

# Online Job Searching

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Hi, I'm Sarah, and this is Corey.

Corey wants to learn how to use the computer to look for jobs online.

We'll follow him through several types of job searching websites to find job openings.

He'll apply for unemployment, search nationwide career websites and local ads, and visit individual company websites.



Before searching for jobs, it's a good idea to think through your skills and experience, and make a list of jobs for which you would be qualified.

Corey has experience in manufacturing and warehousing, and knows how to operate some heavy machinery, so he writes these and some other things down.

These skills could come in handy for several types of jobs.

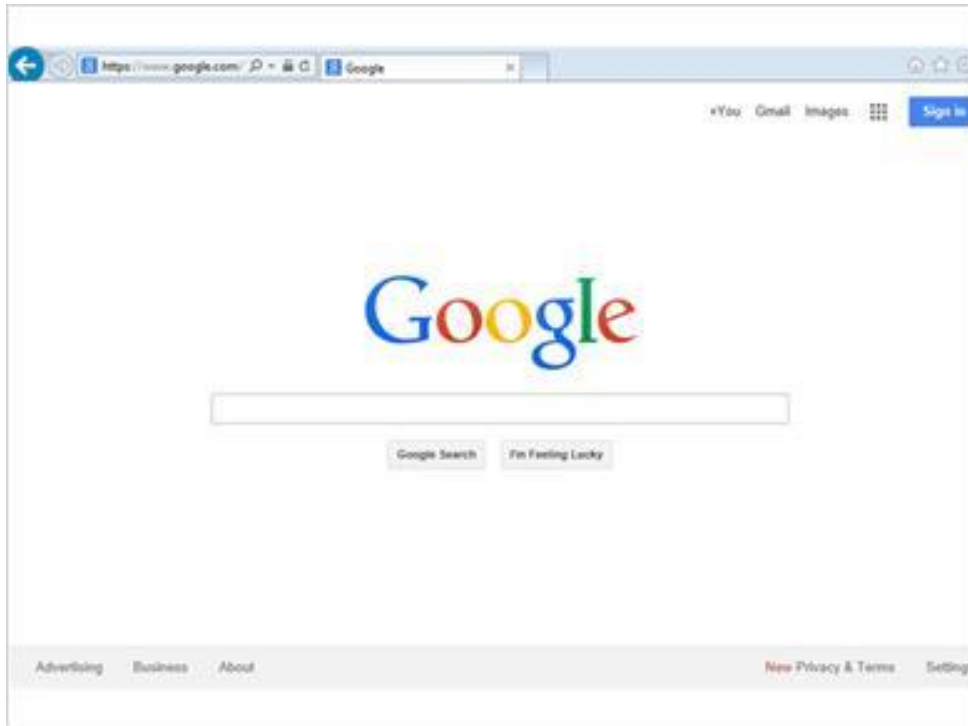
He's heard of a few companies hiring in his area, so he writes those down, too.



If you're unemployed, it's a great first step to register with your state's unemployment office.

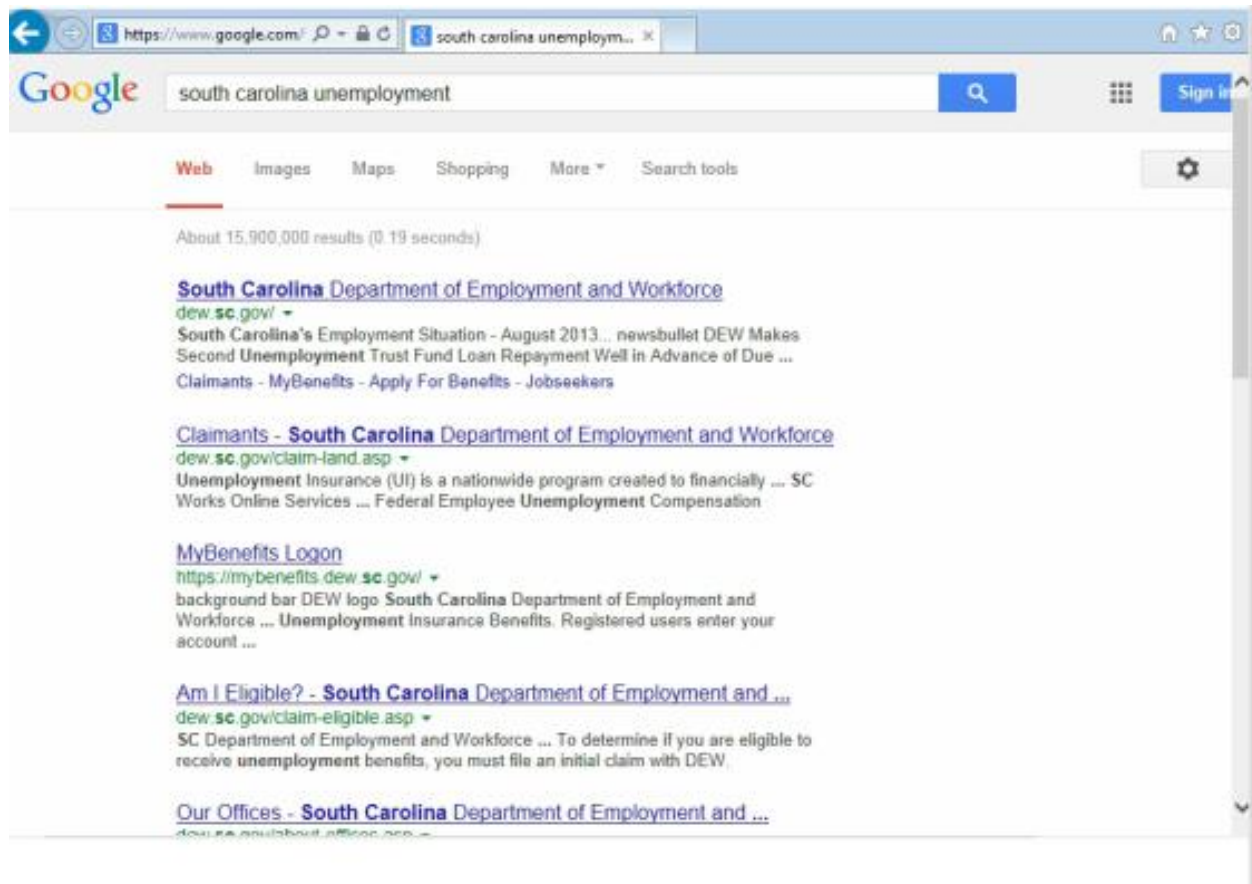
You might qualify for unemployment benefits, and the office may have other services that can help you, like classes to improve job skills, or job fairs, where you can talk to many potential employers.

[note workforce image info for credit:  
<http://www.flickr.com/photos/danramarch/5736208414/sizes/l/in/photostream/>]

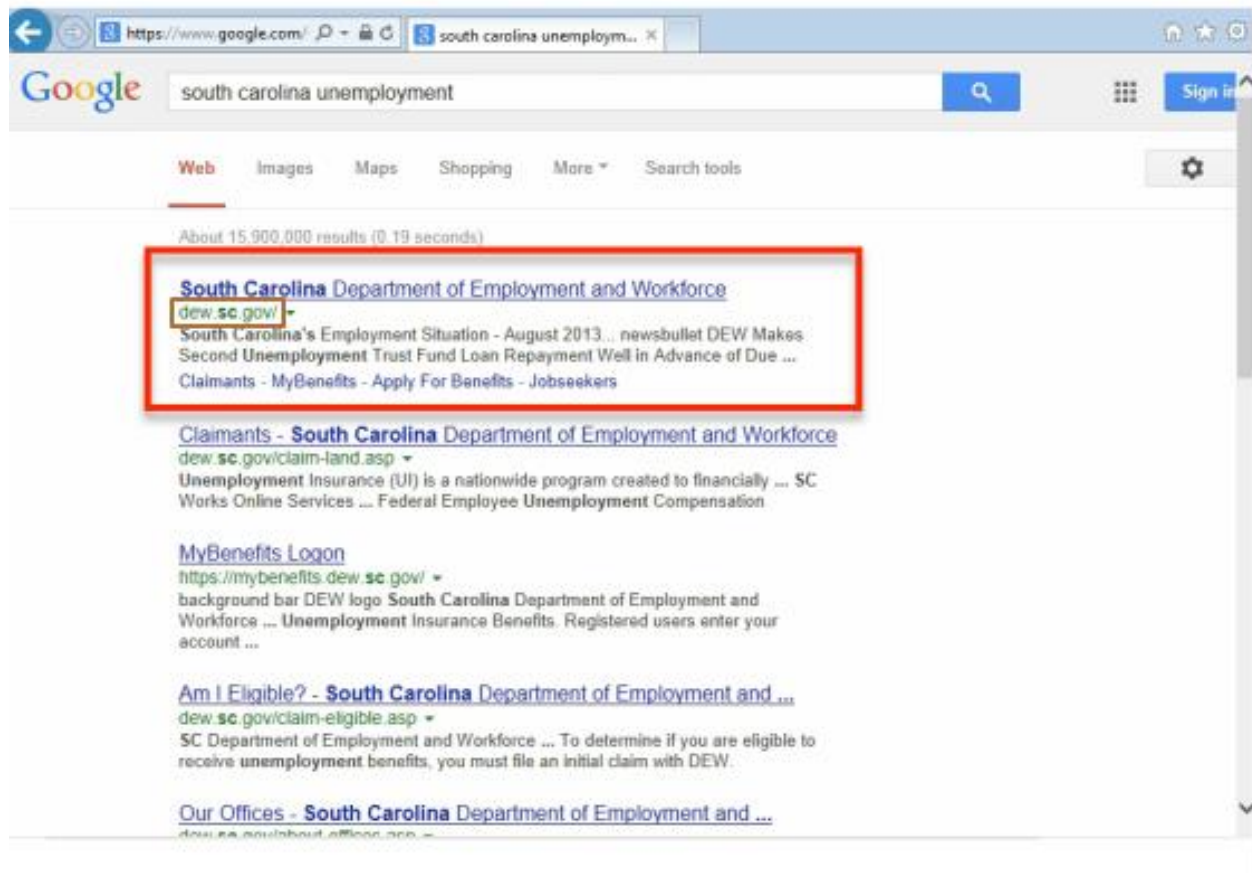


Corey begins by searching online for his local unemployment office website. He does this by searching Google on the web.

For more on basic searching with Google, please review the Basic Search class on this website.

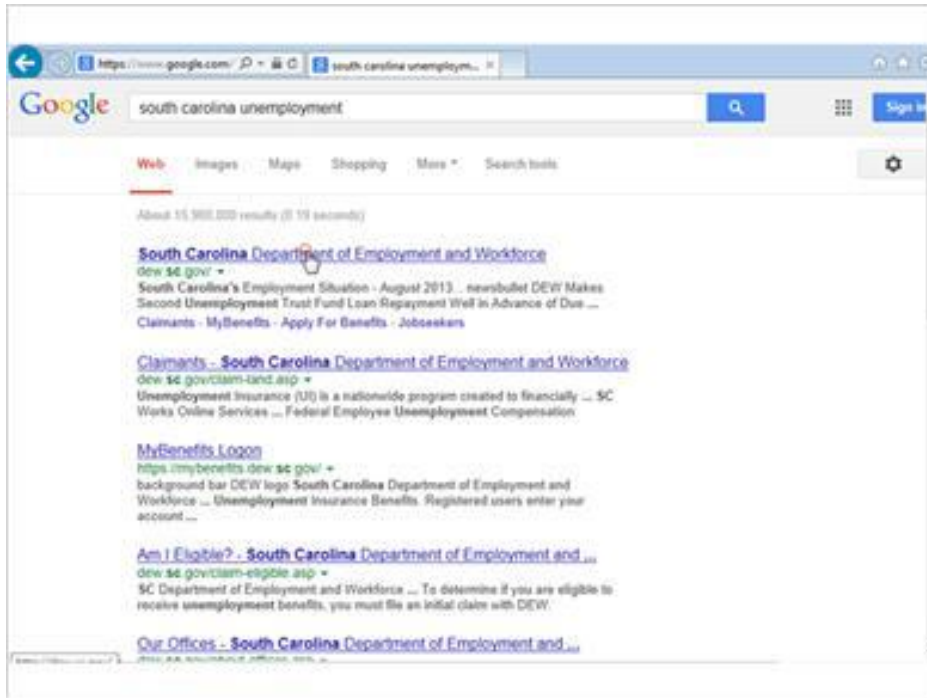


In the search box, Corey types “south carolina unemployment.”



Let's look at the list of search results. Each result includes the title of the website, the URL, and a short description of the site. It's important that Corey finds an official website, so he reads the descriptions and URLs carefully.

Many state government websites end with .gov, so this looks like the correct site.



Corey clicks to visit the website.



Now Corey can read through the website to find out how to apply for unemployment.





Corey clicks on “Apply for Benefits” in the Claimants menu to find out more.





Then he clicks on the Getting Started link to start the process.



If you're unemployed and want to apply for benefits or find out about services in your area, search the web for information on your own local unemployment office.

Requirements and services vary from state to state.

## National Career Sites

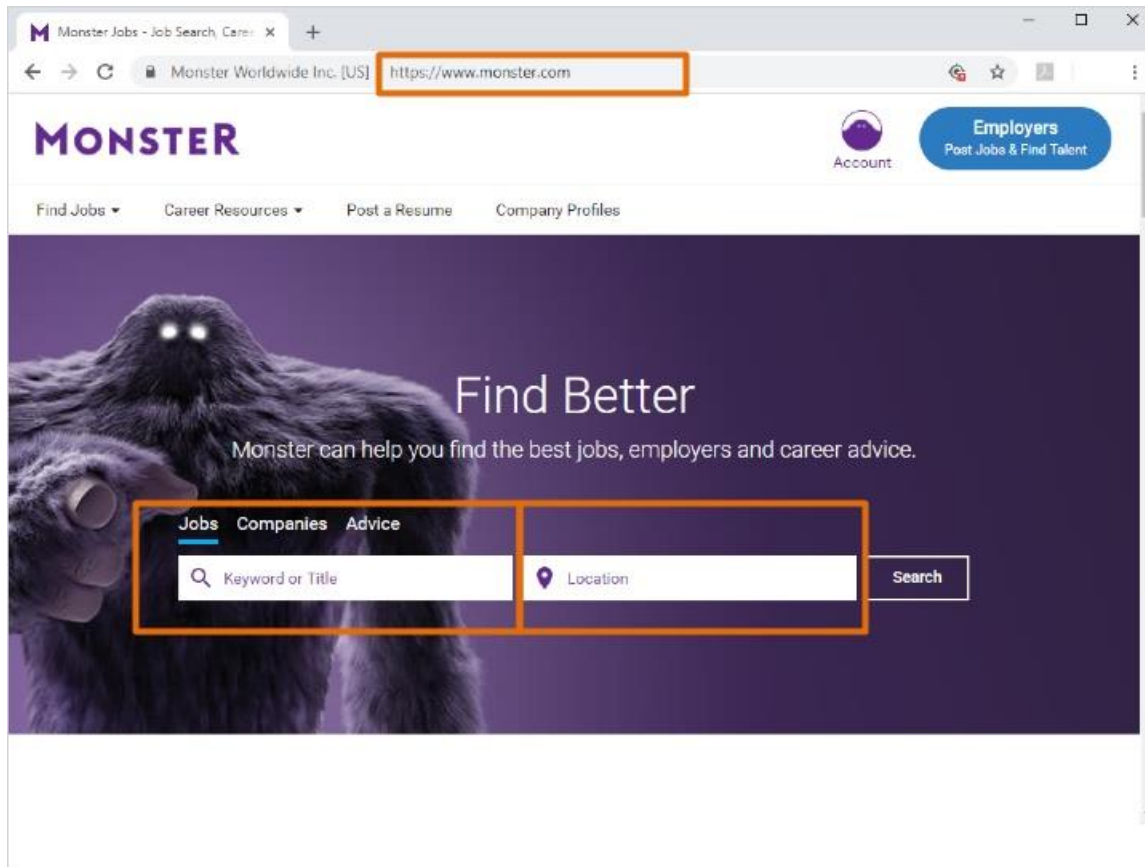
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Corey is ready to begin his job search. He'll start with a national career website, which is a good choice for a general-purpose search. Two of the most well-known career websites are Monster.com and Careerbuilder.com.

Each one lets you search for job listings around the United States.

