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The Jinfo Newsletter is a summary of the latest listings in the Jinfo database at:

<http://www.jinfo.com/>

Please forward this Newsletter to anyone who may find it useful.

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- "E-Newsletters: A Guide for Publishers"
- "Marketing for the Info-Entrepreneur"

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Taking time out

Looking for work can be a tiring and sometimes depressing business.

You are diligently checking all the papers, getting the information packs and application forms, filling them in, attaching your CV and covering letter, and wait, and wait, and wait.

You are checking the online job boards and sending endless copies of your CV even though you are not really qualified to do any of them.

You've also bombarded every large organization within a hundred mile radius of where you live with letters, CV's and phone calls, you've even attended every networking event you can find and taking the opportunity to moan to everyone who is there how hard it is to find work, and how wonderful and talented you are. Yet when they start to talk you are off looking for your next victim, I mean person to talk to, after all that's what networking is about isn't it?

As a last resort you have even signed up with a few employment agencies in the hope that they will provide you with that stepping stone into the position of your dreams.

Does this sound like you?

Have you considered the idea that you could be trying too hard?

It is time to stop for a few minutes, it's time to re-evaluate.

Do you really know what you want to do? Take a few minutes to define what you want out of a job, is it lots of money but you only want to work part time?, you want regular hours but you want to work in law enforcement, do you want to work in a team or on your own, you like people but you aren't keen on customer service roles. It is important to really evaluate what you are asking for. If your primary reasons for wanting to work in a particular field are contradictory, then chances are you will not get very far. Be clear about the path you want to travel, otherwise any path you take will get you nowhere.

If you are applying for anything and everything you can find, simply because you want to be seen to be applying for work, you stand the very great risk of being over or under qualified for the roles. If this is the case, you will not get to the interview stage of the employment process. A prospective employer is not going to take on someone who does not have the right mix of skills (so what if you can do the job standing on your head) because they know as well as you that if you are over qualified you are going to be off looking for something else very shortly and they are simply not going to waste time and effort training you. If you are under qualified, then the same thing applies, whilst every organization expects to do some on- the-job training, they do not expect to have to teach you everything. In order to reach the interview stage of the employment process, then you must always read the application criteria carefully, and be able to answer the answers honestly and truthfully. If you have to fudge your answers then chances are good that you will not be getting to the interview stage. Employers know you know.

Change tack completely. Instead of spending all day every day looking for work, offer to do some voluntary work instead. It gets you back into the work force, albeit unpaid, but it does give you valuable and current work experience and you are giving something back to the community that inspired you in the first place. Of course voluntary work need not be within your industry, you may choose to volunteer to read to the children at the local primary school or help in the school canteen. Be creative, who knows who you are going to meet.

Don't forget, you should also make time just for you. Relax, recharge your batteries, read a book, have a bubble bath or fly a kite with the kids, start a new hobby, write a book, you choose. Not only will you go back to your job hunt with renewed vigour, you may discover another aspect of you that had always been hidden before. You have been given the marvellous opportunity of having some time off work, why not use it creatively.

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Lorraine Bradshaw is the marketing and training coordinator for Information Enterprises Australia (IEA) < <http://www.iea.com.au> >, A specialist library and records management recruitment agency, consultants and trainers in Western Australia. For permanent staff placements and short-term labour hire solutions. Lorraine is also the current editor of the Australian Record Retention Manual and is the author of IEA's free monthly e-zine Information Overload.



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VIP

A monthly publication focussing on business information products.

It includes in-depth product reviews and comparisons, interviews with senior information industry figures and monitoring of research to identify future trends.

"... has set the marker for excellence in product reviews for the information industry."

VIP Eye

VIP Eye is a twice-monthly current-awareness service analysing business information news announcements and trends.

VIP and VIP Eye are edited by Pam Foster and are published digitally.

"... an excellent bi-weekly roundup of news in the information sector"

Full details at www.vivaVIP.com

Forthcoming Reviews:

- ZEPHYR (Bureau Van Dijk)
- SDC (Thomson)
- Hoovers
- Emerald Management Extra
- Mergent

"As an information professional who spends a lot of time finding and collating current awareness material for other people, I really appreciate the value of VIP and VIP Eye.

Having the latest product and industry development news pushed to my inbox is a much-needed (and stress-free) way of keeping up-to-date with the trends and developments in our industry.

It's my job to ensure my organisation is using the most relevant tools in the best way and VIP helps me do that."

