



Resources for Career and Employment Research

Career Choice and Exploration

<p>Firestone General and Humanities Reference HD5723 .O15</p>	<p><i>Occupational Outlook Handbook</i> http://www.bls.gov/oco/home.htm Published by the Federal government, this resource provides current overviews of careers and employment opportunities.</p>
<p>Firestone Social Sciences Reference Center HF5382.5.U5 C316</p>	<p><i>Career Guide to Industries</i> http://www.bls.gov/oco/cg/ A companion to the <i>Occupational Outlook Handbook</i>. Provides industry and job market information.</p>
<p>Firestone Industrial Relations HB2595 .O16 2004</p>	<p><i>O*NET Dictionary of Occupational Titles</i> http://online.onetcenter.org/ Information about skills and attributes required for different occupations. Complements the <i>Occupational Outlook Handbook</i>.</p>
<p>ONLINE Access through JerseyClicks</p>	<p><i>Ferguson's Career Guidance Center</i> A resource for career exploration. Includes career and industry profiles, selected contact information, and job hunting advice. Also includes information on scholarships and graduate education. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN or a NJ Public Library card.</p>

Finding Books

The Princeton University Main Library Catalog

- To search for general works on career selection and development, use the **Basic Search** to look for the **subject** *Vocational guidance*.
- To search for books on careers in an area of interest, use the **Basic Search** to look by **subject** for the field, with a subheading *Vocational guidance*.
Example: environmental protection-- vocational guidance

Ebrary

A collection of full-text e-books. Some are included in the library catalog, but many are not. Use keywords (text words) to describe a field or area of interest, and add the subject *vocational guidance*. Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN

Job Hunting

<p>ONLINE Access through JerseyClicks</p>	<p><i>Ferguson's Career Guidance Center</i> A resource for career exploration. Includes career and industry profiles, selected contact information, and job hunting advice. Also includes information on scholarships and graduate education. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN or a NJ Public Library card.</p>
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Finding Books

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To find books on job hunting strategies, try out these **subject** searches:

- Job hunting.
- Resumes (employment)
- Applications for positions.
- Employment interviewing.
- Cover letters.

Ebrary

A collection of full-text e-books. Some are included in the library catalog, but many are not. To find books on job hunting strategies, try out these **subject** searches:

- Job hunting.
- Resumes (employment)
- Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
- Employment interviewing.
- Cover letters.

Job Postings

Professional/trade magazines and newsletters

The publications and Web sites of professional organizations are good places to find job postings. To identify organizations in your field, check out *National Trade and Professional Associations of the United States* [Firestone Library, HD2425 .D65], or the online *Encyclopedia of Associations (Associations Unlimited)*.

Newspaper collection

The Princeton University Library subscribes to newspapers from across the country and around the world. Current issues are located in the Reserve Reading Room on **A Floor** of Firestone Library.

ONLINE and Print	<i>Chronicle of Higher Education</i> www.chronicle.com Includes job postings in all fields of higher education.
ONLINE	<i>ACM Portal (ACM Digital Library)</i> Includes a career resource center (with a job board) for computer professionals. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN.

Company, Organization, and Industry Research

ONLINE	<p><i>Factiva</i></p> <p>Company profiles and in-depth financial reports for publicly-traded corporations. To locate company information, select the Companies/Markets tab, then select "Company." Full reports include balance sheets, income statements, cash flow, competitors, peer comparisons, and key ratios. You can also get up to two years of daily stock prices for publicly-traded corporations; up to 5 years of monthly prices.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN.
ONLINE	<p><i>Hoover's Company Capsules & Profiles</i></p> <p>Provides profiles of public and private corporations, primarily U.S., but including selected foreign/international firms. Look here for a company overview, basic current and historic financials, competitors, rankings, and related industry information.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
Firestone Social Sciences Reference Center Financial Services Table	<p><i>Value Line Investment Survey</i></p> <p>Another source for brief profiles and selected financial data on publicly traded corporations.</p>
ONLINE Access through JerseyClicks	<p><i>Reference USA</i></p> <p>A directory of businesses and organizations in the U.S. and Canada (also includes a residential directory). Provides contact information, a very basic profile, and links to selected news sources. Especially useful for gathering information on small businesses.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN or a NJ Public Library card.
ONLINE	<p><i>Vault Guides</i></p> <p>A series of guides to major employers. Use Ebrary to locate a guide to a specific employer or field.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE	<p><i>Encyclopedia of Associations (Associations Unlimited)</i></p> <p>Provides contact information and short descriptions of international and U.S. national, regional, state and local organizations in all fields.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
Firestone Social Sciences Reference Center HD2721 .I63 1988	<p><i>International Directory of Company Histories</i></p> <p>Use this multivolume source to get background on major and mid-level companies.</p>
Firestone Social Sciences Reference Center Financial Services Table	<p><i>LexisNexis Corporate Affiliations</i> (formerly <i>Directory of Corporate Affiliations</i>)</p> <p>Use this source to find information about parent companies, subsidiaries, divisions, joint ventures, and corporate structure.</p>

