



Going Global Country Career Guide and USA City Guide Collection

USER'S 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 45,000 resources for finding international employment at home and abroad. Each guide has been developed by a local career specialist, and contains recommended web sites and detailed resource descriptions 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, and industry web sites
- Business resources: Trade Councils, Chambers of Commerce, and other professional networking organizations
- Work permit and visa regulations
- Finance and compensation information: taxes, cost of living, medical insurance, vacation/leave, etc.
- Resume/CV writing guidelines and examples
- Cultural and interviewing advice

GOING GLOBAL COUNTRY CAREER GUIDES

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

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.

USA City Career Guides

With the USA City Career Guides, you can fast track to find employment opportunities within the largest and most dynamic metropolitan areas in the United States. Each city guide contains recommended web sites, professional resources and reliable statistics for:

- Job search resources, including local branches of staffing agencies and executive recruiters, career fairs, newspapers, and government-sponsored employment offices
- State and City listings for companies which have applied for H-1B visas
- Contact information and business descriptions for the area's largest employers
- Local job employment outlook and key industry sectors
- Business resources including Chambers of Commerce, and other professional and networking organizations
- Cost of living information
- Work permit and visa regulations
- Resume writing guidelines and samples
- Interviewing and cultural advice.

GOING GLOBAL USA CITY CAREER GUIDES*

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

*****H1B listings are available for all states*****

Browsing the Going Global City Career Guides

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

H1B listings by state can be accessed by clicking on the American Flag icon.

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 “Industry and Employment Trends,” and then 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 City Career Guides

From the **USA City 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 city 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.

Global Key Employer Directory

Your collection 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 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.

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

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

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. **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.

Worldwide Job and Internship Listing

This collection also includes more than 500,000 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 daily!

Searching Job Postings and Internship Listings

Click on the **Jobs/Internships** 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/City 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/City Guide or the Employer Directory information. Use the print button or the browser to print the page.

About Going Global

The Going Global Country Guide and USA City Career Guide 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.

For technical issues contact techsupport@goingglobal.com

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