

Schenectady County Community College
Begley Library and Instructional Technology Center

CAREER AND JOB HUNTING RESOURCES

Begley Library has a large collection of career and job hunting resources. Materials include books, periodicals, and electronic databases. In addition, Career & Employment Services of The Division of Student Affairs offers a variety of services. See Section VII of this handout for more information.

I. CAREER RESOURCES COLLECTION

The Begley Library Career Resources Collection is located on the 1st floor. The books can be identified by the yellow call number labels. A bibliography of select titles appears in Section IX of this handout.

II. SEARCHING THE ONLINE CATALOG

Search the library's **ONLINE CATALOG** to locate print and electronic books and other materials located in Begley Library. The link to the online catalog is available from the library web site <http://www.sunysccc.edu/library>. Select **Find Books** and **Find Books in This Library**. Type your keywords in the **Basic Keyword Search** text box and select **Subject** as the field to search. Some examples of career and job hunting subject entries that appear in our online catalog are listed below.

applications for positions
career changes
career development
civil service
college graduates employment
employment interviewing
job hunting

job vacancies
labor market
occupations
professions
resumes
vocational guidance
vocational interests

If you would like to locate information on a specific career, add the subdivision "vocational guidance" to your search. For example, if you would like to find more information about nursing, type the phrase **nursing vocational guidance** in the search field.

III. ELECTRONIC DATABASES

Select the **Find Articles** link on the library's web site to access full text journal and newspaper articles online.

Journals & Magazines

Professional Development Collection (EBSCO)

Academic Search Premier (EBSCO)

CINAHL (EBSCO)

Infotrac Health Reference Center (GALE)

Companies

Business & Company Resource Center: Provides detailed information on domestic and international companies, investment and financial reports, company histories, brands and product information, industry overviews and company and industry rankings.

Investext Plus: Investment, company, and industry reports world-wide.

Newspapers

Custom Newspapers. Contains over 150 full-text newspapers, including 10 New York newspapers. The New York Times is available full text from 2000 to current.

Lexis Nexis Academic Universe: Contains news, business, legal, medical, and reference information. Includes the Albany Times Union newspaper.

New York Newspapers: Includes 10 full-text newspapers from New York State: Buffalo News, New York Observer, New York Post, New York Times, Rochester Democrat and Chronicle, Syracuse Herald American, Syracuse Herald-Journal, Journal News (Westchester, NY), Post Standard (Syracuse), and Press & Sun Bulletin (Binghamton).

New York Times: Contains a full text archive from 1851-200. Access the database *Lexis Nexis Academic Universe* for more current issues.

National Newspaper Index: Provides indexing from 1977 to present of America's top five newspapers: The New York Times, Wall Street Journal, Christian Science Monitor, Los Angeles Times, and The Washington Post.

IV. PERIODICALS

Periodicals can be a good source of information on careers and job hunting. A sampling of printed periodicals to which the library subscribes appears below. Consult the online or printed Periodicals List for a complete list of titles.

Employment and Workforce

Employment in New York State

Workforce Management

Specific Careers

Chronicle of Higher Education

National Paralegal Reporter

Corrections Today

Sales and Marketing Management

Legal Assistant Today (LAT)

V. CLASSIFIED ADS

Newspapers in Begley Library

The Daily Gazette (Schenectady)

The New York Times

Times Union (Albany)

USA Today

The Village Voice

The Wall Street Journal

Classified Ads Online

Capital Area Help Wanted

www.capitalareahelpwanted.com

Chronicle of Higher Education

<http://chronicle.com>

Jobs TU

<http://www.timesunion.com/classifieds/jobs.asp>

VI. INTERNET

There are numerous web sites related to careers and job hunting on the Internet. The web sites listed below were found by accessing the Librarians' Index to the Internet at <http://www.lii.org/>. Additional web sites may be found at this site by entering the phrases "career and job hunting" or "career development."

General Web Sites

America's Career InfoNet

<http://www.acinet.org>

Site contains occupation, industry and state labor market information. Interactive career resource tools include a resume tutorial, employer locator, skills profiler, and career videos. The online Career Resource Library contains over 6,000 links to online career resources. The online Reading Room contains articles about careers and the workforce.

CareerOneStop

<http://www.careeronestop.org>

A government site for job seekers and businesses. Job seekers may search job postings, post resumes, and explore wage and employment trends. Professional development tools are available to those already in the workforce.

JobHuntersBible

<http://www.jobhuntersbible.com>

Site is designed to *supplement* Dick Bolles noted job hunting book, *What Color is Your Parachute*. The "Net Guide" section contains a collection of information resources for job hunters. The "Parachute Library" contains an extensive library of articles.

Monster.com

<http://www.monster.com>

Web site is an online global careers network. Members can search over 400,000 jobs online, post resumes, network with other members, and obtain career advice.

New York State Department of Labor

http://www.labor.state.ny.us/working_ny/finding_a_job/career_resource.html

Site includes an online Career Library as well as links that assist in career planning and job search guidance. Links include Business in New York State and Labor Market information. Toll free job line allows a personalized job search by area of interest. Jobs are updated daily.

NYCareerZone

<http://www.nycareerzone.org>

Product of the New York State Department of Labor. This creative web site is designed to provide in-depth information on a wide variety of careers in New York State. Students can explore occupations, use an assessment tool to link their interests to potential careers, view some of the 300 career videos available and register for a free career portfolio account.

