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# Career and Job Resources for onsite use

## Employment Forecasting – United States

*100 Fastest-growing Careers -*  
 Call no. \*R-SIBL HD5723 A73 L

*America's Top Jobs for People without a Four-year Degree: Featuring Good Jobs in all Major Occupations and Industries -*  
 Call no. \*R-SIBL HD5724 .F27

*Employment Outlook, 1998-2008: Occupational Change from an Industry Perspective -*  
 Call no.\*R-SIBL HD5724 .E448  
*Guide for Occupational Exploration*  
 Call no. \*R-SIBL HF5382.5 .U5

*Top 300 Careers: Your Complete Guidebook to Major Jobs in Every Field -* Call no. \*R-SIBL HF5382.5.U5

*Top 100 Careers for College Graduates* ed. 11 -  
 Call no. \*R-SIBL HF5382.5.U5 .T67

*Workforce 2020: Work and Workers in the 21st Century -* Call no. \*R-SIBL HD8072.5 .J6

## Occupations – United States

*America's Top White-Collar Jobs -*  
 Call no. \*R-SIBL HF5382.75.U6

*Jobs Rated Almanac: The Best and Worst Jobs--250 in All--Ranked by More than a Dozen Vital Factors, Including Salary, Stress, Benefits, and More -*  
 Call no. SIBL HF5382.5 .U5

*Plunkett's Companion to the Almanac of American Employers: Mid-Size Firms: a Complete Guide to the Hottest, Fastest-Growing Mid-size Employers -*  
 Call no. \*R-SIBL HF5549.5.C67

## Executive Search Resources

*A Foot in the Door: Networking Your Way Into the Hidden Job Market -*  
 Call no. \*R-SIBL HF5382.7 .H3

*Be Hunted! : 12 Secrets to Getting on the Headhunter's Radar Screen -*  
 Call no. \*R-SIBL HF5549.5 .R4

*Business Briefs: 165 Guiding Principles from the World's Sharpest Minds –*  
 Call no. \*R-SIBL HF5386 .W496

*Career Success is Color-Blind Overcoming Prejudice and Eliminating Barriers in the Workplace –* Call no. \*R-SIBL HF5381 .S774

*The Career Tool Kit: Skills for Success -*  
 Call no. \*R-SIBL HF5381 .C366

*Creating Your Life's Work Portfolio: an Interactive Career and Life Planning Workbook -*  
 Call no.\*R-SIBL HF5381 .C74

*The Critical Second Phase of Your Professional Life: Keys to Success for Age 40 and Beyond -*  
 Call no.\*R-SIBL HF5384 .D545

*Finding Your Way with an MBA: Insights from Those Landing Their Ideal Jobs -*  
 Call no. \*R-SIBL HF5381 .C682

*Get Ahead! Stay Ahead!: Learn the 70 Most Important Career Skills, Traits, and Attitudes to Stay Employed! Get Promoted! Get a Better Job!-*  
 Call no. \*R-SIBL HF5381 .B635

*Get that Raise! -*  
 Call no. \*R-SIBL HF5549.5.P7

*How to be the Person Successful Companies Fight to Keep: the insider's... -* Podesta – Call no. \*R-SIBL HF5386 .P748

*How to Get a Really Great Job!: A Complete Program If You Hate Your Job and Don't Know How to Go About Changing it -*  
 Call no. \*R-SIBL HF5384 .V37

*How to Hit the Ground Running in Your New Job -*  
 Call no. \*R-SIBL HF5381 .C663

*Insider's Guide to Being Number One in the Workplace -*  
 Call no. \*R-SIBL HF5386 .P748

*Job Savvy: How to be a Success at Work –*  
 Call no. \*R-SIBL HF5381 .L747

*Job Search 101: Getting Started on Your Career Path -*  
 Call no. \*R-SIBL HF5382.7 .J6

*Jobscape: Career Survival in the New Global Economy -*  
 Call no. \*R-SIBL HF5381 .C253

*The Mid-Career Tune-up: 10 New Habits for Keeping Your Edge in Today's Fast-Paced Workplace -*  
 Call no. \*R-SIBL HF5381 .S256

*Navigating your Career: Twenty-One of America's Leading Headhunters tell you How it's Done -*  
 Call no. \*R-SIBL HF5381 .N35

*Personal Job Power: Discover your Own Power Style for Work Satisfaction and Success –*  
 Call no. \*R-SIBL HF5381 .C33

### *Problem-Solving -*

Call no. \*R-SIBL HD30.29 .M33  
*Start Your Own Executive Recruiting Business: Your Step-by-Step Guide to Success -*  
Call no. \*R-SIBL HF5549.5.R44

