Using the CareerSearch Database
Logging In

- Go to Johnson School Library’s Website, http://www.library.cornell.edu/jgsm/
- Select “CareerSearch” in Top Business Databases drop down menu (a new window will pop up)
- Click to enter database
Navigating

All these links in the menu are helpful, but we’ll focus on US Search

Click on “US Search”
Industry Selection

Select your target industry by checking the appropriate box. Clicking on the underlined industry names brings up subcategories.

Use the search function to search for industries.

Narrow industries by other criteria, if you wish.

After selecting the industries, click the “Locations” tab.
Select your target location by checking the appropriate box. Clicking on the underlined location names brings up smaller metro areas.

Use the search function to search for locations.

Narrow industries by other criteria, if you wish.

After selecting the locations, click the “KeyWords” tab.
Keyword Specification

Here you can enter more specifications such as Company Name, Contact Name etc.

Click “Get Results” button on the right hand side when finished.
Example

Objective: Finding a small sized management consulting firm in Springfield, MA
Type “management consulting” in Search bar (put quotations for exact phrase) and press enter
Here’s what you should see:

Check the first box
Then click “by Sizes” tab
Click on “Management Consulting”. This brings up the option to narrow your search by annual revenue or by number of employees.

In this example, firms with 50 employees or less are selected.

Click “Locations” Tab
Example

- Type “Springfield, MA” in Search bar and press Enter
- Check the appropriate location

- Click “Get Results” Button
Example

Here are all the small sized Management Consulting firms in Springfield, MA

Clicking on the link of each firm brings up more detailed information about the firm and lists contact information.

You can also export the search results in Excel format by clicking the “Save Results” tab.
Example

- Link to company provides more detailed information of the company

**Mahoney & Associates**

**Physical Address**
One Monarch Place, Suite 1840  
Springfield, MA  01144-4006

**Mailing Address**
One Monarch Place, Suite 1840  
Springfield, MA  01144

Phone: (413) 788-7303  
Fax: (413) 781-0701  
URL: [http://www.mahoneyandassociates.com](http://www.mahoneyandassociates.com)

**Description**
Year founded: 1963  
Employees: 17

Site: Parent company  
Corporation: 55  
Corporate Sales: $6,600,000  
PRIMARY SIC Classification: 6411 - Insurance agent, broker or service  
Insurance agents, brokers, and service; industry specialist consultant  
Ownership: Private  
Product classifications:
- INSURANCE AGENTS, NEC  
- RENTAL SVCS: Pleasure Boat  
- MANAGEMENT CONSULTING SVCS: Industry Specialist