

## Job Search Resources

### Popular Job Boards

Monster	<a href="http://www.monster.com/">http://www.monster.com/</a>	4Jobs.com	<a href="http://www.4jobs.com/">http://www.4jobs.com/</a>
CareerBuilder	<a href="http://www.careerbuilder.com/">http://www.careerbuilder.com/</a>	JobBankUSA	<a href="http://www.jobbankusa.com/">http://www.jobbankusa.com/</a>
Yahoo! HotJobs	<a href="http://hotjobs.yahoo.com/">http://hotjobs.yahoo.com/</a>	CareerSite.com	<a href="http://www.careersite.com/">http://www.careersite.com/</a>
Jobing	<a href="http://www.jobing.com/">http://www.jobing.com/</a>	NationJob	<a href="http://www.nationjob.com/">http://www.nationjob.com/</a>
Vault Job Board	<a href="http://www.vault.com/">http://www.vault.com/</a>	Job-Hunt.org	<a href="http://www.job-hunt.org/">http://www.job-hunt.org/</a>
RecruitUSA	<a href="http://www.arbita.net/">http://www.arbita.net/</a>		

### Massachusetts Career Hubs

Boston Help Wanted	<a href="http://regionalhelpwanted.com/boston-jobs/">http://regionalhelpwanted.com/boston-jobs/</a>	Boston Job Bank	<a href="http://www.bostonjobs.com/">http://www.bostonjobs.com/</a>
Boston Online Employment	<a href="http://www.boston-online.com/">http://www.boston-online.com/</a>	Boston Preferred Jobs	<a href="http://boston.preferredjobs.com/">http://boston.preferredjobs.com/</a>
NewEnglandRecruiter.com	<a href="http://www.newenglandrecruiter.com/">http://www.newenglandrecruiter.com/</a>	BostonWorks	<a href="http://www.boston.com/jobs/">http://www.boston.com/jobs/</a>
Boston Job Source	<a href="http://www.bostonjobsource.com/">http://www.bostonjobsource.com/</a>	BestJobs Massachusetts	<a href="http://www.bestjobsmassachusetts.com/">http://www.bestjobsmassachusetts.com/</a>

### Executive Search Firms

Directory of all executive search firms updated annually. 2008-2009 issue is available at:  
<http://www.recruiterredbook.com/index.php>

### Staffing Agencies and Vendor Partners

MIT has chosen two staffing agencies as the preferred vendors for the Institute. Each of the two agencies, Hollister and Professional Staffing Group, has a representative that is devoted to assisting members of the MIT community. The agencies also have strong relationships with a wide range of companies in the greater Boston area and specialize in a variety of career paths, including finance, technology, creative services, office support, and light industrial. They each provide contract and permanent placements as well as extensive computer skills training and benefits such as health insurance and 401(k). For more information, please feel free to contact any of the agencies directly.



## Hollister Staffing

Established in 1988, Hollister is one of New England's leading full-service, privately owned recruiting firms. With seven specialty divisions and two office locations, they are large enough to offer the resources that clients need—whether for supplemental/ contract or full-time placements—and small enough to stay quick-footed and flexible. They specialize in accounting and finance, financial services, technology, and administrative positions. Their MIT dedicated representative, Katerina Hsu, is ready to assist you. Please feel free to learn more about Hollister Staffing at their website [www.hollisterinc.com](http://www.hollisterinc.com) or contact Kate directly at 617-654-0200 (ext. 155) or [KHsu@hollisterstaff.com](mailto:KHsu@hollisterstaff.com).

## Professional Staffing Group

PSG provides its temporary staff with an array of benefits as well as access to some of Boston's premier companies. Their benefits include an ELITE training program, paid holidays, subsidized health insurance, a skill enhancement program, and a 401k plan. All of their training programs, including computer training, are accessible to all candidates. Professional Staffing Group operates extended hours so that their candidates have access to these programs whenever they need them. For more information, please visit their web site at [www.psgstaffing.com](http://www.psgstaffing.com) or call them at 617-250-1000. The MIT account representative for PSG is Stephanie Bogue. She can be reached at 617-250-1058 or [sbogue@psgstaffing.com](mailto:sbogue@psgstaffing.com).

