



USER'S GUIDE

**Country Career Guide and
USA/Canada City Career Guide**

Combined Premium Collection

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Going Global Country Career Guides are the ultimate jobseeker’s tool for finding employment at home and abroad!

Packed with country-specific career information, each guide has been **developed by a local career specialist, updated annually**, and features recommended websites and detailed resource descriptions for vital employment topics including:

- **Job search resources:** general and specialized job sites, job fairs, newspapers that publish job ads, government employment offices, executive search firms, and temporary staffing agencies
- **Country employment outlook** and key industry trends
- **Top company listings:** corporate profiles of the largest employers including NAICS descriptions, revenue and full contact information
- **Industry-specific trade and professional organization information:** issues of special concern for foreign professionals, education requirements, trade associations and industry web sites
- **Business resources:** trade councils, chambers of commerce, and other professional and social networking groups
- **Work permit and visa** regulations
- **Finance and compensation information:** taxes, housing, transportation, cost of living, medical insurance, vacation/leave, pensions, social security, and more.
- **Resume/CV** writing guidelines and examples
- **Interview advice**
- **Cultural advice**

GOING GLOBAL COUNTRY CAREER GUIDES

Argentina	Australia	Austria	Belgium	Brazil
Canada	Chile	China	China: Beijing	Costa Rica
Denmark	Finland	France	Germany	Guatemala
Hong Kong	India	Ireland	Italy	Japan
Kenya	Mexico	Netherlands	Nicaragua	Norway
Panama	Peru	Russia	Singapore	South Africa
South Korea	Spain	Sweden	Switzerland	Taiwan
UAE	United Kingdom	USA	Vietnam	

USA & Canada City Career Guides

The USA and Canadian City Career Guides fast track finding employment opportunities within the largest and most dynamic metropolitan areas in North America. Each City Career Guide features recommended web sites, professional resources and reliable statistics on:

- Job search resources including: online job sites, local branches of staffing agencies and executive recruitment firms, career fairs, newspapers that publish job ads, and government-sponsored employment offices
- Metro employment overview and key industry trends
- Major employer profiles with detailed contact information and full business descriptions
- Business resources including trade associations, chambers of commerce, and other professional and social networking groups
- H1B visa application listings organized by both USA state and metro areas
- Cost of living information
- Work permit and visa regulations
- Resume writing guidelines and samples
- Interview advice
- Cultural advice

USA CITY CAREER GUIDES

Atlanta	Dallas-Ft. Worth	Miami	Richmond
Albuquerque	Denver	Milwaukee	Rochester
Austin	Detroit	Minneapolis-St. Paul	Salt Lake City
Baltimore	Greenville	Mobile	San Antonio
Baton Rouge	Hartford	Nashville	San Diego
Boston	Houston	New York	San Francisco
Buffalo	Indianapolis	Orlando	San Jose
Charlotte	Jacksonville	Philadelphia	Seattle
Chicago	Kansas City	Phoenix	St. Louis
Cincinnati	Los Angeles	Portland	Washington, DC
Cleveland	Memphis	Raleigh-Durham	

CANADA CITY CAREER GUIDES

Calgary	Edmonton	Montreal	Ottawa
Toronto	Vancouver		

Browsing the Going Global Country and City Career Guides

Clicking on the **Going Global Country Guide** or **USA/Canada City Guide** links from the Main Page to view the full list of guides included in that collection. The list of guides is sorted alphabetically by country/city. Clicking on a country/city name brings you to the main content index for the selected guide.

In the **USA City Career Guide** collection, click on the American Flag icon to access **H1B listings** by state. **H1B listings** by metro area are also included in each City Career Guide.

The **Topic Overview** for each guide includes the subjects covered in each section. For example, when you select "Industry and Employment Trends," you can view the details for that topic. Once the page is open, scroll down the page to see all the information in the selected category.

Searching the Going Global Country and City Career Guides

From the **Going Global Country Guide** or **USA/Canada City Career Guide** pages, you can input search criteria into the **Guide Search** box. **It is important to be as specific as possible!** Select the desired country/city for the search.

After you activate the search, the results are listed, including topic and sub-topic titles.

Within each guide it is easy to find pages containing a 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 showing topic and sub topic titles.

H1B Plus

This system provides extensive and detailed access to U.S. Department of Labor (DOL) H1B visa certification records. Use this tool to simultaneously search listings by job title, occupation, employer, location and/or wage. These records are throughout the year, typically on a quarterly basis. This feature is only available in certain subscriptions.

Global Key Employer Directory

Going Global's premium subscription includes the Global Key Employer Directory with corporate listings for all the countries covered by the Country Career Guide series, plus Russia, Chile, Indonesia, UAE and Malaysia. The Global Key Employer Directory contains more than 500,000 country-specific company profiles in industries such as manufacturing, transportation, consumer goods, consulting services, finance and technology. Both "local" and "multinational" employers are included. This database is updated quarterly.

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 (North American Industry Classification System) category
- Mailing Address
- Telephone, fax, website, email

Searching the Global Key Employer Directory

Search by 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.

