



http://www.keystone.edu/Miller_Library

This overview will help you access Career Information on the Web and in the Miller Library. This guide will lead you to some core Reference materials, books, and internet resources available through the Library's holdings, services and databases. As always, carefully evaluate all sources before you choose to integrate them into your papers, assignments and presentations.

Reference Books

General

Enhanced Occupational Outlook Handbook (2000)—REF 331.702 F239e

The text describes over 2700 jobs and includes information on earnings, education and skills required, and job growth. This information and more is now available online. (See Occupational Outlook Handbook Online & O*Net under Websites below.)

Dictionary of Occupational Titles (1991)—REF 331.7 D654

This classic in Career Information is published by the U.S. Department of Labor and is considered the “definitive printed reference on occupational information”. For more recent statistics and information consult the print or online version of O*Net.

*O*Net* (2001)—REF 331.7 O58

This text provides descriptions of over 1000 jobs and includes information on earnings, education, projected openings, etc. It is also available online: See O*Net under websites below.

Statistical Handbook of Working America (1997)—REF 331.0973 S7977

This book offers statistical information about compensation, unemployment, changes in employment, geographic trends, skills and training, occupational injuries, and comparative information as well as other Human Resource information like Affirmative Action, Lawsuits and Unions.

America's Fastest Growing Jobs (2001)— REF 331.70 A512 2001

Other Career-Specific Books

Oftentimes, a career-specific book can offer even more details about daily job duties, education, etc. These books also can point to professional associations that can fill in the blanks about job trends and issues. More importantly, professional association websites often have a section dedicated to job opportunities that contain very nice real-world job descriptions and salary information.

Careers in communications (2004)—REF 302.2 N852c 2004

Career opportunities in radio (2004)—REF 384.54 F456c 2004

Career Opportunities in the Food and Beverage Industry (2002)—REF 647.95 S614c

Becoming a Graphic Designer. a guide to careers in design (2002)—REF 741.6 H477b

Websites

Occupational Outlook Handbook Online - <http://www.bls.gov/oco/> - Maintained by the U.S. Bureau of Labor and “Revised every two years, the *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.”

Career InfoNet - <http://www.acinet.org/acinet/> -Find wages and employment trends, occupational requirements, state by state labor market conditions, millions of employer contacts nationwide,

Internet Job Opportunities by Field of Interest - <http://www.csuchico.edu/plc/jobs.html> - From California State University Chico.

O*Net - <http://online.onetcenter.org/>

For more links to Career-Related Internet Resources, visit the Miller Library's Career Information web page at http://www.keystone.edu/Miller_Library/Subj_Pages/Careerinfo.html

Relevant Journals—in the Miller Library

If you have a particular career in mind, consult professional journals in your subject area. If you are searching for a particular journal, you may want to use the [Locate E-Journals](#) on the Miller Library's [main webpage](#) to determine which database offers full-text access to your chosen title, or you may elect to check the title lists of each database. The following are important journals which deal with **Career Information**. The list provided here is not comprehensive:

Careers & colleges

Full-Text in	from 09/01/1999 to present in Expanded Academic ASAP
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Employment and Earnings

PAPER: OCT 1997 TO CURRENT

Full-Text in	Proquest 1992-
Indexed in	Proquest 1992-

Going Global Career Guides. United States

Full-Text in	from 01/01/2004 to 01/01/2006 in ProQuest Research Library
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Journal of career planning & employment

Full-Text in	from 01/01/1994 to 07/01/1999 in ProQuest Research Library
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