## MITemps/nextSource

Short-term hires are engaged through the MITemps Program, managed by our vendor partner, nextSource, <http://www.nextsource.com/>. This program engages an average of 500 short-term employees annually and provides their payroll and benefits. The MITemps program manager, Pauline Skehan, is located on campus in E19-222c and can be reached at 617-324-0191 or [pskehan@nextsource.com](mailto:pskehan@nextsource.com). Being in a temporary role on campus may bridge you to your next job at MIT.

## Other Agencies (sample list no endorsement implied)

### Accounting and Finance

- Accountemps, 14 Story Street, Cambridge, MA 02138, phone: 617-876-9500
- Robert Half, 101 Arch Street, Boston, MA 02110, phone: 617-951-4000
- Michael Page, 125 High Street, Oliver Tower, 9th fl, Boston, MA 02110, phone: 617-824-2653
- KForce, 20 Mall Road, Burlington, MA 01803, phone: 781-359-2328
- KBW (Kroll, Becker & Wing, LLC), 17 Commerce Drive, Suite 5, Bedford, New Hampshire 03110, phone: 603-792-2345
- AccountPros, 100 Summer Street, 10th Fl., Boston, Mass 02130, phone: 617-482-4100
- EdgeRock Staffing Solutions, Finance and Accounting, Light Industrial, 180 Canal St., Boston MA 02114, phone: 617-439-3400
- Ledgent Finance and Accounting, 101 Federal Street, 21st Floor, Boston, MA 02110, phone: 617-330-6870

## Information Technology

- Tac Worldwide Companies, 888 Washington St., Dedham, MA 02026, phone: 781-251-8678
- AVID Staffing, Inc., 470 Atlantic Avenue, Suite 4025, Boston, MA 02210, Phone: 617.951.1880
- Overture Partners, web site: [overturepartners.com](http://overturepartners.com), phone: 781.449.0600
- Winter, Wyman & Company, web site: [winterwyman.com](http://winterwyman.com), phone: 617.880.3000
- Maxima Consulting, web site: [maximaconsulting.com](http://maximaconsulting.com), phone: 781.246.9500
- Gardner Resources, web site: [grgc.com](http://grgc.com), phone: 781.444.8787
- New Directions, web site: [nndatagroup.com](http://nndatagroup.com), phone: 866.999.8600

## Health Care

- On Assignment Staffing, 100 Grossman Drive, 2nd fl, Braintree, MA 02184, Phone: 781-849-3105

## Multiple Specialties

- Contemporaries, Inc. (Conference Services), 18 Tremont Street, Suite 522, Boston, Mass 02108, phone #617-723-9797, Donna M. Fitzgerald, President
- Kelly Services, 4 Meeting House Road, Suite 16, Chelmsford, MA 01824, phone: 978-250-1698. Bobby G. Tugbiyele - recruiter

## Online Job Sources by Function

### Administrative Support

AdminCareers.com	<a href="http://www.admincareers.com/">http://www.admincareers.com/</a>
Snag a Job	<a href="http://www.snagajob.com/">http://www.snagajob.com/</a>
Administrativeassistantjobstore.com	<a href="http://www.administrativeassistantjobstore.com/">http://www.administrativeassistantjobstore.com/</a>

### Customer Service

CallCenterCareers.com	<a href="http://www.callcentercareers.com/index.jsp">http://www.callcentercareers.com/index.jsp</a>
Snag a Job	<a href="http://www.snagajob.com/">http://www.snagajob.com/</a>
CallCenterJobs.com	<a href="http://www.callcenterjobs.com/index.cfm">http://www.callcenterjobs.com/index.cfm</a>

### Human Resources

Society for Human Resource Management - HR	<a href="http://jobs.shrm.org/">http://jobs.shrm.org/</a>
Northeast Human Resource Association - HR in the North East	<a href="http://www.nehra.com/">http://www.nehra.com/</a>



