

**Ottawa-Gatineau Region High Tech Jobs  
(OttHtJobs)**

**Job Hunter User Guide**

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## **2. Overview**

This document is meant for any job hunter wanting to use the OttHtJobs system for their personal purposes. It is a condensed version of the Volunteer User Guide.

## **3. Getting Started – Initial Setup**

In this section, the specific programs required by OttHtJobs are listed, as well as their initial configuration.

### **3.1. *WebSite-Watcher***

#### **3.1.1. Purpose**

WebSite-Watcher is the most significant program used by OttHtJobs for its two main services:

- 1) It maintains the list of High-Tech companies (URL Links) that is reported on the web monthly.
- 2) It monitors the links daily to see if there are changes (new jobs) posted on these site.

#### **3.1.2. Download**

Download WebSite-Watcher from <http://www.aignes.com>.

#### **3.1.3. Licence**

The software comes with a 30 day free trial period. If you use it once a week, it will last 30 weeks! You need not pay for a licence unless you want to keep using it for your own purposes.

**Basic** Edition: 29.95 €  
Personal Edition: 49,95 €

#### **3.1.4. Configure Columns**

This configuration is not that critical. It is how the columns are used by OttHtJobs volunteers.

Configure displayed columns via: Options/Columns...

- Note (Image)
- Name
- Info field 1
- last check
- Status
- Note
- URL
- last change

### 3.1.5. Configure General Options

Configure the general options via [Options/General...](#)

#### Images

- Replace all images with local GIF: checked

#### Add/Import

- Ignore all HTML tags: unchecked
- Ignore all numbers: checked
- Ignore all typical date strings: checked
- Automatically jump to the first change...: checked
- Show removed elements at the bottom of the page: checked
- Show last change marker: checked

#### Check(1)

- Typical date strings
  - Additional date strings: st, nd, rd, th, of, EST, AM, PM

#### Check(2)

- Re-Check Bookmark when an error occurred unchecked

### 3.1.6. Importing OttHtJobs bookmarks database

The OttHtJobs database needs to be copied locally and then opened by WebSite-Watcher.

- If you don't have Microsoft Windows XP, use WinZip software (if you don't have it, please download free trial version at [www.winzip.com](http://www.winzip.com)) to unzip/extract the file `wsw_jobs_wsw-yyyy-mm-dd.zip` (The `yyyy-mm-dd` should be replaced with the actual year/month/date. An example name of the file would be "`wsw_jobs_wsw-2004-10-20`").
- Assume we unzip'ed (or extracted) the file into directory `C:\unzip\wsw`. There will be four files (`jobs.wsw`, `jobs.wsw.bak`, `jobs.wsw.bak2`, `jobs.wsw.bak3`) and one directory (`jobs_wsw`) in `C:\unzip\wsw` after above unzip step.
- Move above 4 files and one directory, into `C:\Program Files\WebSite-Watcher` directory. This is where the installed WebSite-Watcher software resides.
- Run the WebSite-Watcher program. Once the window is launched, click "File" → "Open", browse `C:\Program Files\WebSite-Watcher\` directory, select "`jobs_wsw`" in the popup window, and click OK.
- It should be done by now. In the "Folder" panel (left side subwindow), you should see a subtree of bookmarks named "Jobs" with a total number of 1900+ websites.

## 4. Find New Jobs (Monday – Friday)

You can do this as often as you like, but the less often you do it, the more links you will have to peruse, and the jobs will be less fresh.

## 4.1. Starting WebSite-Watcher

It is best to start the WebSite-Watcher program during business hours when web servers are more likely to be up (8:30am – 5pm), however, these days that is less important. I've often made runs at midnight.

Ensure that the **Jobs** folder is selected, then click the **Check** button. At this point the WebSite-Watcher program will go to every URL and check the site for changes. This takes about ½ an hour – have some coffee, eat breakfast, read the newspaper...

## 4.2. Manual Perusal

When WebSite-Watcher's check run is complete, you can now begin to manually look at the changed sites. For a variety of reasons, many of the changes can be ignored.

### 4.2.1. Changes that can be ignored

Most +50% of the changes can be ignored. They fall into the following categories.

- 1) Job posted is not for the Ottawa-Gatineau Region. If the site doesn't tell you where the job is posted, then assume it is for head office. You may need to check the site's contact page to discern the location of the head office. Please note that many companies are headquartered in the US and it is only a small branch office that exists in Ottawa. So for the first few time of using the program, these extra investigation will be required to simply get a feel for the location of some companies. For example, most "Foundry Networks" jobs are in the US. If a site has jobs for multiple locations, you can highlight local changes via **Keywords/Highlight Keywords** property, then enter "Ottawa" or whatever is appropriate. See WindRiver for an example.
- 2) Changes in date and other minor changes. These should be automatically ignored by WebSite-Watcher, but sometimes it doesn't, especially if embedded HTML is changed. Many agencies update the job date to make it appear fresh – we do not want to include these.
- 3) Job is not high-tech. Almost all jobs in High-Tech companies should be listed, however, for non-high tech companies, e.g., those with large IT shops, only list high-tech specific positions. Similarly with agencies, job boards, etc
- 4) Changed job is old, often moving up from the second page of a list of jobs onto the first page. Often, if a previous job is deleted, the next one will appear as changed even if not. A side-by-side manual comparison of the changes (select site, ctrl-5) can be visually used to discern this case.
- 5) Site is a (+1) or (Info) site, i.e., not a list of jobs

### 4.2.2. Going To Original Site Required

Sometimes, going to the original site is required. This may be so because

- 1) The links are relative to the current (WebSite-Watcher cached) page and are not appropriate as global links. For example [ePALS Classroom Exchange](#) has links that look like

[file:///C:/Program%20Files/wswatch/jobs\\_wsw/0000/ePALS\\_2003072316115898423.htm\\_chg.htm#softdev](file:///C:/Program%20Files/wswatch/jobs_wsw/0000/ePALS_2003072316115898423.htm_chg.htm#softdev)

whereas the non-local link would look like

<http://www.epals.com/about/hr/#softdev>

- 2) The links need to be activated by some scripts that are not available locally. For example, “Computer Horizons ISG” has links activated when clicking on a table row on the original source page

To go to the source page

- a) right-click the job site row
- b) **Open WebSite**

or simply ctrl-0.

Then do the appropriate thing on the real site.

#### **4.2.3. Browser Window Opened with No Address Bar**

Simply open a new window. Select the “bad” window, and press ctrl+n in IE.

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