

Reduction in Work Force Employee Guide

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Other Resources

- Policy for Reduction in Work Force
https://go.cotc.edu/policy_2-7-25

Introduction

The Office of Human Resources provides this information to assist those affected by reduction in force. We hope you find this to be a valuable tool for you during the separation process.

The booklet contains information to help guide you, including a list of internal resources available to you. We encourage you to take advantage of the resources provided by Central Ohio Technical College. The booklet also has guidelines for internal and external job search strategies, with sample resumes included. In addition, the booklet provides questions and answers surrounding benefits options.

The Office of Human Resources is available for consultation on employment services, benefit continuation, job search techniques, and referral to counseling. For questions, please contact The Office of Human Resources, 614-247-0967 .

College Resources

Benefits Administration

- Continuing benefits coverage
 - Luminaire's COBRA Department 855-580-4838 (8am EST to 5pm EST)
 - cobrateamhb@luminarehealth.com
 - [COBRA - Human Resources at Ohio State \(osu.edu\)](#)

COTC Office of Human Resources

- 614-247-0967
- Assistance with understanding reduction in force or layoff policies and procedures,
- Information and assistance regarding employment policies, procedures, and college employment opportunities,
- Retirement information, and
- Unemployment process.

Online Career Site

- [Jobs at COTC](#)

The Ohio State University Employee Assistance Plan

- 1-800-678-6265 eap@osumc.edu
- [Employee Assistance Program - Human Resources at Ohio State \(osu.edu\)](#)
- Short-term counseling and assessment for employees dealing with the emotional stresses resulting from a change in job status
- Confidential counseling and referral services

Frequently Asked Questions

1. When should I apply for Unemployment Compensation?

You should file a claim as soon as you become unemployed. You may file your claim online at unemployment.ohio.gov or by telephone at 877-644-6562. Applying online will help expedite the process. For more information visit the ODJFS web site at: unemployment.ohio.gov. Your claim will begin the Sunday of the calendar week in which it is filed. Waiting more than a full week to file your application will postpone the beginning of your claim and no benefits will be paid for weeks of unemployment that occurred prior to the week of filing.

2. What do I need to file an unemployment claim?

You should be prepared to provide the following information when you file an application:

- Your social security number and either your driver's license or state ID number,
- Your name, address, telephone number, and e-mail address,
- Dependents' names, social security numbers, and dates of birth,
- Bank routing and account number or debit card number for payment,
- Alien Registration Number and expiration date of your work authorization,
- The name, address, telephone number, and dates of employment for your most recent and any other employers from the last 6 weeks,
 - The address of Central Ohio Technical College and the dates of your employment:
Central Ohio Technical College
Office of Human Resources
1179 University Drive
Newark, OH 43055

3. How do I apply for unemployment compensation?

See the ODJFS step-by-step guide at: <http://jfs.ohio.gov/ouio/pdf/QuickTipsAndStepByStepGuide.pdf>.

4. How much unemployment will I receive?

Generally, approximately fifty percent of your average weekly wage as defined by ODJFS, not to exceed the state's annually established maximum level. This maximum level is based on (1) the statewide average weekly wage, (2) the applicant's base period wages, and (3) the number of [allowable dependents](https://unemploymenthelp.ohio.gov). **Note:** Please visit <https://unemploymenthelp.ohio.gov> for any additional details.

5. How long will it take before I receive my first unemployment check?

Generally, Ohio law requires that you serve a one-week waiting period after filing a new application for benefits. The waiting week is the first week claimed that meets all the eligibility requirements—no benefits are paid for this week. It may take up to four weeks from the date you file your initial claim to receive the first payment. The earliest your payment may be issued is during the third week.. Please visit <https://unemploymenthelp.ohio.gov> for any additional details.

6. How long may I receive unemployment compensation?

The usual maximum period is 26 weeks. However, the number of benefit weeks you are entitled to depends on the number of qualifying weeks you have earned in your base period. ODJFS will calculate this for you. **Note:** Special provisions may apply during extraordinary circumstances such as the coronavirus/COVID-19 pandemic emergency. Please visit <https://unemploymenthelp.ohio.gov> for any additional details.

7. Will I be paid for unused vacation?

Pay out of unused vacation will be made on your last paycheck. The maximum payout is 240 hours for administrative and professional staff and up to the amount earned in the three years of just completed service for support staff.

