



Going Global Country Career Guides and Global Key Employer Directory

GOING GLOBAL PREMIUM SERVICE USER GUIDE

Going Global Country Career Guides are the ultimate international job seeker's guide! Packed with country-specific information, this massive research tool contains more than 35,000 resources for finding international employment at home and abroad. Each country segment has been developed by a local career specialist from our worldwide team, and contains recommended web sites, detailed resource descriptions, insider tips and professional advice for such vital employment topics as:

- Job search resources: general and specialized job sites, job fairs, newspapers, government-sponsored employment offices, headhunters/recruiters, internship programs and temporary staffing agencies
- Information on employment opportunities and trends
- Industry-specific trade and professional organization information and links: issues of special concern for foreign professionals, education requirements, trade associations, publications, and industry web sites
- Business resources: Trade Councils, Chambers of Commerce, and other professional networking organizations
- Work permits and visa regulations
- Finance and compensation information: taxes, cost of living, medical insurance, vacation/leave, etc.
- Resume/CV writing guidelines
- Cultural and interviewing advice
- Embassy listings with key contact information and links

GOING GLOBAL COUNTRY CAREER GUIDES

Australia	Denmark	Italy	South Africa
Austria	Finland	Japan	Spain
Belgium	France	Korea	Sweden
Brazil	Germany	Netherlands	Switzerland
Canada	Hong Kong	Norway	United Kingdom
China	India	Singapore	United States

USA City Guides

Atlanta, Chicago, Dallas, New York, and San Francisco

Global Key Employer Directory

Your collection includes the Global Key Employer Directory with corporate listings for all the countries listed above, plus 7 more: Russia, Ireland, Mexico, Chile, Argentina, Indonesia and Malaysia. The Global Key Employer Directory contains more than 25,000 country-specific company profiles in industries such as manufacturing, transportation, consumer goods, consulting services, finance, and technology. Both "local" and "multinational" employers are included and represent companies where professional opportunities are more likely to be available – i.e. blue-collar type employers are not included.

Corporate listings include:

- ❖ Full official name of the company
- ❖ Type of company
- ❖ Description of its activities
- ❖ Number of employees
- ❖ Latest financial figures available (sales, etc)
- ❖ Names of company officers
- ❖ NAICS category (North American Industry Classification System)
- ❖ Mailing address
- ❖ Telephone, fax, website

This collection also includes more than 250,000 international job openings and internship listings including thousands of openings in cities across the United States. Global opportunities are posted for companies such as: Coca-Cola, Procter & Gamble, FedEx, Johnson & Johnson, Hewlett-Packard, General Motors, Chevron-Texaco and General Electric, just to name a few. Customized job alert requests can be established to provide instant notification for any new listing that meets the user's personal requirements; **all job openings are updated every day!**

Browsing the Going Global Country Career Guides

Clicking on the **Country Guides** link on the Main Page provides the full list of the collection, sorted alphabetically by country. Clicking on a country name opens the Guide for that country.

The **Topic Overview** for each Guide (accessed in the left-hand menu or by scrolling down the page) includes the subjects covered in each section. For example, select "Employment Trends and Opportunities," and then "Information Technology" to be taken to that topic. Once the page is open, scroll down the page to see all the information in this category.

Searching the Going Global Country Career Guides

From the **Country Guide** page, you can input a search criterion into the **Guide Search** box. IT IS IMPORTANT TO BE AS SPECIFIC AS POSSIBLE! Select the desired country for the search. The results are listed, including topic and sub topic titles.

Within the Guide itself, it is easy to find the pages containing the specified word or reference by selecting the **Quick Search** box in the right-hand side of the page, and entering the search criteria into the box. Again, results are listed, including topic and sub topic titles.

Browsing the Global Key Employer Directory

The Global Key Employer Directory is accessed by selecting **Employer Directory** on the Main Page. To browse, select the desired country from the list of all 31 countries in the left-hand menu. By clicking on a country, you are brought to an alphabetical listing of all companies listed for that country. To view additional companies, select another letter from the alphabet bar above the listing. Clicking on a company name will take you directly to the page with the information on that company.

Searching the Global Key Employer Directory

You can search through the collection, using the **Profile Search** box on the **Employer Directory** page. You may search by keywords and topics or by ranges. For keywords and topics, select company name, address or industry/NAICS, enter the appropriate criteria in the box and select the desired country. PLEASE KEEP IN MIND THAT INDUSTRY DOES NOT MEAN FUNCTION. For example, the industry "banking" will yield results, while the function "finance" will yield none. Results are listed alphabetically; to view the findings, click on the highlighted letters in the alphabet bar.

You can also search by sales or number of employees, using the **Ranges** search function. Select either the number of employees or latest available sales from the **Category** box, then select a country and enter the desired numerical ranges.

For all searches, results are listed alphabetically; to view the findings, click on the highlighted letters in the alphabet bar.

Searching Job Postings and Internship Listings

Click on the **Daily Job Postings** link on the main page and then click on either **Search Worldwide Jobs by Country** or **Search US Jobs by City or State**. Use the drop down boxes to select the area and industry that you would like to search. After making these selections, clicking on the **Search** box will bring up all the listings which meet your search criteria. Internship listings can also be found by using this search feature. To set up automatic email notification of new postings which meet your search criteria, simply click on **Create Search Agent** and when prompted enter your email address. The **Create Search Agent** link can be found on the results page of your job search just below and to the right of the search button.

Personal Accounts and Off-Site Access

You can set up a personal account from within your organization's system which allows access to the Going Global resources remotely by utilizing a user name and password. By clicking on **Create Personal Account**, in the upper right-hand corner of any page, you are guided through the straightforward steps. You will receive an email with a login and password for accessing the collection remotely.

Bookmarking and Default Pages

Once you have established a personal account, you can personalize access to the resources and content, by creating bookmarks. Bookmarks are created by clicking on **Add to my Links** in the right-hand Shortcuts menu within the Country Guide.

Simply click on the **Sign into Personal Account** link and log in with your user name and password, to access a list of all bookmarked pages.

You can also set any page in the collection as the default page by clicking on **Set as Default Page** after logging in. When you next log in, you are taken directly to that page.

Printing

You can print any of the pages within the collection, one at a time, using the Print Page button on the bottom left-hand side of every page. This opens a "clean" printable page with the Country Guide or Employer Directory information. Use the print button or the browser to print the page.

About Going Global

The Going Global Country Career Guide Collection was created to support international job seekers with an extensive source of country-specific career information. The unique content and detailed resources contained in the collection provides the user with a comprehensive tool kit for evaluating, selecting and transitioning into a successful career in a foreign country. The collection is country-specific in detail but designed to be compared across borders, and is organized specifically for the global job seeker. No other source currently offers the extent of original country-specific career content provided by Going Global.

