

Career Exploration Resources **-A Hawkeye Library Guide-**

The library has a variety of print resources providing information on careers, the job search, companies, job listings and the quality of life in selected U.S. cities. Most of the resources are found in the Career Information and Reference collections.

CAREER INFORMATION – Print resources

1. The O*NET Dictionary of Occupational Titles: JIST Works, 2004.
Career R 331.7003 O58 2004
Based on the U.S. Dept. of Labor’s new O*NET occupational database, this resource provide detailed descriptions for almost 1200 occupations, covering nearly 100% of the U.S. workforce. Useful in interview and resume preparation.
2. Occupational Outlook Handbook.: U.S. Dept. of Labor. Published annually.
Career R 331.702.015
Describes 250 major occupations and the education and skills required. Useful in interview and resume preparation. Good career planning guide.
3. Encyclopedia of Careers and Vocational Guidance.: J.G. Ferguson Pub. Co., 2003
Career R 331.702 E56, 4 volumes
Volume One surveys the state of and general opportunities in more than seventy industries, and the remaining volumes describe over 680 specific jobs, including the required education and skills. Covers more jobs than Occupational Outlook Handbook.
4. American Salaries and Wages Survey.: Gale Research, 2005.
Career R 331.2 A512
Wage information is listed for thousands of occupations and reported for a variety of geographical locations, ranging from national wage averages to earnings for individual cities.

Subject specific materials

Search Hawkeye Library catalog for items on specific careers using keywords for that career. For example:

Building	Horticulture
Building trades	Landscaping
Construction	Landscape design

Also add words such as “career,” “vocational guidance,” etc. to form search strings, such as

Building trades *and* career
Horticulture *and* vocational guidance

Career Exploration - Selected Web Sites

1. Bureau of Labor Statistics - <http://stats.bls.gov/>
Look for the Occupational Outlook Handbook link under "Occupations."
2. Iowa Workforce Development - <http://www.iowaworkforce.org/>
This site includes Iowa job listings and Iowa labor market information, including wage surveys and occupational projections reported for Iowa cities and counties. Click on the "Labor Market Information" link at top of screen. Look for Projections and for Wage Surveys on the right side.
3. O*NET Online - <http://online.onetcenter.org/>
This is the online version of the O*NET Dictionary of Occupation Titles and more.
4. SCANS report – What work requires of school
<http://wdr.doleta.gov/SCANS/whatwork/whatwork.pdf>
5. America's Career InfoNet – <http://www.acinet.org/acinet>
This multipurpose site includes information on wages and trends, employer information, state profiles, career exploration and a link to a resource library.
6. Career Center - <http://www.usnews.com/sections/business/best-careers>
This U.S. News and World Report site includes information on how to choose a career, new jobs and job profiles. See "Career Tools" near bottom of the page.
7. Career Voyages - <http://www.careervoyages.gov>
The site is an effort by the Department of Labor and the Department of Education to link the educational community with the world of work.
8. JobStar - <http://www.jobstar.org/>
This noncommercial site is both a career guide and job bank. This site includes links to 300 online salary surveys.
9. Job Hunters Bible - www.jobhuntersbible.com
This site from the What Color is Your Parachute? author has an interactive test on career planning, tips on ways to use the Internet to find jobs and links to corporate sites. Click on the links in the left side frame: "Tests & Advice" and "Research" for information about careers.
10. Jobs/Careers at About.com - <http://www.about.com/careers/>
This is a wide-ranging career site with many links to job and career sites.
11. Salary.com – <http://www.salary.com>
Find salary ranges for careers in geographic regions.

ALSO – magazine and journal databases, such as EBSCOhost Academic Search Premier and MasterFILE Premier.

* **BEWARE!** The Waterloo Courier ran an article on February 28, 2003, about a warning from Monster.com – "regrettably, from time to time, false job postings are listed online and used to illegally collect personal information from unsuspecting job seekers."