IMPORTANT! Keep in mind that industry does not mean function. For example, the industry “banking” will yield results, while the function “finance” will yield none.

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.

Worldwide Job and Internship Listings

Going Global’s premium subscription includes more than 16 million international job openings and internship listings, including thousands of openings in cities across the United States.

- Multi-lingual Search - job and internship listings can be searched both in English and local language(s)
- Email notifications - registering for the job search notifications by email function provides automatic updates of new listings that match your search details
- Nonprofit/NGO search – access multiple resources to search for nonprofit and development jobs and internships

TIP: Job openings are updated daily and include opportunities from around the world!

Searching Job and Internships Opportunities

Click on the **Jobs/Internships** link from the main page or in the main navigation bar to access the search form.

1. Enter a location title (e.g., city and state, or country name) or choose from the dropdown list of country names. **NOTE: This is a required part of the search query and cannot be omitted.**
2. If you wish, enter information in the Job Title and/or in the Skills and Keywords boxes to narrow your search. Going Global jobs and internship opportunities can be searched both in English and the local language.
3. Select an industry using the drop-down list, or leave unselected for all industries within that geography.
4. Search specifically for jobs with Non-profits, Non-Governmental and Development organizations, click the "Idealist" and "Devex" links. You may also want to search the entire database for these types of jobs.
5. Use the "add Search Details" link to add industry-specific keywords. When you click on the link a separate window will open. Select the keywords you wish to add by clicking on the checkboxes next to the terms, then click on the "Add keywords and return to search" button.
6. Academic Search Terms tool enables you to add keywords to your search to include results with academic titles and internship-specific content. The predefined keyword list provides a wide range of additional academic keywords without additional typing and reduces the chance of misspellings. Click on "Academic Keyword Tool" to pop up a selection window. Select as many search terms as apply then click the "Add keywords and return to search" button.
7. If you wish, search for jobs within a particular company by filling in the Company field.
8. Select job type from All, Full-time, Part-time, Internship, Contract

Launch your search by clicking on the "Search" button. Search results will be displayed on a new page.

Click on the Jobs/Internships link on the main page to go to the search form. Follow the steps on the search form to select the cities and/or countries of interest and add keywords to your search. Use the drop down boxes to select the area and industry that you would like to focus on. Additional advanced keywords may be selected and added along with academic terms to increase the specific focus of your search query.

Going Global jobs and internship opportunities can be searched both in English and numerous local languages. A job search agent is also available to send automatic alerts regarding new opportunities that enter the system that meet the job seekers requirements.

“Add Search Details” Feature

The Add Search Details feature provides a wide range of additional, industry-specific keywords to add to your job or internship query. On the Jobs/Internships search form, click on the “Add Search Details” link:

1. Select an industry – Next to each industry name is a radio button that you can use to select the industry you wish to research. Click on a radio button for a single industry and then the “Select Industry” button in the lower right-hand corner. You are then presented with a list of pre-defined industry keywords.
2. Add Industry Keywords – You can add as many of the pre-defined keywords as you wish by clicking on the checkbox next to each term. To complete the keyword selection click on the “Add keywords and return to search” button.
3. Review the selected keywords – the industry keywords are added to the search form and appear below the “Add Search Details” link. To edit or add to the selected keywords, click on the “Add Search Details” link.

“Academic Keyword Tool” Feature

The Academic Keyword Tool enables you to add keywords to your search to include results with academic titles and internship-specific content. The predefined keyword list provides a wide range of additional academic keywords without additional typing and reduces the chance of misspellings.

1. Click on the “Academic Keyword Tool” link from the main search window of the Jobs/Internships page. The link is available on the Global Search and the USA Search forms.
2. In the Academic Keyword Tool window, select keywords to add to your search by clicking the check boxes. Then click on the “Add keywords and return to search” button.
3. The selected keywords are now included in your search query and displayed on the search form.
4. Include more keywords - If you wish to add additional keywords, type them directly into the Keywords field
5. Launch your search by clicking on the "Search" button. Search results will be displayed on a new page.

Personal Account Set Up

You can set up a personal account from within your organization’s system to make it easier to access the pages of most interest to you. 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 direct access to your personal account. **For security reasons, a new account must be re-established every six months (180 days).**

Bookmarking and Default Pages

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

Access Saved Bookmarks

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.

Additional Resources

- View the online FAQ: <http://online.goingglobal.com/FAQ.aspx>
- Watch the training videos: <http://online.goingglobal.com/presentation3.aspx>
- For technical issues subscribing organizations can send an email to techsupport@goingglobal.com.
- Contact Going Global: http://online.goingglobal.com/contact_us.aspx

About Going Global



The Going Global Country Guide and USA/Canada City Career Guides collections were created to support job seekers with an extensive source of country-and-city-specific career and employment information.

The unique content and detailed resources contained in the database provides the user with a comprehensive tool kit for evaluating, selecting and transitioning into a successful career in their destination of choice.

No other source currently offers the extent of original career and employment content provided by Going Global.