

## LIBRARY ORIENTATION OCCUPATION/CAREER STUDY

**Library Web Site** <http://www.chabotcollege.edu/Library>

### WHAT'S AN OCCUPATIONAL TITLE?

**Dictionary of Occupational Titles [DOT]** <http://www.occupationalinfo.org/>

Use codes in [ONET](http://online.onetcenter.org/find/family?). Or browse by Job Family: <http://online.onetcenter.org/find/family?>

**Standard Occupational Classification** [http://stats.bls.gov/soc/soc\\_majo.htm](http://stats.bls.gov/soc/soc_majo.htm)

Are there any synonyms? Broader or Narrower titles?

*Disc Jockey, Announcer*      *Reporter, Correspondent, News Analyst*

### INTERNET RESOURCES

**Occupational Outlook Handbook** <http://www.bls.gov/oco/>

Nature of Work  
Working Conditions  
Training, Other qualifications  
Employment  
Job Outlook  
Earnings  
Related Occupations  
Sources of Additional Information

**California Occupational Guides** <http://www.labormarketinfo.edd.ca.gov/occguides/>

**Career Guide to Industries** <http://www.bls.gov/oco/cg/>

**CareerOneStop** <http://www.careeronestop.org/>

**Career Zone California** <http://www.cacareerzone.com>

**California EDD** <http://www.calmis.ca.gov/file/IOMatrix/Staffing-Patterns1.htm>

**California licensing** <http://www.ca.gov/Employment/Licenses.html>

**Salary.Com** <http://salary.com/>

**IPL's Associations on the Net** <http://www.ipl.org/div/aon/>

### CHABOT COLLEGE LIBRARY'S RESOURCES

#### CAREER DATABASES

**Careers Internet:** <http://www.chabotcollege.edu/Library/abby/careerdb.html>

**ONET:** <http://online.onetcenter.org/>

**LIBRARY CATALOG** <http://tinyurl.com/8mo5z>

Identifies the physical holdings of the library and a unique call number for each item

**Subject Search Terms:** *occupations, occupations – forecasting, vocational guidance  
specific occupational titles/fields (social worker/social work/human services)*

## TYPES OF HOLDINGS

### **Reference Materials** (resources that don't leave the library)

<i>Encyclopedia of Careers and Vocational Guidance</i>	REF HF 5381 E52
<i>Occupational Outlook Handbook</i>	REF HF 5381 A1 O362
<i>Occupational Outlook: East Bay</i>	REF HF 5382.5 U5 A43
<i>Career Guide to America's Top Industries</i>	REF HF 5382.5 U5 C315
<i>Career Information Center</i>	REF HF 5382.5 U5 C32
<i>Encyclopedia of associations</i>	REF HS 17 G334

### **Circulating Materials** (resources you can take home)

<b>Vocational Files</b> (same content as in Careers Internet)	green filing cabinets
<i>Opportunities in allied health careers</i>	R697.A4 K315 2005
<i>Life as a psychologist</i>	BF76 .O88 2006
<i>Careers in focus. Film</i>	PN1995.9 .P75 C37 2006
<i>America's top 101 computer and technical jobs</i>	LPC QA76.25 .F37 2004

## DATABASES OF MAGAZINE, JOURNAL AND NEWSPAPER ARTICLES

<http://www.chabotcollege.edu/Library/abby/dblist.html>

### **EbscoHost Academic Search Elite**

<http://tinyurl.com/34jgeg>

This multi-disciplinary database provides full text for more than 4,500 journals.

### **Lexis-Nexis Academic**

<http://tinyurl.com/22dgo8>

An interdisciplinary, full-text database of over 18,000 sources including newspapers, journals.

### **Vocational Guidance Titles**

<http://tinyurl.com/y99uxf>

Search individual online magazine titles, especially [Career World](#), [Careers & Colleges](#), and the [Occupational Outlook Quarterly](#).

## RESUMES, COVER LETTERS, AND ADDITIONAL JOB SEARCHING SITES

### **Resumes, and Cover Letters Online Handout**

<http://tinyurl.com/3v4njy>

Get tips on creating effective resumes and cover letters from this online handout.

### **Employment, Careers, and Study Abroad**

<http://tinyurl.com/adps5>

From the Library's online reference shelf, a directory to excellent career oriented websites.

### **Lexis-Nexis: Company Dossier Search:**

<http://tinyurl.com/2jhko5>

Learn about companies that you may want to work for.

## SEARCH THE WEB AT LARGE

### **Public WWW Sites Selected By Librarians**

<http://tinyurl.com/392a9x>

Search quality web sites, selected to just for you by the librarians who know you best.

This handout is found at: [http://www.chabotcollege.edu/library/handouts/Jobs\\_handout.pdf](http://www.chabotcollege.edu/library/handouts/Jobs_handout.pdf)

Psyc-Counseling students, to get access to Eureka online, go to: <http://www.eureka.org>