineers	Computer Network Architects	Computer Network Support Specialists
Computer Programmers	Computer Systems Analysts	Computer Systems Engineers/Architects
Computer User Support Specialists	Corrections Officers	Cost Estimators
Credit Analysts	Data Warehousing Specialists	Database Administrators
Dental Assistants	Electricians	Emergency Medical Services
Filling Machine Operator	Financial Analysts	Financial Managers
Firefighters	FL Sup/Mgrs of Con. Trades/Extract. Work	FL Sup/Mgrs of Office & Admin. Support
FL Sup/Mgrs of Production/Operating Workers	FL Sup/Mgrs of Retail Sales Workers	General and Operations Managers
Graphic Designers	Health and Safety Engineers	Healthcare Assistants
Healthcare Social Workers	Healthcare Support Workers	Healthcare Technologists and Technicians
Information Security Analysts	Information Technology Project Managers	Instructional Designers and Technologists
Insurance	Insurance Claims and Policy Processing Clerks	Internists
Interpreters and Translators	Interviewers	Lawyers
Loan Officers, Clerks, Interviewers	Logisticians	Logistics Analysts
Management Analysts	Managers	Manufacturing Engineers and Production Technicians
Market Research Analysts and Marketing Specialists	Marketing Managers	Massage Therapists
Medical Assistants	Medical Records and Health Information Technicians	Medical Secretaries
Mental Health Counselors	Military - ASVAB Prep	Network and Computer Systems Administrators
Nurses	Occupational Health and Safety Specialists	Office and Administrative Support Workers





**Brainfuse JobNow**

- Resume/Interview modules
- Unemployment Benefits guide
- Skill Building
- Live Chat

://www.brainfuse.com/jsp/skillSurfer/

Telecommunications Engineer	Therapist	Tool and Die Maker
Training and Development Specialists	Transportation Managers	Treasury Enforcement Agents
Validation Engineer	Veterinary	Web Developers
Welders, Cutters, Solderers, and Brazers	Wholesale and Retail Buyers	

**Job Resources and Resume/Interview Preparation**

Job Resources	Resume Preparation	Interview Preparation
Career Information for COVID-19		

**Essential Computer Skills**

Microsoft Word	Microsoft Excel	Microsoft PowerPoint
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**Business/Career Writing**

Business Letters	Professional Emails	
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**Unemployment Benefits Assistance** +  
View Lessons

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**ASVAB** +  
View Lessons

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**Computers and Technology** -  
View Lessons

**Microsoft Word**

Beginner	Intermediate	Advanced
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**Microsoft Excel**

Beginner	Intermediate	Advanced
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**Microsoft PowerPoint**

Beginner	Intermediate	Advanced
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**Microsoft Outlook**

Beginner	Intermediate	Advanced
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**Computer Programming**

C++ Certification	Java Certification	SQL Certification
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## Udemy

Learn and improve skills across business, tech, design and more. Includes 10,000+ on-demand video courses in multiple languages. For Schaumburg Township District Library cardholders only.

A screenshot of the Gale Presents Udemy website. The page features a large banner with the Udemy logo and a woman sitting at a desk with a laptop. Below the banner, there are several sections: "What does Gale Presents: Udemy offer?" with four sub-sections: "Nearly 20,000 Online Video Courses", "Up-to-date courses", "Takes a learner-first approach", and "International collection". To the right, there is a "How do I get started?" section with a "Sign in / Create a Library Account" button. At the bottom, there is a "How is my information used?" section with a link to learn more about permissions.

## Udemy

Learn and improve skills across business, tech, design and more. Includes 10,000+ on-demand video courses in multiple languages. For Schaumburg Township District Library cardholders only.

The screenshot displays the Udemy website interface. At the top, the search bar contains the text "job seeker". Below the search bar, the results are titled "198 results for 'job seeker'". On the left side, there are several filter menus: "Language" with options for English (173), Español (6), Türkçe (2), and Português (3); "Ratings" with radio buttons for 4.5 & up (91), 4.0 & up (189), and 3.5 & up (198); "Video Duration"; "Features"; "Topic"; and "Level". The main content area shows a list of course cards. The first card is for "Job Search Mastery, Interviewing, Resume, LinkedIn, Testing" by Steve Ballinger, with a 4.9 rating and 12.5 total hours. The second card is "[2023] Career Hacking: World's Bestselling Job Search Course" by Davis Jones, with a 4.5 rating and 6 total hours. The third card is "The Complete Resume, LinkedIn & Get Your Dream Job Course!" by Chris Haroun, with a 4.5 rating and 12 total hours. The fourth card is "Career counselling certification for coaches and job seekers" by Aina Sietten, with a 3.9 rating and 16.5 total hours. The bottom of the screenshot shows a Windows taskbar with the date 9/11/2023 and time 5:06 PM.



