

- This guide provides only a select list of basic tools. For further assistance with your research, please visit the reference desk or consult with a Reference Librarian over the phone during library hours. (925)969-3109
- Use the JFKU library catalog to find books, journals, theses, videos and audio media. The catalog is on the Web at <http://library.jfku.edu>
- Search by **WORD** or **SUBJECT** to find materials on Career Development.

The following examples are terms that may be used in a SUBJECT search:

Career changes	Occupations
Career development	Professions
Cover letters	Resumes (Employment)
Educational counseling	Vocational guidance
Employees- counseling of	Vocational interests
Job hunting	Vocational rehabilitation

Selected Reference & Video Resources for Career Development

Reference books provide background information and are a good starting point for research. All books are located in the Main Reference Stacks, unless otherwise indicated. Reference books and audio visual media are for library use only, and cannot be checked out.

Associations

Encyclopedia of Associations	HS17 .G334 2004
Encyclopedia of Associations- regional, state and local	HS17 .G336 2004
Directory of Northern California Associations	HD 2428 .C3 D53 1997
World Chamber of Commerce Directory	HF 294 .W75 1997

Industry, Labor Market & Financial Information

Standard & Poor's Industry Surveys	HC 106.6 .S74
Occupational Outlook Handbook	HF5381 .A62 2002-2003
Value Line	HG4501 .V26
Encyclopedia of Business Information Sources	HF5351. E93 2004
Business Rankings Annual	HG4050 .B88 2005

Regional Company Information

East Bay Business Times Book of Lists	HF5068.S3 S365 2004
Contra Costa County Commerce and Industry Directory	HF5068.C66 D57 2001
Dun's Regional Business Directory	HG4057.C2 D857 2004

Subject & General Career Guides

Encyclopedia of Careers and Vocational Guidance	HF5381 .E52 2002
A Counselor's Guide to Career Assessment Instruments	HF5381.7 .C68 2001
Jobs and Careers Abroad	HF5382.55 .B66 2002
Directory of American Firms Operating in Foreign Countries	HG4538.A1 D5 1996
Job Seeker's Guide to Socially Responsible Companies	HF5382.75.U6 J36 1995
Cracking the Corporate Closet	HF5382.685 .B35 1995

A Partial List of Videos About Career Issues

Life's work : four approaches to career counseling	Video #0572
Using the Myers Briggs Type Indicator	Video #0486
Exploring Career Options with Strong Interest Inventory	Video #0634
Convergence in Theories of Career Development	Video #0654

Where to look for Journal Articles

The databases listed below are a good place to start your search for articles on Career Development. From the library homepage > click on **Electronic Databases** > select the appropriate heading under the **Subject List (Business and Career Development)** > click on the desired database. From off-campus, you will be prompted to enter your **Last Name** and **University ID Number**.

- **ABI/INFORM:** Business trends, corporate strategies, and management
- **BUSMANAGEMENT:** Provides full-text and citations to articles on career development
- **LexisNexis ACADEMIC:** Access to full-text newspapers & business resources. Over 5,600 publications including national & regional newspapers, wire services, broadcast transcripts, international news, & non-English language sources. Also includes company financial information, SEC filings & reports, industry market news, etc.
- **MILLION DOLLAR DATABASE:** Lists potential prospects or prospective employers in a targeted industry or market, sizes new markets by using multiple selection criteria, and identifies key decision-makers so you can contact them directly.
- **HOOVERS ONLINE:** Great source for business information; browse companies by name, geographical location, or industry.
- **OCCUPATIONAL OUTLOOK QUARTERLY:** Provides practical information on jobs and careers: covers a wide variety of career and work-related topics such as new and emerging occupations, training opportunities, labor market trends, salary trends, and results of new studies from the Bureau of Labor Statistics.

***Use the Interlibrary Loan (ILL) form located on the library webpage to obtain full text articles that are not in the JFKU print or electronic collections. See a reference librarian for further information on ILL.*

Internet Resources

National Career Development Association (NCDA): Great resource for public and professionals involved with or interested in career development, including professional development activities, publications, research, public information, professional standards, advocacy, and recognition for achievement and service. Excellent Internet Resources links for career planning and career practitioners. <http://www.ncda.org/>

Bureau of Labor Statistics: The principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics, plus occupational outlook, publications/research papers and much more. <http://www.bls.gov/>

Job Star: Career guides, job market information, salary stats, resume info & other job search information. <http://jobstar.org/>

O*Net Resource Center: Comprehensive database of worker attributes and job characteristics. It is the replacement for the *Dictionary of Occupational Titles*. <http://www.onetcenter.org/>

Career Planning & Adult Development Network: A non-profit, international organization of professionals who work with adults in career transition. <http://www.careernetwork.org/>

Occupational Outlook Handbook: Describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. <http://stats.bls.gov/oco/>

Contra Costa County Labor Market Information: Provides California specific labor market information and statistics, occupation profiles, etc. <http://www.labormarketinfo.edd.ca.gov/>

***For further Career Development links including job links, click on the **Internet Resources for Business and Career** link in the left-hand column on the Library home page.*

Questions??? Ask a Librarian for help!