



# USER'S GUIDE

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

**Combined Premium Collection**

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## Going Global Country Career Guides

### 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	Israel	Italy
Japan	Kenya	Mexico	Netherlands	Nicaragua
Norway	Panama	Peru	Russia	Saudi Arabia
Singapore	South Africa	South Korea	Spain	Sweden
Switzerland	Taiwan	Turkey	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

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

### CANADA CITY CAREER GUIDES

Calgary	Edmonton	Montreal	Ottawa
Toronto	Vancouver		

## Browsing the Going Global Country and City Career Guides

Click 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. **Top 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 application records. Use this tool to simultaneously search listings by job title, occupation, employer, location and/or wage. These records are updated 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 196 countries including the ones covered by the Country Career Guide series. 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)
- Nonprofit/NGO search – access multiple resources to search for nonprofit and development jobs and internships

**TIP: All postings 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 or Keywords boxes to narrow your search. Going Global jobs and internship opportunities can be searched both in English and the local language.
3. 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.
4. If you wish, search for jobs within a particular company by filling in the Company field.
5. 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.

## 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.goinglobal.com/FAQ.aspx>
- Watch the training videos: <http://online.goinglobal.com/presentation3.aspx>
- For technical issues, subscribing organizations can send an email to [techsupport@goinglobal.com](mailto:techsupport@goinglobal.com).
- Contact Going Global: [http://online.goinglobal.com/contact\\_us.aspx](http://online.goinglobal.com/contact_us.aspx)

## About Going Global



The Going Global Country Guide and USA/Canada City Career Guides collection 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.