ASTD Job Bank - Independent Consultants, HR & Recruiting, Training	<a href="http://jobs.astd.org/">http://jobs.astd.org/</a>
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Finance and Accounting			
Account Temps	<a href="http://www.accountemps.com/">http://www.accountemps.com/</a>	American Assoc of Acct & Finance	<a href="http://www.aafa.com/">http://www.aafa.com/</a>
National Black MBA Association	<a href="http://www.nbmbaa.org/">http://www.nbmbaa.org/</a>	American Society of Women Accountants	<a href="http://www.aswa.org/">http://www.aswa.org/</a>
Association for Financial Professionals (AFP)	<a href="http://www.afponline.org/">http://www.afponline.org/</a>	Association of Latino Professionals	<a href="http://www.alpfa.org/">http://www.alpfa.org/</a>
Auditorjobs.com	<a href="http://www.auditorjobs.com/">http://www.auditorjobs.com/</a>	National Association of Black Accountants	<a href="http://nabacareercenter.nabainc.org/">http://nabacareercenter.nabainc.org/</a>
Cash Management Career Center	<a href="http://www.amgi.com/">http://www.amgi.com/</a>	Careers in Finance	<a href="http://www.careers-in-finance.com/">http://www.careers-in-finance.com/</a>
Finance Job Network	<a href="http://www.financialjobnet.com/">http://www.financialjobnet.com/</a>		

Academia	
<a href="http://www.newenglandherc.com">www.newenglandherc.com</a>	<a href="http://www.professionals.collegeboard.com">www.professionals.collegeboard.com</a>
<a href="http://www.higheredjobs.com">www.higheredjobs.com</a>	<a href="http://www.healthjobsusa.com">www.healthjobsusa.com</a>
<a href="http://www.chronicle.com">www.chronicle.com</a>	<a href="http://www.insidehighered.com">www.insidehighered.com</a>
<a href="http://www.academickeys.com">www.academickeys.com</a>	<a href="http://www.academiccareers.com">www.academiccareers.com</a>
<a href="http://www.academic360.com/">http://www.academic360.com/</a>	<a href="http://www.academploy.com/">http://www.academploy.com/</a>

BioTech	
<a href="http://www.acrpnet.org/">http://www.acrpnet.org/</a>	<a href="http://www.asgt.org/">http://www.asgt.org/</a>
<a href="http://www.bioexchange.com/">http://www.bioexchange.com/</a>	<a href="http://www.biotechjobsblog.com/">http://www.biotechjobsblog.com/</a>
<a href="http://www.bioresearchonline.com/">http://www.bioresearchonline.com/</a>	<a href="http://www.biojobnet.com/">http://www.biojobnet.com/</a>
<a href="http://www.biotechgigs.net/">http://www.biotechgigs.net/</a>	<a href="http://www.dice.com/">http://www.dice.com/</a>

Resource Development	
<a href="http://www.indeed.com/">http://www.indeed.com/</a>	<a href="http://www.crdnet.org/">http://www.crdnet.org/</a>
<a href="http://www.simplyhired.com/">http://www.simplyhired.com/</a>	<a href="http://www.fundraisingjobs.com/">http://www.fundraisingjobs.com/</a>

Non-Profit	
<a href="http://charitychannel.com/">http://charitychannel.com/</a>	<a href="http://www.dotorgjobs.com/">http://www.dotorgjobs.com/</a>
<a href="http://philanthropy.com/jobs/">http://philanthropy.com/jobs/</a>	<a href="http://www.socialservice.com/">http://www.socialservice.com/</a>

Libraries	
<a href="http://joblist.ala.org/">http://joblist.ala.org/</a>	<a href="http://www.librarysupportstaff.com/">http://www.librarysupportstaff.com/</a>
<a href="http://www.libraryjobpostings.org">http://www.libraryjobpostings.org</a>	<a href="http://mblc.state.ma.us/jobs/">http://mblc.state.ma.us/jobs/</a>

## Colleges & Universities - Massachusetts

[www.newenglandherc.com](http://www.newenglandherc.com) - The New England HERC supports the efforts of each of its member institutions to recruit and retain outstanding faculty, administrators, and staff through the sharing of information and resources. It is a **portal** for **all openings** in over 50 academic institutions in New England.