8. What happens to my unused sick time?

There is no pay out of unused sick time. However, if you return to work for a state entity within ten years, the forfeited hours will be reinstated. To be reinstated for your sick time, documentation of your balance is required and may be requested from the college's payroll office.

9. Do I get paid for unused compensatory time?

Yes, this will appear on your last pay.

10. Do I need to do anything with my Ohio Public Employees Retirement Systems (OPERS) account?

For complete information about your OPERS benefits, contact OPERS directly at 1-800-222-7377 or www.opers.org.

11. How can I withdraw my Alternative Retirement Program (ARP) contributions?

If you have an ARP account and terminate your employment with COTC, you will need to contact your ARP vendor and indicate that you will no longer be making contributions to your account. You have the option to leave your account with your current vendor, move your money to another qualified account, or to receive a refund of your contributions.

12. What access do I have to a Supplemental Retirement Account (SRA)?

In addition to federal guidelines, each carrier has their own set of rules and policies. Please contact your SRA vendor to discuss your options. Please note, withdrawing your funds may carry state and federal tax consequences and possible penalties.

13. Am I still eligible to utilize funds contributed to my Flexible Spending Account (FSA)?

Yes, however, only expenses incurred through your last day of employment are eligible for reimbursement. All claims must be filed by the plan year's deadline, which is March 31 of every year.

14. Can I withdraw my unused funds from my FSA?

No. Funds may only be used to reimburse eligible expenses as outlined by the IRS. Any funds remaining in your account after the plan year's deadline, must be forfeited as required by IRS guidelines.

15. How can I continue my health insurance?

Both Ohio and federal law provide for insurance continuation. You may continue medical, dental, and vision insurance for up to 18 months by enrolling in COBRA continuation of coverage. You will be required to pay monthly premiums to continue this coverage. Coverage is not automatic and, therefore, requires that you complete a "COBRA Election Form," which will be mailed to your home address directly from Luminaire following separation of employment. The election form must be completed and returned within 60 days from the later of the date you lose coverage, or the date Luminaire provides the COBRA notice (i.e., COBRA Election Form) to you. More details and premium rates are available at <https://hr.osu.edu/benefits/cobra/>.

16. Can I continue Group Term Life Insurance?

Group Term Life Insurance may be converted to an individual life policy through Minnesota Life. You may be able to continue all or a portion of your insurance or convert to an individual policy. If you wish to port or convert your coverage, you can apply directly to Minnesota Life. You must apply and

pay the first premium within 31 days after your Ohio State coverage ends. For more information, contact Minnesota Life at (866) 293-6047.

17. How will this affect my employee tuition assistance benefits?

If you are affected by a reduction-in-force while participating in the employee tuition assistance program, you will be granted an extension of your eligibility for the remainder of that term only.

18. What happens to dependent tuition assistance eligibility?

If your dependents are currently eligible, they remain eligible for the remainder of the term during which you are terminated.

Job Search Techniques

Resume Writing

To write an effective resume, you must first understand the purpose of a resume. A resume is the key that opens the door to an interview. Your resume must highlight your skills, accomplishments, and work experience in a way distinguishing you from the thousands of other candidates applying for positions. A good resume presents a thumbnail sketch of your experience. A winning resume grabs the reader's attention and increases your chances of being called in for an interview.

Great resumes entice hiring managers with the following components:

- A summary of your qualifications, strengths, and skills,
- Selected accomplishments and your most relevant industry expertise,
- Work experience chronologically (with titles and dates),
- Computer and related technical skills,
- Professional affiliations, and
- College and post-graduate education (if applicable)

As you begin your job search, you may find that your earlier work experience is less applicable or valuable in the current marketplace. Your first step is defining your experiences so you can better sell yourself. There are many online resources to assist you in determining your talents and identifying what skills are in demand in the current job market. The Business Reference section at your local library may also provide you with additional resources. You must present your strengths in a clear and concise manner. Make interviewers excited about you!

Your resume should be on white or off-white paper in a single font such as Times Roman, Arial, or any other clear and easy-to read typeface. Avoid very small or very large print, multiple changes in point-size, and italics. Use bold lettering sparingly, to enhance its impact. Put your name at the top of each page with a page number. Keep top, bottom, left, and right margins at about one inch each. Keep the resume between one and two pages—any additional information may be provided at the interview.

