Going Global Country Career Guide and USA/Canada City Career Guide
Combined Premium Collection

USER’S GUIDE

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 such vital employment topics as:

- 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

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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*

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Browsing the Going Global Country and City Career Guides
Clicking on the Going Global Country Guide or USA/Canada City Guide links on the Main Page provides the full list of guides included in that collection, sorted alphabetically by country/city. Clicking on a country/city name opens the guide for that country/city.

In the USA City Career Guide collection, H1B listings by state can be accessed by clicking on the American Flag icon. H1B listings by metro area are also included in each City Career Guide.

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

H1B Plus
Developed in-house, this incredibly robust system contains all 400,000-plus U.S. Department of Labor (DOL) H1B visa application records. Listings can be simultaneously searched by job title, occupation, employer, location and/or wage. These records are updated annually, as soon as they are made available by the DOL. 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 450,000 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 category (North American Industry Classification System)
- Mailing address
- Telephone, fax, website

**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.

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 600,000 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.

**All job openings are updated daily!**

**Searching Job Postings/Internship Listings and Non-Profit/NGO Opportunities**

Click on the **Jobs/Internships** link on the main page and then click on one of three options: **Search Worldwide Jobs by Country, Search U.S. Jobs by City or State or Search Non-Profit/NGO’s.** Use the drop down boxes to select the area and industry you would like to search. After making these selections, clicking on the **Search** box will bring up all the listings that meet your search criteria.

**The “Advanced Search Tool” Feature**

The Advanced Search Tool provides a wide range of additional industry-specific keywords to add to your job or internship search query. On the Jobs/Internships search form, click on the "Advanced Search Tool" 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 click on 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. You complete the keyword selection when you click on the "Add keywords and return to search" button.

3) Keywords are added to the search form - Your selected keywords are added directly to the search form and appear below the "Advanced Search Tool" link.

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.

"Academic Search Terms" Feature

The 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.

Adding the Academic Search Terms requires only a few steps:

1) Click on the “Academic Search Terms” 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 Search Terms 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 that allows faster direct access to 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. Bookmarks are created by clicking on Add to My Links in the right-hand Shortcuts menu within the Country/City Career 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 within the Country/City Career 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/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 his/her destination of choice. No other source currently offers the extent of original career and employment content provided by Going Global.

For technical issues contact technicalsupport@goingglobal.com

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