Research Manager, UK Bank

Published Reviews:

- Factiva SalesWorks and Factiva Companies & Executives
- CorpfinWorldWide
- EBSCO Bus. Source Corporate;
- Business Monitor Online
- Corpfin's CompanyQuery
- BvD's Mint
- Dialog Newsroom compared with Factiva and LexisNexis
- Comparative Review: Factiva and LexisNexis
- D&B's Global Reference Solution and MarketDirect products
- Gale Virtual Reference Library vs. xreferplus
- Find.com
- Thomson ONE Banker
- Times Digital Archive
- MyInsight
- Datastream Advance
- WorldData from EIU
- Advanced Country Analysis & Forecast
- Dialog's new unified platform
- Market Research on the Web
- ICC Plum
- Net Snippets Professional
- Hemscott Company Guru

Latest Job Listings

Job title: Part-Time Learning Resources Advisor (added 17th February 2005)

URL: <http://www.jinfo.com/go/j3838>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Scotland
Country: United Kingdom

Job title: Junior Business Analyst (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3839>
Recruiter: CMS Cameron McKenna
Location: London
Country: United Kingdom

Job title: Researcher (Birmingham) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3840>
Recruiter: Glen Recruitment
Location: Birmingham
Country: United Kingdom

Job title: Retail Analyst - Food Service (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3841>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Knowledge Manager (Consumer / Retail sector) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3842>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Researcher (Design / Architecture) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3843>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Contract Researcher - 4 months (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3844>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Senior Sector Information Specialist (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3845>
Recruiter: Glen Recruitment
Location: london
Country: United Kingdom

Job title: Information Researcher (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3846>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Researcher/Consultant - Due Diligence (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3847>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Senior Research Associate (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3848>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Information Manager (Media) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3849>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Financial Editor (Contract) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3850>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Knowledge Manager - Industrial Products (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3851>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Legal Asst. Researcher / Cataloguer (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3852>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Information Manager (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3853>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Trainee Researcher / Librarian (6 months) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3854>
Recruiter: Glen Recruitment
Location: Location
Country: United Kingdom

Job title: Senior Enquiries Researcher (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3855>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Intranet / Information Officer (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3856>
Recruiter: Glen Recruitment
Location: ondon
Country: United Kingdom

Job title: Knowledge / Information / Marketing Specialist (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3857>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Senior Researcher / Analyst (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3858>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: U.K. Library / Account Manager (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3859>
Recruiter: Glen Recruitment
Location: Surrey
Country: United Kingdom

Job title: Part Time Researcher (Two and a half days p.w.) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3860>
Recruiter: Glen Recruitment
Location: london
Country: United Kingdom

Job title: Scientific Information Officer (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3861>
Recruiter: Glen Recruitment
Location: Middlesex
Country: United Kingdom

Job title: Records Manager (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3862>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Information Officer (Financial / Legal) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3863>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Graduate Library Trainee - 6 months (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3864>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Research Analyst / Database Manager (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3865>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Research Analyst (Birmingham & Manchester) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3866>
Recruiter: Glen Recruitment
Location: Birmingham & Manchester
Country: United Kingdom

Job title: Research Navigator (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3867>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Intranet / Database / I.T. Assistant (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3868>
Recruiter: Glen Recruitment
Location: london
Country: United Kingdom

Job title: Temporary Researcher (5 months) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3869>
Recruiter: Glen Recruitment
Location: London
Country: United Kingdom

Job title: Senior Researcher (Technology & Telecoms) (added 18th February 2005)

URL: <http://www.jinfo.com/go/j3870>
Recruiter: Glen Recruitment
Location: london
Country: United Kingdom

Job title: Researcher (added 22nd February 2005)

URL: <http://www.jinfo.com/go/j3871>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Records Manager (added 22nd February 2005)

URL: <http://www.jinfo.com/go/j3872>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Midlands
Country: United Kingdom

Job title: Research Analysis Information Officer (added 22nd February 2005)

URL: <http://www.jinfo.com/go/j3873>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London - City
Country:

Job title: Archivist (added 22nd February 2005)

URL: <http://www.jinfo.com/go/j3874>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Records Management Analyst (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3875>
Recruiter: Sue Hill Recruitment and Services Limited
Location: West London
Country: United Kingdom

Job title: Researcher (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3876>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Corporate Records Manager (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3877>
Recruiter: Sue Hill Recruitment and Services Limited
Location: South London
Country: United Kingdom

Job title: Corporate Records Officer (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3878>
Recruiter: Sue Hill Recruitment and Services Limited
Location: South London
Country: United Kingdom

Job title: Information Services Manager (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3879>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Information Services Manager (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3880>
Recruiter: Sue Hill Recruitment and Services Limited
Location: Leeds
Country: United Kingdom

Job title: Assistant Librarian (added 23rd February 2005)

URL: <http://www.jinfo.com/go/j3881>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Director Of Content (added 24th February 2005)

URL: <http://www.jinfo.com/go/j3882>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country:

Job title: European Content Director (added 24th February 2005)

URL: <http://www.jinfo.com/go/j3883>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Cataloguer (added 25th February 2005)

URL: <http://www.jinfo.com/go/j3884>
Recruiter: Sue Hill Recruitment and Services Limited
Location: London
Country: United Kingdom

Job title: Library Administrator (added 25th February 2005)

URL: <http://www.jinfo.com/go/j3885>
Recruiter: Sue Hill Recruitment and Services Limited
Location: South West London
Country: United Kingdom

Job title: Part Time Internet Research Analyst (added 28th February 2005)

URL: <http://www.jinfo.com/go/j3886>
Recruiter: Magus Research Ltd
Location: Kentish Town, London
Country: United Kingdom