

# Tips for Using Mergent Intellect

With this labour market information tool, you can find employers in a specific industry and location, their contact information, information about the industry itself, and information about what industries and employers hire what occupations. This can help you with your job search and your labour market research.

## Getting Started

1. Log in through Leddy Library here: <http://leddy.uwindsor.ca/business-administration>
2. Scroll down to Mergent Intellect
3. Sign into your profile (click the top, right hand icon) by entering your UWindsor email address.



Click here to sign in

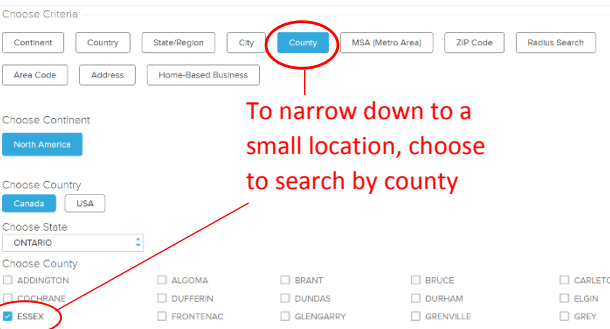
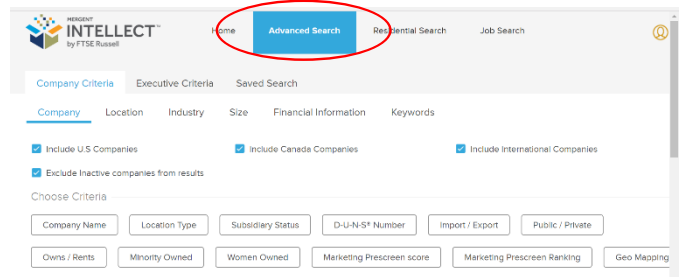
## Answering the question, “What companies are in this location?”

For a quick list of the employers within a sector:

- Job Search → Industry Search → NAIC Codes → Choose your “State” (Province) → Press “Search for Industry”.

For a more thorough search where you can narrow your results to match certain criteria:

- Click on the **Advance Search** option.
- To see all of the active companies in a specific location, check “Include US Companies”, “Include Canadian Companies”, “Include International Companies”, and “Exclude inactive companies from results”.



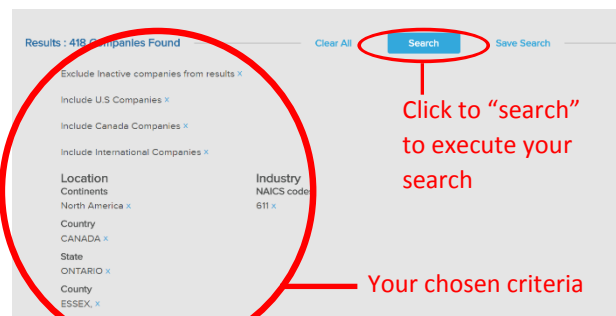
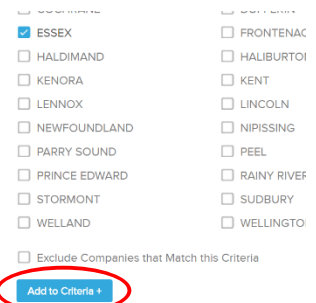
To narrow down to a small location, choose to search by county

To narrow the location search, add more criteria. You can do this by choosing more under the Company Criteria. If you want to narrow by location (recommended), click the **Location** tab. There are 2 simple ways to search by location:

1. To look in Windsor-Essex, you can choose to narrow by County and choose Essex. You can find an Ontario county map here: <http://www.ontarioguide.com/counties/>. For other locations, you can use Google to find your county (Google “Ontario counties”).
2. You can search by State (Province) and choose Ontario, or your province of choice.

After you have chosen a location, click **Add to Criteria** to add your newly chosen criterion. If you don’t press this button, the criterion will not be added.

You will see at the bottom of your page, a list of all the criteria you have added. By pressing the “X” beside each criteria, you can remove it at any time. To add a criteria at any time, return to **Advance Search**.



Click to “search” to execute your search

Your chosen criteria

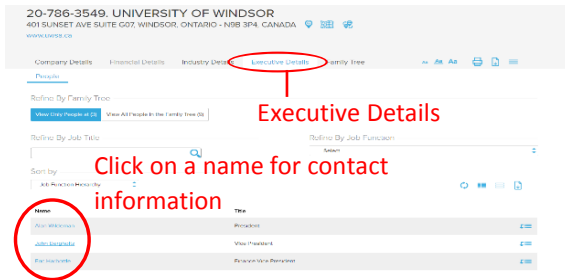
You can now add various criteria (industry, subsidiary status, etc.) to your search to narrow your results and find the relevant employers. By clicking on the **Search** button at the bottom of your page, a list of employers that match your chosen criteria will be displayed.

## Choosing an industry

You can choose an industry by adding it to your criteria. When choosing an industry, you can search by SIC, NAICS, or HIC codes. In Canada, we often use NOC or NAICS codes, so NAICS may be a more familiar way for you to search, but not necessary. Check the industries (and the sub industries) you want to search and click **Add to Criteria**.

You can do the same for all criteria you want to add to narrow your search.

Once you have searched your criteria, you will have a list of companies that match your choices. You can filter your result by sales, Employees Type, Ownership Type, Location, and Industry. You will see these filter tabs at the top of your company list.

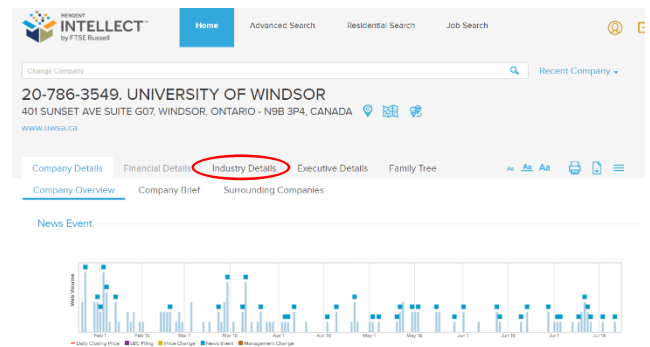


## How to find contacts in a company

Click on a company for more details on the company, such as executive and contact information, financial information, and industry information. Click on **Executive Details** and click on a name for contact information.

## How to find information about the industry in which you are interested.

- Once you click on your company, scroll down to the **Recent Web Intelligence** section to see what news articles have included that company. This is a great way to research a company.
- Scroll down further to the **Jobs by Indeed** section to see what job openings are currently at that company.
- Once you have clicked on a specific company from your company list, click on **Industry Details** to gain information about that industry and download the Industry Report for some valuable labour market information and trends applicable to that sector.



## Answering the question, “What sectors/companies hire this occupation?”

This may give you an idea of different sectors and capacities in which an occupation you find interesting may be hired.

- Click **Job Search** → **Occupation Search**.
- Select **List of Occupations** and scroll through the list (which is in alphabetical order) to select a specific occupation. Click on an occupation.
- Scroll down to see a list that contains the sectors that hire that occupation. The sectors are organized from those that hire the highest numbers of that occupation to the lowest.
- Click on a sector code to choose a location.
- You will get the best location results by searching by State (Province) and typing in your province of choice. Click **Search Job Opportunities** after you have selected the criteria you wish.
- You will now have a list of companies that hire that occupation within your location of choice. If a company is currently hiring, it will indicate it with “i” under Job Openings column.
- Click on a company to see the company details, such as contact information, news, and industry information.

