

Career Planning & Management Resources

Education & Employment Information Center
Connecticut Office of Financial and Academic Affairs for Higher Education

800/842-0229
www.ctohe.org

How to Find the Right Job for You

Are you seeking a new job, trying to manage the one you have or considering a total career change? Valuable guidance and strategies can be found in the resources compiled below by the Education & Employment Information Center (EEIC), a statewide clearinghouse for free learning and career information operated by the Connecticut Office of Financial and Academic Affairs for Higher Education. Call or email the EEIC to explore your options in greater depth with a knowledgeable professional.

Take advantage of two other conveniently located free resources – your local public library and the Connecticut Department of Labor’s *CTWorks* Career Centers. In fact, many libraries offer job training resources and are frequent stops for the Department of Labor’s Career Express bus – a mobile center that offers interview, resume assistance and job training. Several public libraries also offer free online assistance through JobNow in which you can submit your resume for review and get interview preparation training from technicians over the Internet and ReferenceUSA which allows you to research companies. For more information on JobNow or for a list of participating libraries, go to www.ctlibrarians.org. To see “what Connecticut libraries are doing” to help jobseekers or to find out about other research databases and resources go to Connecticut Job Search Toolkit, <http://ctjobsearchtoolkit.wordpress.com>, a partnership of the Connecticut State Library and the Connecticut Department of Labor.

To locate the *CTWorks* nearest you, go to www.ct.gov/dol, and under “Job Seeker Services” click on *CTWorks* Career Centers. For career development courses offered by local adult education and by Connecticut colleges and universities, contact the EEIC.

Popular Books

Bolles, Richard. [The Job-Hunter’s Survival Guide: How to Find Hope and Rewarding Work, Even When “There Are No Jobs”](#). Ten Speed Press, 2009. Advice on finding a job in a tough job market, including 18 different methods of searching for work and an examination of the best and worst methods.

Bolles, Richard. [What Color Is Your Parachute? 2011. A Practical Manual for Job-Hunters & Career-Changers](#). Ten Speed Press, 2009. Updated annually, this is the ultimate guide to job hunting, self-assessment and career planning. A supplement to this book appears on the Internet at www.jobhuntersbible.com.

Farley, Janet I. [Military-to-Civilian Career Transition Guide](#). Jist Works, 2010. A methodical discussion of steps and resources to guide you through this process.

Farr, J. Michael & Shatkin, Laurence. [200 Best Jobs Through Apprenticeships](#). Jist Works, 2009. A summary of which apprenticeship trades have the fastest growth, highest salaries and most openings. Other lists are categorized by interest, personality type, popularity, etc. A list of nationally-registered apprenticeships and 200 job descriptions is provided.

Farr, J. Michael & Shatkin, Laurence. [Best Jobs for the 21st Century](#). Jist Works, 2009. Find your best job in two steps. First, browse over 65 best job lists categorized by salary, projected job growth, level of education, age, interest, personality type, etc. Then, read about jobs that interest you. More than 500 job descriptions are included.

Fletcher, Molly. [Your Dream Job Game Plan: 5 Tools for Becoming Your Own Career Agent](#). Jist Works, 2009. Five tools to set you up for success and help you land your best job.

Graham, Bridget & Reidy, Monique. [Working World 101: The New Grad's Guide to Getting a Job](#). Adams Media, 2009. Exercises and advice to help you land your first or next job.

Graham, Shawn. [Courting Your Career: Match Yourself With the Perfect Job](#). Jist Works, 2008. By comparing the job search process to dating, this guide is written with the college student in mind, with the intent of giving you a better understanding of yourself and what it takes to succeed in this job market.

Gregor, Michael. [The Career Chronicles: An Insider's Guide To What Jobs Are Really Like – the Good, the Bad, and the Ugly From Over 750 Professionals](#). New World Library, 2008. Descriptions of 24 specific careers, with opinions from professionals about the daily realities of their jobs. Questions pertaining to the nature of their work, including the best and worst aspects of each job are included.

Kanchier, Carole. [Dare to Change Your Job and Your Life](#). Questers, 2009. A self-help book that allows readers to discover tools for improving careers and life styles.

Krueger, Brian D. [The College Grad Job Hunter: Insider Techniques and Tactics for Finding a Top-Paying Job](#). Adams Media, 2008. A job search guide for college students and recent graduates.