### Resources for Searching Job Titles

**Dictionary of Occupational Titles** - <http://www.occupationalinfo.org/contents.html>

This publication from the Department of Labor provides general descriptions of an enormous range of job titles

**O\*NET** - <http://online.onetcenter.org/>

The O\*NET system serves as the nation's primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. The O\*NET database houses this data and O\*NET OnLine provides easy access to that information.

**Occupational Outlook Handbook** - <http://www.bls.gov/OCO/>

This Bureau of Labor Statistics handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The handbook is revised every two years.

**Bureau of Labor Statistics Projections**

The Bureau of Labor supplements the Occupational Outlook Handbook with articles and figures concerning the projected future of particular occupations.

### External Career Management Resources

#### Career Management Service Providers

Below is a list of external career counselors/outplacement services that can provide help with career transition and job exploration. In addition to the providers listed here, you can also research career professionals through the Association of Career Professionals International web site [www.acpi-international.org](http://www.acpi-international.org) or through listings in your phone directory.

#### Tuition Assistance

If you are eligible, you may qualify for up to \$500 reimbursement, which can be used for external career management and outplacement in the six months immediately following the date of the layoff notice. External services include career counseling, job search support, resume writing, networking and informational interviewing skills for groups and individuals. We can provide you with a list of external services if you want to explore this option. For information about eligibility, please send e-mail to: [benefits-www@mit.edu](mailto:benefits-www@mit.edu)



External Career Management Resources		
ORGANIZATION	CONTACT	SERVICES
<b>Boston Career Link</b> <i>(One-Stop Career Center)</i>	1010 Harrison Ave. Boston, Massachusetts 02119 Phone: (617) 536-1888 Fax: (617) 536-4687 <a href="http://www.bostoncareerlink.org">www.bostoncareerlink.org</a>	<ul style="list-style-type: none"> <li>• Counseling services</li> <li>• Individual consultations</li> <li>• Career assessment</li> <li>• Computer-based workshops/resource library</li> <li>• Job referrals</li> <li>• Workshops</li> <li>• Labor market information</li> <li>• Job seeker support groups (Job search group for individuals with disabilities)</li> <li>• Individual services (fee-based)</li> </ul>
<b>Career Place</b> <i>(One-Stop Career Center)</i>	Trade Center Park 100 Sylvan Road, Suite G-100 Woburn, MA, 01801 781-932-5500 <a href="http://www.careerplacejobs.com/seekers.htm">www.careerplacejobs.com/seekers.htm</a>	<ul style="list-style-type: none"> <li>• Individual career coaching</li> <li>• Customized Résumé development</li> <li>• Career development workshops - see web site for pricing</li> <li>• Career planning and assessment</li> <li>• Career resource library</li> <li>• Computer classes</li> <li>• Job search workshops</li> <li>• Job placement assistance</li> <li>• Networking group</li> </ul>
<b>Career Source</b> <i>(One-Stop Career Center)</i>	<a href="http://www.yourcareersource.com/">www.yourcareersource.com/</a>  Cambridge Fresh Pond Mall 186 Alewife Brook Parkway, Suite 310 Cambridge, MA 02138 617-661-7867; Fax: 617-661-7571  Everett 1935 Revere Beach Parkway Everett, MA 02149 Phone: 617-389-8025; Fax: 617-389-8012	<ul style="list-style-type: none"> <li>• Career development consultations</li> <li>• Career development interviewing individual self-assessment tools               <ul style="list-style-type: none"> <li>– Myers-Briggs type indicator</li> <li>– Strong interest inventory</li> </ul> </li> <li>• Job search assistance</li> <li>• Placement services</li> <li>• Training</li> </ul>
<b>The Workplace</b> <i>(One-Stop Career Center)</i>	29 Winter Street, 5th Floor Boston, MA 02108 Direct: 617-737-0093 Office: 617-451-8147	<ul style="list-style-type: none"> <li>• Career counseling</li> <li>• Career resource library</li> <li>• Workshops</li> <li>• Access to occupational and skills training</li> <li>• Recruitment sessions</li> <li>• Interview preparation</li> <li>• Personalized resume critique</li> <li>• Resume packages/cover letters</li> </ul>



