

# Librarian's Tips for Finding Companies and Interview Info

Designed for MG110: Supervisory Management

## Your gateway to great resources: The Library

<http://www.globeeducationnetwork.com/library/>

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Please contact me with questions. I'm happy to help!

## Databases for Business Research:

Find databases by topic: <http://www.globeeducationnetwork.com/library/research-by-topic/>

Log on to databases with the same info you use for school email:

Username: firstname.lastname

Password: last 4 digits of Social Security number

- Hoover's
  - Value Line
  - LexisNexis Academic
  - EBSCO
    - Business Source Premier
    - Blackwell Encyclopedia of Management
    - Regional Business News
- Gale
  - Business & Company Resource Center
  - Small Business Resource Center
  - General Business File
- ProQuest
  - Newspapers
  - ABI/INFORM

The screenshot shows the Hoover's 'Build A List' search interface. The page title is 'Build A List' with a subtitle 'searching 18,025,290 companies'. There are navigation links for 'Show all criteria', 'Hide all criteria', and 'START OVER'. The currency is set to '\$ USD'. The search filters are categorized under 'COMPANY LOCATION' and include:

- World Region:** Central America, Europe, Middle East, North America, Oceania, South America.
- Country:** ANY, United States, Canada, Albania, Algeria, Andorra.
- US State/CAN:** Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana.
- US Metropolitan Area:** Miami-Fort Lauderdale-Miami Beach, FL; Michigan City-La Porte, IN; Midland, TX; Milwaukee-Waukesha-West Allis, WI; Minneapolis-St. Paul-Bloomington, MN-VT; Missoula, MT.
- City:** Text input field with example: 'e.g. Madrid or New York (single city only)'. There is also a 'NEW! Area' label.
- ZIP/Postal Code:** Text input field with example: 'e.g. 78701'. There is also a 'NEW! Area' label.

The search results show 'Total Results: 134,881' and a 'VIEW RESULTS' button.

## Other useful Databases:

- EBSCO
  - Academic Search Premier
- Gale
  - PowerSearch (click "continue")
- ProQuest

## E-Books

- Books 24x7
- <http://www.globeeducationnetwork.com/library/research-guides/guides-to-resources/e-books-guide/books-24x7-help/>
- GU/MSB Online Catalog (for NetLibrary & Gale Virtual Reference) – E-books are for all GEN students
  - <http://www.globeeducationnetwork.com/library/resources/e-books/>

## Web Searching Tips

- Evaluate!
- Use quotation marks for more precise results
- Use advanced search options

- Try synonyms or similar terms

## Finding Companies

- Hoover's database
  - Use Hoover's to find companies in your industry and location – "Build a List"
  - You can find the official website for the company using Hoover's
- LexisNexis Academic
- EBSCO Business Source Premier
- Gale Business and Company Resource Center

## Finding Interview Info

- E-books: Online Catalog  
Examples of E-Books:
  - *Next-day Job Interview*
  - *How to Ace the Brainteaser Interview*
  - *Interview Magic: Job interview secrets from America's Career and Life Coach*
- Databases: EBSCO MegaFile, ProQuest, Gale PowerSearch

### Keywords to try

- interviewing
- "employment interviewing"
- "employment interviews"
- "applications for positions"
- "job hunting"
- "employment interviews" AND skills
- "employee selection"
- recruitment

## APA Citation

**Citation Tip:** use the "cite" buttons in the databases.

### Citation Help:

- The Brief Handbook
- APA Citation page** <http://www.globeeducationnetwork.com/library/research-guides/citation/apa/>
- Purdue's OWL: <http://owl.english.purdue.edu/owl/resource/560/01/>
- Bedford St. Martin's: <http://www.bedfordstmartins.com/online/index.html>
- Diana Hacker: <http://dianahacker.com/resdoc/>