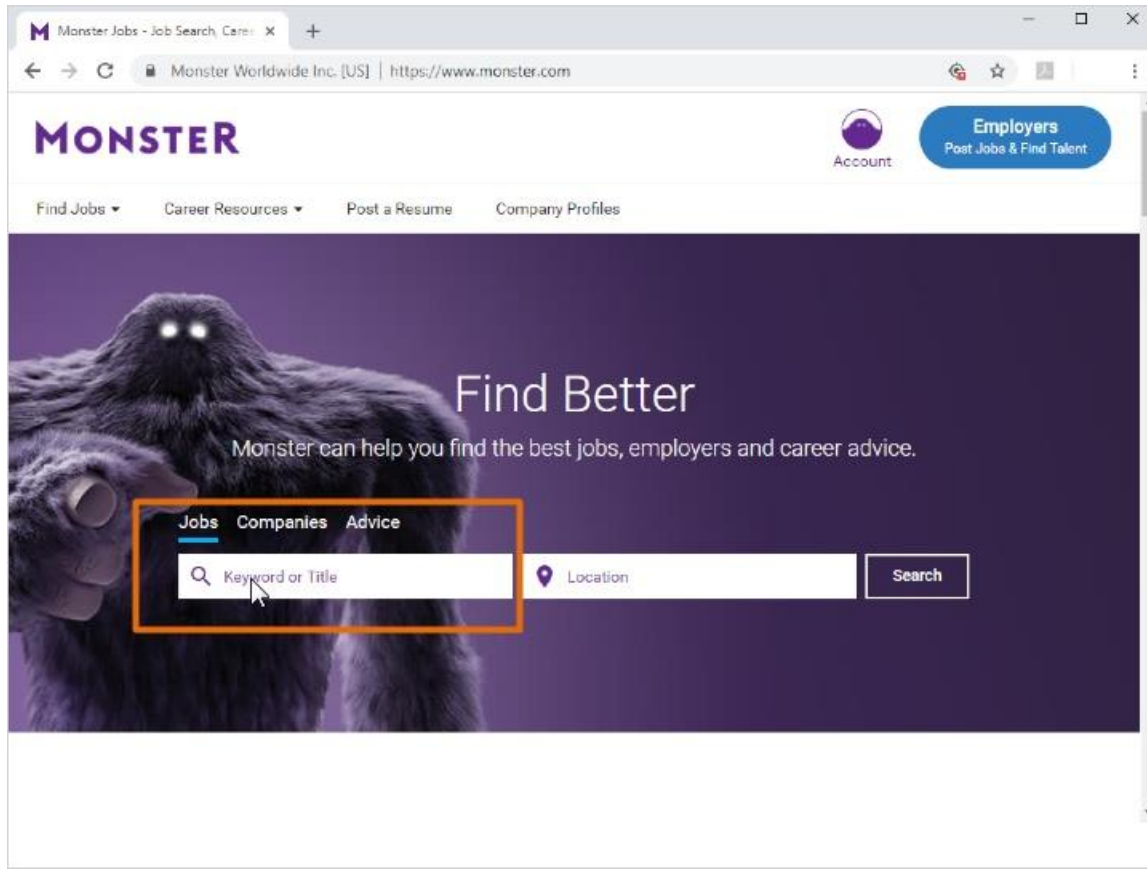
They also have an assortment of other tools, like resume builders, advice columns, and profiles of different types of jobs.



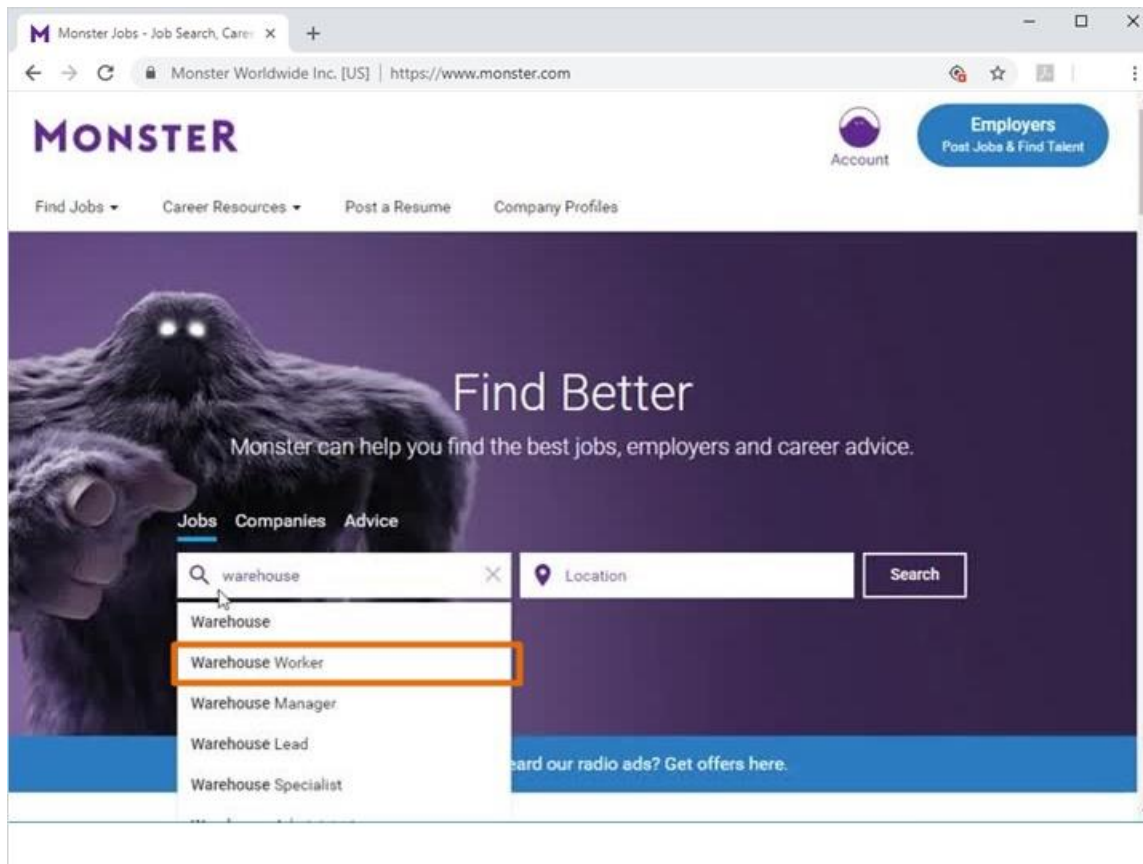
Corey starts by going to the Monster.com website, typing “monster.com” into the web browser address bar.

He could also search for it using Google or another search engine. On the Monster.com home page, there are several search boxes. Corey can type in a job title, keyword, or company name in the search boxes on the left.

He can also type the location where he wants to find a job in the search box on the right.

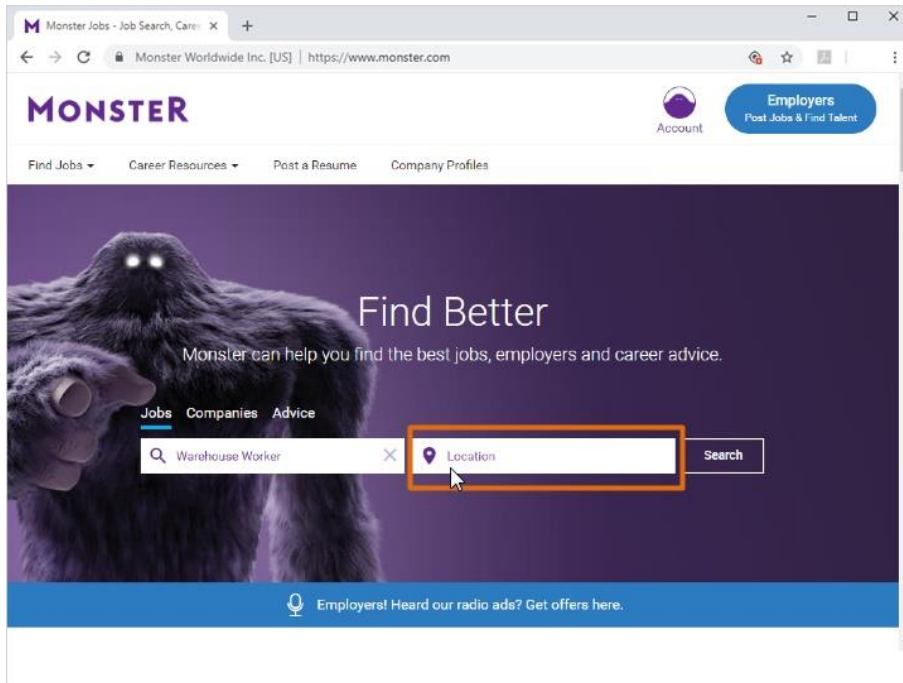


Corey wants to search for “warehouse worker” jobs.

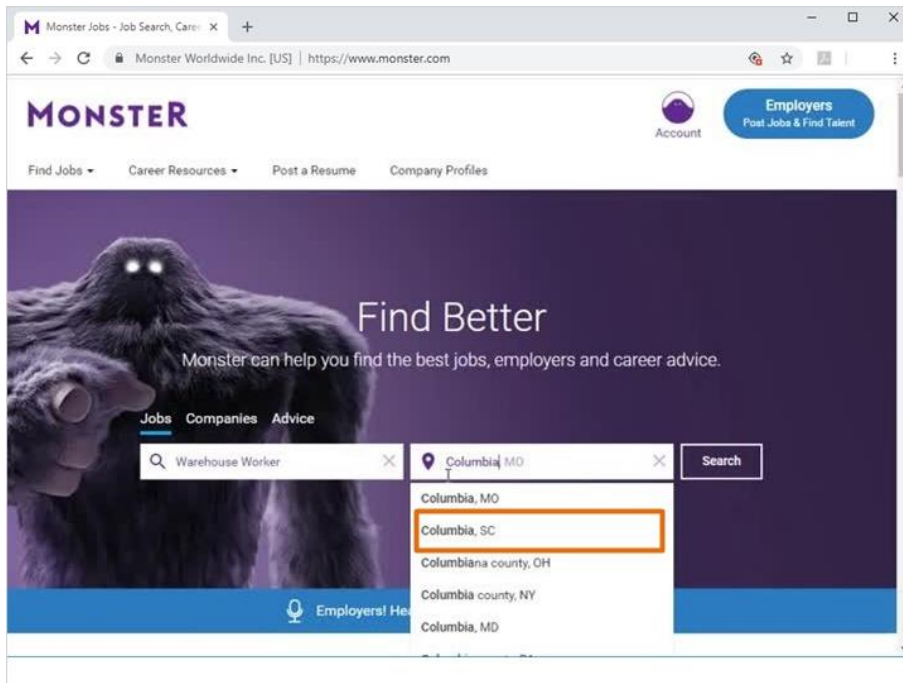


He'll type "Warehouse worker" into the job title search box. As he starts to type, suggestions come up that match what he's typing. He can just click the term he wants in the list.

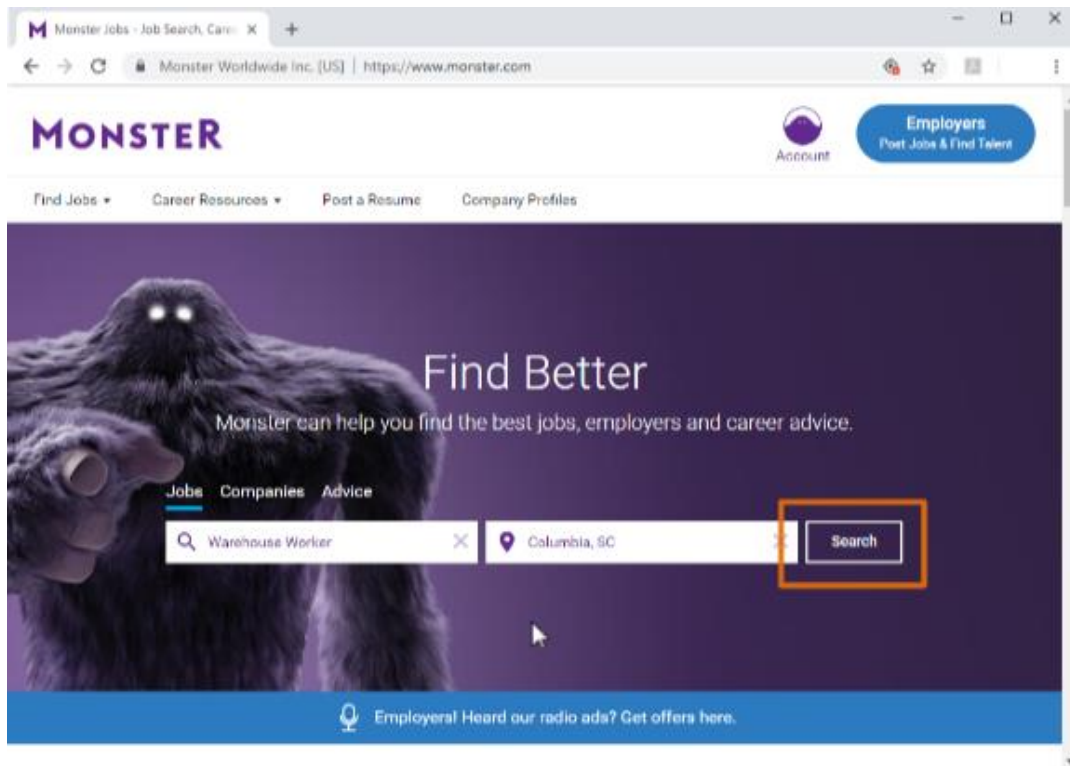




Next Corey types in the location where he wants to work.



As he starts to type in “Columbia, SC” it also comes up in the suggestions list, and he can click it to select it.



Once he's filled out the search boxes, he clicks on Search.

The screenshot shows the Monster job search interface. At the top, there's a search bar with 'Warehouse W' and 'Columbia, SC' entered, and a 'Search' button. To the right is an 'Account' button and an 'Employers' button with the text 'Post Jobs & Find Talent'. Below the search bar are navigation links: 'Find Jobs', 'Career Resources', 'Post a Resume', and 'Company Profiles'. The main search results are for 'Warehouse Worker Jobs in Columbia, S...' with 74 jobs found. A featured job listing for 'Warehouse Worker-Part Time' at UPS is highlighted with an orange box. The listing includes the UPS logo, the job title, location, and an 'Apply' button. Below the listing are tabs for 'Details', 'Highlights', 'Company', and 'Reviews'. The 'Details' tab is active, showing the shift 'Sunrise (5:00 AM - 9:00 AM)' and a description of the job as a part-time package handler.

On the results page, we can see that 1 job matched Corey’s search.

The search results list also includes featured jobs, that Corey didn’t search for.

Employers can pay to have their jobs show up in search results, so it’s important to look closely at your results.

In the list, look for the word “featured” that indicates these results.

The screenshot shows the Monster job search interface. At the top, there is a search bar with 'Warehouse W' entered, a location filter for 'Columbia, SC', and a search button. Below the search bar are navigation links for 'Find Jobs', 'Career Resources', 'Post a Resume', and 'Company Profiles'. The main search results are for 'Warehouse Worker Jobs in Columbia, S...' with 74 jobs found. A 'Create job alert' button is visible. The job list on the left includes:

- Warehouse/Picking/Packin... 1 day ago, TRC Staffing, COLUMBIA, SC
- Warehouse Worker-Part Time 3 days ago, UPS, West Columbia, SC (highlighted with a mouse cursor)
- Warehouse Person (Loader) (FT/Nights) 10 days ago, Pepsi Beverages Company

The detailed view of the 'Warehouse Worker-Part Time at UPS' job is shown on the right. It features the UPS logo, the job title, location 'West Columbia, SC 29170', and an 'Apply' button. Below the job title, there are tabs for 'Details', 'Highlights', 'Company', and 'Reviews'. The 'Details' tab is selected, showing the shift 'Sunrise (5:00 AM - 9:00 AM)' and a description: 'UPS is hiring individuals to work as **part-time Package Handlers**. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 1/2 - 4 hours each day'.

Corey clicks on the warehouse worker job link, to see the full listing.

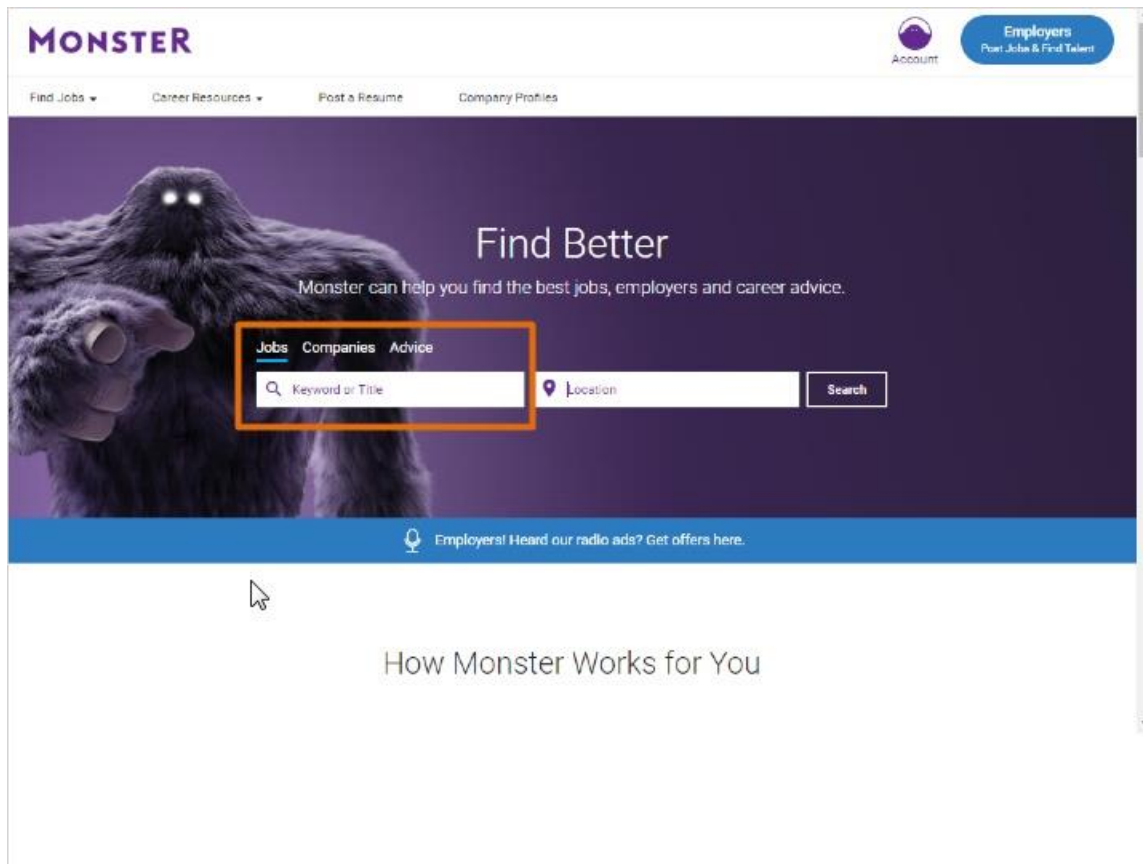
The screenshot shows the Monster job search interface. At the top, there's a search bar with 'Warehouse Worker' and a location filter for 'Columbia, SC'. Below the search bar, there are navigation options like 'Find Jobs', 'Career Resources', 'Post a Resume', and 'Company Profiles'. The main content area displays search results for 'Warehouse Worker Jobs in Columbia, S...' with 74 jobs found. A list of jobs is shown on the left, including 'Warehouse/Picking/Packin...', 'Warehouse Worker-Part Time' (UPS), 'Warehouse Person (Loader) (FT/Nights)' (Pepsi), 'Picker/Packer Associate' (Randstad), and 'Picker and Packer' (Startmark). The 'Warehouse Worker-Part Time' job is highlighted. The job details for this position are shown on the right, including the UPS logo, the job title 'Warehouse Worker-Part Time at UPS', the location 'West Columbia, SC 29170', and an 'Apply' button. Below the job title, there are tabs for 'Details', 'Highlights', 'Company', and 'Reviews'. The 'Details' tab is selected, showing the shift 'Sunrise (5:00 AM - 9:00 AM)' and a description: 'UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 1/2 - 4 hours each day and workdays can vary (Monday - Friday) or (Tuesday - Saturday) depending on the building needs. Package Handlers typically do not work on holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. UPS is an equal opportunity employer. UPS does not discriminate on the basis of...'