### *Self-Development –*

Call no. \*R-SIBL HF5381 .M196  
*Strategic Employee Development Guide –*  
Call no. \*R-SIBL HF5549.5 .T7

*Success Abilities: 1,003 Practical Ways to Keep Up, Stand Out, and Move Ahead at Work -*  
Call no.\*R-SIBL HF5381 .A773

*Take this Job and Thrive: 60 Ways to Make Life More Rewarding in*

### *Today's New Workplace -*

Call no. \*R-SIBL HF5549.5 .J6

*The Top Consultant: Developing Your Skills for Greater Effectiveness -*  
Call no.\*R-SIBL HD69.C6 M373

*U R a Brand: How Smart People Brand Themselves for Business Success –*  
Call no. \*R-SIBL HD8038.A1 K3

### *Vault Guide to Schmoozing -*

Call no. \*R-SIBL HD69 .S8 .V3

*Your Outplacement Handbook: Redesigning Your Career -*  
Call no. \*R-SIBL HF5384.L43

## **Circulating Collection**

*Achieving the Good Life After 50: Tools and Resources for Making it Happen – Rosenberg –*  
Call no. 650.14 N

*Be hunted! – Reynolds –*  
Call no. 650.1408 R

*Entrepreneur Magazine's Start Up: Start –* Call no.658.4071 E

*The Executive Job Search - Wood -*  
Call no. 650.14 W

*Executive Job Search for \$100,000 to \$1 Million+ Jobs - Enelow –*  
Call no. 650.14 E

*Executive Job Search Handbook – Wilson –* Call no. 650.14 W

*Executive Job Search Strategies – Bruce –* Call no. 650.1402 B

*Executive's Pocket Guide to ROI Resumes & Job Search - Kursmark –*  
Call no. 650.14 K

*Headhunters – Finlay –*  
Call no. 331.128 F

*Headhunters and How to Use Them – Jenn –* Call no. 658.4071 J

*Lessons From the Top – Neff –*  
Call no. 658.4092 N

*The McKenzie Scott Executive Job Search – Gerberg –*  
Call no. 650.1402 G

*Navigating Your Career: Twenty-One... -* Call no. 650.14 N

*The Secrets of Executive Search – Melancon –* Call no. 650.14 M

*Secrets from the Search Firm Files –*  
Call no. 658.409 R

*Start Your Own Executive Recruiting Business –* Call no.658.4071 S

## **Web Sites**

*Bankjobs.com* ([www.bankjobs.com](http://www.bankjobs.com))  
career site for the financial industry.

*Career Builder.com*  
([www.careerbuilder.com](http://www.careerbuilder.com))

## **Career Databases**

**Bloomberg** is a great resource for jobs in several areas, mainly finance. Three Bloomberg terminals are available at SIBL, in the first row of pcs in the EIC. Sign up for a Bloomberg session at the front desk in the Electronic Information Center (EIC), to access job openings in the Bloomberg Career Center: Bloomberg Career Center - To access job information, type JOBS and hit the GO button on the Bloomberg terminal. Jobs are listed in categories including accounting, advertising, banking and consulting, finance, IT/MIS, Portfolio management, sales, traders, brokers, insurance, legal, operations. (Not accessible on other library networked computers.)

### **Career Resource Site (Wet Feet-Universum)**

Find Wet Feet Insider Guides, Career & Industry guides, Employer Guides, Videos and more. Link to job and resume information. (Note Wet Feet Insider Guides are PDF secure files. To open or download a guide, you must be sure to copy the password which comes up when you click to open the file-Files will not open without a password. Write down the password and file name for use with any guides which you download to a USB drive or CD. )

### **Ferguson's Career Guidance Center**

Offers detailed descriptions of more than 2,000 popular jobs in 94 industries, as well as over 23,000 resources to help people select, plan, and advance their careers.(Vendor = Facts on File). (This database is also accessible outside the library with a NYPL borrower's card.)

### **Plunkett Research Online**

Industry research database includes a research center: Job Seeker Resources and Tools. Find job market trends, links to job search sites, keys to research and more.

### **Vault Career Library**

Find career guides, industry guides, company and employer profiles, topics guides and more. Industry overviews bring you inside 40 top industries, from investment management to manufacturing. Find details on career path, salary ranges, industry outlook and more. (To access & download Vault guides you send the guide to yourself in an e-mail from Vault. The link allows downloading within 48 hours. Please ask our staff if you encounter any problems.)

## **Trade and Professional Journals**

SIBL has the largest collection of periodicals published for practitioners in individual professions and industries. These publications contain current and unique classified job advertisements and notices about employment conditions and opportunities.