



Using

THE SOURCE

To Find Jobs, Employers, Education, and Training

www.sourcetn.org

Search for Job Openings

From the Home Page:
Under **Individuals**, Select “Find a Job.”
Select “Within radius of a zip code.”
Type in your zip code.
Select 10 or 25 miles, as appropriate.
Select one of the following:
Type a keyword [part of a job title] like
“computer.”
OR
Select “Occupational Group” and select one
group (such as Office and Administrative).
OR
Select a specific occupation (below
“Occupation Group”).
OR
Select a specific military occupation (below
“Occupation Group”).
Select “Search.”
Select any of the job listings.
Scroll to the bottom of the job listing. For
information on how to apply, select
“Display more information on this job.” If
the source of the job is “SJB,” your career
center can talk to you about that job.

Locate Potential Employers

From the Home Page:
Under Individuals, Select “Find an Em-
ployer Near You.”
Select “Within radius of a zip code.”
Type in your zip code.
Select 10 or 25 miles, as appropriate.
On the next screen:
In the blank next to Keywords, type in a
word related to a type of industry for which
you need employers’ names. For instance,
type in “health.” Also change the button to
“contain,” and change the second button to
“both.” This will provide a list of all the
companies with the word “Health” in their
names or company descriptions within your
zip code radius.
Click on the company name to obtain the
phone number, web site, contact person, and
business description.



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Find a Training or Education Program

From the Home Page:

Under **Individuals**, select “Education and Training.”

Select “Training and Education Programs.”

Select County and then select a county (such as Davidson) from the drop down box. Select Continue.

Select Option 1, “Search by Program Title or Keyword.” Select Continue.

Select Option 2, “Search for a Training or Education Program by Keyword.”

Type in part of the name of a training program like “computer.” Click on a program title to find the schools which offer the program.

Is This Occupation in Demand?

From the Home Page:

Under **Analysis**, select occupation. Scroll down to Labor Supply and Demand.

Select Option 2, Graphic Search.

Select Workforce Investment Area.

From the map, select the area in which you live.

Next to “Type Keywords Here,” type part of a job title, such as “account.”

Select an occupation of interest from the list, click again, and then look for the words “**in demand.**”

For more information, please email kevin.hedges@tn.gov or martha.wettemann@tn.gov.
Note: There is no cost for filing unemployment claims on the Internet, at <http://www.tennessee.gov/labor-wfd/>



The Tennessee Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities.



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