



WELCOME TO STYBEL PEABODY CAREERWORKSPACE

This is your online job search tool.

We have put together the best technology and web based services in the career management industry for your use.

**Always have linkedin.com running in the background.** CareerWorkSpace integrates with linkedin.com.

Use this tool to find employment opportunities, create target lists, research corporations, reach out to prospects before they post jobs, structure your time, organize your finances, and broaden your career horizons.

Our framework is that there are five core distribution channels to get your resume from your computer into the hands of decision makers who can hire you. Stybel Peabody CareerWorkSpace will help you manage these distribution channels.

For more information about the importance of having a diversified approach to job search:

[Click](#)

#### HOW YOU CAN SIGN ON TO STYBEL PEABODY CAREERWORKSPACE:

In your favorite web browser, go to the ribbon and type:

<http://stybelpeabody.careerworkspace.com>

When we enter you in the CareerWorkSpace portal, we use your personal email address as your Username.

The Password is randomly assigned. The first time you sign on, you can change it. If you forget your password, just click “Forget Password?”

IN STYBEL PEABODY CAREERWORKSPACE, GO TO “WORKSPACE.”

#### Review Jobs Available in “Jobs:”

Under “Search for Jobs”, we provide you with a meta job search engine you can customize. A meta job search engine is a search engine that searches job search engines. Based on the criteria you set, jobs will be automatically sent to your mailbox.

This meta job search engine searches company websites as well as traditional job posting boards.

You can set our search engine to notify you every time a job is posted with your keywords.

You can create keywords so that jobs you wish are automatically sent to you.

#### Target Organizations and People for Reach Out:

Under “Organization,” push the Create a Target List using the Hoover’s Database: 85 million U.S. companies organized into 900 industry segments.

Hoover’s allows you to target your market by industry, sector, sales volume, and distance from your home. In addition it provides 100 million specific contact names in these companies for you to reach out to.

When using Organization, it is important to have linkedin.com on your computer and running in the background while you are on Stybel Peabody Career Work Space. Our software talks with linkedin.com in ways that will delight you.

Can you create a Nifty Fifty List of the top companies where you would realistically love to add value?

ring this list to your meeting with your Stybel Peabody consultant. Let’s go over the list. Perhaps we can open doors for you.

Hoovers allows you to put together a target list of recruiter and private equity firms.

Create a Target List Using LinkedIn and Stybel Peabody CareerWorkspace:

The North American Industry Classification Scheme (NAICS) is a consistent framework for organizing what different businesses do into meaningful units. Go to the NAICS Database using the link below. Use appropriate keywords to identify the NAICS codes appropriate for your search and write down the NAICS numbers:

<https://www.naics.com/search/>

With your list of NAICS codes, go to “Workspace” and click the “Find Company” Tab. Click the “Create a Target List” Tab.

Enter the NAICS codes separated by a comma.

Enter the distance from your home zip code.

Enter the sales volume.

Find Contacts:

Once you have your list, select any company on the list. Remember, LinkedIn should be running in the background.

Select “Executives.”

To the right of the names listed, select “More From Hoovers” and click.

You now will get a list of employees at the company by job title. Scroll down the list.

If you click on “More from LinkedIn, you will get a list of employees from that company who have signed up with LinkedIn. Scroll down the list. See anyone you know?

IN STYBEL PEABODY CAREERWORKSPACE, GO TO “ASSESSMENTS.”

There are three online tools to help you articulate your interests/values in work settings plus names of occupations that match your values. Bring to your Stybel Peabody consultant.

For Interview Skills preparation, click “Interview Skills.” We will throw at you the “typical” job interview questions you will experience. Let’s start practicing now. Show your answers to your Stybel Peabody consultant.

IN STYBEL PEABODY CAREERWORKSPACE, GO TO “EVENTS.”

We have webinars each month on issues relating to job search and career management. Go to the Events tab and join us!

Can’t make an event? No problem. We store the webinars so you can access when convenient for you.

Some of the programs are focusing on job search. And some of the programs focus on leadership, starting a new business, buying into franchises, etc.

Use these free seminars as a way to help you think “out of the box.”

IN STYBEL PEABODY CAREERWORKSPACE, GO TO "LIBRARY."

Watch the video overview of Stybel Peabody CareerWorkspace.

Go to Job Search. There are sample resumes, cover letters, thank you letters, and links to podcasts about job search.

Thinking about starting a business? Check out our framework for how to structure a plan for your new business.

Want to start a consulting business and not sure how to set fees? We show you how to establish a fee for professional services, etc.

In Library, check Audio Files and listen to over 22 programs relating to managing a job search.

In Library, check Video Files and watch a talk on Networking in Tough Times.

There is a lot to review and to use!

#### Personal and Family Financial Planning:

One positive aspect of unemployment is that it finally gives you and your family the time to begin doing serious thinking about saving for children's education, saving for retirement, etc.

This is the time to give yourself time to carefully think about the assumptions you have about your professional life and the assumptions behind your family financial plans.

If you don't do this now, when will you do it?

Once you find your next job, you probably will say "I'll Get Around to financial planning when I have the time."

Of course, this is something many of us won't have the time for.

As you explore Stybel Peabody CareerWorkspace, look at our free video modules to help you think through immediate options and longer term ideas.

Your financial plans rest on a foundation of assumptions you make about how long you will live, the inflation rate, the stock market, and the costs of retirement. If you wish a second opinion, we can provide you with a qualified financial planner as part of our service to you.

Even if you currently have an investment advisor or financial planner, getting a second opinion is good risk management.

This period of unemployment can be an excellent time for you and your family to explore the financial future.

FINAL COMMENTS

Stybel Peabody CareerWorkSpace is a tool to help you land your next job and to manage your professional life. Make it a small part of each day. Start with twenty minutes a day.

---The Stybel Peabody Team