Now Corey can read through the details of the job, to decide if he wants to apply.

The job listing provides information about the company, the job duties, qualifications, and more.

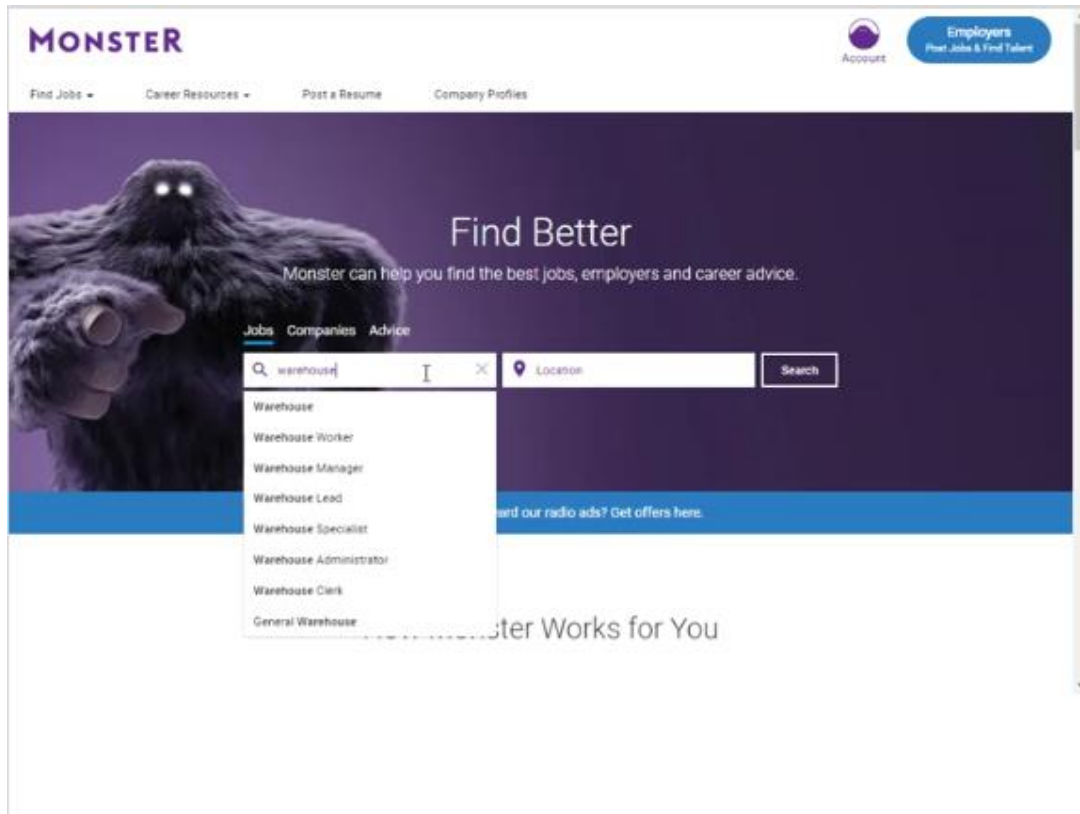
To get to the application for this job, Corey can click on the Apply button on the top right of the screen.

He'll then go step by step through the process of applying.



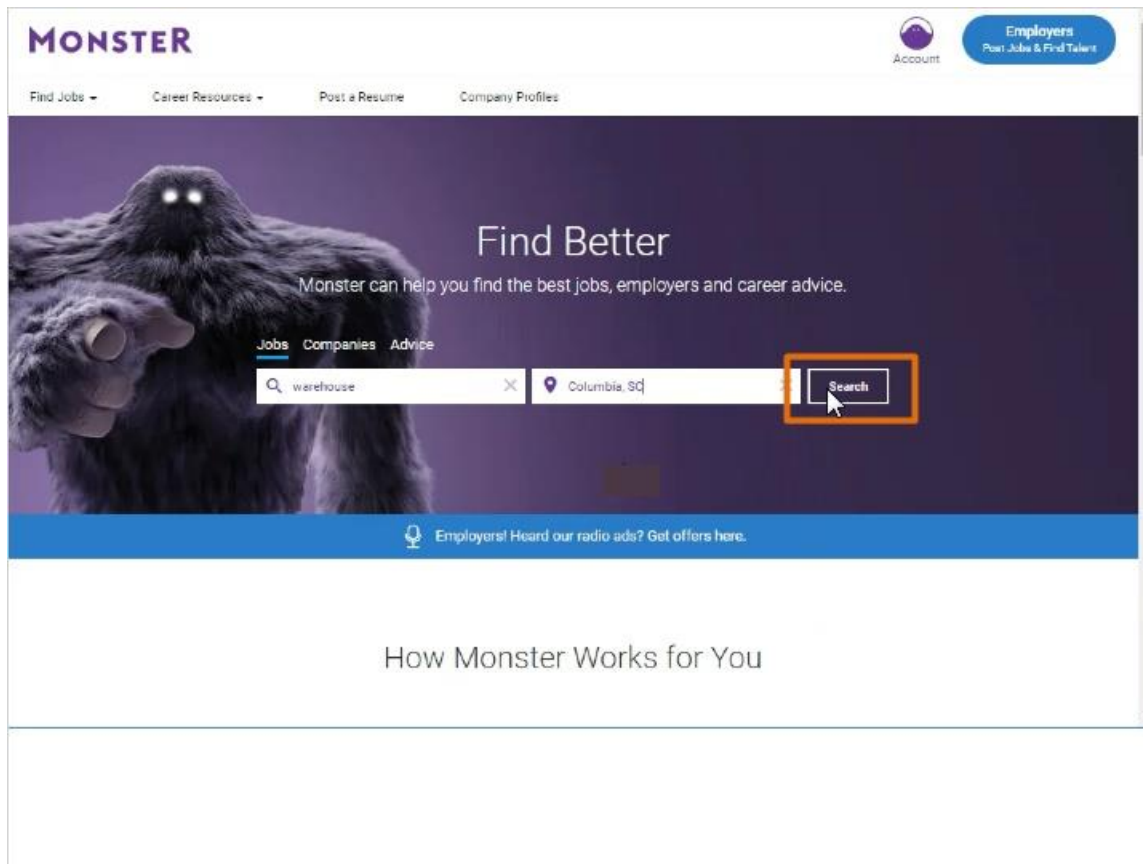
Since Corey only got 1 job result in his search, he wants to search again to find more jobs. Back on the monster home page, Corey will try the keyword search box instead of the job title box.





There may be jobs that have to do with warehouses, even if the term “warehouse” is not in the job title.

Corey will also use the term “warehouse” instead of “warehouse worker”, to search for all kinds of warehouse jobs.



Corey will add the location information again, and then click the Search button.

**MONSTER**      Recent searches ▾ **Warehouse Jobs in Columbia, South C.** (316 Jobs Fo...)

Warehouse/Picking/Packing TRC Staffing COLUMBIA, SC	1 day ago	<p><b>Warehouse/Picking/Packing at TRC Staffing</b> Columbia, SC 29210</p> <input type="button" value="Apply"/> <input type="button" value="Save"/> <input type="button" value="Email"/> <p>Details Highlights Company Reviews</p> <p>Responsibilities for this Picker - Packer - Warehouse job include:</p> <ul style="list-style-type: none"> <li>- Pick orders by reading pick tickets, complete necessary paperwork, move products to the shipping area and operate barcode scanners during order picking or put-away process</li> <li>- Must have experience pulling orders for shipment</li> <li>- Packaging kits to order specifications</li> <li>- Working in a team environment to efficiently package required orders</li> <li>- Handling finished materials and move to appropriate storage areas within the warehouse</li> </ul>
Warehouse Worker Part Time LPS West Columbia, SC	3 days ago	
Warehouse Person (Loader) (FT/Nights) Pepsi Beverages Company Columbia, SC	10 days ago	
Picker/Packer Associate Randstad Blythewood, SC	6 days ago	
Picker and Packer Staffmark Blythewood, SC	9 days ago	

With this broader search, many more jobs come up.

**MONSTER** Search for Job Location Search Account

Find Jobs Career Resources Post a Resume Company Profiles

## Advanced Job Search

Job Title (e.g. nurse)

Companies (e.g. Acme Computers) Add another company

Location (city, state, or zip code)

Posting Date Any date

**Job Type**

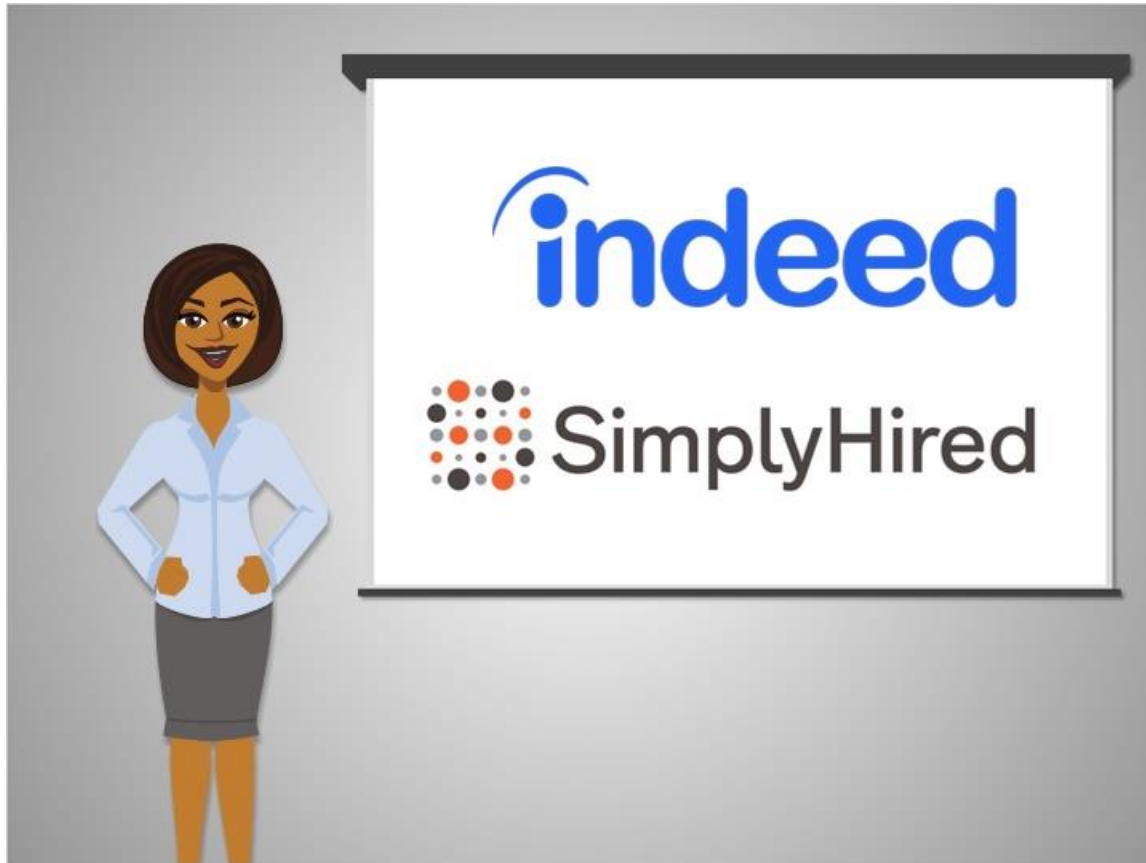
Full Time  Contract  Part Time  Internship  Temp  
 Other

Clear Form Fields Search for Jobs

If Corey wanted to limit his search based on specific criteria, he could also try the advanced search option. With advanced search, Corey can limit to a certain job type, like full time or part time.

## Job Search Sites

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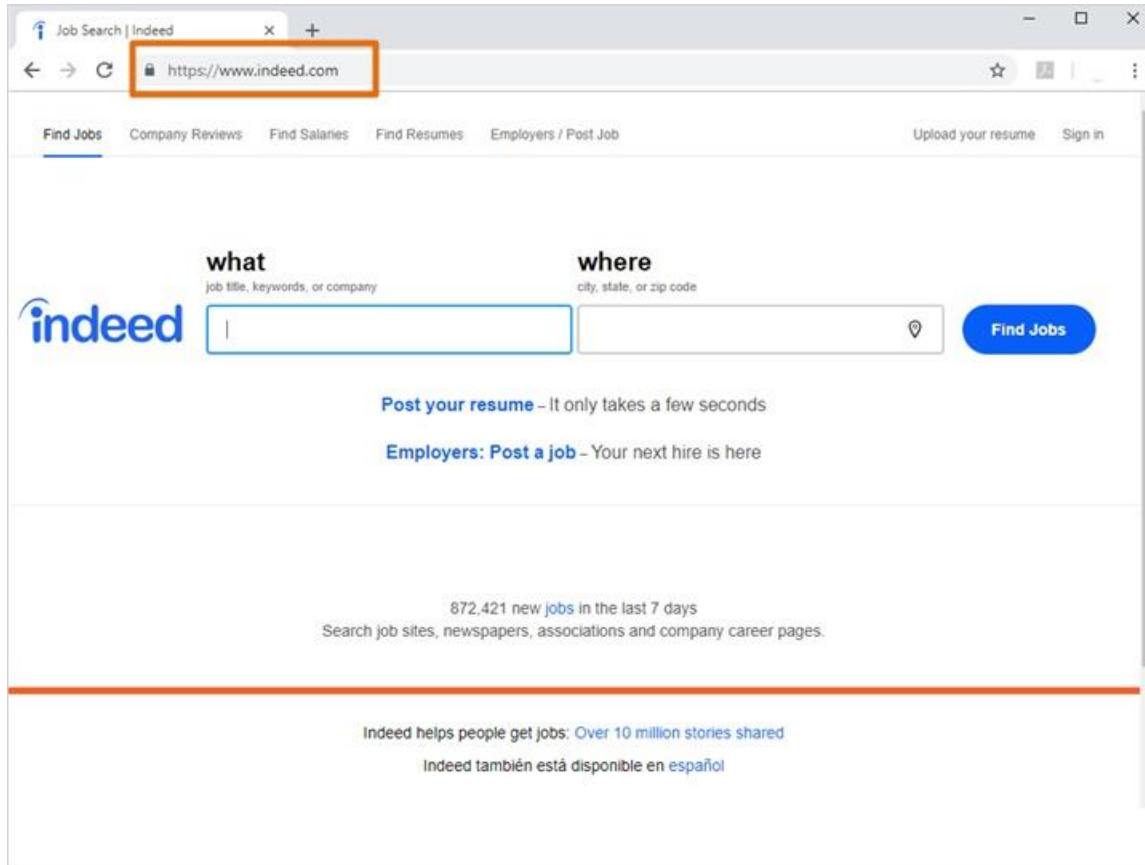


Just like Google searches the entire Internet for websites, there are search engines that search the Internet for job postings.

Two very popular job search engines are Indeed and SimplyHired.

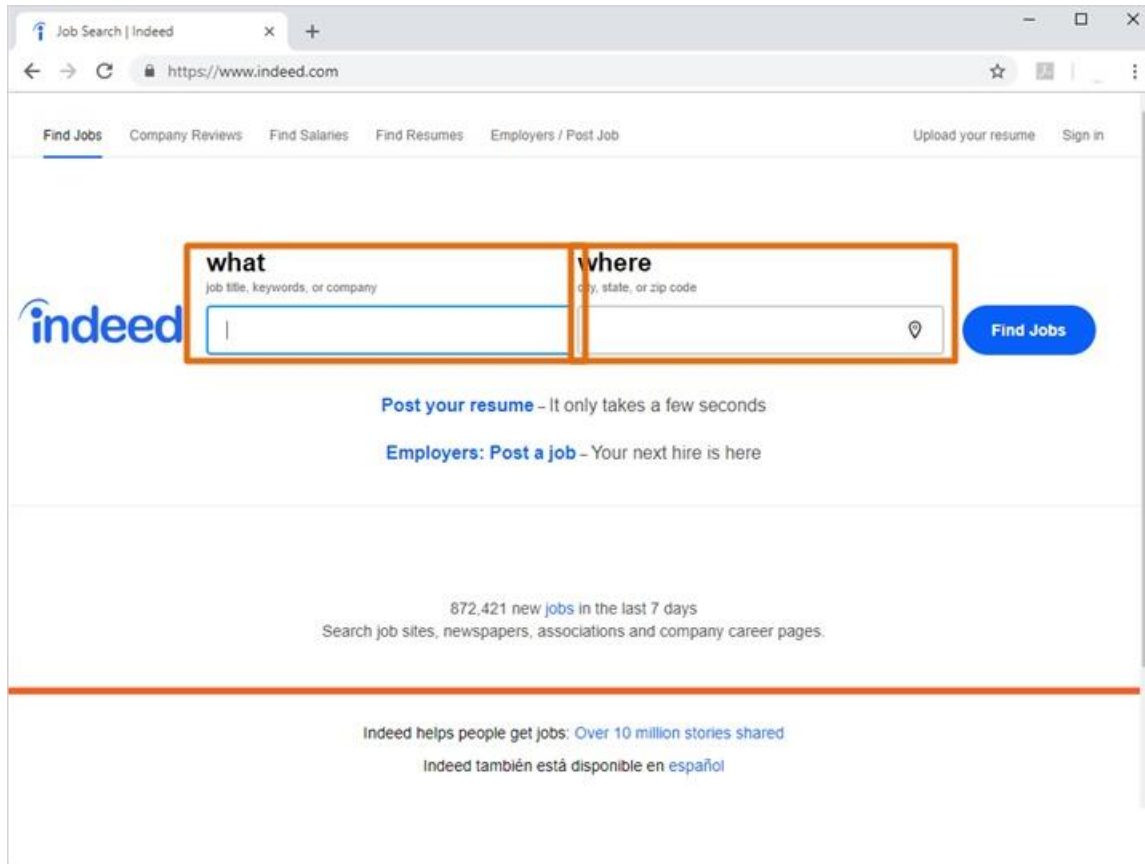
These are quick and easy to use, and often provide a large number of results.

