

# Career Information and Job Hunting: A Research Guide

## 2012 Link Library

Job seekers looking for new career opportunities will find the resources listed below a great starting point for their job hunt. Librarians are also available to help guide the way to uncover even more sources of information including the education that may lead to a degree or certified position or specialized directories of company information. The terms and phrases listed in the subject headings section below can be used to search for more materials in the library's catalog, <http://www.worldcat.org/>, or research databases. If you need further assistance, please contact a CUNE librarian at <http://www.cune.edu/librarystaff>.

### BOOKS

*Guide to Internet Job Searching 2004–2005* by Margaret Riley Dikel. New York : McGraw-Hill, 2004. Offers expert advice on how to find and use Internet resources to run a successful online job hunt. Includes use of bulletin boards, job listings, recruiter information, discussion groups, and resume posting services. Available as CUNE ebook at <http://vproxy.cune.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=114834&site=ehost-live> or by interlibrary loan.

*The 20\_\_ What Color Is Your Parachute? : a practical manual for job-hunters and career-changers* by Richard Nelson Bolles. Berkeley, CA : Ten Speed Press, 20\_\_. Provides a step-by-step plan for finding meaningful work. Available at the CUNE Career Center or by interlibrary loan.

*How full is your bucket? : positive strategies for work and life* by Tom Rath and Donald O. Clifton. New York : Gallup Press, 2004. "Shows how even the smallest interactions we have with others every day profoundly affect our relationships, productivity, health, and longevity." CUNE general collection 158.1 R187

*StrengthsQuest : discover and develop your strengths in academics, career, and beyond* by Donald O. Clifton and Edward Chip Anderson. New York : Gallup Press, 2002. "Helps you better understand your talents, teaches you how to build them into strengths, and provides insights into how you can apply them to academics and other areas of your life." CUNE general collection 650.1 C613

*Knock 'em dead, 20\_\_ : the ultimate job search guide* by Martin Yate. Avon, MA : Adams Media, 20\_\_. "Contains effective job search techniques to land interviews and turn them into job offers, instruction on selecting a job search coach, networking, conducting online research, and staying motivated during the job-search process." Available at the CUNE Career Center or by interlibrary loan.

### CAREER EXPLORATION: MANY OCCUPATIONS

CareerOneStop <http://www.careeronestop.org/Default.aspx> Find wages and employment trends, occupational requirements, state-by-state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online.

Career Guide to Industries <http://stats.bls.gov/ooh/about/career-guide-to-industries.htm> Provides information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information.

Major Resource Kits, MBNA Career Services Center, University of Delaware <http://www.udel.edu/CSC/mrk.html> These kits help answer the question, "What do I do with a major in..." Matches college majors with relevant job titles.

*Occupational Outlook Handbook*. Washington, D.C.: U.S. Department of Labor, Bureau of Labor Statistics <http://www.bls.gov/ooh/> Handbook describing what workers do on the job as well as working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

O\*NET OnLine <http://www.onetonline.org/> Find occupations by title, classification, or skill.

### CAREER EXPLORATION: SPECIFIC OCCUPATIONS

Associations on the Net from ipl2 <http://www.ipl.org/> > Reference > Associations and Organizations Search for associations in your area of interest. Trade associations in a particular subject area usually offer career information.

Education World including jobs at <http://www.educationworld.com/jobs/> and job search at [http://www.educationworld.com/jobs/job\\_search.shtml](http://www.educationworld.com/jobs/job_search.shtml).

<http://www.lcms.org/> > Resources > Directories at <http://locator.lcms.org/search.asp> Teacher candidates have the opportunity to explore different schools by state and city. It also gives connections to the websites of the schools.

<http://www.commart.com/> Website of the world's largest paper magazine on creativity for graphic designers, art directors, copywriters, photographers, illustrators, and multimedia designers.

MedCareers <http://www.medcareers.com/> Website about medical, nursing, and healthcare industry.

Nursing Careers, NurseWeek.com <http://www.nurse.com/students/careersinnursing.html> Provides brief overview of specific jobs in the nursing field.

Today's Military <http://www.todaysmilitary.com/> Provides background information on all types of military careers.

## LOCATING A POTENTIAL EMPLOYER

Many job hunters interested in particular jobs or jobs in certain industries can look to many resources in order to identify employers that hire workers in their area of interest. Once identified, job seekers can continue to monitor the employer's website or job line for upcoming employment opportunities. Specialized directories, business directories, and even the local yellow pages can help identify potential employers. State Employment Offices often have lists of the state's largest employers.

## LOCAL RESOURCES

The Better Business Bureau (402)436-2345 This agency can give a person a good idea of approved businesses at which to get a job. <http://nebraska.bbb.org/>

Synodical Placement and Career Services (402)643-7246 The placement office of Concordia University Nebraska can help answer questions regarding potential careers. See <http://www.cune.edu/> > Current students > Career services.

<http://dol.nebraska.gov/> This website includes Nebraska job listings and other resources that would be helpful in finding a career.

<https://networks.nebraska.gov/default.asp> Job listings for Nebraska.

*Occupational Outlook Handbook* Occupation Finder Describes jobs by education required, on-the-job training, projected number and growth, and median pay. Available at <http://www.bls.gov/ooh/occupation-finder.htm> .

## WEBSITES

Find Your State Job Bank <http://www.jobbankinfo.org/> Lists jobs from 1,800 State Employment Service offices nationwide.

CareerBuilder <http://www.careerbuilder.com/> Post résumés, search job listings, and more.

Monster Board <http://www.monster.com/> Offers a wide range of career-related resources including job, career, and networking information.

The Riley Guide <http://www.rileyguide.com/> A very thorough and current guide to job hunting and career information. Includes a comprehensive list of job banks and recruiting sites.

Ipl2 <http://www.ipl.org/> > Business and economics > Employment = over 65 resources

**SUBJECT HEADINGS** Use these selected subject headings to search the CUNE library catalog or WorldCat at <http://www.cune.edu/library> > Search the catalog-advanced or <http://www.cune.edu/librarydatabases> > WorldCat.

- career changes
- career development
- career plateaus
- educational counseling
- employment
- employment in foreign countries
- job hunting
- job hunting -- computer network resources
- occupations
- vocational guidance
- work