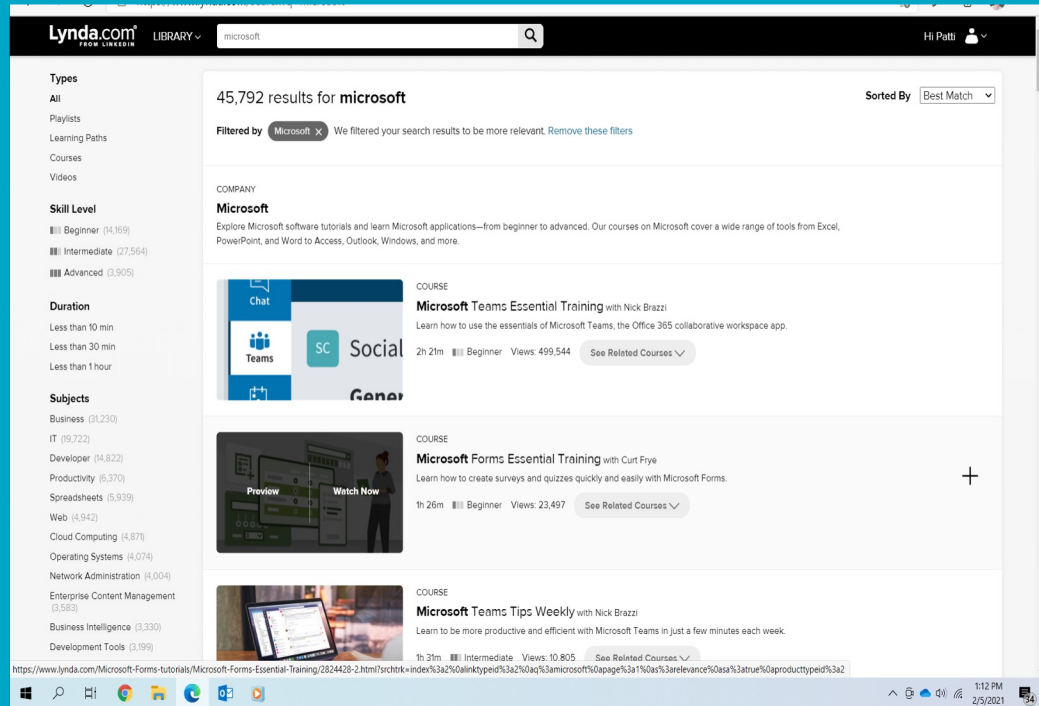
## LyndaLibrary

Learn technology and career skills with video tutorials, including coding, multimedia production and social media management. For Schaumburg Township District Library cardholders only.

A screenshot of the Lynda.com website. The browser address bar shows the URL: https://www.lynda.com/learning-paths/Business/finding-a-job-during-challenging-economic-times. The Lynda.com logo is in the top left, and a search bar is in the top center. The main heading is "Finding a Job during Challenging Economic Times". Below the heading is a paragraph: "Whether you've been laid off or had your hours reduced, learn strategies for finding a job during challenging economic times. Discover how to create a recovery plan, cultivate resilience, explore career options, update your resume, network virtually, and improve your job search and interview skills." There are three columns of text: "Create a structured recovery plan.", "Build and grow your professional network.", and "Improve your interviewing skills." Below these are two buttons: "Start learning" and "Preview the first video". A note says "Part of your Lynda.com membership." Below this is a progress bar with four items: "11 Hours of expert-created video tutorials", "Practice to reinforce what you learned", "Certify your achievement", and "Advance your career". The main content area shows two course cards. The first is "Recovering from a Layoff" with Brie Reynolds, described as "Learn how to recover from a layoff. Find out how to craft a strategy to find employment again." and "56m 4s • COURSE". The second is "How to Manage Feeling Overwhelmed" with Heidi Hanna, described as "Stop feeling overwhelmed. Learn how to remain focused, productive, and in control in the face of whatever comes your way." and "43m 16s • COURSE". The Windows taskbar is visible at the bottom with the time 1:11 PM on 2/5/2021.