Clicking on a result would then lead you to whichever website the job posting came from.



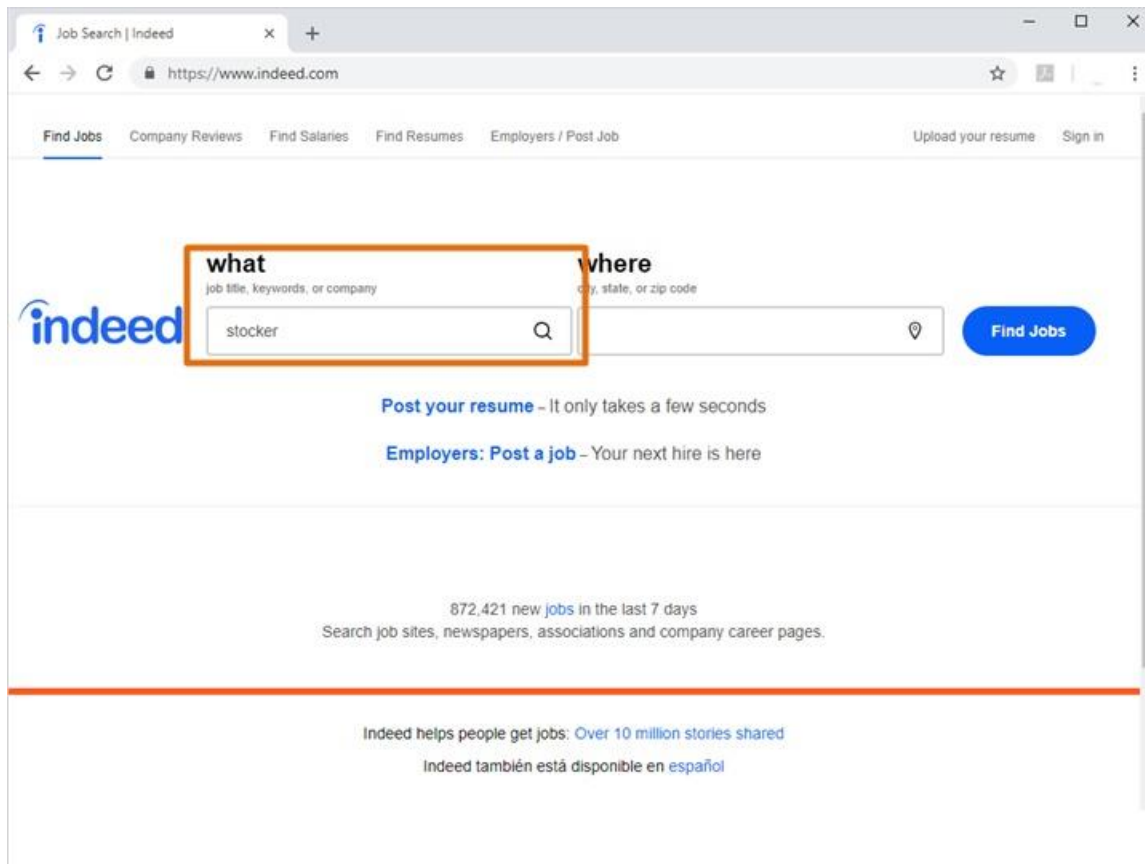
Corey starts by going to the Indeed website, typing “indeed.com” into the web browser address bar. He could also search for it using Google or another search engine.



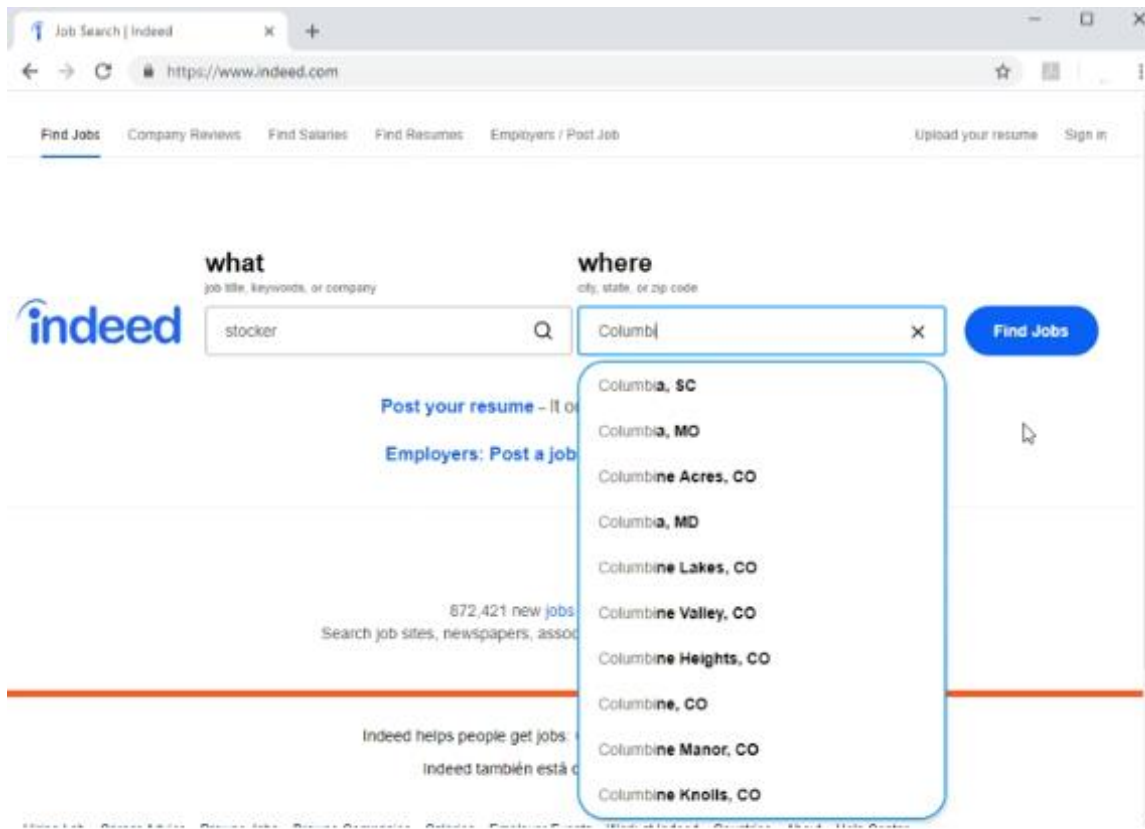


The indeed home page has a search box in the middle. We can type any search word or phrase in the first box.

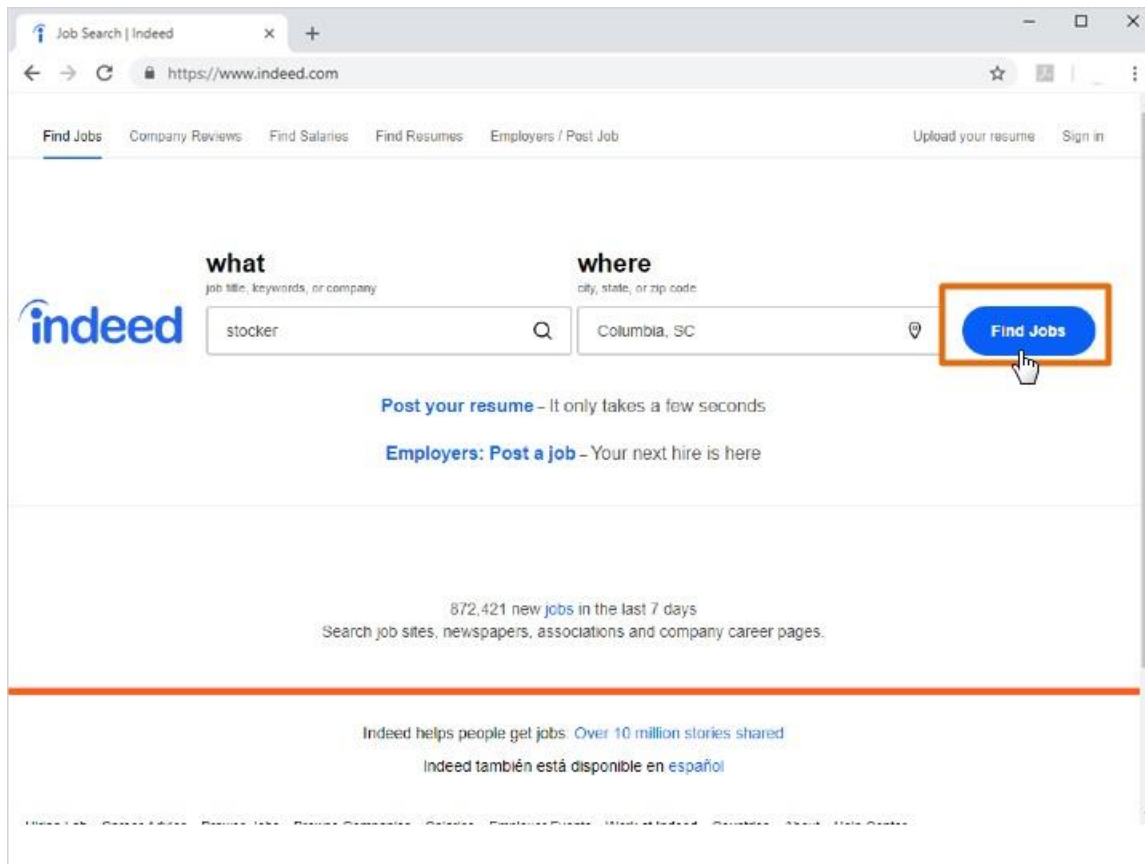
It can be a job title, keyword, or company. The second box holds the location where we want to find jobs.



Corey types out “Stocker” in the box under “What.”



Then he types his location in the box under “Where”. Suggested results come up as he types, and he can click on his location in the list.



When he's done, he clicks on Find Jobs.

The top right corner of the results list shows the number of jobs Corey found. If this seemed like too many results to page through, Corey could use the limiters on the left to include results with only certain criteria. For example, he could limit to jobs at a closer distance, or within a specific salary range.

We also see a few advertisements on the page. Notice the first listing says “sponsored.” This means that it is an ad. We’ll ignore these and focus on real results.

Each listing features a job title or headline. A company name and location is on the next line. The company names also show a rating given by employees. Some companies even have reviews that other people have written about working there. Finally, a brief description is listed under each job.

Find Jobs Company Reviews Find Salaries Find Resumes Employers / Post Job Upload your resume Sign in

**indeed**

What: Job title, keywords, or company:

Where: City, state, or zip code:   [Advanced Job Search](#)

stocker jobs in Columbia, SC

Sort by: relevance - date

Distance:

Salary Estimate

\$20,000	(59)
\$25,000	(52)
\$35,000	(39)

Job Type

Full-time	(58)
Part-time	(3)
Temporary	(3)

Location

Columbia, SC	(34)
Lexington, SC	(10)
West Columbia, SC	(8)
Gilbert, SC	(2)
Chapin, SC	(2)

**Upload your resume - Let employers find you** Page 1 of 63 jobs

**Driver**  
Lyft Columbia, SC  
Why Lyft? Work When You Want Keep All of Your Tips Same Day Payment w/ Express Pay Friendly Community Requirements: 21+ years old 2004 or newer car...  
Sponsored

**Stocker**  
**Costco Wholesale** ★★★★★ 7,486 reviews  
Columbia, SC 29210  
Stocks and straightens merchandise for sale in the warehouse. Cleans and cleans aisles, and assists members...  
26 days ago [save job](#) [more](#)

**Early Morning Stocker**  
**PETSMART** ★★★★★ 6,781 reviews  
Columbia, SC +1 location  
As an Early Morning Stocker, you will ensure the store is set up for a successful day. Stocker, guest service, customer service, inventory leader, clerk/retail...  
30+ days ago [save job](#) [more](#)

**Seasonal Store Associate/Stockler - 5123**  
**Dig Lots!** ★★★★★ 4,840 reviews

Be the first to see new stocker jobs in Columbia, SC

My email:

Also get an email with jobs recommended just for me

Stocker salaries in Columbia, SC

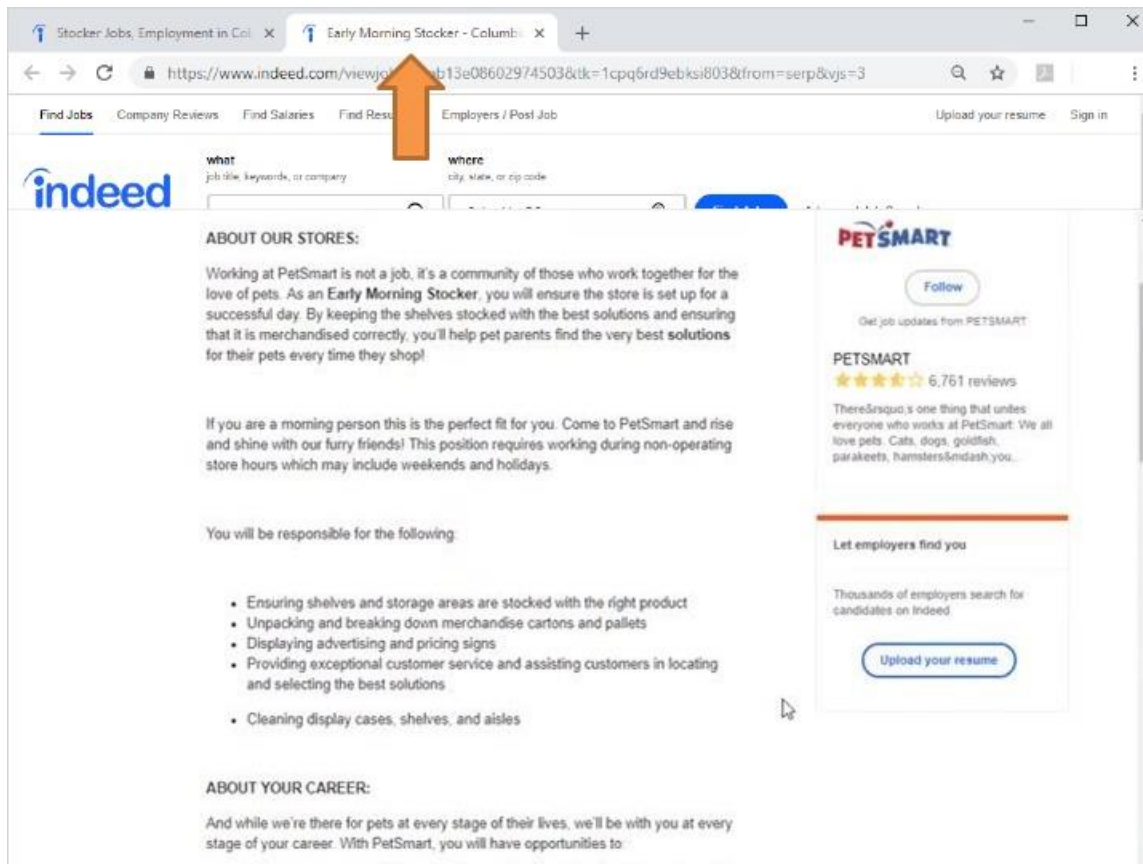
**\$9.81 per hour**   
Based on 35 salaries

Min: \$7.25 Max: \$10

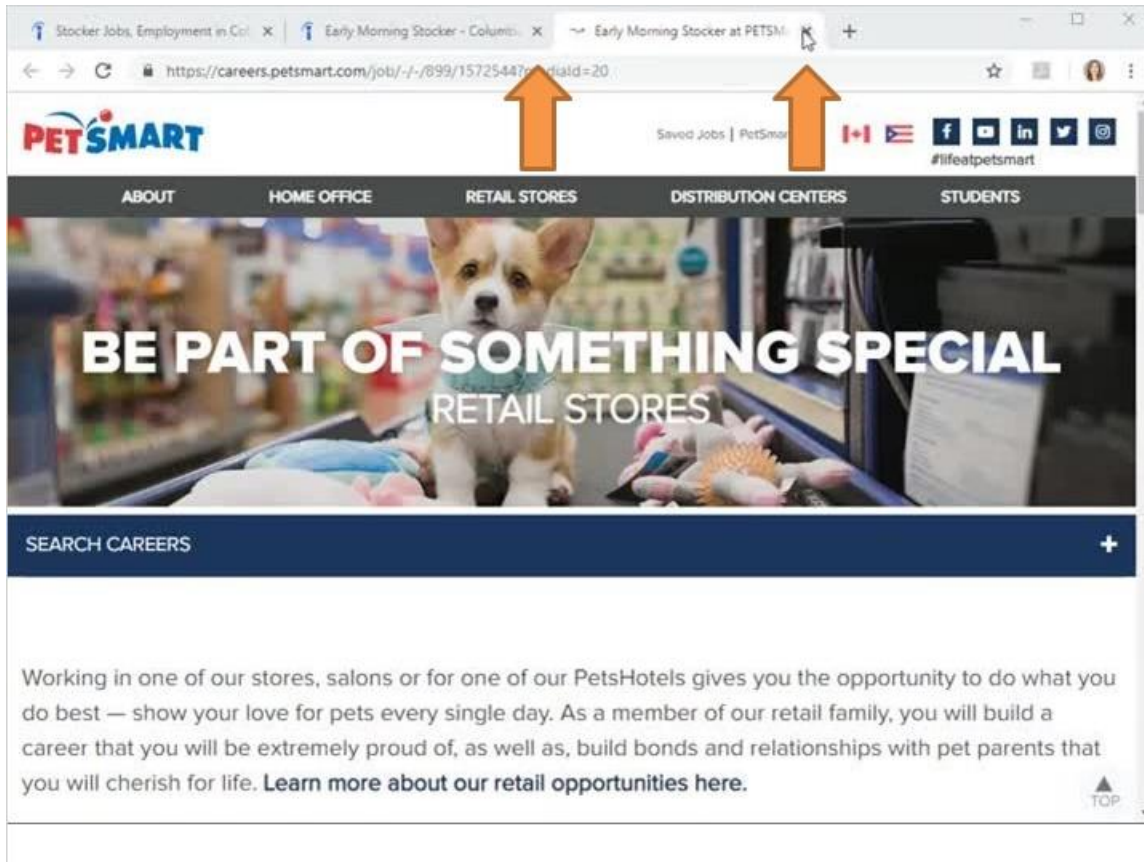
[Stocker salaries by company in Columbia, SC](#)

To read more about a job, we can click on the title. Corey clicks on a stocker job at Petsmart.