Kurth, Brian. [Test-Drive Your Dream Job: A Step-By-Step Guide to Finding and Creating the Work you Love](#). Business Plus, 2008. Discover the “vocation vacation” and how to transition “a few vacation days actually working in the profession you’ve always wanted” into a permanent career.

Lore, Nicholas. Now What? [The Young Person's Guide to Choosing the Perfect Career](#). Fireside, 2008. Written for anyone under 30, this guide is a “career design toolkit” to help you discover your perfect career.

Lore, Nicholas. [The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success](#). Fireside, 1998. A tremendous resource for discovering the right career, containing over 100 self-tests, exercises and assessments.

Mangelsdorf, Martha E. [Strategies for Successful Career Change: Finding Your Very Best Next Work Life](#). Ten Speed Press, 2009. After “taking stock” of your current situation by addressing questions related to career change, job happiness, money, etc., this book helps you “chart a course” to a new career.

Pierson, Orville. [Highly Effective Networking: Meet the Right People and Get a Great Job](#). Career Press, 2009. Tips on networking yourself into your next job are presented.

Piotrowski, Katy. [The Career Cowards Guide to Changing Careers](#). Jist Works, 2008. A step-by-step guide to changing careers, using real life examples.

Reeves, Ellen Gordon. [Can I Wear My Nose Ring to the Interview? A Crash Course in Finding, Landing and Keeping Your First Job.](#) Workman Publishing Company, Inc., 2009. Don't let the title deceive you, this book is not about nose rings, but rather the multifaceted nature of searching for a job with advice on how to navigate and negotiate your way through this process.

Reinhold, Barbara Bailey. [Free to Succeed: Designing the Life You Want in the New Free Agent Economy.](#) Plume, 2001. Reinhold provides tools that enable readers to match personality types with careers and assess their current life/career situation.

Tieger, Paul D. & Barron-Tieger, Barbara. [Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type.](#) Little, Brown and Company, 2007. A self-assessment allows readers to determine personality type and to discover which jobs are best suited for individual characteristics.

Whitney-Reiter, Nancy. [Now is the Time to Do What you Love.](#) Adams Business, 2010. A step-by-step guide to career transition.

Worthing, Marcia L. & Buck, Charles A. [Escape the Mid-Career Doldrums: What to Do Next When You're Bored, Burned Out, Retired or Fired.](#) John Wiley & Sons, Inc., 2008. Advice for the mid-career professional on exploring new opportunities.

Zichy, Shoya. [Career Match: Connecting Who You are with What You'll Love to Do.](#) Amazon, 2007. A self-assessment reveals your personality type and ideal career.

Web Sites

CAREER ASSESSMENT

Interests

The Career Interests Game –

<http://career.missouri.edu/students/majors-careers/skills-interests/career-interest-game>

Keirseley Temperament Sorter II – www.keirseley.com/sorter/instruments2.aspx?partid=0

The Riley Guide: Self Assessment Resources – www.rileyguide.com/assess.html

Skills

O*NET OnLine Skills Search – www.onetonline.org/skills

Skills Center – www.careeronestop.org/skills/skillcenterhome.asp

Skills Profiler – www.careerinfonet.org/skills

Values

Values Questionnaire – www.morris.umn.edu/services/career/career_planning/valquestion.php

Work Values Checklist – <http://midcareer.monster.com/articles/careerdevelopment/values>

EDUCATION AND RESOURCES

Adult Education – www.sde.ct.gov (Click on “Adult Education”)

College Degree Accreditation – www.ctohe.org/edinfo/pdfs/CollegeDegreeAccreditation.pdf

College of Technology – www.comnet.edu/services/college_of_tech.asp

Connecticut Office of Financial and Academic Affairs for Higher Education: Students & Parents – www.ctohe.org/sp.htm

Connecticut Office of Financial and Academic Affairs for Higher Education: Student Financial Aid – www.ctohe.org/SFA/default.htm
Connecticut Distance Learning Consortium – www.ctdlc.org
Connecticut Talent Assistance Cooperative – www.conntacinc.org
Connecticut Technical High School System – www.cttech.org
Federal Student Aid – www.studentaid.ed.gov
Financial Aid Resources – www.ctohe.org/edinfo/pdfs/FinancialAidResources.pdf
New England Board of Higher Education – www.nebhe.org
Opportunity.gov – www.opportunity.gov
PETERSON’S – www.petersons.com
Senior Citizen Tuition Waiver – www.ctohe.org/edinfo/pdfs/SeniorCitizen.pdf
Standardized Test Websites – www.ctohe.org/edinfo/pdfs/StandardizedTestWebsites.pdf
Veterans Benefits – www.ctohe.org/Vet/default.htm

