

FIND EMPLOYERS TOOL

Use this tool to find establishments that may have job openings, may be willing to allow someone to job shadow, or may be interested in joining an advisory committee. It usually provides:

Company Name	Industry Description
Address	Employment Size Range
Phone Number	Web Address/Link

To use this tool, go to the LMI website: www.labormarketinfo.edd.ca.gov.

1. In the section under *LMI by Customer*, select “**Job Seekers and Students.**”
2. Scroll down and select “**Job Search Tools.**”
3. Select “**Find Local Employers.**”
4. Select “**GO**” next to one of the four choices (all of which have a county option).
 - **BY INDUSTRY**
 - **BY OCCUPATION**
 - **BY GEOGRAPHIC AREA**
 - **BY NAME** (requires a business name or keyword first)
5. Follow screen instructions to get a list of establishments in the county.
6. To sort the list you created using the above:
 - Choose the column you want to sort by (such as Size Range, Industry, or City).
 - Select its up or down arrow ▲▼.

OR
7. To see more info about a company, select its underlined name.
8. To save your list of employers, with the Internet links:
 - Choose from the top browser “**Edit**” and “**Select All.**”
 - Choose from the top browser “**Edit**” and “**Copy.**”
 - In Word, choose “**File**” and “**New**” (or in Excel, if you want to resort the list later).
 - Choose “**Paste.**”
 - Choose “**File,**” “**Save As,**” and the location and file name; select “**Save.**”

Source: Employer information is provided by infogroup®, Omaha, NE, 800-555-5211. © 2017. All Rights Reserved.

Note: Website subject to change at any time.