Notice that the job ad opened on the PetSmart company website, in a new tab. Corey can read about this job and apply.



When he's done with this, he can close this tab and return to his search results.

The screenshot shows the Indeed website interface. At the top, there are navigation links: Find Jobs, Company Reviews, Find Salaries, Find Resumes, and Employers / Post Job. The search bar contains 'stocker' and the location is set to 'Columbia, SC'. A 'Find jobs' button is visible. On the left, there are filters for 'Sort by' (relevance - date), 'Distance' (within 25 miles), 'Salary Estimate' (ranging from \$20,000 to \$35,000), 'Job Type' (Full-time, Part-time, Temporary), and 'Location' (Columbia, SC, Lexington, SC, West Columbia, SC, Gilbert, SC, Chapin, SC). The main content area displays three job listings: 'Driver' at Lyft, 'Stocker' at Costco Wholesale, and 'Early Morning Stocker' at PETS MART. A red box highlights the 'Save jobs and view them from any computer' link under the PETS MART listing, which leads to a prompt: 'You must sign in to save jobs. Sign in · Create account (it's free)'. On the right, there is a section for 'Be the first to see new stocker jobs in Columbia, SC' with an email input field and an 'Activate' button, and a 'Stocker salaries in Columbia, SC' section showing '\$9.81 per hour' based on 35 salaries.

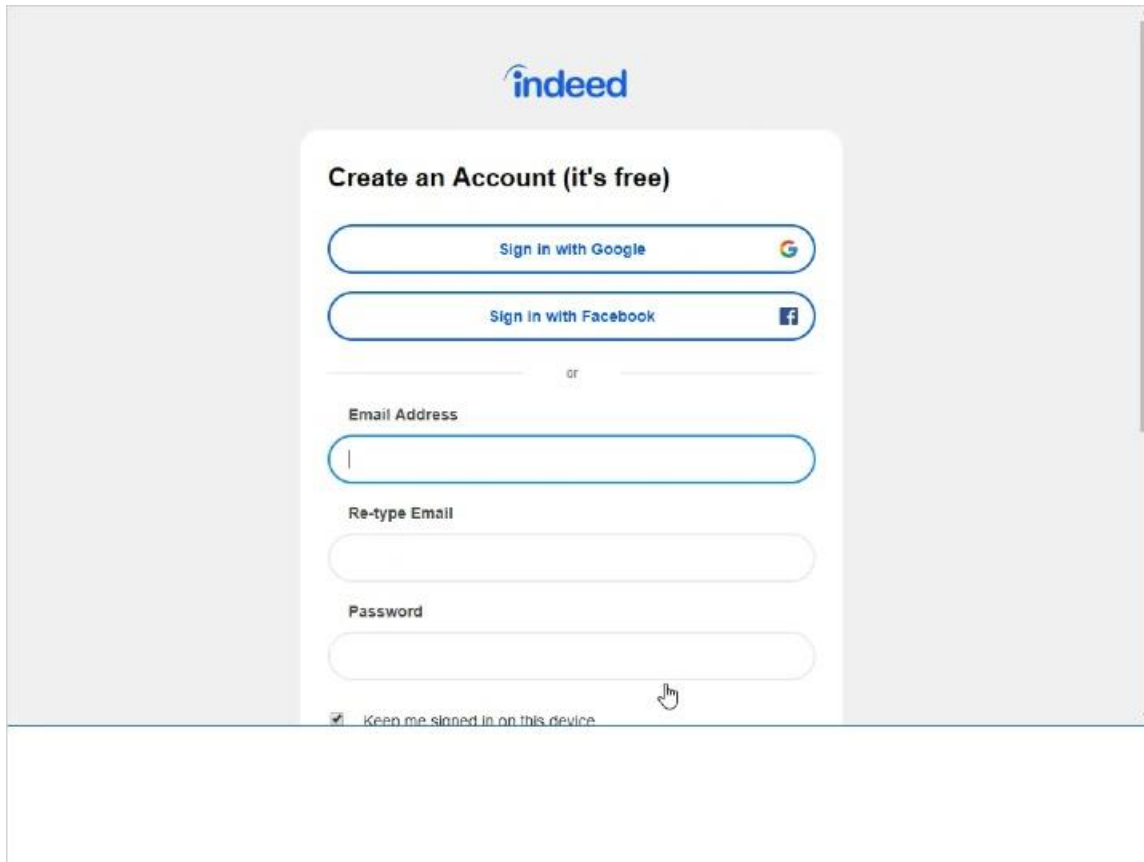
Indeed also provides a few tools to help you keep track of jobs.

Options are available under each job listing. To use these features, you need to create a free account on Indeed's website.

Corey clicks on Save Job, and he sees a link to create an account, or sign in if he already has an account.

The screenshot shows the Indeed job search interface. At the top, navigation links include 'Find Jobs', 'Company Reviews', 'Find Salaries', 'Find Resumes', and 'Employers / Post Job'. The search bar contains 'stocker' and the location is set to 'Columbia, SC'. A 'Find jobs' button is visible. On the left, filters for 'Distance' (within 25 miles) and 'Job Type' (Full-time, Part-time, Temporary) are shown. The main content area displays job listings for 'Driver' at LyR Columbia, SC and 'Early Morning Stocker' at PETSMArt. A salary bar chart for 'Stocker salaries in Columbia, SC' indicates a rate of \$9.81 per hour based on 35 salaries. A notification box at the bottom prompts the user to 'Save jobs and view them from any computer' and provides links to 'Sign in' and 'Create account (it's free)'. The browser address bar shows the URL: https://www.indeed.com/account/register?dest=stocker%3...

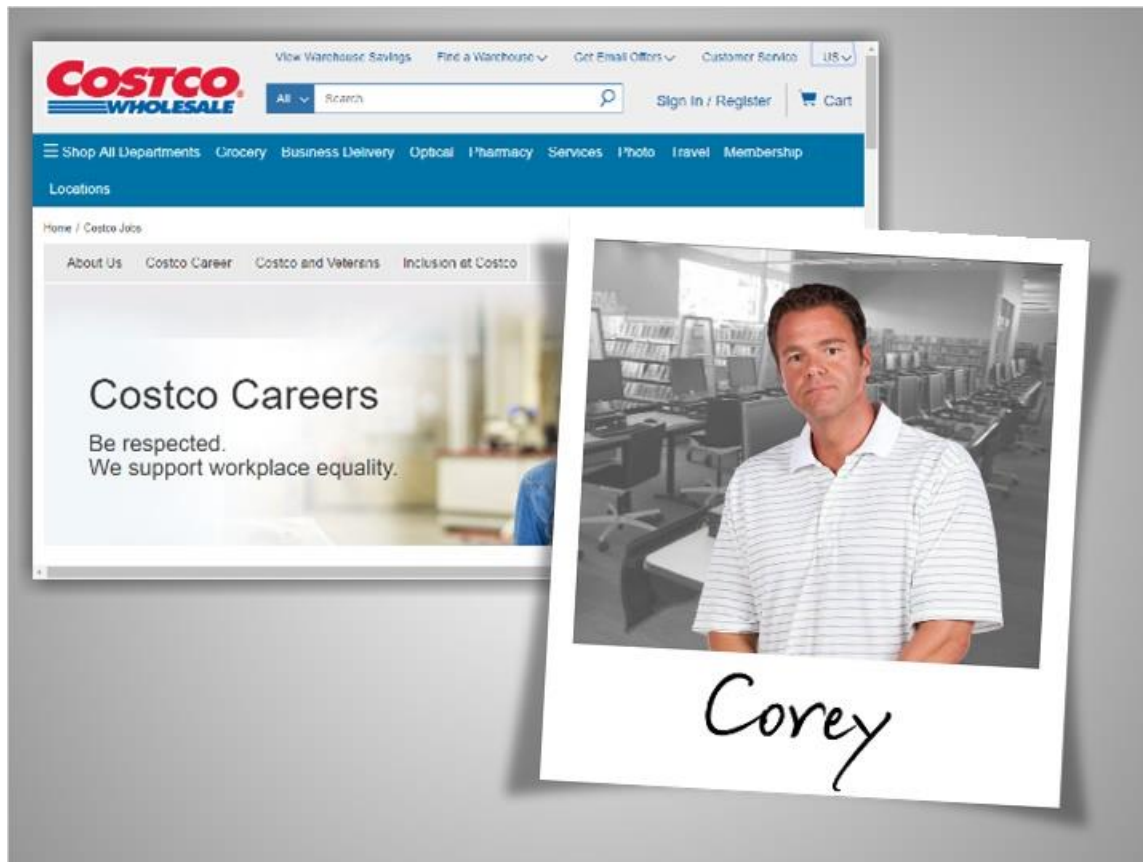
He clicks to create an account, so he can start saving jobs to an account, to better keep track of them.



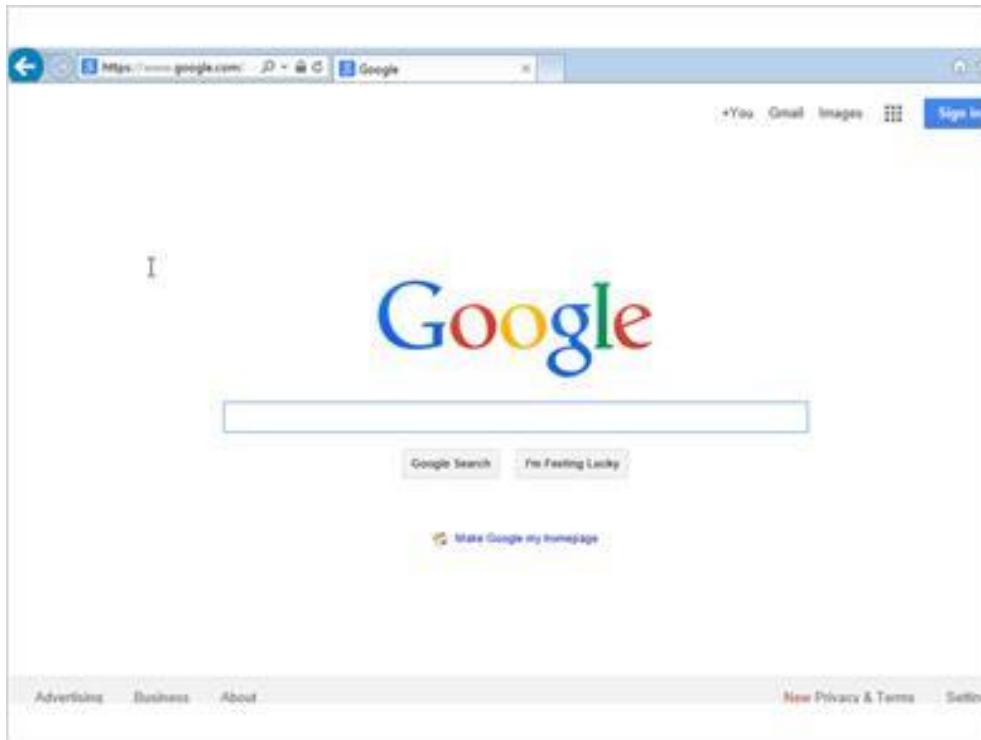
The image shows a screenshot of the Indeed website's account creation page. At the top center is the Indeed logo. Below it is a white box with the heading "Create an Account (it's free)". There are two buttons for social login: "Sign in with Google" and "Sign in with Facebook". Below these is a horizontal line with the word "or" in the center. The form then asks for an "Email Address" with a text input field. Below that is a "Re-type Email" field. Then a "Password" field. At the bottom of the form is a checkbox labeled "Keep me signed in on this device". A mouse cursor is hovering over the bottom right corner of the form area.

Note that an account is only needed if you want to save jobs or make use of the other personalized tools, like the resume posting service.

## Company Sites

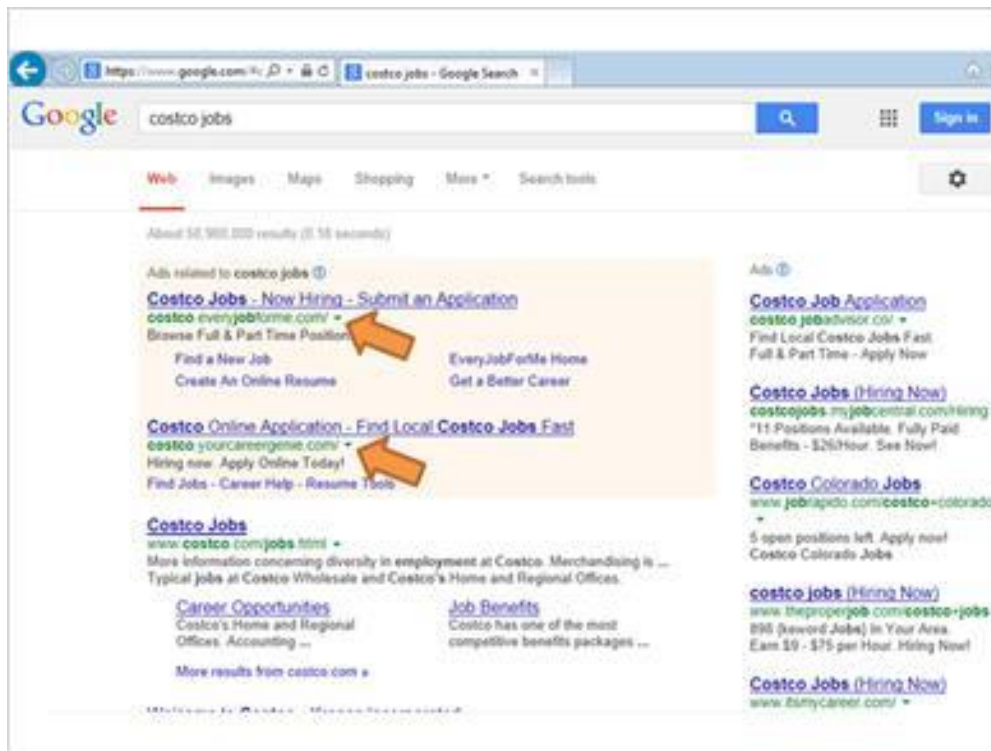


If you know of a particular company that you'd like to work for, sometimes it's best to go straight to their official website. Corey heard about openings at Costco, so he'll visit their website to search directly for jobs.



Corey uses Google to search for Costco jobs.



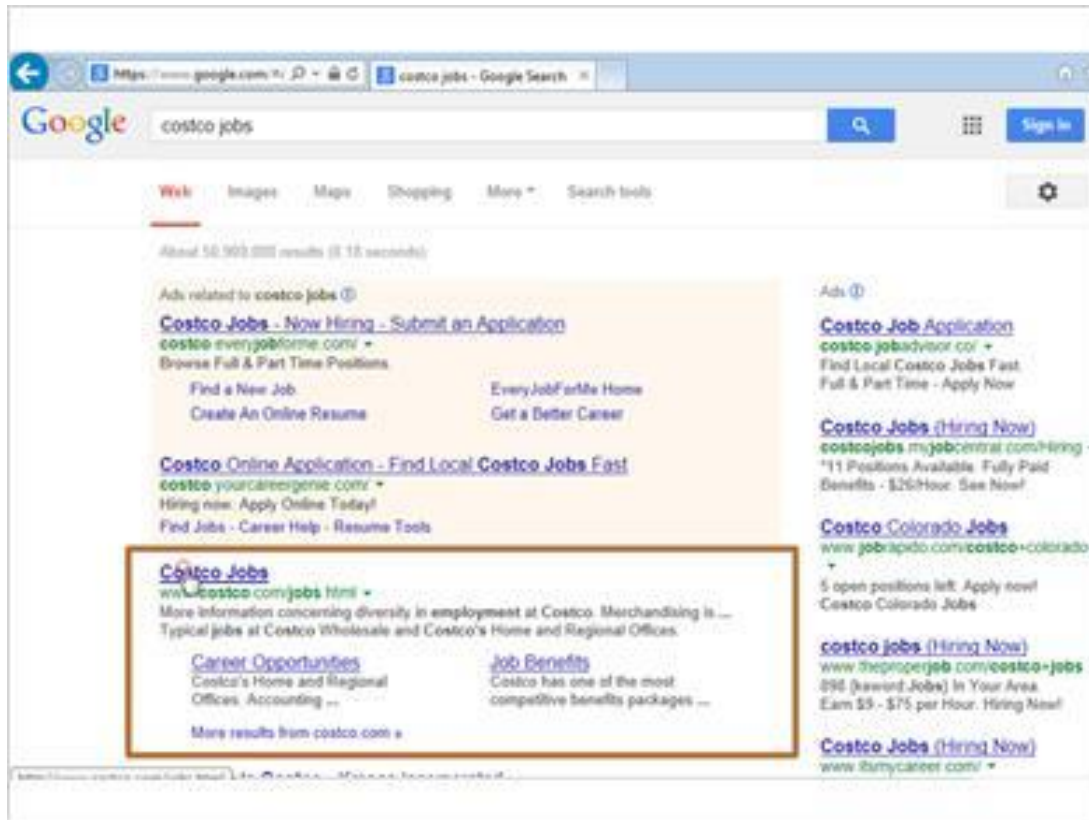


His search results include advertisements in the shaded area at the top.