The Riley Guide: Employment Opportunities and Job Resources on the Internet

<http://www.rileyguide.com>

A comprehensive guide to online sites and services. Contains annotated links to job categories such as Salary Guides & Guidance and Network, Interview & Negotiate.

U.S. Department of Labor, Bureau of Labor Statistics pages:

Occupational Outlook Handbook online

<http://www.bls.gov/oco/home.htm>

Fastest growing industries

<http://www.bls.gov/emp/empfastestind.htm>

Occupations with the largest job growth

<http://www.bls.gov/emp/emptab4.htm>

Fastest growing occupations

<http://www.bls.gov/emp/emptab3.htm>

Yahoo Career Tools

<http://hotjobs.yahoo.com/careertools>

This Yahoo sponsored site contains various career tools including tips on interviewing, resume writing, career assessment, and how to negotiate your ideal salary. Employers may post jobs and job searchers may post resumes.

Specialized Web Sites**BlackCareerZone.com**

<http://www.blackcareerzone.com>

Provides information on career development with an emphasis on African-American job seekers. Includes advice on writing resumes and cover letters, interviewing, and salary negotiation.

Black Collegian Online

<http://www.black-collegian.com>

Electronic version of the national career opportunities magazine.

SALUDOS.com

<http://www.saludos.com>

Web site is an offshoot of *Saludos Hispanos*, a national Hispanic career and employment journal.

Women's Media.com

<http://www.womensmedia.com>

Information for women on career advancement and self-improvement. Includes articles, book reviews, and discussion groups.

VII. SCCC'S CAREER AND EMPLOYMENT CENTER

Visit SCCC's Career and Employment Center, or make an appointment with Robert Frederick, Coordinator. Contact information:

Location: Elston Hall, Room 223

Phone: 381-1365

Email: frederrg@gw.sunysccc.edu

Web site: www.sunysccc.edu/student/JPS/jps/home.htm

VIII. LIBRARIANS

Reference Librarians will be happy to assist you with any of the library's career resources. Please ask for assistance at the Reference Desk.

IX. BIBLIOGRAPHY

Selected titles from the Begley Library Career Resource collection are listed below and have been categorized for ease of reference.

CAREERS AND JOBS

<u>Title</u>	<u>Call Number</u>
<i>100 Best Careers for the 21st Century</i>	HF5381 .F476
<i>300 Best Jobs without a Four Year Program</i>	HF5381 .F457
<i>Almanac of American Employers</i>	REF HF5549.5 C67 A5
<i>America's Top 101 Jobs for People without a Four-Year Degree</i>	HD5724 .F273
<i>Encyclopedia of Careers and Vocational Guidance</i>	REF HF5381 .E52
<i>Exploring Tech Careers</i>	REF T65.3 .E95
<i>Job Finder's Guide</i>	REF HF5382.75.U6 J62
<i>Job Savvy: How to be a Success at Work</i>	HF5381 .L747
<i>Jobs Rated Almanac: Best & Worst Jobs</i>	REF HF5382.5.U5 K72
<i>Occupational Outlook Handbook</i>	REF HF5381 .U62
<i>Quick Prep Careers: Good Jobs in One Year or Less</i>	HF5381.2 .P45
<i>The Very Quick Job Search</i>	HF5382.75 .U6F37
<i>Unofficial Guide to Hot Careers</i>	HF5382.75 .U6 F5
<i>What Color is your Parachute</i>	REF HF5383 .B56

ESPECIALLY FOR STUDENTS

<u>Title</u>	<u>Call Number</u>
<i>Complete Resume & Job Search Book for College Students</i>	HF5382.7 .A33
<i>A Student's Guide to Finding a Superior Job</i>	HF5382.7 .C64

RESUMES

Title

The Damn Good Resume Guide
Dynamite Resumes: 101 Great Examples
Electronic Resumes & Online Networking
*Gallery of Best Resumes for People without a Four
Year Degree*

Call Number

HF5383 .P35
HF5383 .K69
HF5383 .S634

HF5383 .N622

COVER LETTERS

Title

Cover Letters that Knock'Em
175 High-Impact Cover Letters
(includes thank-you letters)

Call Number

HF5383 .Y378

HF5383 .B323

INTERVIEWING

Title

You're Hired! Secrets to Successful Job Interviews
*The Job Hunting Guide: Transitioning from College
To Career*

Call Number

HF5549.5.I6 M324

HF5382.7 .K695

SPECIFIC CAREERS

Title

101 Careers in Nursing
Career Opportunities in Health Care
Career Opportunities in the Law and Legal Industry
Career Opportunities in the Travel Industry
Careers in Focus. Education
Careers in Focus. Public Safety
Creative Careers in Music
Opportunities in Culinary Careers

Call Number

RT82 .A15
R690 .F54
KF297 .E245
G155.7 .C65
LB2831.58 .C35
HV9950 .C35
ML3795 .D356
TX911.3.V62 D66

CAREER CHANGE AND STRESS ISSUES

Title

Career Change: Everything you Need to Know
Shifting Gears: How to Master Career Change
*The Age Advantage: Making the Most of your Midlife
Career Transition*
*Career Success/Personal Stress: How to Stay Healthy
in a High Stress Environment*

Call Number

HF5384 .H44
HF5384 .H93

HF5384 .W35

HF5548.85 .L43