



PRACTICE POINTERS

SBN Career Center Features Resources for Job Seekers

BY SHERI LONG, HANDLE|BAR PRACTICE MANAGEMENT PROGRAM

The State Bar of Nevada’s Career Center offers many benefits to its participants, especially job seekers – it connects you with top companies that are searching for candidates with your exact skill set. But do you know the Career Center also offers a wealth of resources to help you professionally navigate and broaden your career network? SBN Career Center’s tools are tailored to the needs of both active and passive job seekers. An invaluable resource, SBN Career Center includes the top 10 career tools that you should take advantage of throughout your career journey.

Job searching doesn’t have to be time consuming. With the new, immersive job search page, you can spend less time searching and more time applying to relevant positions. This layout allows you to view job search results and job details on one screen, making searches faster.

Other features include:

- **Real Time Filters:** Advanced filters with real-time updating;
- **Take a Tour:** Guided walk-through training available on demand;
- **Career Matches:** Find relevant jobs more easily with the “Jobs You May Like” section; and
- **Bookmarked Jobs:** Bookmark jobs using the star logo and apply when you’re ready.

Twice a month, the Career Center sends its exclusive Job Flash Email, so you can receive the latest top jobs right to your inbox. You can view and apply to jobs from your phone or tablet using your job seeker account.

As part of the career resources accessible on State Bar of Nevada’s Career Center, you can connect with expert career coaches and resume writers who can offer valuable

insights and ideas as you navigate the job-searching process. These professionals can answer your questions, and help you with your career advancement and development. In addition, you can read career articles to assist with your career development, learn different job searching tips, and receive recommendations on how to change careers efficiently.

SBN Career Center also offers tips on preparing for an interview, such as how to answer difficult interview questions, what your body language says, questions to ask at your interview, the do’s and don’ts of a non-traditional interview location, and avoiding common interview mistakes. There’s also information on following up after an interview and the importance of the “thank-you” note.

Registered jobseekers can request a free and confidential resume evaluation on the Career Center from an expert writer. Within a few days of submitting your resume, you’ll receive an evaluation outlining your strengths, weaknesses, and suggestions to ensure you have the best chance of landing an interview.

By creating job alerts, you’ll receive an email each time a new position matching your criteria is posted. The Career Center will also suggest four jobs you may be interested in viewing based on your search preferences. This feature provides a more personalized job search experience by allowing you to see additional jobs of interest.

You can use existing Facebook, Google, or LinkedIn credentials to create a job seeker account. Once created, you can save, forward, and print jobs of interest, and upload multiple resumes and cover letters for an effortless job-searching process.

The SBN Career Center is located at jobs.nvbar.org. For more information on the State Bar of Nevada’s member benefit Business Partners, visit <https://nvbar.org/for-lawyers/resources/business-partners/>.

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