CHOOSING A MAJOR

Jobweb: Choosing Your Major – www.jobweb.com/studentarticles.aspx?id=720
Major Resource Kits – www.udel.edu/CSC/mrk.html
Match Major to Occupations – www.career.fsu.edu/occupations/matchmajor/index.html
What Can I Do With a Major In... – www.uncw.edu/stuaff/career/Majors/index.htm

CAREER DESCRIPTIONS AND REQUIREMENTS

Career Guide to Industries – www.bls.gov/oco/cg
Connecticut Career Paths – www.ctdol.state.ct.us/lmi/crpaths.htm
JobStar Central: Career Guides – www.jobstar.org/tools/career/index.php
Occupational Outlook Handbook – www.bls.gov/oco
Occupational Outlook Quarterly – www.bls.gov/pub/ooq/home.htm
O*NET OnLine – <http://online.onetcenter.org>

UNIVERSITY-BASED CAREER CENTERS

Jobweb: Career Center Web Sites – www.jobweb.com/article.aspx?id=648

CAREER EXPLORATION

Alternate Route to Teacher Certification – www.ctohe.org/ARC
CONNECTICUT CAREERS IN Science Technology, Engineering and Mathematics – www1.ctdol.state.ct.us/STEMs/
Connecticut Early Childhood Education Interactive Career Map – <http://ctearlychildhoodcareerdev.info>
Connecticut League for Nursing: A Guide to Nursing Education in Connecticut 2010-2012 – www.ctleaguefornursing.org/clnnursingguide.php
Connecticut State Department of Education: Certification Information – www.sde.ct.gov/sde/cert
Health Occupation Training in Connecticut – www.ctohe.org/edinfo/pdfs/HealthOccupationTrainingInCT.pdf
H.O.T. GUIDE: Health Occupations and Technology Careers in Connecticut – www.healthcareersinct.com
Institute of Sustainable Energy: Green Jobs in Connecticut –

www.ctenergyeducation.com/images/greenjobCT709.pdf

MORE CAREER INFORMATION AND ADVICE

Adults Returning to College – www.ctohe.org/edinfo/pdfs/Adults.pdf

Answers the most frequently asked questions from adults returning to school.

CAREER ONESTOP – www.careeronestop.org

Provided by the U.S. Department of Labor, a gateway site, linking all of their job and career resources and services.

Connecticut Apprenticeship System – www.ctdol.state.ct.us/progsupt/appren/appren.htm

CONNECTICUT DEPARTMENT OF LABOR – www.ctdol.state.ct.us

Learn about agency services including job search and unemployment assistance, free workshops offered at *Connecticut Works* Centers, and the Workforce Investment Act, a federally funded job training program.

DisabilityInfo.gov – www.disabilityinfo.gov

An interagency website that links people with disabilities to the information and resources needed to achieve personal and professional goals.

Graduate! CT – www.graduategct.org

“From application to graduation” – advisement for students returning to college.

Job & Career ConneCTion – www.ctjobandcareer.org

A comprehensive site providing links to self-assessment tools, occupational information, educational resources and job search services.

Job-hunt.org – www.job-hunt.org

A large carefully organized index of best of the web for career planning links and resources.

JobHuntersBible.com – www.jobhuntersbible.com

Through “The Net Guide,” Richard Bolles suggests useful career planning and job search resources.

JobStar Central – www.jobstar.org

Although developed for job search in California, this site provides a wealth of information for all job hunters and career changers. Highlights include links to salary information and career guides. Also included are samples of cover letters and resumes, a step by step guide to exploring the hidden job market and “Ask Electra” for career counseling questions and advice.

Jobweb – www.jobweb.com

Developed by the National Association of Colleges and Employers, this site provides career development and job search assistance for college graduates..

Monster – www.monster.com

Whether you are a recent college graduate or in the process of a mid-career change, discover the information needed to help manage your career. Offers advice on interviewing as well as on how to write resumes and

cover letters. Research employers and job search.