<b>Betty Doo &amp; Associates</b>	Betty Doo, Career Management Consultant 311 Great Road, 2nd Floor Littleton, MA 01460 978-692-5777 bd@bettydoo.com www.bettydoo.com	<ul style="list-style-type: none"> <li>• Career management</li> <li>• Performance coaching</li> <li>• Boomer generation work/life planning</li> </ul>
<b>Career Counseling Associates</b>	Joyce Picard 15 Cypress St., Suite 200 Newton Centre, MA 02158 Phone: 617-332-7600 Fax: 617-509-9689 joycepicard@aol.com www.picacareer.com	<ul style="list-style-type: none"> <li>• Career planning</li> <li>• Individual consultations (career assessment and options for change may be the initial session of the testing and coaching package)</li> <li>• Resume preparation</li> <li>• Testing services/testing package             <ul style="list-style-type: none"> <li>- Two inventories (personality/ vocational)</li> <li>- An initial meeting and follow-up interpretive session</li> <li>- Development of a specific action plan</li> <li>- Three counseling hours</li> <li>- Selection of inventories tailored for each client</li> </ul> </li> </ul>
<b>Career Moves</b>	29 Winter Street, 5th Floor Boston, MA 02108 Direct: 617-399-3129 Office: 617-451-8147 cmovesmail@jvs-boston.org www.career-moves.org	<ul style="list-style-type: none"> <li>• Career counseling (individual consultations)</li> <li>• Success team</li> <li>• Career decision group</li> <li>• Job search assistance</li> <li>• Career advisory network</li> <li>• Boston labor market information</li> <li>• Job search and career transition program for long-term unemployed (limited)</li> </ul>
<b>Career Planning and Management</b>	Dan King, Principal 3 School Street, Boston, MA 617-723-7696 dking@careerfirm.com www.careerfirm.com	<ul style="list-style-type: none"> <li>• Career transition coaching</li> <li>• Individual consultations</li> <li>• Career testing and assessment package- 4 instruments</li> <li>• Job search strategies</li> <li>• Job performance coaching</li> <li>• See web site for additional information</li> </ul>
<b>Career Strategies Incorporated</b>	Priscilla Claman 11 Beacon Street, Boston, MA 02108 617-227-5517 • fax: 617-248-0034 info@career-strategies.com	<ul style="list-style-type: none"> <li>• Skill and "core competency" assessment</li> <li>• Career transition planning</li> <li>• Organizational career management strategies</li> <li>• Resume preparation and production</li> <li>• Job search strategies, practice interviewing</li> </ul>
<b>Lassiter Consulting</b>	Pam Lassiter 330 Beacon St., Boston, MA 02116 617-267-7105 pam@lassiterconsulting.com www.lassiterconsulting.com	<ul style="list-style-type: none"> <li>• Executive career management and outplacement</li> <li>• Networking</li> <li>• Personal coaching</li> <li>• Programs tailored to meet individual needs</li> </ul>



