

# Goizueta Business Library

*Creating Bridges to Knowledge*

## Executive Recruiter Panel

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## Executive Recruiter Lists

*Directory of Executive Recruiters*

- Career Reference Collection (Career Ref): HF 5549.5 R44
- Includes indexes by Job Functions, Industries, Recruiter Specialties, Geographical area and Firm.

*Book of Lists*

- Career Ref: 60 US Metro areas available
- Search Euclid for your city's availability (<http://www.library.emory.edu>)
- Many include lists of top area recruiters and executive recruiters

## Resumes & Interview Questions

Refreshing your Resume? We have several books targeting specific areas:

- *Amazing résumés: what employers want to see--and how to say it* Career Ref HF5383 .B69
- *Expert resumes for baby boomers* Career Ref HF5383 .E47873
- *Resumes for mid-career job changes* Career Ref HF5383 .R445
- *Expert resumes for military-to-civilian transitions* Career Ref HF5383 .E47885
- More choices:

<http://business.library.emory.edu/info/career/basics/interviews.html>

Not sure what questions to expect? Or wondering how to best answer them?

Goizueta Business Library's Career Reference section has several interview books:

- *501+ great interview questions for employers and the best answers for prospective employees* Career Ref HF5549.5 .I6 P63
- *Vault Guide to Schmoozing* Career Ref HF5381 .V65 V388
- *You've got the interview, now what? : fortune 500 hiring professionals tell you how to get hired* Career Ref HF5549.5 .I6 G76

Browse the entire Career Reference Collection on the second floor of the library, or search the catalog (<http://www.library.emory.edu>) using the subject "employment interviewing" to see the titles available.

## Library Alumni Portal

<http://business.library.emory.edu/alumni/>

- Factiva and EIU access - links and search tips for both research resources
- Business Research Resources – recommended free web resources and search strategies
- Career Research – resources are available to job seeking alumni
- Locating a Library – public and academic libraries across the nation offer access to a variety of resources
- Document Delivery – if you can't find an article you need, these firms can help you locate it
- Frequently Asked Questions –are welcome to visit the library to browse some databases and check out books

<http://business.library.emory.edu>



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## You Got the Interview: Now Research the Company!

**The Goizueta Business Library offers alumni free remote access to both the Economist Intelligence Unit (EIU) and Factiva, two premier business research databases. Passwords for both databases are available on the Alumni Library Information conference in First Class, or by e-mailing [ask\\_alumni\\_librarian@bus.emory.edu](mailto:ask_alumni_librarian@bus.emory.edu)**

### Industry Overview: EIU Industry Wire

<http://business.library.emory.edu/services/alumni/eiu.html>

- Offers in-depth overviews and trend forecasts for eight key industries.
- Industry coverage includes: Automotive, Consumer Goods, Energy, Financial Services, Food and Drinks, Healthcare, Telecoms and Technology, Travel and Tourism
- Provides five-year forecasts and news analysis, along with relevant background information
- Covers the 60 major economies that account for more than 95% of world output and trade

### Current News: Factiva

<http://business.library.emory.edu/services/alumni/factiva.html>

- Search current news about companies and industries. Factiva offers 9,000 publications from 118 countries including the *Wall Street Journal* and *New York Times*.

Browse the WSJ for today's headlines:

- Click the "news pages" tab on the green bar
- Click the headline to view the full text of any article

Search for recent articles on a company or industry:

- Click the "search" tab on the green bar
- Enter your keywords in the search box

To narrow your search, consider the following tips:

- Place an \* at the end of words to include tenses and plurals:  
**compet\*** retrieves *competitor(s)*, *competition*, *competing...*
- **or** Looks for any of the words you select, not all need to be in the article, a good way to include synonyms (*rival or competitor*)
- **select **Headline Lead Paragraph**** from the "search for free text terms" drop down box to limit your search terms to the article title and first three paragraphs

### Need more help?

Email [Ask\\_Alumni\\_Librarian@bus.emory.edu](mailto:Ask_Alumni_Librarian@bus.emory.edu) or *Ask Alumni Librarian* in First Class