

Finding What You Need ... Vocational Information



REFERENCE WORKS

R 331.7 Enc Encyclopedia of Careers and Vocational Guidance

Volume 1—'Industry Profiles.' This provides descriptions of most major industries and businesses, including a history and description of the type of work involved.

Volumes 2-4—these volumes provide descriptions of many occupations, including a definition of the job, the nature of the work, education and preparation needed to enter the field, earnings and working conditions.

R 338 Enc Encyclopedia of Emerging Industries

This source describes new and growing industries and the workforce needed to supply them.

R 974.90 New New Jersey Occupational Outlook Handbook

R 371.4 Occ Occupational Outlook Handbook

The Occupational Outlook Handbook presents descriptions of about 250 occupations, including required skills and aptitudes, working conditions, training and earnings. The Handbook also predicts the prospect for growth (or lack of growth) of employment opportunities. The New Jersey source provides similar information for New Jersey, including growth outlook for jobs in the state, average earnings by county and schools that provide training.

For the names, addresses and vital statistics of New Jersey companies, try'

R 061.49 New New Jersey Business Source Book

R 338.7 Har New Jersey Manufacturer's Directory

BOOKS, PERIODICALS AND ONLINE SOURCES

- A good starting place is What Color is Your Parachute? by Richard Nelson Bolles (650.14 Bol), a highly regarded book for career seekers and career changers.
- Use the online catalog to find books about a career or industry.
- Periodical indexes provide articles about careers and employment.

Academic Universe (O)

This source provides articles about business , the economy and employment.

Business and Company Resource Center (O)

Provides full-text company profiles, histories and financial statements for publicly held corporations.

Facts on File (O)

This full-text database provides ‘Career Guidance’ information. You can find job descriptions and prospects, industry resources and information about educational programs and scholarships.

Newsbank (O)

This database lets you find articles from the Record (Hackensack), the Star-Ledger. and other New Jersey newspapers. It is a good source for articles about New Jersey business and employment issues.

ProQuest Business (O)

Another source for articles about business and employment.

Reference USA (O)

Provides directory and contact information for more than 12 million U.S. businesses.

If you need classified ads, the library subscribes to the New Jersey Herald, New York Times, Record and Star-Ledger.

INTERNET

The Internet can be a good source of job information. Many companies, businesses, hospitals and schools have websites that advertise jobs. Occupational and professional associations have websites that provide job information.

Career One Stop—<http://www.careeronestop.org>

College Grad—<http://www.collegegrad.com>

FedWorld – <http://www.fedworld.gov/jobs/jobsearch.html>

Internet Job Source - <http://50statejobs.com>

JobBank USA – <http://www.jobbankusa.com>

Monster.com—<http://www.monster.com>

New Jersey Job Source – <http://www.nyjobsource.com/nj.html>

NJ.com (links to listings in local newspapers) – <http://www.nj.com>

New York Times Job Market – <http://www.nytimes.com/pages/jobs/>

Nurse.com - <http://www.nurse.com>

OPM's USA Jobs (United States Office of Personnel Management) -
<http://www.usajobs.opm.gov/>

Riley Guide—<http://www.rileyguide.com>

Salary.com—<http://www.salary.com>

State of New Jersey Department of Personnel –
<http://www.state.nj.us/personnel>

Tri-State Jobs (CT, NJ, NY) – <http://www.tristatejobs.com/>

Please see the reference librarian if you have any questions.
Angela Camack - 6/06