If your field warrants it, you may also include a separate “technical profile” of hardware, software, protocols, and/or programming languages. This is especially a good idea for those in high-technology fields. As a rule, the hotter the skill, the earlier on the list it should be. If you happen to know what skills a job requires, put them first. These lists may be placed directly after the “summary” or after the body of your resume “work experience” and before the “education” section.

Your “work experience” may be listed in two different ways. There is the “functional resume,” which centers on your skills and accomplishments. This may be a good choice if your work was as a contract worker or a consultant. This style of resume focuses on results and accomplishments. For example, you may list areas where you saved the business money or solved problems on the job. You may also list publication credits, courses taught, and sales goals exceeded.

The most common resume format is the “chronological resume.” A chronological resume begins with a description of your most recent position followed by all other work experiences. The section outlining your education should be placed at the bottom of your resume, highest degree first, followed by lesser degrees, certifications, and relevant coursework. The exception is when you are a recent graduate with no work experience; in that case your education should go right under the summary. As soon as you have even six months to one year of work experience, place your education at the very end.

Ending the resume with the phrase, “references available on request” is optional and largely out-of-date because many applications include a place for references. Take your list of references with you to all

interviews. Type the reference page in the same font and on the same paper as your resume. Your references should be listed in alphabetical order and include the contact's name, title, organization, address, phone number, and relationship to you

Writing a great resume is challenging. It may be hard to be objective about yourself. Even harder may be using the right buzzwords to add value and marketability to your work history. There are many online resources available to guide you. Use keywords like “resume writing” or “job search techniques” in your Internet searches.

A resume is your personal marketing tool—its purpose is to secure interviews by showcasing your qualifications in a compelling, professional format. It should highlight your skills, accomplishments, and experience in a way that sets you apart from other candidates. Think of it as your elevator pitch on paper: concise, targeted, and persuasive.

What Makes a Resume Stand Out

Effective resumes typically include:

- **Professional Summary:** A brief overview of your strengths, core competencies, and career goals.
- **Key Accomplishments:** Quantifiable achievements and industry-specific expertise.
- **Work Experience:** Listed in reverse chronological order with job titles, employers, and dates.
- **Technical Skills:** Software, tools, and platforms relevant to your field.
- **Professional Affiliations:** Memberships in industry organizations or networks.
- **Education:** Degrees, certifications, and relevant coursework.

Tip: Tailor your resume for each job application. Use keywords from the job description to align your experience with the employer's needs.

Resume Formats

There are two primary resume formats:

- **Chronological Resume:** Best for candidates with a steady work history. Lists roles from most recent to oldest.
- **Functional Resume:** Focuses on skills and accomplishments rather than job titles. Ideal for consultants, freelancers, or those changing careers.

You may also include a **Technical Profile** if you're in a specialized field (e.g., IT, engineering). List tools, platforms, or programming languages—placing the most in-demand skills first.

Design & Layout Tips

- Use a clean, professional font (e.g., Arial, Calibri, Times New Roman).
- Stick to white or off-white paper if printing; use PDF format for digital submissions.
- Keep margins around 1 inch and limit length to 1–2 pages.
- Use bold text sparingly to emphasize key sections.
- Include your name and page number on each page.

Presenting Your Strengths

Before writing, reflect on your career journey. Identify transferable skills and accomplishments that align with today's job market. Online tools like LinkedIn's Skills Assessment, O*NET, or career planning sites can help you evaluate your strengths and discover in-demand skills.

Your resume should tell a story that excites hiring managers. Use action verbs and quantify results where possible (e.g., “Reduced onboarding time by 30%”).

References

The phrase “References available upon request” is no longer necessary. Instead:

- Prepare a separate reference sheet in the same format as your resume.
- Include full contact details and your relationship to each reference.
- Bring this list to interviews or upload it when requested.

Online Resources

Resume writing is both an art and a science. If you're unsure how to begin, explore:

- Resume builders (e.g., Zety, ResumeGenius, Canva)
- Career sites (e.g., Indeed, Glassdoor, LinkedIn)
- Local library business sections or workforce development centers

Use search terms like “resume templates,” “job search strategies,” or “career change resume tips” to find tailored advice.

Sample: Functional Resume Outline

[Your Full Name]

[Street Address] [City, State ZIP Code] [Phone Number] [Email Address] [LinkedIn Profile]
(optional but recommended)

Professional Summary

Seasoned professional with [X] years of experience in [industry or field], recognized for [key strengths or achievements]. Proven ability to [impactful skill or result], with a strong background in [relevant expertise]. Adept at [another core skill], with a track record of delivering measurable results in [type of environment].

