

Useful Tips for Your Job Search



First, some general information

Searching for a job can be a challenge, whether the general economy is up or down. Luckily, there are a host of resources available to you on the Internet. Most of them are available at no cost.

One great source is the Bureau of Labor Statistics "[Occupational Outlook Handbook, 2008-09 Edition](#)." It provides information about job search methods and application techniques that can increase your chances of success.

And, as you probably already know, a good resume is a must. By "good" we mean full of relevant information about you presented in an attractive format. If you need assistance building a resume in order to Create Your Profile on our site, feel free to use [Resume Builder](#).

Now, some specific information

Here are some specific things to know that will help you in using our site to your best advantage.

- Please take the time to update your profile on a regular basis so we always have the most up-to-date information on your career and current contact information.
- The Hot Jobs listings is just that—hot jobs that we want to fill immediately—but it is not a complete listing of opportunities. To view all available positions at Herman Miller, go to the Job Search area of the page, select your criteria, and click on search. This will bring up a list of positions that meet your criteria. Click on the job title to see a detailed job description and to have the ability to apply.
- If you don't remember your login and/or password, please contact the careers hotline at 616.654.3771 or email careers_help@hermanmiller.com.
- When entering your phone number, the number should be entered without spaces or dashes (example: 6166543771).
- Please remember that due to your computer settings or firewalls, some functionality may not work properly on our site.

