

Career & Job Seeking Resources -A Hawkeye Library Guide-

Job seekers will find a variety of library resources that provide 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

The O*NET Dictionary of Occupational Titles: JIST Works, 2004.

Career R 331.7003 O58 2004 - (plus older ed. Can be checked out)

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.

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.

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.

American Salaries and Wages Survey.: Gale Research

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.

JOB SEARCH INFORMATION

Career Information collection.

Many books on job hunting, resume writing, cover letters, and interviewing are located in this area of the Library.

Videotapes on resume writing and interviewing.

Several video programs are available at the Library.

COMPANY INFORMATION

Networking can provide company information that will never be published in either traditional library resources or on the Internet.

Many companies advertise and maintain home pages on the Internet, giving insight into their businesses. Additionally, some companies post job openings and accept resumes and job applications on the Internet. In most cases company information on the Internet will not be evaluative.

Remember, if only telephone and address information is needed, the traditional print directories remain the quickest information source.

NewsBank Access World News - Newspaper Database

Full-text articles from selected Iowa news sources and from hundreds of other U.S. newspapers are available online. The newspapers included in the NewsBank's Access World News database are an excellent source of information about national and international companies, including Iowa companies.

Hoover's Handbook of American Business:

R 658.045 H789

Published annually - Provides over 500 company profiles for manufacturing and service companies. Each two-page profile includes company description and history, ten years' financial data and employment levels, corporate executives, company address, phone and fax numbers, and lists of products, brands, subsidiaries and key competitors.

Hoover's Handbook of Emerging Companies:

R 658.045 H789e

Published annually – Identifies 250 rapidly growing U.S. enterprises. One-page company profiles include company strategies and operations overview, 6 years' financial data, advertising and research and development expenditures, lists of products and brand names, corporate executives and headquarters addresses, phone and fax numbers.

Hoover's Handbook of World Business:

R 658.045 H789w

Published annually – Profiles 190 global enterprises with substantial business in the U.S. In-depth company profiles include company descriptions and histories, ten years' financial and employment data, headquarter and U.S. addresses, phone and fax numbers.

The Hospital Phone Book: U.S. Directory Service:

R 362.11 H828

Published annually – Arranged by state, this is a complete name and address book of hospitals in the U.S.

Iowa Manufacturers Register:

R 670.58 I64

Published annually –Lists manufacturers by company name, geographical location and product. Manufacturing directories are published for most states.

Standard and Poor's Register of Corporations, Directors and Executives.

R 658.045 P823

Published annually – Lists U.S. industrial and service corporations, giving address, telephone, nature of business and chief officers.

GEOGRAPHICAL INFORMATION

American Cost of Living Survey: Gale Group, 2002.

R 339.42 A512 2002

Provides cost of living information for 506 U.S. cities. Data for each city include a weighted cost of living index number and reported prices for more than 560 products and services.

Cities of the United States: Gale Research Inc.; 1998.

R 973 C851

4 volumes – Provides information for 130 cities on economy, geography and climate, education, recreation, history, and communications. A “City in Brief” fact sheet and a city map are included in each article.

Facts About the Cities.: H.W. Wilson; 1996.

R 973 F142

Contains detailed information on 331 U.S. communities. A brief community description is accompanied by data on population, climate, the workplace, taxes and revenues, housing, education, libraries, government and politics, crime, transportation, health, tourism, communication, cultural resources and sports.

World Chamber of Commerce Directory (2005)

R 380.025 W927

Published annually – Lists address and telephone for all Chambers of Commerce in the U.S. Chambers are excellent sources of community information.

JOB LISTINGS

Newspaper Classified Job Ads:

The Library subscribes to

Cedar Rapids Gazette
Chicago Tribune
Des Moines Register
Dubuque Telegraph Herald
Marshalltown Times-Republican
Minneapolis Star Tribune
New York Times
USA Today
Wall Street Journal
Waterloo Courier

The Sunday issues often have features on specific businesses or business trends in the local area. Also there are more job openings listed in the Help Wanted sections of the Sunday papers.