This section should highlight your most applicable strengths, tailored to the job you're seeking.

Technical Profile (Include only if relevant to your field)

Hardware: IBM-compatible systems, [other relevant hardware] **Software:** Windows, Microsoft Office Suite, [industry-specific software] **Tools & Platforms:** [CRM systems, ERP platforms, design tools, etc.] **Certifications:** [List any technical certifications]

Core Competencies & Achievements

- Streamlined [process or system], resulting in a [percentage]% increase in efficiency.
- Implemented quality control measures that reduced error rates by [percentage]%.
- Led cross-functional teams to deliver [project or initiative] ahead of schedule and under budget.
- Developed training programs that improved employee retention and performance.
- Negotiated vendor contracts that saved the company over \$[amount] annually.
- Recognized for [award or distinction] by [organization or employer].

Employment History (List most recent employer first)

2020–Present Company Name, Job Title Brief description of role or responsibilities (optional if covered in bullet points above).

2015-2020 Company Name, Job Title Brief description of role or responsibilities.

To make a great impression, focus on the past 10–12 years of relevant experience. Older roles can be summarized briefly or listed without detail if space is limited.

Education

[Degree or Certification], [Institution Name], [Year Completed] Additional coursework or training relevant to the position.

List your most recent educational experiences first. Include certifications, licenses, or continuing education if applicable.

Sample: Chronological Resume Outline

[Your Name]

- [Address] • [City, State ZIP] • [Phone Number] • [Email Address] • [LinkedIn Profile (optional)]
- *Tip: It is not necessary to include your full street address on a resume anymore; just include city and state.*

Professional Summary

- Experienced with [X+] **years of experience** spanning [broad fields, e.g., administration, customer service, operations, or management]. Recognized for reliability, strong organizational skills, and the ability to collaborate effectively across teams. Demonstrated success in meeting goals, improving processes, and delivering high-quality results in fast-paced environments.
- *Tip: Replace the bracketed areas with your details and focus on your most recent strengths.*

Core Competencies

- Communication & Collaboration
- Customer Service Excellence
- Time Management & Organization
- Problem Solving & Critical Thinking
- Team Leadership & Training
- Adaptability & Continuous Learning
- [Add a few specific skills relevant to your field]

Technical Skills (if applicable)

- **Software:** Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace, [add others]
- **Systems/Tools:** [CRM, HRIS, scheduling, or project management software as applicable]

Professional Experience

- **[Most Recent Employer]**, [City, State]
[Job Title] | *Month Year – Present*
- Manage daily operations and ensure quality service and performance goals are met.
- Collaborate with cross-functional teams to support departmental objectives.
- Identify and implement process improvements to increase efficiency and accuracy.
- Provide training, mentoring, and support to new employees.
- [Add additional achievements or metrics when possible, e.g., “Reduced processing time by 20%.”]
- **[Previous Employer]**, [City, State]
[Job Title] | *Month Year – Month Year*
- Oversaw [area of responsibility] to maintain consistency and achieve performance goals.
- Supported customers, clients, or team members with professionalism and efficiency.
- Maintained accurate records, reports, or documentation to ensure compliance.
- Contributed to positive workplace culture through teamwork and problem solving.
- *Continue this section for other relevant roles, emphasizing your most recent 10–12 years of experience.*

Education

- **[Degree or Diploma]**, [Major or Area of Study]
[College/University Name], [City, State] – [Year Completed]
 - *(List additional degrees or certifications below if applicable)*
-

Additional Information (optional)

- Professional Development: [Workshops, certifications, or online courses]
 - Community Involvement: [Volunteer roles or local leadership positions]
 - Awards or Recognition: [Optional, but add if relevant]
-

Design Notes


- **Font:** Calibri 11 or Arial 11 (modern, easy to read)
- **Length:** One page if possible, two if you have extensive experience
- **File type:** PDF for emailing or sharing; .docx for ATS uploads
- **Dates:** Keep format consistent (e.g., *Jan 2018 – Present*)

Job Search Techniques

Preparing for Interviews and Job Search Success

1. Being part of a workforce reduction can be challenging, but this transition is also an opportunity to redefine your next chapter. With thoughtful preparation and confidence, you can make a strong impression on potential employers.

