Careers Pathfinder

SCOPE: The purpose of the pathfinder is to introduce some of the resources available in the Houston Cole Library on Careers. The various types of library materials useful in research are described along with some examples of each type. This pathfinder is not a comprehensive listing of sources, but is intended to be a starting point from which patrons can begin their research according to their specific needs.

The five basic areas of research are: (1) Career Assessment/Change, (2) Occupations, (3) Job Hunting, (4) Applications for Positions, and (5) Career Development.

Books on Careers can be located in the Library Catalog (Voyager) by clicking on "Author/Title/Subject" search type. Then click on the "Subject" radio button. Last, type in your subject and press the enter key.

Suggested subject headings for this topic are:

Career Changes
Occupations
Occupations, Choice Of

CAREER ASSESSMENT/CHANGE : Assessing your personal strengths, hopes and weaknesses and matching them with a type of work that would be most fulfilling.

What Color is Your Parachute? by Richard N. Bolles.
Call Number: HF5382.7.B64

Integrative life planning: critical tasks for career development and changing life patterns by Lorraine S. Hansen.
Call Number: HF5549.5.C35H363 1997

The career trap: breaking through the 10 year barrier to get the job you really want by Jeffrey G. Allen.
Call Number: HF5383.A45 1995

OCCUPATIONS: Information about what a specific occupation does, future employment potential, starting salaries, etc..

Occupational Outlook Handbook
Call Number: REF HF5381.A1O36
On the Web: http://www.bls.gov/oco/
O'Net: The Occupational Information Network
Call Number: Desk HF5382.5.U5O53 1998
Also located on 4th Floor computer workstation.
On the Web: http://online.onetcenter.org/

Encyclopedia of Careers and Vocational Guidance
Call Number: REF HF5381.E52

JOB HUNTING: Information about Specific companies or organizations.

Standard & Poor's NetAdvantage
(Note: restricted to JSU students, staff and faculty.)

Expanded Academic ASAP (Gale Group)
(Formerly called InfoTrac Basic - Expanded Academic ASAP)
Web Address:
(Note: restricted to JSU students, staff and faculty.)

EBSCOhost - Academic Search Premier
Web Address:
http://lib-proxy.jsu.edu/login?url=
http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost&defaultdb=a3h
(Note: restricted to JSU students, staff and faculty.)

EBSCOhost - Business Source Premier
Web Address:
http://lib-proxy.jsu.edu/login?url=
(Note: restricted to JSU students, staff and faculty.)

APPLICATIONS FOR POSITIONS

Resumes and Cover Letter Writing:
Books detailing how to write a resume and cover letter can be found in the Library Catalog under the subject heading: Resumes.

Interviewing:
Books on the techniques of interviewing will be found under the subject heading: Employment Interviewing.
Other Subject Headings to look under dealing with job search skills:

Job Hunting
Applications for positions
Employment references
Interviewing

CAREER DEVELOPMENT: Books that deal with the topic of personal and professional growth within your chosen career. These will be found under the following subject headings:

Career Changes
Career Development

Revised 03/03 | dtaylor