### LyndaLibrary

Learn technology and career skills with video tutorials, including coding, multimedia production and social media management. For Schaumburg Township District Library cardholders only.





## Reference Solutions (formerly ReferenceUSA)

Search business and residential listings, including consumer demographics. Build company lists according to location, industry, number of employees, sales volume and more.

The screenshot shows the ReferenceUSA website interface. At the top, the URL is [www.referenceusa.com.proxy.stdl.org/Home/Home](http://www.referenceusa.com.proxy.stdl.org/Home/Home). The main header features the text "The premier source of information for reference and research" and "Offers Accurate Data on 62M Businesses and 298M Consumers". Below this is a section titled "Available Databases" with the instruction "Select a Database to Get Started". The databases are listed in a grid:

<b>U.S. Businesses</b> 62 Million Businesses 3.6 Million Closed Businesses <a href="#">SEARCH</a>   <a href="#">MORE INFORMATION</a>	<b>Canadian Businesses</b> 2.1 Million Businesses
<b>U.S. Jobs / Internships</b> 2.5 Million Job Postings	<b>U.S. New Businesses</b> 2.1 Million New Businesses
<b>U.S. Healthcare</b> 1.2 Million Physicians & Dentists	<b>U.S. Standard White Pages</b> 153 Million Residents
<b>U.S. Consumers / Lifestyles</b> 298 Million Individuals	<b>Canadian White Pages</b> 11 Million Individuals
<b>U.S. New Movers / Homeowners</b> 16 Million Records	

On the right side of the interface, there is a "U.S. Businesses" section with a description: "The U.S. Business database contains a total of 62 million businesses including 16 million verified and 46 million unverified businesses that are updated weekly. It is the only business database that is enhanced with more than 24 million phone calls per year providing you with the most accurate data possible." Below this, it lists "Selection Criteria include: Company name, Executive title, Business type, Sales volume, Employee size, Year established, And more...". It also encourages users to use "Quick Search" or "Advanced Search". A green "SEARCH" button is visible. At the bottom right, there is a "Reference Solutions Mobile" section with the text "Download our mobile app for Reference Solutions! Search US Businesses and US". The Schaumburg Township District Library logo is also present in the top right corner of the interface.



## Reference Solutions (formerly ReferenceUSA)

Search business and residential listings, including consumer demographics. Build company lists according to location, industry, number of employees, sales volume and more.

The screenshot shows the ReferenceUSA search interface. The URL is [www.referenceusa.com.proxy.stdl.org/UsBusiness/Search/Custom/9e5b338c45e14758824c756b65237dcf](http://www.referenceusa.com.proxy.stdl.org/UsBusiness/Search/Custom/9e5b338c45e14758824c756b65237dcf). The interface includes a left sidebar with filters, a main search area with options for Record Type and Keyword/SIC/NAICS, and a right sidebar with a results summary.

**Filters (Left Sidebar):**

- Company Name:  Company Name
- Executives:  Executive Name,  Executive Title,  Executive Gender,  Executive Ethnicity
- Business Type:  Keyword/SIC/NAICS,  Major Industry Group
- Geography:  Map Based Search,  City / State,  Metro Area,  ZIP Codes,  Radius,  County,  Street Address,  Neighborhood
- Phone:  Business Phone,  Area Code,  Toll Free Numbers,  Fax Numbers
- Business Size:  Number Of Employees,  Sales Volume
- Ownership:  Public/Private Company,  Headquarter/Branch,  Foreign Parent,  Home Based Business,  Government Office

**Record Type (Main Search Area):**

- Verified Businesses (Phone verified and quality checked)
- Include Unverified Businesses (Not yet fully verified, may not be accurate)
- Include Closed / Out of Business Records (Suspected to be out of business)

**Keyword/SIC/NAICS (Main Search Area):**

- Search All SICs,  Search Primary SIC Only
- Search All NAICS,  Search Primary NAICS Only

Search input field:  [SEARCH](#)

Example: *ex Restaurants*

**Results Summary (Right Sidebar):**

- [VIEW RESULTS](#)
- [UPDATE COUNT](#)
- RECORD COUNT: **15,792,902**
- BUSINESS HISTORY: [more info](#)
- [CLEAR SEARCH](#)
- [Back To Top](#)

**Additional Options (Main Search Area):**

Results:

Selected:

Enter 2-, 4-, or 6-digit [SIC Codes](#) in the boxes below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Paste SIC codes](#) [Clear Field\(s\)](#)

**Reference Solutions  
(formerly ReferenceUSA)**

Search business and residential listings, including consumer demographics. Build company lists according to location, industry, number of employees, sales volume and more.

