

## 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

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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

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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

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JOB HUNTING: Information about Specific companies or organizations.

*Standard & Poor's NetAdvantage*

Web address: <http://lib-proxy.jsu.edu/login?url=http://www.netadvantage.standardpoor.com/>  
(Note: restricted to JSU students, staff and faculty.)

*Expanded Academic ASAP (Gale Group)*  
(Formerly called InfoTrac Basic - Expanded Academic ASAP)

Web Address:  
<http://lib-proxy.jsu.edu/login?url=http://infotrac.galegroup.com/itweb/jack26672?db=EAIM>  
(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=chost&defaultdb=a3h>  
(Note: restricted to JSU students, staff and faculty.)

*EBSCOhost - Business Source Premier*

Web Address:  
<http://lib-proxy.jsu.edu/login?url=http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=bsi&defaultdb=buh>  
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## **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

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**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

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