These ads might eventually lead him to an application, but sometimes they are just there to collect personal information and make money off of ad revenue.

They might also require additional, unnecessary steps before sending Corey to the real job application.

If you look at the URLs for these sites, you can see they are career and job sites, and not part of the Costco company site.



In order to save time and keep his information private, Corey will look for the official company site. The URL that includes “costco.com” is the correct one. This takes him straight to the jobs portion of Costco’s website.

Shop All Departments Grocery Business Delivery Optical Pharmacy Services Photo Travel Membership

Locations

Home / Costco Jobs

About Us Costco Career Costco and Veterans Inclusion at Costco

# Costco Careers

Be respected.  
We support workplace equality.

Feedback

What Are You Looking For in a Career?

- Exciting opportunities
- Career growth
- Friendly and supportive work environment

Now that Corey is on the Costco jobs page, we see that there is a lot of information about jobs. Corey scrolls down to the Warehouse section.

## Warehouses, Depots and Other Businesses

If you are interested in an hourly position at any of our existing locations (except Puerto Rico - see below), please [apply online](#). If your desired location is open for business but is not listed, you can apply at the location directly. (Currently other businesses include [Call Centers](#), [Costco Wholesale Trading](#), [Packaging Plants](#), [Meat Processing](#), and [Business Delivery](#).)

For Puerto Rico locations, please click here for either application: [English](#) | [Spanish](#)

If you are interested in employment at one of Costco's new locations that is still under construction, you should be able to apply online approximately 12 weeks prior to opening. Click on the link above, enter the nearest postal zip code to that location, and look for the listing. If the location is not listed, then the site is not yet accepting applications. We appreciate your interest and patience.

## Regional and Home Office Jobs

Costco is committed to promoting from within the company. The majority of our current home and regional office team members are home grown. This means that they started in our warehouses, depots and business centers, learned the business and moved up within the company. This philosophy also ensures promotional opportunities for motivated individuals.

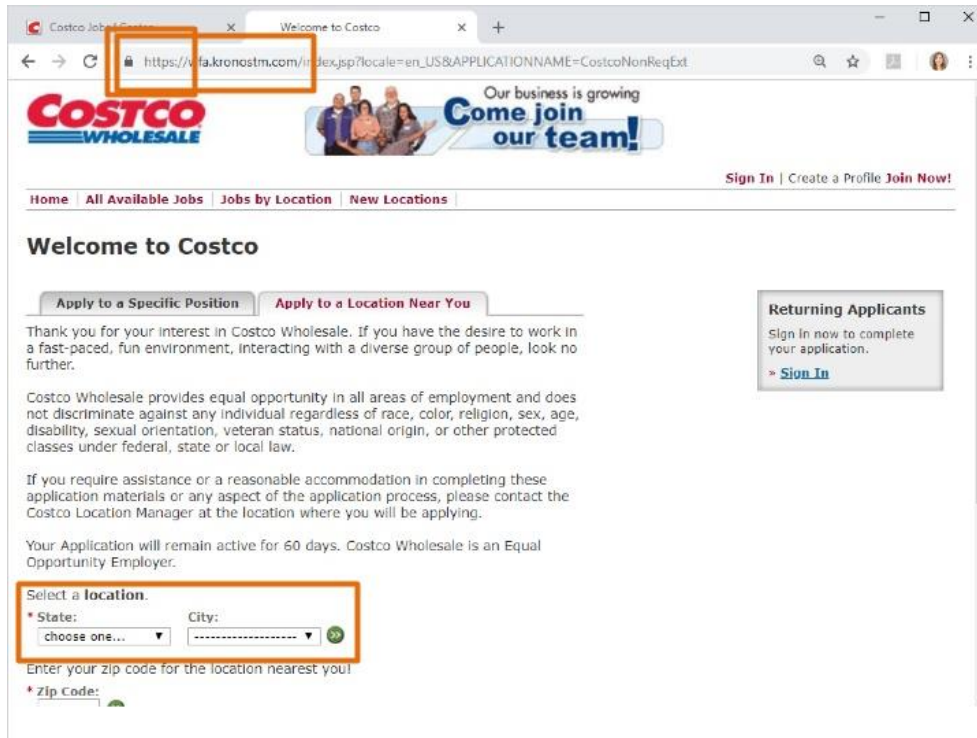
Today, we have accountants, lawyers, buyers, and human resources personnel who began their careers as stockers or cashiers in our locations. We believe that Costco's future officers are currently working in our warehouses, depots, and business centers, as well as in our Home and Regional Offices.

If this career path sounds challenging and exciting, we welcome you to apply. [Click here](#) for a list of typical jobs at Costco Wholesale and Costco's Home and Regional Offices.

## Information Technology Opportunities

Our home office, located in Issaquah, Washington, is also the site of our Information Systems Division. For employment opportunities in I.S. ... please click

Once he's found it, he can click to apply for jobs online.



A new page loads that will let Corey do a search. At this point, notice the address bar at the top.

Although we started out at [costco.com](https://www.costco.com), we're now at a different web address.

This is because Costco has redirected us away from their normal website to their job application service.

This is normal for many websites to do. As long as we start out at a trustworthy site and avoid clicking on misleading advertisements, it should be okay.

The new URL also begins with "https," which means that any personal information we type in will be delivered to them securely. Now Corey needs to do a search.

Sometimes sites allow us to search by the type of job or by the job title. This website just lets us search by location.

Home | All Available Jobs | Jobs by Location | New Locations

## Welcome to Costco

**Apply to a Specific Position** | **Apply to a Location Near You**

choose one...

- Alabama
- Alaska
- Arizona
- California
- Colorado
- Connecticut
- Delaware
- Dist. of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maryland
- choose one...

terest in Costco Wholesale. If you have the desire to work in  
ronment, interacting with a diverse group of people, look no

vides equal opportunity in all areas of employment and does  
st any individual regardless of race, color, religion, sex, age,  
tation, veteran status, national origin, or other protected  
state or local law.

nce or a reasonable accommodation in completing these  
or any aspect of the application process, please contact the  
ger at the location where you will be applying.

emain active for 60 days. Costco Wholesale is an Equal

**Returning Applicants**

Sign in now to complete your application.

[» Sign In](#)

City:

Enter your zip code for the location nearest you!

\* Zip Code:

### Grand Openings

We are always looking for qualified people as we open new locations.

Corey chooses South Carolina and Charleston from the drop-down menus.

The screenshot shows the Costco Wholesale website. At the top left is the Costco logo. To its right is a banner with the text "Our business is growing Come join our team!" and an image of four people. Below the banner is a navigation bar with links: "Home", "All Available Jobs", "Jobs by Location", and "New Locations". On the right side of the navigation bar are links for "Sign In", "Create a Profile", and "Join Now!".

The main heading is "CHARLESTON, SC (3050 ASHLEY TOWN CENTER DR)". Below this is a section titled "Job Opportunities". A note reads: "Please Note: These jobs may not be open, but are representative of jobs at a Costco location." Below the note is a list of 20 job titles, each preceded by a green arrow icon and the word "Apply":

- Apply - Any Position
- Apply - Bakery Wrapper
- Apply - Cake Decorator
- Apply - Cashier
- Apply - Cashier Assistant
- Apply - Food Service Assistant
- Apply - Licensed Hearing Aid Dispenser
- Apply - Licensed Optician
- Apply - Meat Cutter
- Apply - Membership Assistant
- Apply - Non-Licensed Hearing Aid Attendant
- Apply - Non-Licensed Optician
- Apply - Pharmacist - Registered
- Apply - Pharmacy Manager
- Apply - Pharmacy Sales Assistant
- Apply - Pharmacy Technician
- Apply - Senior Hearing Aid Specialist
- Apply - Service Deli Assistant
- Apply - Stocker
- Apply - Tire Installer

To the right of the job list is a "Location Details" box containing the following information:

Costco  
3050 ASHLEY TOWN  
CENTER DR  
CHARLESTON, SC 29407

At the bottom of the page, there is a copyright notice: "Copyright © 2000 - 2018 by Kroger Incorporated. All rights reserved. | Privacy Policy" and a small phone number: "1-800-762-2437".

When he clicks on the green arrow, he sees a list of positions.



**COSTCO** WHOLESALE

Our business is growing  
**Come join our team!**

Sign In | Create a Profile | **Join Now!**

Home | All Available Jobs | Jobs by Location | New Locations

### CHARLESTON, SC (3050 ASHLEY TOWN CENTER DR)

#### Job Opportunities

Please Note: These jobs may not be open, but are representative of jobs at a Costco location.

- Apply - Any Position
- Apply - Bakery Wrapper
- Apply - Cake Decorator
- Apply - Cashier
- Apply - Cashier Assistant
- Apply - Food Service Assistant
- Apply - Licensed Hearing Aid Dispenser
- Apply - Licensed Optician
- Apply - Meat Cutter
- Apply - Membership Assistant
- Apply - Non-Licensed Hearing Aid Attendant
- Apply - Non-Licensed Optician
- Apply - Pharmacist - Registered
- Apply - Pharmacy Manager
- Apply - Pharmacy Sales Assistant
- Apply - Pharmacy Technician
- Apply - Senior Hearing Aid Specialist
- Apply - Service Deli Assistant
- Apply - Stocker**
- Apply - Tire Dealer

**Location Details**

Costco  
3050 ASHLEY TOWN  
CENTER DR  
CHARLESTON, SC 29407

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He scrolls down to find a stocker job, then clicks on the Stocker link to see that job listing.

https://wfa.kronostm.com/ia Stocker

Our business is growing  
**Come join our team!**

Home | All Available Jobs | Jobs by Location | New Locations | Returning Applicant? [Sign In](#)

### Stocker

Location: CHARLESTON, SC (3050 ASHLEY TOWN CENTER DR)

**Job Description**

Various internet sites may link to this page claiming this is an open position. While this position is representative of a job at Costco Wholesale, it does not represent an actual job opening.

Department: Merchandising Job Status: Refer to Job Posting

FLSA Status: Non-Exempt Reports To: Center Manager

Grade/Level: Service Assistant Amount of Travel Required: No travel required

Work Schedule: Varies

#### POSITION SUMMARY

Stocks and straightens merchandise for sale in the warehouse. Constructs, assembles, and modifies display models. Clears and cleans aisles of empty pallets and debris. Ensures merchandise is marked with a merchandise number and has appropriate signs. Provides prompt and courteous customer service to members, employees, and suppliers. Follows proper safety procedures and standards.

#### DAILY RESPONSIBILITIES

- Follows merchandising standards and practices. Communicates with supervisors and managers to determine merchandising plan and priorities. Writes list of merchandise to be brought from steel, by forklift driver, for stocking.
- Aligns merchandise, collects and returns stray items, and stocks to maintain high merchandise levels.

#### Location Details

Costco  
3050 ASHLEY TOWN CENTER DR  
CHARLESTON, SC 29407

[» See all jobs at this location](#)

The red disclaimer at the top says that this is only a description, and does not always mean there is currently an opening. It's important to read through the entire posting to find important details like this.

Corey can read a summary, detailed list of responsibilities, and qualifications for this job. Some job descriptions also include details about the schedule, salary, travel requirements, and more. If Corey decides to apply, he would scroll to the bottom of the description, and click on a link at the bottom to start filling out the job application.

## Online Classifieds

---



Some jobs are listed in local classified ads, like the ones found in the newspaper.

Newspapers have some of these ads available on their websites or in print. However, many people now use the website Craigslist instead of going through the newspaper at all.

Craigslist is similar to the classified section in a newspaper, and anyone can post an ad on the website for free.

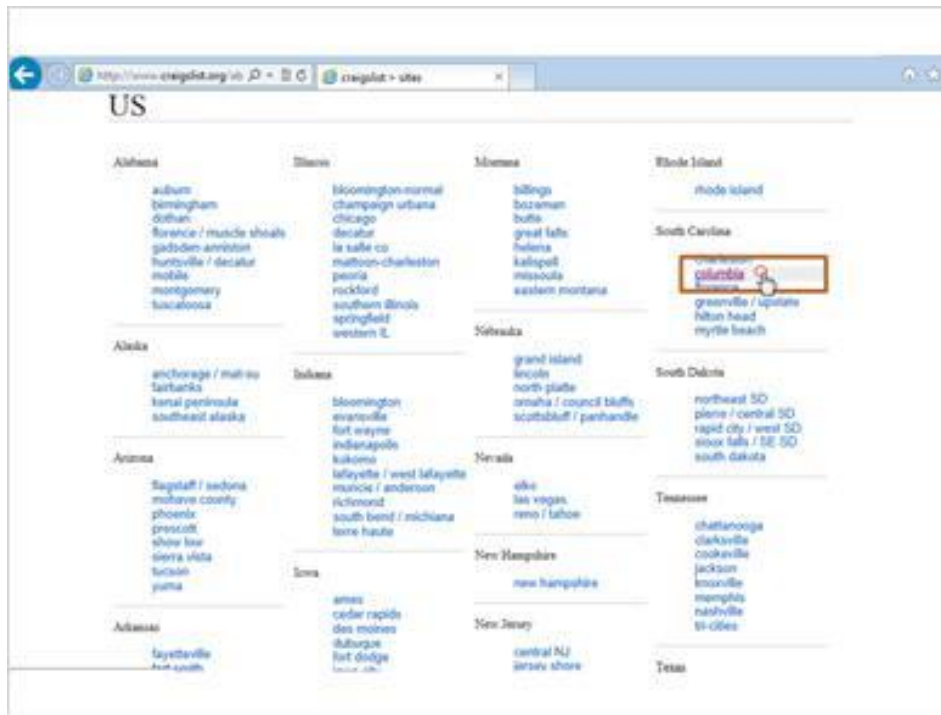
Craigslist has local pages for different metropolitan areas in the United States and major cities around the world.

The jobs section on Craigslist is not always used by larger companies.

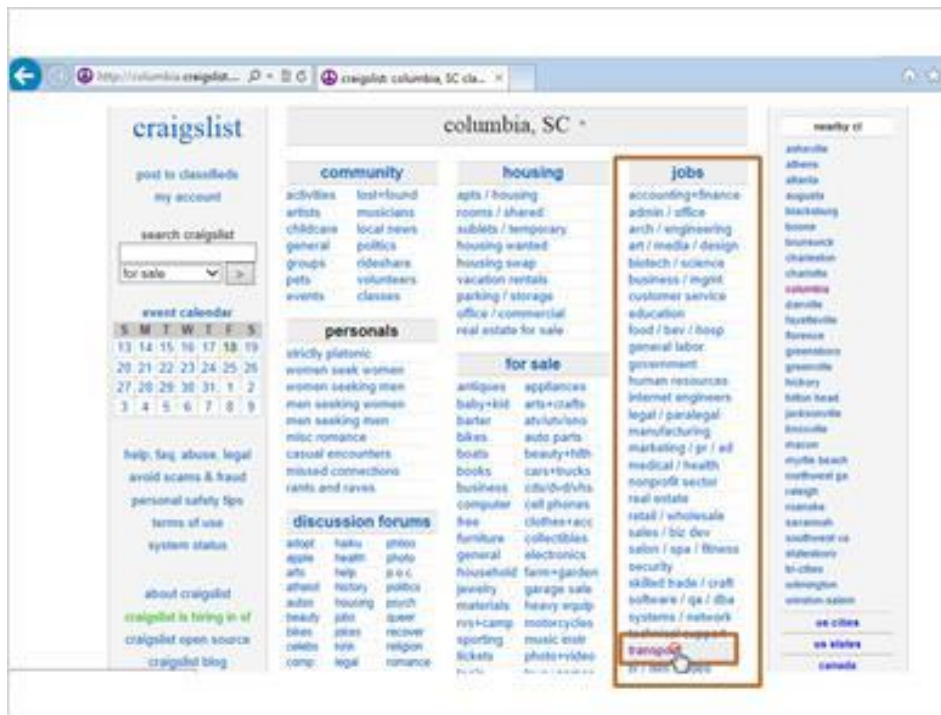
It's more likely to be used by small companies and individuals who do not have their own website, or don't want to pay to have a job listed on a website like Monster.com.