Phone and Video Interviews

2. Your first contact with an employer may happen by phone or video (Zoom, Teams, etc.). While you likely won't be hired on the spot, a good first impression is essential — it determines whether you'll move to the next step.
3. **Tips to prepare:**
 - **Be ready and available.** If the interviewer says they'll call between 10 a.m. and noon, be prepared and in a quiet space early.
 - **Minimize background noise and distractions.** Find a quiet, private place with a reliable connection and silence notifications.
 - **Research the employer.** Review the organization's website, mission, recent news, and job postings. Understanding their values will help you tailor your answers.
 - **Keep materials nearby.** Have your résumé, the job description, and a notepad ready.
 - **Prepare thoughtful questions.** Show genuine interest in the role and organization.
 - **Be ready to discuss availability.** If the conversation goes well, they may ask about your schedule for a follow-up interview.
4.  *Pro Tip:* For video interviews, test your camera, microphone, and background in advance. Dress as you would for an in-person meeting.

In-Person Interviews

5. If you're invited for an in-person interview, congratulations! Preparation is key to feeling confident.
6. **Bring what you need.** Take at least two copies each of your résumé and reference list.
7. **Know your story.** Be ready to discuss your background, accomplishments, and how your skills align with the organization's needs.
8. **Research the organization.** Look up annual reports, recent projects, and press releases. Showing you've done your homework signals genuine interest.
9. **Stay positive.** Highlight your strengths and accomplishments — especially those that show how you can help the organization solve problems or meet goals.
10. **Ask questions.** Engage the interviewer by asking about priorities for the position, team culture, or success measures.
11. **Avoid discussing salary and benefits too early.** Focus first on demonstrating your value and interest in the organization.
12. **Closing the interview:**

End on a confident note — for example:
13. "I'm very interested in this opportunity. Could you share what the next steps in the hiring process look like?"
14. Always follow up with a **thank-you email or note** within 24 hours, expressing appreciation and reiterating your interest.

Behavioral Interviews

15. Many organizations now use **behavioral-based interviews** that focus on your past actions as predictors of future performance. These questions often begin with “Tell me about a time when...”
16. To prepare, use the **STAR Method**:
 - **Situation** – Describe the context.
 - **Task** – Explain your responsibility or challenge.
 - **Action** – Detail the steps you took.
 - **Result** – Share the outcome and what you learned.
17. **Example:**
18. *“Tell me about a time you faced a tight deadline.”*
 - S:** Our department needed to deliver a report in two days instead of a week.
 - T:** I coordinated input from three colleagues.
 - A:** I set up a shared document and held a quick check-in meeting to divide tasks.
 - R:** We submitted early, and leadership used our report to secure funding.
19. Employers are often assessing:
 - Leadership and teamwork
 - Adaptability and flexibility
 - Technical competence
 - Motivation and accountability
 - Communication and problem-solving skills

Online Job Search & Digital Presence

20. Today’s job search happens largely online — but that also means greater opportunity.
21. **Posting your résumé online:**

You can increase your visibility by posting your résumé on reputable job sites such as Indeed, LinkedIn, or OhioMeansJobs.
22. When posting or applying online:
 - **Use keywords.** Employers search databases using specific terms. Tailor your résumé with words from the job description.
 - **Keep language concise.** Avoid long paragraphs — use bullet points that highlight measurable results.
 - **Maintain a professional online presence.** Make sure your LinkedIn profile is up to date and consistent with your résumé.
 - **Be selective.** Stick to trusted sites and employers. Avoid job postings that require payment or personal financial information.

Final Encouragement

23. Change can be uncomfortable, but every transition is also a new beginning. Take time to reflect on your strengths, clarify what’s next, and seek support from your network, local career centers, and training programs.
24. You have valuable experience — and with preparation and persistence, you’ll find the right next step.

Appendix

Cover Letter: Do's and Don'ts

Do	Do not
Address the letter to a specific individual whenever possible (e.g., "Dear Ms. Johnson"). If you can't find a name, use a professional alternative like "Dear Hiring Manager."	Use outdated or impersonal salutations such as "To whom it may concern" or "Dear Sir or Madam".
Open with a connection. Briefly explain how you learned of the vacancy or why you're interested in the organization.	Begin each sentence or paragraph with "I". Vary your sentence structure to keep your letter engaging and balanced.
Highlight your most relevant skills and experience that match the position. Keep the whole letter to about 3 to 4 paragraphs.	Write too long of a letter or restate your resume.
Customize the letter and contact person for each employer.	Write a generic letter to multiple employers or accidentally address it to the wrong person.
Proofread carefully and have someone else look it over.	Rely on "spell check;" it will not catch everything.
Be accurate and professional and reference where you saw the posting.	Reference ads or job postings that don't exist.
End with a clear, confident closing.	Forget to sign or include your contact information.

