



Job & Career Resources

BOOKS

General Information

The library has a number of books that provide a variety of information on jobs and careers. These may be shelved in the library stacks (circulating books) or in the reference area (books for in-library use only). Some useful ranges of library call numbers for these subjects are:

- **HD58.7-58.95:** Organizational behavior, change, and effectiveness. Corporate culture.
- **HD66-66.2:** Work groups. Team work in industry.
- **HF5381-5386:** Vocational guidance. Career development.
- **HF5549-5549.5:** Personnel management. Employment management.
- **HD6050-6305:** Classes of labor including women, children, students, middle-aged and older persons, and minorities.
- **HD8038:** Professions (General). Professional employees.

Circulating Books

The books listed below are a *sample* of available titles.

<i>From Difficult to Disturbed: Understanding and Managing Dysfunctional Employees</i>	HF5549.5.E42 M54 2008
<i>Instant Interviews: 101 Ways to Get the Best Job of Your Life</i>	HF5549.5.I6 A442 2009
<i>It's Not a Glass Ceiling, It's a Sticky Floor: Free Yourself From Hidden Behaviors Sabotaging Your Career Success</i>	HD6053 .S414 2008
<i>Job-Hunters and Career-Changers</i>	HF5382.7 .B64 2010
<i>Knock 'em Dead Resumes</i>	HF5385 .Y38 2008
<i>Resumes For Dummies</i>	HF5383 .K424 2007
<i>Teamwork 101: What Every Leader Needs to Know</i>	
<i>From the Hidden Behaviors</i>	HD66 .M379 2008
<i>The Bully at Work: What You Can Do to Stop the Hurt and Reclaim Your Dignity on the Job</i>	HF5549.E43 N348 2009
<i>The Career Fitness Program: Exercising Your Options</i>	HF5381 .S914 2010
<i>The Job-Hunter's Survival Guide: How to Find Hope and Rewarding Work Even When "There Are No Jobs"</i>	HF5382.7 .B628 2010
<i>Winning Job Interviews</i>	HF5549.5.I6 P69 2010

References Books

<i>50 Best Jobs for Your Personality</i>	Ref HF5381.15 .F3618 2009
<i>Occupational Outlook Handbook</i>	Ref HB2595 .O26 2010
<i>Resumes Magic: Trade Secrets of a Professional Resume Writer</i>	Ref HF5383 .W46 2010
<i>300 Best Jobs Without a Four-Year Degree</i>	Ref HF 5381.F4562 2009

ELECTRONIC RESOURCES

The Library provides access to databases that cover job and career information. These databases can be accessed from the Library's homepage by clicking on the "Find articles and more" link (http://www.missioncollege.org/lib/database_top.html). (Note: In order to access databases from off campus, you must be a current Mission College student, staff or faculty). Listed below are two of the most popular.

Business and Company Resource Center

A fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Search this database to find detailed company and industry news and information.

LearningExpress Library

Includes practice tests and tutorials to help you succeed on employment or licensing tests for a variety of careers including cosmetology, teaching, nursing, and real estate. *LearningExpress Library* also provides access to ***Job & Career Accelerator***. *Job & Career Accelerator* is an online application that allows you to explore occupations, search for available jobs, create resumes and cover letters, and organize your job search. (Note: You will need to login and create an account to use this database. To access practice tests or *Job & Career Accelerator*, select "Occupation Practice Tests" or "Job & Career Accelerator" from the left menu of the *LearningExpress* homepage).

CAREER & EMPLOYMENT INFORMATION WEBSITES

- **BA Jobs:** <http://www.bajobs.com/>
- **Bay Area Help Wanted:** <http://regionalhelpwanted.com/bay-area-jobs/>
- **California Employment Development Center:** <http://www.edd.ca.gov/>
- **Cal Jobs:** <http://www.caljobs.ca.gov/>
- **Career One-Stop:** <http://www.careeronestop.org>
- **Craigslist Bay Area Classifieds:** <http://sfbay.craigslist.org/jjj/>
- **Glassdoor:** <http://www.glassdoor.com/> - A career and workplace community where anyone can find and anonymously share salary details about specific jobs for specific employers, or company and interview reviews describing life on the inside of an employer.
- **Indeed:** <http://www.indeed.com/>
- **Jobstar:** <http://jobstar.org>
- **Mission College Career Placement Center:**
http://missioncollege.org/student_services/career/jobcenter.html
- **Occupational Outlook Handbook:** <http://stats.bls.gov/oco-> From the U.S. Department of Labor. Provides the following information for hundreds of different types of jobs: training and education needed, earnings, expected job prospects, what workers do on the job, and working conditions.
- **O*Net Online:** <http://online.onetcenter.org> - Tool for career exploration and job analysis.
- **Quintessential Careers:** <http://quintcareers.com/>- Offers comprehensive free expert career and job-hunting advice (through articles, tools, tips, samples, and tutorials), as well as links to job sites.
- **WetFeet:** <http://www.wetfeet.com/>- Provides profiles of companies, careers, and industries to guide job seekers toward finding the right career, industry, company, and job.