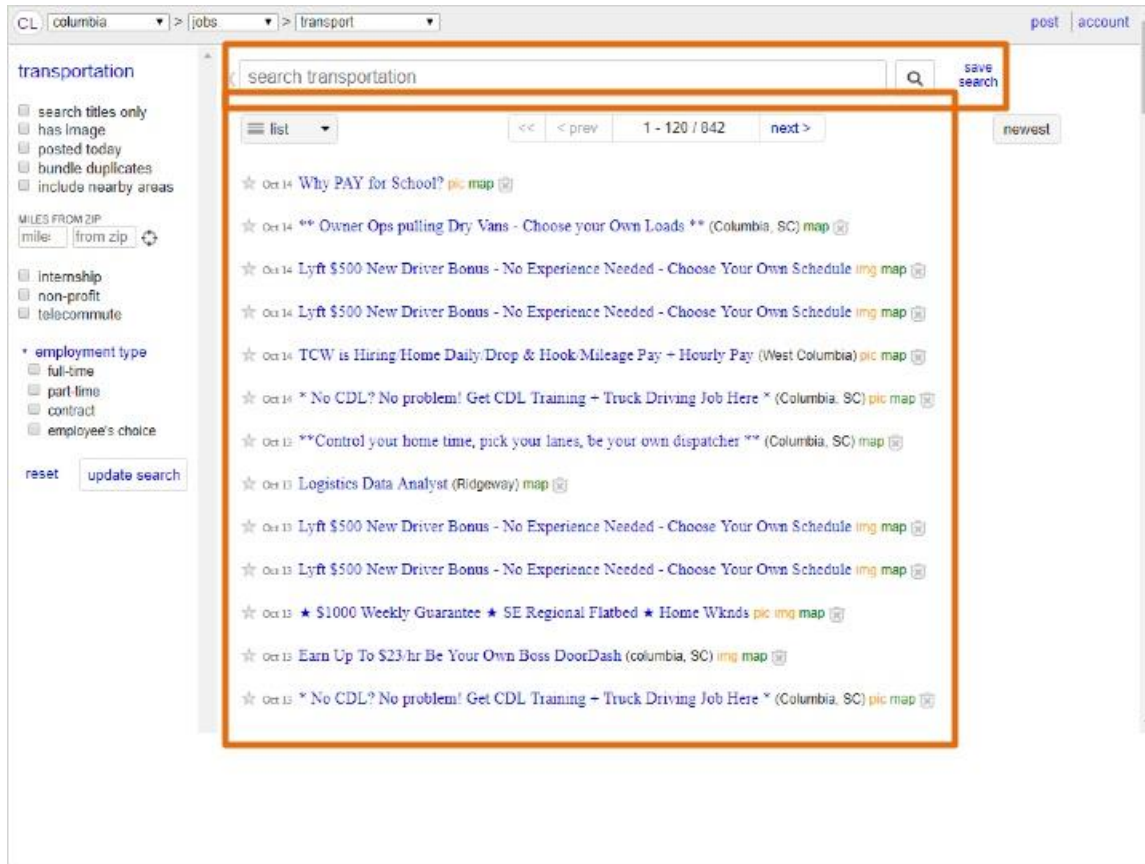
Corey visits Craigslist by going to “craigslist.org.”



He selects the US, and then finds his nearest city in the list.

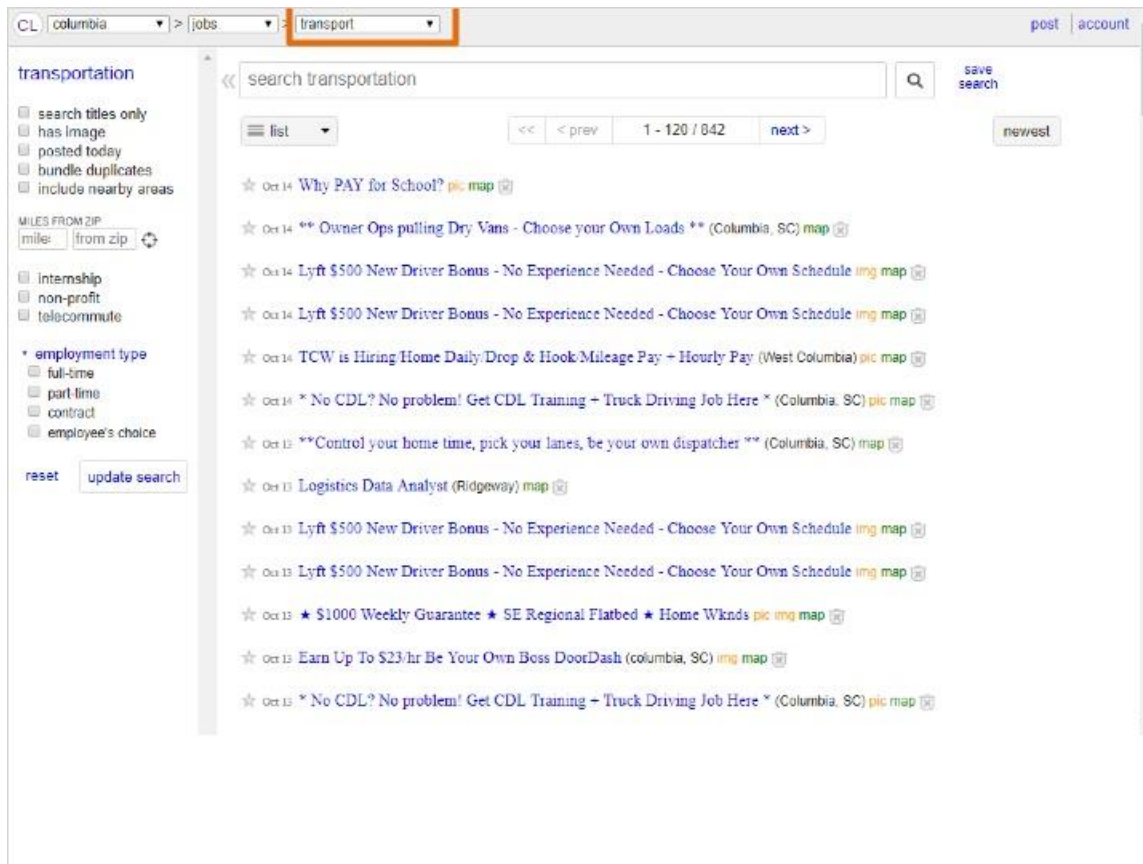


Job ads can be found by browsing through categories and by searching for keywords. Corey decides to look at the transportation section.



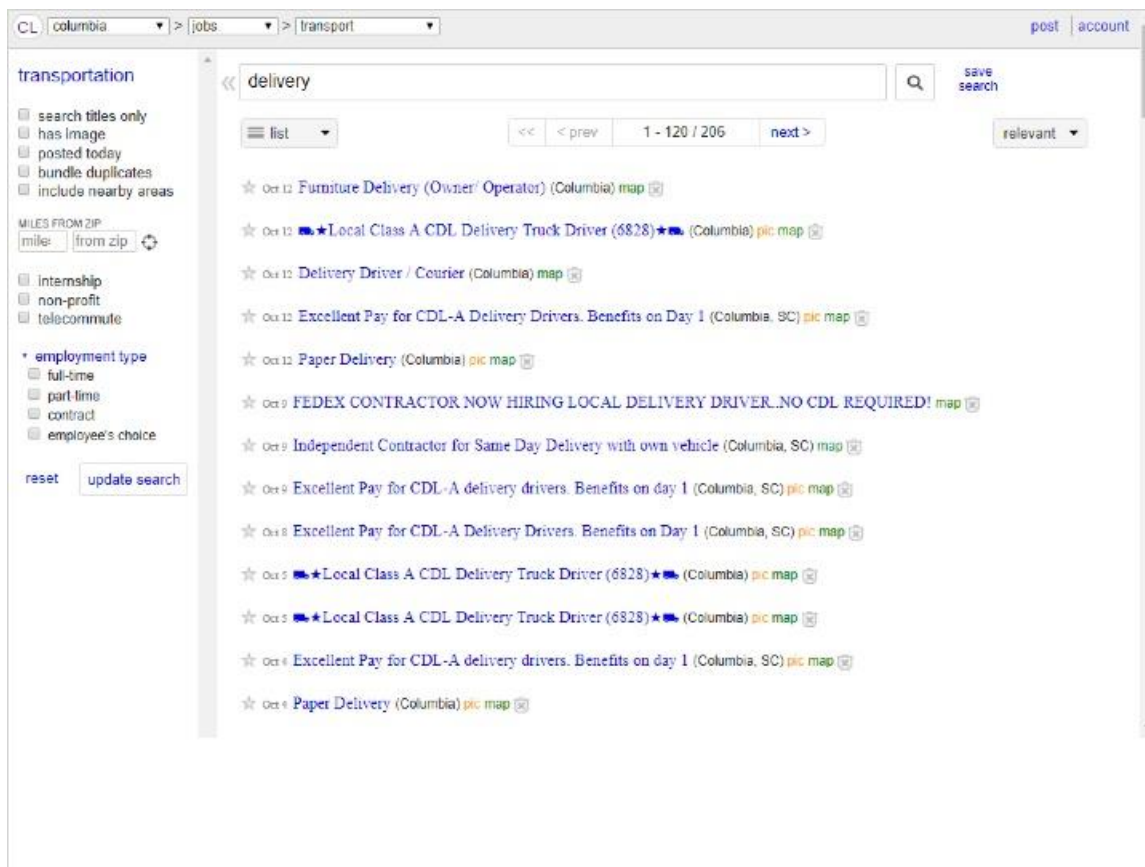
Corey can browse through all these jobs, or he can also search for a keyword.



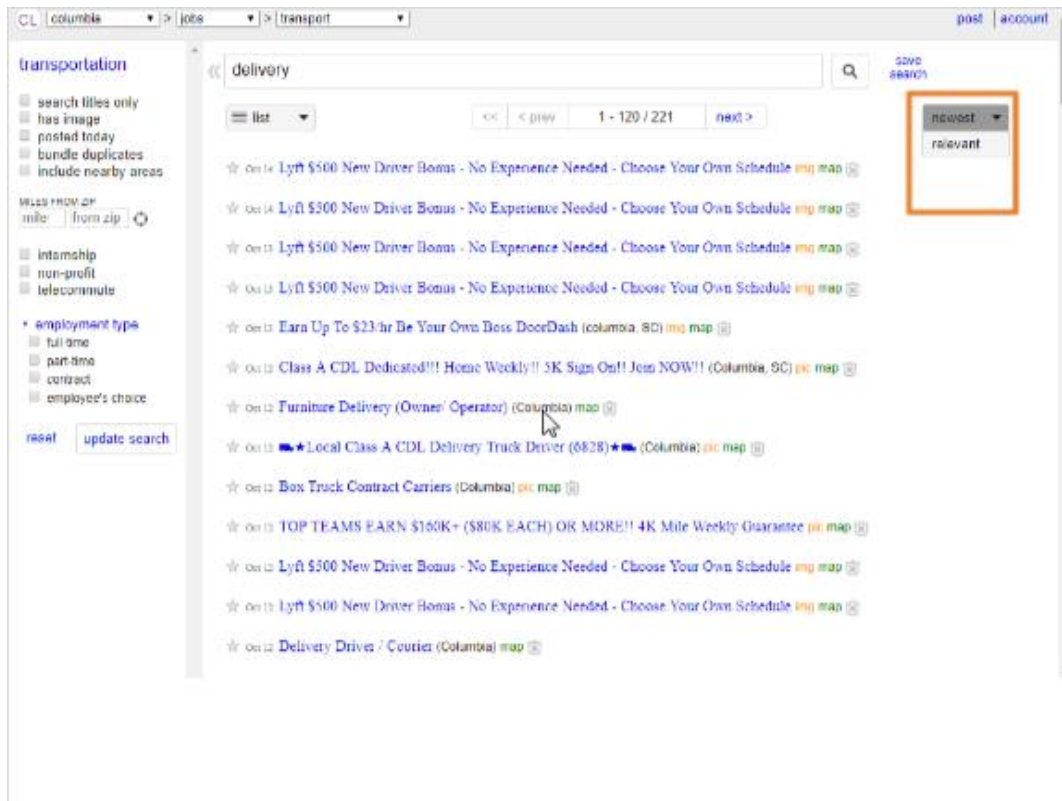


“Transport” shows up in the drop-down menu, to indicate that he is only searching the transportation category.

If he wants, he could click here and change it to include other types of jobs.



He leaves it set to Transport, types in “delivery” to search for delivery jobs, and clicks on Search.

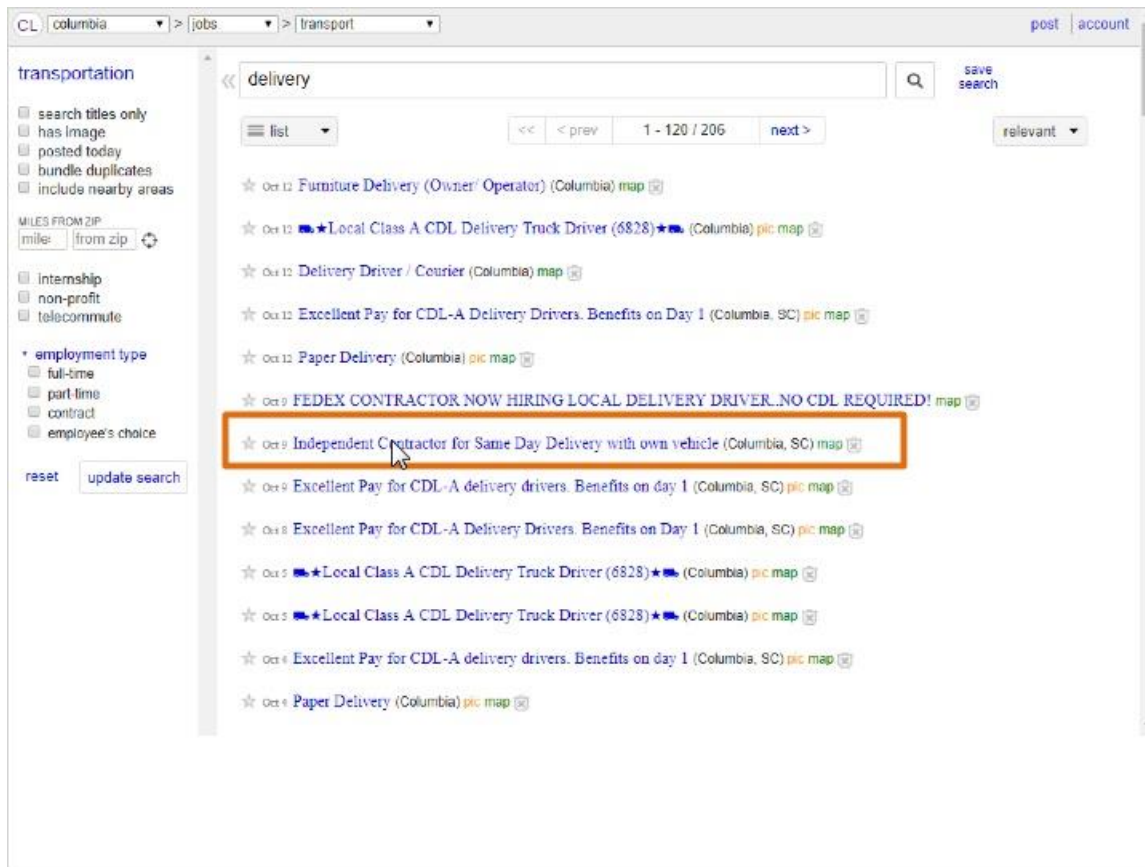


In the list of job postings, the most recent is at the top.

We could also sort them by the best match by clicking on the link on the right.

If there are too many listings to fit on one page, we can scroll to the bottom and page through all the listings.

For each listing, we see the date, subject, and approximate location.



Corey can click on the subject of any post that interest him to read it. He clicks on a listing for a delivery driver.

CL | columbia > jobs > transportation post | account

◀ prev ▲ next ▶

reply  prohibited Posted 5 days ago print

★ **Independent Contractor for Same Day Delivery with own vehicle (Columbia, SC)**

Do you have your own sprinter or extended cargo van and want work in the Columbia area?

Innovative Courier Solutions is looking for Delivery Drivers with their own sprinter, extended cargo vans or small box trucks for deliveries in the Columbia area. Vehicle leasing or rental programs available.

Pre-contract background check, driving record, drug screen, EIN and proper insurances necessary.

If vehicle is greater than 10,000 pounds, DOT #, med card required.

Reply to this posting with your contact info (email and phone). For more information call Taylor @ 803-409-0959. Or inquire in person at Innovative Courier Solutions, 3348 Platt Springs Road, West Columbia, SC 29170

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers.

compensation: **Negotiated per vehicle and stops**

employment type: **contract**

non-profit organization

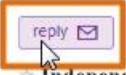
post id: 6719417513    posted: 5 days ago    updated: 5 days ago    [email to friend](#)    ▼ best of

Now we see a few details about the job, including some schedule information, and how to apply.

Each ad will be different, especially in terms of how to apply. Some might list a phone number to call, a specific email address, or even a website to visit.

CL | columbia > jobs > transportation post | account

[◀ prev](#)   [next ▶](#)

**reply**   prohibited Posted 5 days ago [print](#)

### Independent Contractor for Same Day Delivery with own vehicle (Columbia, SC)

Do you have your own sprinter or extended cargo van and want work in the Columbia area?

Innovative Courier Solutions is looking for Delivery Drivers with their own sprinter, extended cargo vans or small box trucks for deliveries in the Columbia area. Vehicle leasing or rental programs available.

Pre-contract background check, driving record, drug screen, EIN and proper insurances necessary.

If vehicle is greater than 10,000 pounds, DOT #, med card required.