<p><b>Momentum, Career and Life Coaching</b></p>	<p>Michele Rapp, M.Ed., CPC  Arlington, MA  Days: 617-305-1909  781-643-2075  coach@NewMomentumCoaching.com  www.NewMomentumCoaching.com</p>	<ul style="list-style-type: none"> <li>• Specializes in career counseling, career change, life coaching, work/life balance, job search and resumes</li> <li>• She takes a holistic approach to career goals in the context of life values and purpose</li> <li>• Individual consultations*</li> <li>• Assessment tests</li> </ul> <p>*Telephone and in-person appointments available</p>
<p><b>Sue Motulsky</b></p>	<p>259 Massachusetts Ave.  Arlington, MA 02174  978-897-2551  smotulsky@earthlink.net</p>	<ul style="list-style-type: none"> <li>• Interest and expertise: working with women on the process of career change, exploration, and decision-making as well as on issues such as job hunting, resume development, and interviewing skills</li> <li>• Career counseling and consultation</li> <li>• Assessment instruments instrument (requires at least 1 appointment for interpretation)</li> </ul>
<p><b>Operation A.B.L.E. of Greater Boston, Inc.</b></p>	<p>Joan Cirillo, Executive Director  131 Tremont Street, Suite 301  Boston, MA 02111-1336  617-542-4180  ABLE@OperationABLE.net  www.operationable.net/</p> <p>Open House, Fridays at 10:00 am</p>	<ul style="list-style-type: none"> <li>• Expertise with mature workers (45+ older who need retraining)</li> <li>• Career counseling/ coaching</li> <li>• Individual consultations</li> <li>• Resume writing/critique</li> <li>• Interview preparation</li> <li>• Support groups</li> <li>• Computer/internet training</li> <li>• Workshops specifically for mature workers</li> </ul>
<p><b>Resonare Consulting</b></p>	<p>Ken Mattsson  164 Cushing St., Cambridge, MA 02138  Phone: 617-480-4527  Fax: 253-663-3466</p> <p>ken@resonare.com  http://resonare.com/</p>	<ul style="list-style-type: none"> <li>• Expertise and experience working with MIT employees, student populations, creative arts/communication focus</li> <li>• Individual assessment and career project planning</li> <li>• Individual career counseling/coaching</li> <li>• Career and professional development workshops</li> <li>• MBTI consultation: interpretation with interpretive materials</li> </ul>
<p><b>W.I.N.D.</b>  (Wednesday is Networking Day)</p>	<p>www.windnetworking.net/index.html</p> <p>WIND/North, Wednesday 9:00 A.M., Meeting Location: Wilmington United Methodist Church, 87 Church Street (Route 62)</p> <p>WIND/East, first &amp; third Friday of each month 9:00 A.M., Watertown, MA: Meeting Location: St. John's United Methodist Church, 80 Mt. Auburn Street</p> <p>WIND/South and WIND/South Senior Executive Group, Thursday 8:30 A.M., Foxboro, MA: Meeting Location: First Baptist Church, Corner of Chestnut and Mechanic Streets</p> <p>WIND/West, Tuesday 9:00 A.M., Westborough, MA:</p>	<ul style="list-style-type: none"> <li>• Small group networking (structured networking)</li> <li>• Job search resources</li> <li>• Employment listings</li> <li>• Guest speaker presentations and mini-workshops</li> <li>• Job search needs and leads exchange</li> <li>• Access to over 3,000 members of the WIND listserve</li> </ul>





	<p>WIND/West ; Meeting Location St. Luke's Catholic Church, Parish Center, 1 Ruggles Street- corner of West Main Street/Route 30</p> <p>WIND/Seacoast, Monday 8:45 A.M., Portsmouth, NH: Meeting Location: Franklin Pierce College, 73 Corporate Drive Pease International Tradeport</p>	
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**Selecting a Career Management Provider**

This list of career/outplacement service providers is intended for informational purposes to help you research potential career coaches. The list does not imply an endorsement by MIT. Choosing the right match of service provider is an individualized process.

**Step 1: Clarify Your Needs and Goals**

First determine what part of the career management process is most important to you. For example, in which of the following areas do you need to focus:

- Self-understanding and assessment to clarify your work values, skills, and interests.
- Career and job market research to explore alternatives and potential career directions
- Job search tools and techniques such as resume preparation, interviewing skills, generating leads
- Networking for information, contacts, and career alternatives

Career management professionals have their own strengths and preferences. The ability to articulate what you need and formulate questions will help determine the best "fit" for you.

**Step 2: Research the Services**

- Are individual consultations provided?
- Is phone consultation available?
- What kinds of assessment instruments or exercises are available?
- What resources, planning tools, and reference materials are provided?
- Are there job search or career planning workshops provided?
- Is it possible to participate in networking or job search support groups?
- Is there a referral network?

**Step 3: Ask about Costs**

- What are the hourly charges?
- What is included in the hourly fee?
- Is there a charge for phone time or e-mail correspondence as a follow-up to individual meetings?
- Are there package rates in which individual consultations, assessments, or job search services are bundled?

If you have further questions, please don't hesitate to call your HRO or assigned staffing specialist from MIT Human Resources.