The screenshot shows the Data Axle Reference Solutions website. The browser address bar displays the URL: <https://www.data-axle.com/what-we-do/reference-solutions/webinars/?domain=www.referenceusa.com.proxy.stdl.org&authed=true>. The website header includes the 'data axle' logo and navigation links: Who We Are, Our Data, What We Do, How We Help, Customer Success, Resources, Contact Us (866-DATAXLE), and a Login button. A secondary navigation bar features 'Reference Solutions', 'Webinars', 'Learning Center', and 'FAQs', along with a phone number (800.808.1113) and another Login button.

The main content area is titled 'Register for your free webinar' and features four webinar cards:

- A Librarian's introduction to Data Axle Reference Solutions**  
Every 1st and 3rd Tuesday – 10:00 am CST  
We want to ensure your staff is prepared by delivering as much training and instruction as they need. Register and join us for any of our instructional webinars or send us a request for staff training for your specific organization.  
[Register](#)
- Search Essentials**  
Every 1st and 3rd Thursday – 10:00 am CST  
Designed for anyone new to using our database, this session will cover all the basics of getting started with Data Axle Reference Solutions.  
[Register](#)
- Entrepreneurship: research for starting, managing, and growing businesses**  
Every 2nd and 4th Tuesday – 10:00 am CST  
Entrepreneurs and business owners will learn how to use Data Axle Reference Solutions to find the mission-critical information to start, manage, and grow a business.  
[Register](#)
- Job seeking: career search strategies**  
Every 2nd and 4th Thursday – 10:00 am CST  
Attendees will learn how to use Data Axle Reference Solutions as part of their job search. We'll also cover creating engaging cover letters, assembling a network of references, finding mentors, building data sets of potential employers and more.  
[Register](#)

A chat icon is visible in the bottom right corner of the website screenshot.



# Goodwill Learning Foundation

<https://edu.gcfglobal.org/en/>

#### I want to...

Get started with computers  
Learn Microsoft Office  
Apply for a job  
Improve my work skills  
Design nice-looking docs  
More...

#### Microsoft

Office 2019 | 2016 | 2013  
Word  
Excel  
PowerPoint  
Access  
Excel Formulas  
More...

#### Basic Skills

Computers  
Smartphones & Tablets  
Typing Tutorial  
Windows  
More...

#### Internet Skills

Internet  
Online Safety  
Social Media  
Email  
Search Better  
More...

#### Google

Gmail  
Google Docs  
Google Sheets  
More...

#### Work & Career

Career Planning  
Resume Writing  
Cover Letters  
Job Search and Networking  
Business Communication  
More...

#### Skills for Today

Adapting to Change  
3D Printing  
Wearables  
Freelance Work  
Personal Finance  
Sharing Economy  
Decision-Making  
More...

#### Creativity & Design

Graphic Design  
Creativity  
Photography  
Image Editing  
Photoshop  
More...

#### Core Skills

Math  
Reading  
Grammar  
Language Learning  
More...



Free September We... DS+DeskStats - Ref...