The Riley Guide – www.rileyguide.com

Created by Margart F. Dikel, an all-encompassing career planning resource.

Starting a Small Business – www.ctohe.org/edinfo/pdfs/SmallBusiness.pdf

Describes the many public agencies that help small businesses get off the ground.

U.S. News and World Report: Careers – <http://money.usnews.com/money/careers>

Career management articles and employment news.

The Wall Street Journal: Careers – <http://online.wsj.com/careers>

Career-related articles from The Wall Street Journal.

OCCUPATIONS IN DEMAND

Bureau of Labor Statistics: Employment Projections – www.bls.gov/emp

Careeronestop – www.careerinfonet.org (Click on “Occupation Information”)

CONNECTICUT DEPARTMENT OF LABOR: LABOR MARKET INFORMATION –

www.ctdol.state.ct.us/lmi/jobseek.htm (Click on “LMI Data”)

SALARY INFORMATION

CONNECTICUT DEPARTMENT OF LABOR: Occupational Employment and Wages –

www.ctdol.state.ct.us/lmi/internet/oesmain.htm

JobStar Central: Salary Information – <http://jobstar.org/tools/salary/index.php>

U.S. Department of Labor: Minimum Wage Laws in the States – www.dol.gov/esa/minwage/america.htm

U.S. News & World Report: Salary Wizard –

http://usnews.salary.com/salarywizard/layoutscripts/swzl_newsearch.asp

OCCUPATIONAL LICENSURE

Connecticut Licensing Info Center – www.ct-clic.com

Explore Careers – www.careerinfonet.org (Click on “Certification Finder” and “Licensed Occupations”)

NETWORK

JobStar Central: Get Networked! – <http://jobstar.org/hidden/network.php>

The Riley Guide: Networking Advice – www.rileyguide.com/nettips.html

RESEARCH COMPANIES

Jobweb: How to Research a Company – www.jobweb.com/studentarticles.aspx?id=1869

New York Public Library: Searching for Company Information –

<http://legacy.www.nypl.org/research/sibl/company/c2index.htm>

RESEARCHING COMPANIES ONLINE – www.learnwebskills.com/company/index.html

The Riley Guide: Research & Target Employers and Location – www.rileyguide.com/research.html

FIND OUT WHICH ASSOCIATIONS ARE AFFILIATED WITH YOUR CAREER

IPL2 – www.ipl.org/div/aon

Professional Organizations – http://dir.yahoo.com/business_and_economy/organizations/professional

Professional Organizations – www.google.com/Top/Society/Organizations/Professional

OTHER PERSONAL ISSUES

Handling Job Loss

Being Laid Off – www.job-hunt.org/layoffs/layoffs.shtml

CONNECTICUT DEPARTMENT OF LABOR – www.ctdol.state.ct.us

CTWorks Career Centers – www.ctdol.state.ct.us/ContactInfo/CTWorks/Directory.htm

Coping With Job Loss – www.rileyguide.com/cope.html

Help for Dislocated Workers – www.ctohe.org/edinfo/pdfs/DislocatedWorkers.PDF

Involuntary Job Seeker – www.studentaffairs.duke.edu/career/resources/involuntary

Joblines & Websites – www.ctohe.org/edinfo/pdfs/JobLines.pdf

Job Loss Resource Guide – <http://ctjobsearchtoolkit.wordpress.com/job-loss-resource-guide>

UNITED STATES DEPARTMENT OF LABOR: Deal with a Job Loss –

www.doleta.gov/jobseekers/deal_jobloss.cfm

Where to Turn to in Connecticut When You Become Unemployed –

www.infoline.org/search/Unemployment.pdf

Finding Answers to Tough Questions

Ask the Workplace Doctors – www.workplacedoctors.com

Balancing Work and Family – www.umext.maine.edu/onlinepubs/htmpubs/4186.htm

Cancerandcareers.org – www.cancerandcareers.org

Education & Employment Information Center – www.ctohe.org/edinfo/default.htm

Managing Job Stress – http://spot.pcc.edu/~rjacobs/career/managing_job_stress.htm

Monster: Career Advice – <http://career-advice.monster.com>

Wishcraft Online – www.wishcraft.com

In Need of a Counselor?

National Career Development Association – www.ncda.org

National Board for Certified Counselors – www.nbcc.org (Click on “NBCC Search Center”)



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