

# CAREER INFORMATION

## Resources at the John Spellman Library, Grays Harbor College

### **Scope Note**

This guide is designed to give students a starting point to begin their research.

### **Reference Books: These are available in the Library. (More information is available in the Counseling Center.)**

Cambridge O*NET guide : A comprehensive guide to occupations	R 331.11 CAMBRI 1999
Exploring Tech Careers	R 331.76 EXPLOR 2006
Encyclopedia of Careers and Vocational Guidance	R 331.702 ENCYCL 2008
Guide for Occupational Exploration	R 331.702 GUIDE 2001
Occupational Outlook Handbook (biennial and online – see below)	R 331.702 OCCUPA
The Top 100, the Fastest-growing careers for the 21 <sup>st</sup> Century, 4 th ed.	R331.702 TOP 2009

### **Call Number Areas to Browse**

331 Labor economics    331.4 Women workers    331.7 Occupations    650.1 Personal success in business

### **Subject Headings to Browse**

Employment forecasting    Job descriptions    Job vacancies    Professions  
 Employment interviewing    Job hunting    Occupations    Résumés (Employment)

☼ Be sure to look for “**vocational guidance**” along with your field of interest.  
 for example: accounting - vocational guidance

### **Periodical Databases (online, searchable)**

Academic Search Premier    America’s Newspapers    Proquest

### **Periodicals (print, in the library)**

☼ Look for journals and magazines in your chosen career area.

### **Online Reference Resources**

WOIS/The Career Information System    A subscription service available on campus only

### **Audio-Visual Materials**

Beyond the Glass Ceiling	331.4 BEYOND Media Coll. 1992
Communication Skills at Work	302.35 COMMUN Media Coll. 1989
Finding a Job When Your Past Is Not So Hot	650.14 FINDIN Media Coll.1998
How To Be a Success at Work	650.1 HOW Media Coll. 2000
It’s Not What You Say	650.14 ITS Media Coll. 2003
Taking on the Boys’ Club	331.413 TAKING Media Coll. 2004
There’s No Such Thing as Women’s Work	331.409 THERES Media Coll. 2000
Work Habits for the Beginner	331.1 WORK Media Coll. 1995
Work Skills and Habits for Job Success	650.1 WORK Media Coll. 2002

### **World Wide Web Sites**

Access Washington Working and Employment	<a href="http://access.wa.gov/employment/index.aspx">http://access.wa.gov/employment/index.aspx</a>
Careerbuilder.com	<a href="http://www.careerbuilder.com">http://www.careerbuilder.com</a>
CareerOneStop	<a href="http://www.careeronestop.org/jobseeker/jobseekers.asp">http://www.careeronestop.org/jobseeker/jobseekers.asp</a>
Indeed.com	<a href="http://www.indeed.com/">http://www.indeed.com/</a>
Job Central	<a href="http://www.jobcentral.com/">http://www.jobcentral.com/</a>
Monster.com	<a href="http://www.monster.com/">http://www.monster.com/</a>
Occupational Outlook Handbook	<a href="http://www.bls.gov/oco/">http://www.bls.gov/oco/</a>
Simply Hired	<a href="http://www.simplyhired.com/">http://www.simplyhired.com/</a>
WorkSource Washington	<a href="http://work.wa.gov">http://work.wa.gov</a>
☼ Also, search Google for “ <b>job search websites</b> ”	and look for articles that list the best sites

### **Librarians at the Reference Desk!**

**John Spellman Library Home Page: <http://ghc.edu/library>**