## All Topics

<p><b>Computers</b></p> <ul style="list-style-type: none"> <li>Computer Basics</li> <li>Basic Computer Skills</li> <li>Mouse Tutorial</li> <li>Typing Tutorial</li> <li>Computer Science</li> <li>Tech Savvy Tips and Tricks</li> </ul>	<p><b>Office 2010</b></p> <ul style="list-style-type: none"> <li>Access 2010</li> <li>Excel 2010</li> <li>Outlook 2010</li> <li>PowerPoint 2010</li> <li>Publisher 2010</li> <li>Word 2010</li> </ul>	<p><b>Career Planning</b></p> <ul style="list-style-type: none"> <li>Beginning a New Career</li> <li>Career Planning and Salary</li> <li>Careers Without College</li> <li>Job Search and Networking</li> </ul>	<p><b>Applying for Jobs</b></p> <ul style="list-style-type: none"> <li>Job Applications</li> <li>Resume Writing</li> <li>Cover Letters</li> <li>Interviewing Skills</li> </ul>
<p><b>Email</b></p> <ul style="list-style-type: none"> <li>Email Basics</li> <li>Gmail</li> <li>Beyond Email</li> </ul>	<p><b>Office 2007</b></p> <ul style="list-style-type: none"> <li>Access 2007</li> <li>Excel 2007</li> <li>PowerPoint 2007</li> <li>Word 2007</li> </ul>	<p><b>Job Search</b></p> <ul style="list-style-type: none"> <li>Job Search and Networking</li> <li>Resume Writing</li> <li>Cover Letters</li> <li>Job Applications</li> <li>Interviewing Skills</li> <li>Indeed</li> </ul>	<p><b>Work Life</b></p> <ul style="list-style-type: none"> <li>Freelance Work</li> <li>Part-Time Jobs</li> <li>Work and Money Podcasts</li> <li>Career Experiences</li> </ul>
<p><b>Internet</b></p> <ul style="list-style-type: none"> <li>Chrome</li> <li>Firefox</li> <li>Edge</li> <li>Internet Basics</li> <li>Internet Explorer</li> <li>Internet Tips</li> <li>Safari</li> <li>Search Better</li> <li>Use Information Correctly</li> <li>Using the Web to Get Stuff Done</li> <li>Tech Savvy Tips and Tricks</li> <li>Etsy</li> <li>Dropbox</li> <li>Prezi</li> </ul>	<p><b>Office 2003</b></p> <ul style="list-style-type: none"> <li>Office 2003 Basics</li> <li>Access 2003</li> <li>Excel 2003</li> <li>Outlook 2003</li> <li>PowerPoint 2003</li> <li>Publisher 2003</li> <li>Word 2003</li> </ul>	<p><b>Money</b></p> <ul style="list-style-type: none"> <li>Money Basics</li> <li>Online Money Tips</li> <li>QuickBooks Resources</li> </ul>	<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>Online Education</li> <li>Learning Tips</li> </ul>
	<p><b>Office XP</b></p> <ul style="list-style-type: none"> <li>Office XP Basics</li> <li>Word XP</li> <li>Excel XP</li> <li>PowerPoint XP</li> </ul>	<p><b>Workplace Skills</b></p> <ul style="list-style-type: none"> <li>Business Communication</li> <li>Communication Skills</li> <li>Job Success</li> <li>QuickBooks Resources</li> <li>Workplace Basics</li> </ul>	<p><b>Spanish</b></p> <ul style="list-style-type: none"> <li>Basic Spanish Skills</li> </ul>
		<p><b>Technology</b></p>	<p><b>English</b></p> <ul style="list-style-type: none"> <li>Apprendre l'anglais</li> <li>Englisch lernen</li> <li>Arabic</li> <li>Chinese</li> <li>Apredna Ingles</li> <li>Korean</li> <li>Simple English</li> </ul>



## Additional Sources

### Print Sources

Call numbers: 331.128 and 650.14

### Career/Salary Information

Occupational Outlook Handbook  
<http://www.bls.gov/oco/>

CareerOneStop  
<http://careeronestop.org>

Riley Guide  
<http://www.rileyguide.com>

Salary.com  
[www.salary.com](http://www.salary.com)

Compare Salaries  
<http://www.glassdoor.com/Salaries/>

### Job Search Directories

Chicago Jobs  
<http://www.chicagojobs.com>

Illinois Job Network  
<http://www.illinoisjobnetwork.com>

Jobs in Chicago  
<http://www.jobsinchicago.com>

Nonprofit Job Board  
[www.npo.net](http://www.npo.net)

Simply Hired  
[www.simplyhired.com](http://www.simplyhired.com)

USA Jobs  
[www.usajobs.gov](http://www.usajobs.gov)



## Questions?

Patricia Smolin  
Business Liaison Librarian  
[psmolin@stdl.org](mailto:psmolin@stdl.org)  
[refdesk@stdl.org](mailto:refdesk@stdl.org)  
847-923-3334

<https://www.schaumburglibrary.org/plan-your-visit>