Firestone Social Sciences Reference Center Financial Services Table	<i>Companies and their Brands.</i> Look here to find out what brand names belong to a company.
Firestone Social Sciences Reference Center HF5410 .M354	<i>Market Share Reporter</i> Provides selected information on market share.
Firestone Social Sciences Reference Center Financial Services Table	<i>Ward's Business Directory of U.S. Private and Public Companies</i> , 48 th ed. Use this source to find rankings by sales. Volume 5 provides rankings by SIC and Volume 8 provides rankings by NAICS code. This is a good way to find competitors and estimate market share.
ONLINE	<i>Edgar</i> http://www.sec.gov/edgar.shtml SEC filings for U.S. public companies from 1994 onward. Use to get annual (10K) and quarterly (10Q) financial reports on a public company.
ONLINE	<i>SharkRepellent.Net</i> Provides information about U.S. public companies, focusing on defense strategies. Use to get a snapshot of a company's vulnerability to takeover. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
Wallace Hall Stokes Library Reference HG4028.C6 N374	<i>National Directory of Corporate Giving</i> , 10 th ed. Use this reference tool to find information about a company's philanthropic activity.
ONLINE	<i>Guidestar</i> http://www.guidestar.org/ Free access to financial information about registered nonprofit organizations in the U.S. Registration required.
ONLINE	<i>Biography Reference Bank</i> Use to find biographical information about important people in company, organization, or industry. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE	<i>IBISWorld</i> Provides detailed reports on industries in the U.S. by sector and group (5-digit NAICS code). Reports include profiles, key statistics, market characteristics, industry conditions and performance, key players, and outlook forecasting. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
Firestone Social Sciences Reference Center Financial Services Table	<i>Standard & Poor's Industry Surveys</i> <i>Industry Surveys Monthly Investment Review</i> Use this source to find current overviews of major industry groups.

Articles on Companies, Organizations, People, and Events

ONLINE	<p><i>ABI/Inform</i></p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE	<p><i>Business Full Text</i></p> <ul style="list-style-type: none"> ▪ Overlaps with ABI, but includes many additional titles. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE Access through JerseyClicks	<p><i>Business Source Elite/Premier</i></p> <ul style="list-style-type: none"> ▪ Overlaps with ABI, but includes many additional titles. ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN or a NJ Public Library card.
<p>These three databases:</p> <ul style="list-style-type: none"> ▪ Index business and trade periodicals. ▪ Index scholarly periodicals in business, management, and finance. ▪ Cover U.S., regional, and international publications. ▪ Include full-text for many articles 	<p>Use to find these sources to find:</p> <ul style="list-style-type: none"> ▪ News about a company. ▪ Industry news. ▪ Market trends. ▪ Information about a company's products and/or services. ▪ Corporate culture
ONLINE	<p><i>The Foundation Center: Literature of the Nonprofit Sector</i></p> <p>Indexes the professional literature of the nonprofit sector. Use to find information about a nonprofit organization. Database provides citations and abstracts; to locate the full text of an information source, check the library catalog.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE	<p><i>Lexis Nexis Academic</i></p> <p>Provides access to a broad range of U.S. newspapers and selected foreign-language papers, and selected business publications. Use to find news articles about a company, organization, or industry.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE	<p><i>Factiva</i></p> <p>A service of Dow Jones and Reuters. Provides access to a broad range of national, international and regional U.S. news sources. Use to find news articles about a company, organization, or industry.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN
ONLINE	<p><i>Access World News</i></p> <p>Provides access to news sources around the world. Use to find news articles about a company or industry. Especially valuable when seeking non-U.S. news sources.</p> <ul style="list-style-type: none"> ➤ Available off campus to current students, faculty, and staff through the Library Proxy Server or VPN

Reference Sources

ONLINE	<i>Standard Industrial Code</i> http://www.osha.gov/pls/imis/sicsearch.html Go here to coordinate SIC numbers with their associated products or services.
Firestone Social Sciences Reference Center Ready Reference HF1042 .N678 2002	<i>North American Industry Classification System.</i> Go here to coordinate NAICS numbers with their associated products or services.
ONLINE	<i>Yahoo!® Finance Ticker Symbol Lookup</i> http://finance.yahoo.com/lookup Go here to find the ticker symbol for a company.