Resume: Do's and Don'ts

Do	Do not
Include grade point average, both cumulative and major, <i>only</i> if you're a recent graduate with little experience and your GPA is strong.	Lie about your grade point average or any detail on your resume.
Write a clear, focused objective or summary that highlights your skills and goals. Tailor it for specific positions when possible.	Make your objective too narrow or overly specific that could limit your opportunities.
Keep the resume brief – generally one page for early-career professionals, two for extensive experience.	Assume the longer the resume, the more qualified you must be. Recruiters value quality and relevance, not length.
Proofread carefully for spelling, punctuation, and typos. Have someone else proofread as well.	Rely on "spell check;" it will not catch everything.
Look at your resume from an outsider's perspective. Does it make sense, and it is clear and easy to follow?	Use unfamiliar abbreviations or unnecessary jargon.
Focus on relevant experience and activities, especially those showing leadership, teamwork and results.	Include personal details such as your marital status, gender, race, ethnicity, age, <i>et cetera</i> .
Send a Thank You email after the interview even if you are not interested in the position.	Skip follow-up communication.
Print or share high-quality copies if submitting a paper resume.	Use poor-quality copies or submit a resume with visible marks or distortions. .
Save and submit in PDF format (unless otherwise requested) to preserve layout.	Handwritten or outdated formats.
Don't use casual or unprofessional voicemail greetings on the phone number listed on your resume.	Use a clear, professional voicemail message that includes your name.

Appendix

Vital Questions to Ask in an Interview

Applicants should be prepared to ask relevant questions at the end of each interview. Prepared applicants walk away from an interview feeling that they know everything there is to know about the job, department, and organization. The information received in an interview will assist you in making an intelligent career choice.

About the Role

1. Can you describe what a typical day or week looks like in this position?
2. What are the most immediate priorities or challenges for someone stepping into this role?
3. How is success measured in this position, and what does a great first six months look like?
4. What skills or qualities do you think are most important for someone to excel in this role?

About the Team and Leadership

5. Can you tell me a bit about the team I'd be working with?
6. How would you describe your management or leadership style?
7. How does this department contribute to the organization's overall goals or mission?

About the Organization

8. What are the organization's key goals or priorities for the next few years?
9. How does this department fit into those long-term plans?
10. What do you see as this organization's biggest strengths or opportunities for growth?

About Growth and Development

11. What training or professional development opportunities are available to employees?
12. How do you support employees in learning new skills or advancing within the organization?

About Culture and Fit

13. How would you describe the workplace culture here?
14. What qualities do you think make someone successful in this organization?
15. What do you personally enjoy most about working here?

If Appropriate (Later in the Interview Process)

16. Can you share how feedback and performance evaluations are typically handled?
17. Is there anything about the department or organization that's currently being improved or restructured?
18. What are the next steps in the hiring process?

Tips for Using These Questions

- Choose **3–5 questions** that are most meaningful to you.
- Avoid asking about **salary, benefits, or time off** until later in the process or when prompted.
- Always listen closely — good follow-up questions often come naturally from the conversation.
- Bring a short list to reference at the end of the interview so you don't forget key points.

Appendix

Internet Sites for Job Seekers

The Internet is a primary tool/resource for you during your job search. Employers post positions on the Internet, and there are also internet sites out there to help you write your cover letter and resume and prepare for an interview (e.g. careers.wsj.com).

Below we have listed a handful of internet job sites. These are just a few of the more common job sites. You have the option to look at the positions employers have posted, or you can post your resume on these sites.

Internet Sites	Address
CareerBuilder	www.careerbuilder.com
ComputerJobs.com	www.computerjobs.com
Dice.com	www.dice.com
HigherEdjobs.com	www.higheredjobs.com
Indeed.com	https://www.indeed.com
LinkedIn.com	https://www.linkedin.com/
Zip Recruiter	https://www.ziprecruiter.com/