Reply to this posting with your contact info (email and phone). For more information call T [redacted] @ 803-[redacted] Or inquire in person at [redacted] Courier [redacted] [redacted] West Columbia, SC 29170

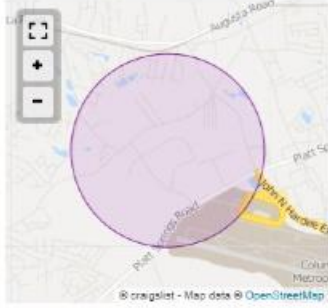
- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers.

compensation: **Negotiated per vehicle and stops**

employment type: **contract**

non-profit organization

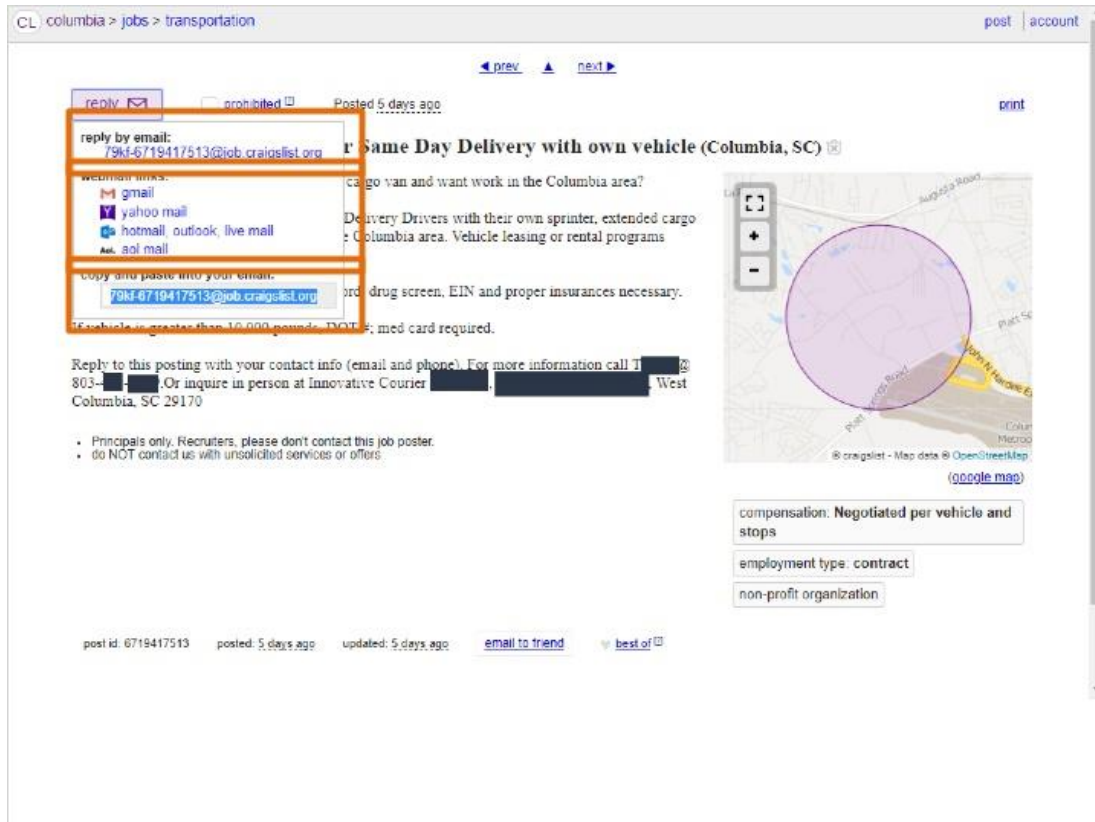
post id: 6719417513   posted: 5 days ago   updated: 5 days ago   [email to friend](#)   [best of](#) 



© craigslist - Map data © OpenStreetMap  
[\(google map\)](#)

Since there is no email address listed, Corey will apply through Craigslist. He clicks on the Reply button at the top left.





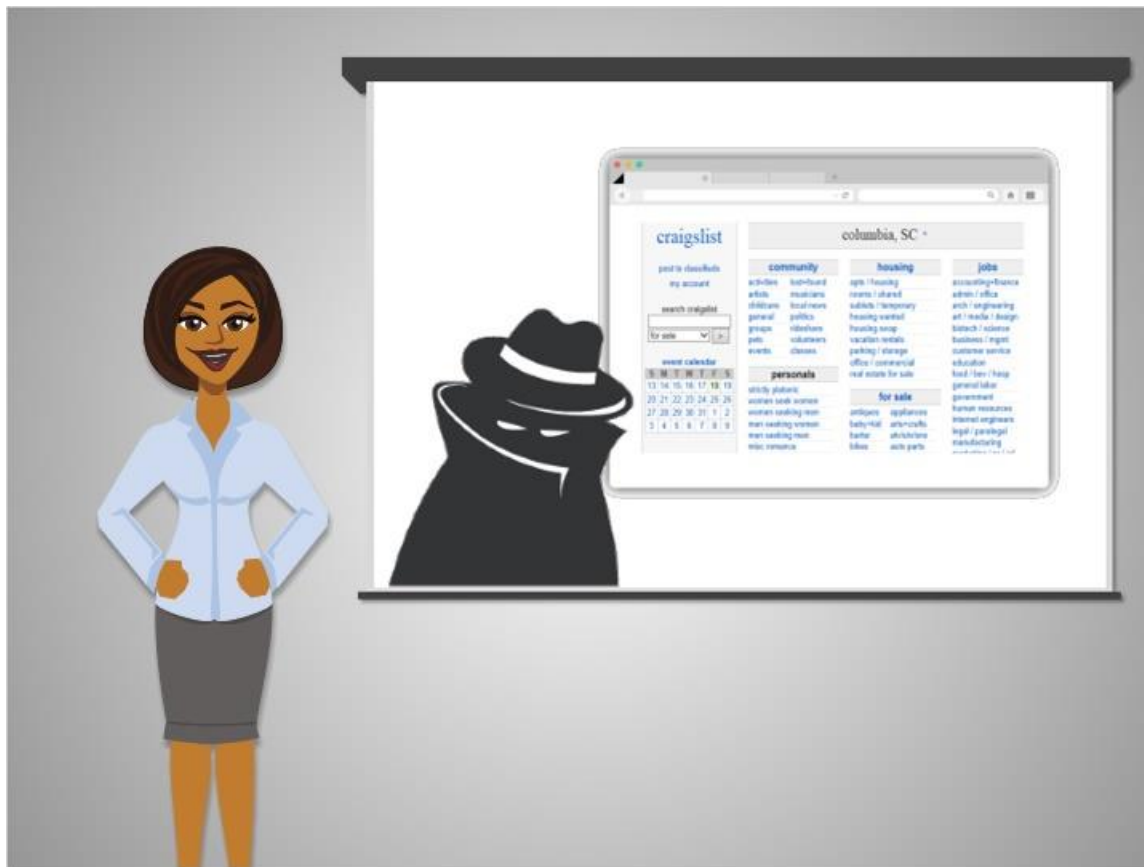
Now we see a temporary email address made up of random letters and numbers and ending with “craigslist.org.” Craigslist provides this type of email address so that people who post ads can keep their real email addresses and names private. Once you respond to them, they can reply back from a regular email address.

There are different ways to start sending a message. If you use an email program on your computer, like Microsoft Outlook, you could click on the link under Use Default Email to start a new message.

If you use Gmail, Yahoo, Hotmail, or AOL through their websites, you can click on these links under Reply Using Webmail. For anything else, you can copy and paste the email address provided into the “To” field on a new message.

Corey would then compose an email, and attach his resume as the employer asked for in the ad. In his message, he can ask questions to find out more about the job, he can tell them about why he would be a good fit, and he can tell them the best way to contact him.



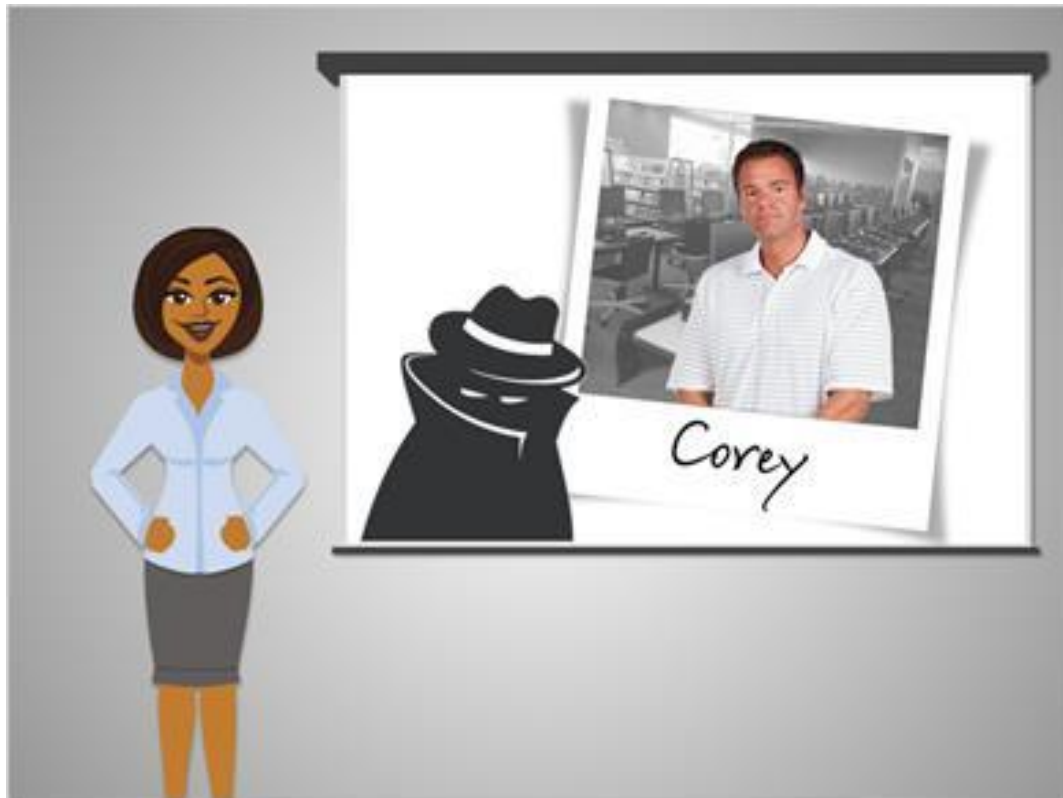


Unfortunately, Craigslist is also used by many scammers to post fake jobs. If Corey decides to contact someone he'll have to be careful about what information he gives out. Although this ad looks legitimate, it doesn't mention the name or exact address of the business. That information was probably left off to protect the business from junk mail and solicitations. If Corey has any doubts about the ad, he can tell them that he would like to apply, but has a few questions about them before sending his resume.

We'll talk more about how to protect yourself from scams in the next lesson.

## Avoiding Scams

---



While many job websites are safe, secure, and useful, there are also some scams that target job seekers on the Internet. Always be on the lookout for fraudulent sites or job postings, and use your best judgment before giving out your personal information.

Let's look at some common "red flags" that can alert you that a job listing may be untrustworthy.



The job ad may promise something “too good to be true,” like a very high-paying work-from-home job.



The job application asks for too much information in the application process, like bank account numbers and social security numbers



The website asks you to pay an upfront fee for a background check, deposit, or credit score.



The prospective employer is unwilling to meet in person or talk on the phone—they only want to communicate by email



The online form asks you to fill in personal information, but does not supply a secure “https” connection in the URL.

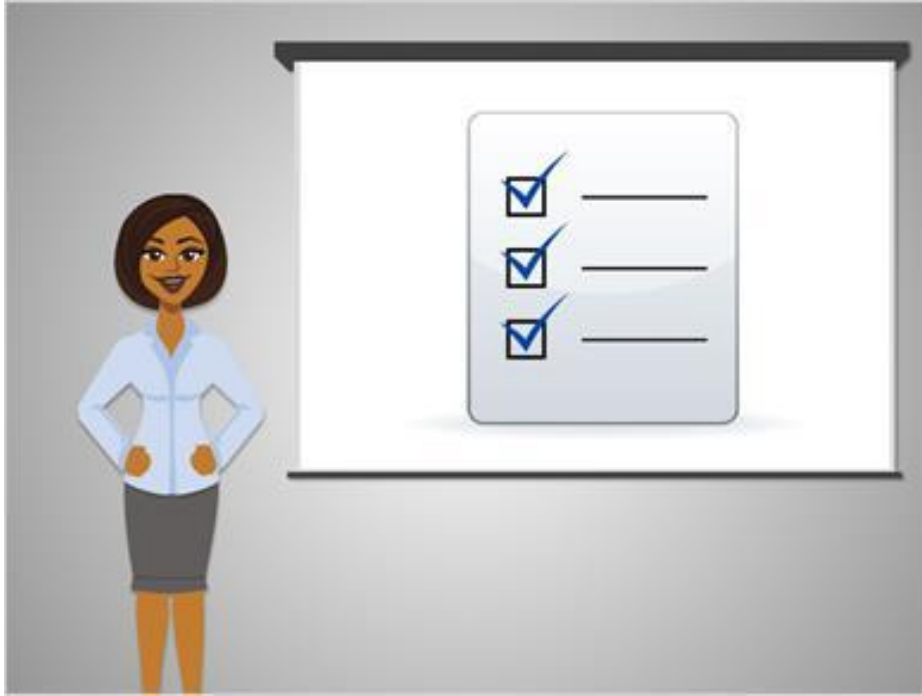


The prospective employer will not provide verifiable information about the company, like a name, address, phone number, or website.



The prospective employer promises a job before even holding an interview.





How can you avoid these scams? Let's look at some strategies and see what you think about them! Click your response, then click on submit for feedback and to move on.

**Quiz Question: To avoid a scam, you should never apply for a job online.**

*(True/False, 10 points, 1 attempt permitted)*

To avoid a scam, you should never apply for a job online.

True

False

Click submit (at the bottom right) once you have made your selection.



Correct	Choice
	True
X	False

**Feedback when correct:**

That's right! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

**Feedback when incorrect:**

Whoops! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

**Notes:**

True or False: To avoid a scam, you should never apply for a job online. Click Submit after you have made your selection.

## Correct (Slide Layer)

To avoid a scam, you should never apply for a job online.

True

False

Click submit (

Correct

That's right! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

Continue



## Incorrect (Slide Layer)

To avoid a scam, you should never apply for a job online.

True

False

Click submit (

Incorrect

Whoops! Although never applying for a job online would avoid scams, it also dramatically reduces your job opportunities!

Continue



**Quiz Question 2: To avoid a scam, you should read the posting carefully--including the fine print.**


*(True/False, 10 points, 1 attempt permitted)*

To avoid a scam, you should read the posting carefully--including the fine print.

True

False

Click submit (at the bottom right) once you have made your selection.



Correct	Choice
X	True
	False

**Feedback when correct:**

That's right! If you have doubts about the company, the fine print can help you make an informed decision.

**Feedback when incorrect:**

Whoops! If you have doubts about the company, the fine print can help you make an informed decision.

**Notes:**

True or False: To avoid a scam, you should read the posting carefully--including the fine print. Click Submit after you have made your selection.

**Correct (Slide Layer)**

To avoid a scam, you should read the posting carefully-  
including the fine print.

True

False

Click submit (

Correct

That's right! If you have doubts about the company, the fine print can help you make an informed decision.

Continue



### Incorrect (Slide Layer)

To avoid a scam, you should read the posting carefully-  
including the fine print.

True

False

Click submit (

Incorrect

Whoops! If you have doubts about the company, the fine print can help you make an informed decision.

Continue



**Quiz Question 3: To avoid a scam, check the website's URL to see if it sounds official.**


*(True/False, 10 points, 1 attempt permitted)*

To avoid a scam, check the website's URL to see if it sounds official.

True

False

Click submit (at the bottom right) once you have made your selection.



Correct	Choice
X	True
	False

**Feedback when correct:**

That's right! Checking the URL is a good way to see who's behind the website.

**Feedback when incorrect:**

Whoops! Checking the URL is a good way to see who's behind the website.

**Notes:**

True or False: To avoid a scam, check the website's URL to see if it sounds official. Click Submit after you have made your selection.

### Correct (Slide Layer)

To avoid a scam, check the website's URL to see if it sounds official.


True  
 False

Click submit (

Correct

That's right! Checking the URL is a good way to see who's behind the website.

Continue



### Incorrect (Slide Layer)

To avoid a scam, check the website's URL to see if it sounds official.


True  
 False

Click submit (

Incorrect

Whoops! Checking the URL is a good way to see who's behind the website.

Continue





**Quiz Question 4: To avoid a scam, leave most of the fields blank on the job application.**


*(True/False, 10 points, 1 attempt permitted)*

To avoid a scam, leave most of the fields blank on the job application.

True

False

Click submit (at the bottom right) once you have made your selection.



Correct	Choice
	True
X	False

**Feedback when correct:**

That's right! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

**Feedback when incorrect:**

Whoops! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

**Notes:**

True or False: To avoid a scam, leave most of the fields blank on the job application. Click Submit after you have made your selection.

### Correct (Slide Layer)

To avoid a scam, leave most of the fields blank on the job application.

- True
- False

Click submit

Correct

That's right! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

Continue



### Incorrect (Slide Layer)

To avoid a scam, leave most of the fields blank on the job application.

- True
- False

Click submit

Incorrect

Whoops! Some applications do have a few optional fields that can be left blank, but an application will not be accepted if required fields are left blank.

Continue




**Quiz Question 5: To avoid scams, avoid clicking on advertisements.**  
(True/False, 10 points, 1 attempt permitted)

To avoid scams, avoid clicking on advertisements.

True

False

Click submit (at the bottom right) once you have made your selection.



Correct	Choice
X	True
	False

**Feedback when correct:**

That's right! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

**Feedback when incorrect:**

Whoops! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

**Notes:**

True or False: To avoid scams, avoid clicking on advertisements. Click Submit after you have made your selection.

**Correct (Slide Layer)**

To avoid scams, avoid clicking on advertisements.

- True
- False

Click submit (at the bottom right) once you have made your selection.

Correct

That's right! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

Continue



### Incorrect (Slide Layer)

To avoid scams, avoid clicking on advertisements.

- True
- False

Click submit (at the bottom right) once you have made your selection.

Incorrect

Whoops! Avoiding advertisements is a good idea, since advertisements can get you off track or point you to less trustworthy sources.

Continue



**Quiz Question 6: To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.**


*(True/False, 10 points, 1 attempt permitted)*

To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.

True

False

Click submit (at the bottom right) once you have made your selection.



Correct Choice	
X	True
	False

**Feedback when correct:**

That's right! Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

**Feedback when incorrect:**

Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

**Notes:**

True or False: To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information. Click Submit after you have made your selection.

### Correct (Slide Layer)

To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.


True  
 False

Click submit (

Correct

That's right! Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

Continue



### Incorrect (Slide Layer)

To avoid scams, stick with websites and companies you have heard of before. If you haven't heard of it, do some research before sending them information.


True  
 False

Click submit (

Incorrect

Stick with reputable companies, but don't rule something out if you haven't heard of it. Do some research!

Continue





Remember, searching online is a great way to find out about job opportunities. For some jobs, it's the only way to apply. Now that we've reviewed what to look out for and how to stay safe, Corey can be confident in his search and use his best judgment about where to apply.