

## Specific Job Boards to Check Once a Week

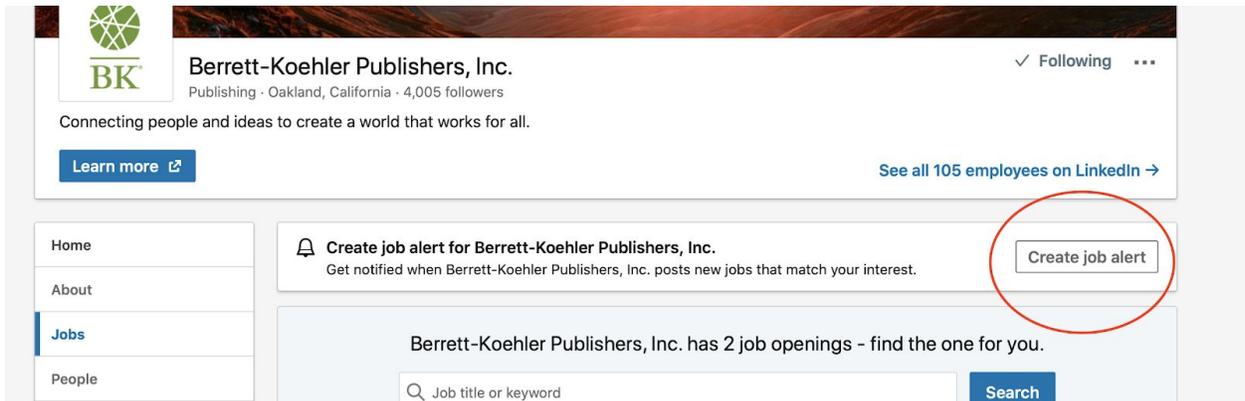
It's important to check these job boards once a week! Often, postings will only stay up for a two-week window. It's also very common for companies to keep postings up *until* they hire someone officially. The later you apply, the more interviews they do with other candidates and the smaller your chances get. Here are some job boards to quickly check each week.

- **Publisher's Weekly (PW JobZone): <https://jobzone.publishersweekly.com>**
  - You can filter by job function (design, editorial, marketing, etc.) in the upper right-hand corner.
  - Read through the whole posting! Occasionally, the job posting will ask you to email your resume/cover letter rather than apply through the portal.
- **Publishers Marketplace (Publishers Lunch Job Board): <https://www.publishersmarketplace.com/jobs/>**
  - A very simple platform, the Publishers Lunch Job Board allows you to filter by words but not by function. It gives you a brief, two-line description of the position and the location.
  - Postings will range all the way from internships to director positions.
  - When you click on the posting, there will be unique directions about how to apply at the bottom of the page.
- **iHirePublishing: <https://www.ihirepublishing.com/>**
  - You can make your own candidate profile on this site and receive custom suggestions for your geographic location.
- **Bookjobs.com: <http://www.bookjobs.com/search-jobs>**
  - This portal allows you to filter jobs by job function. It also has a section for internships, and several of them are remote.
  - In the future, you can also find publishing events through this website.

## How to Set Alerts on LinkedIn:

We all, of course, know that LinkedIn is the most popular platform for modern hiring. It can be difficult to find positions due to the high volume of jobs on there. This is why it is important to set alerts for the companies/positions that most interest you. When you set alerts, you will get daily emails (in the event jobs are being posted) about open positions within your specifications. This can be helpful so that you don't miss open positions early on in the hiring process.

## Setting Alerts for Companies:



The screenshot shows the LinkedIn profile for Berrett-Koehler Publishers, Inc. The company name and logo are at the top left. Below the name, it says "Publishing · Oakland, California · 4,005 followers". A navigation menu on the left includes Home, About, Jobs, and People. The main content area shows a notification bell icon and the text "Create job alert for Berrett-Koehler Publishers, Inc. Get notified when Berrett-Koehler Publishers, Inc. posts new jobs that match your interest." A "Create job alert" button is circled in red. Below this, it says "Berrett-Koehler Publishers, Inc. has 2 job openings - find the one for you." and a search bar with a "Search" button.

### Create job alert



### Get notified about new jobs at Berrett-Koehler Publishers, Inc.

Title \*

Title (ex: Retail Sales Manager)

Location \*

United States

Create job alert

\*\*\*set location to the United States and specify the position titles in which you are most interested\*\*\*

\*\*\*you can set multiple alerts per company\*\*\*

## Setting Alerts for Bay Area Publishing in General:

1. Click on the "Jobs" section of LinkedIn (the briefcase icon)
2. Filter location to San Francisco Bay Area
3. Search
4. Click "All Filters"
5. Scroll down to industry and type in and select "Publishing"
6. Toggle on the job alert for this search (see figure below)

The screenshot shows the LinkedIn job search interface. At the top, there is a search bar with the text "Search by title, skill, or c..." and a location filter set to "San Francisco Bay Area". Below the search bar, there are several filter buttons: "Jobs", "Publishing", "Date Posted", "Experience Level", "Company", "Job Type", "Remote", "All filters", and "Clear 1". A red circle highlights the "Job Alert Off" toggle switch, which is currently turned off. Below the filters, there are two job listings. The first listing is for "Editorial Director" at Insight Editions in Richmond, CA, posted 3 days ago with 396 views. The second listing is for "Account Executive" at San Francisco Business Times in San Francisco Bay Area, also posted 3 days ago. The right side of the interface shows the details for the "Editorial Director" job, including the company logo, location, and buttons for "Save" and "Easy Apply".

\*\*\*If you would like, you can also make filters for level of experience, companies, salary, etc.

\*\*\*You can make as many filters as you want! I have separate ones for job titles, locations, and companies. Daily, I get about six alert emails and all are helpful.