

Career Resources

Self-Evaluation: What kinds of jobs might suit you?

Free Sites

Career Development E-Manual <http://www.cdm.uwaterloo.ca/>

Princeton Review Career Quiz

<http://www.princetonreview.com/cte/quiz/?menuID=0&careers=6>

Career Info Net Skills Profiler <http://www.acinet.org/acinet/skills/default.aspx>

The Career Key http://www.careerkey.org/asp/your_personality/take_test.asp

Mapping Your Future <http://mapping-your-future.org/planning/>

Career Zone <http://www.nycareerzone.org/>

NJ Next Stop <http://www.njnextstop.org/>

Not Free

Campbell Interest and Skills Survey <http://www.advisorteam.com/ciss/>

Self-Directed Search <http://www.self-directed-search.com/>

Exploring Careers: Learn about different occupations and professions

General Information Sites

Ferguson's Career Guidance Center <http://www.fofweb.com/> (Scroll to the bottom of the page). This database is available from UCC networked computers (on campus) only.

Occupational Outlook Handbook <http://www.bls.gov/oco/> This government publication is the starting point for any career exploration.

Bureau of Labor Statistics <http://www.bls.gov> The Bureau of Labor Statistics makes statistical information about jobs and careers

Careers in Business <http://www.careers-in-business.com/>

Wet Feet Career Profiles <http://www.wetfeet.com/Content/Careers.aspx>

Workforce New Jersey. Learn about careers, what jobs are in demand, the education and skills needed.

Click on “Career Exploration Advice.” <http://www.wnjpin.state.nj.us>

New Jersey’s Hot 50. Second Edition. Lists the skills, abilities, knowledge, training/education requirements, 2001 average hourly earnings, job description and projected annual job openings pertaining to New Jersey’s demand occupations.

<http://www.wnjpin.state.nj.us/OneStopCareerCenter/LaborMarketInformation/Imi26/JERSEYHOT50.pdf>

Finding Magazine, Journal, and Newspaper Articles about Careers

Use UCC Libraries’ Databases to find periodical articles about careers.

- Search [ABI Inform](#), [Wall Street Journal](#), or [Business Source Premier](#) to learn about business jobs.
- Search [Cinahl Full Text](#), [Health & Wellness](#) or [Health Reference Center](#) for information about jobs in the health field.
- Search [Academic Search Premier](#) or [ERIC](#) for information about education.
- [LexisNexis](#) contains newspaper articles on many different careers.

Professional Associations and Unions

Nobody knows a career better than the people who work in that career. Professional associations hold conventions; publish magazines, journals, and newsletters; and hold press conferences. Much of this information can be found posted on their Web sites. Find the appropriate professional association or union for your career choice by looking at the Sources of Additional Information section in any [Occupational Outlook Handbook](#) article. Professional associations are also listed in [Ferguson’s Career Guidance Center](#) Database, or the *Encyclopedia of Associations* (Ref 061.3 En19as)

Educational Requirements

What college courses or degrees do you need to pursue your career? This information can be found in [Ferguson’s Career Guidance Center](#) or the [Occupational Outlook Handbook](#). But that’s just a start. It’s one thing to know that a college degree in, say, journalism is what you need to become a reporter. But you also need to know what you will be studying as you pursue your degree.

Find a college that offers your major by looking in *Barron’s*, *Peterson’s* or *Lovejoy’s* (Ref 378.73). Or look at [Ferguson’s Career Guidance Center](#) or Peterson’s online (<http://www.petersons.com>) Find the major requirements for your planned program of study by searching the Web site of the college or university where you propose to finish your four-year degree.

Check with the counseling department at UCC to learn how your coursework at UCC will transfer to another school when you're ready.

How can you know whether you are likely to succeed in a particular major or subject? You can find course syllabi online for many subjects at different colleges around the country, by going to a [search engine](#) and searching for "organic chemistry syllabus" or whatever subject you want to explore. Look at several syllabi to get a fuller picture of what is usually required in courses in your subject area.

Making the Connection between Education and Employment

You can get work experience while you're in college that is related to your choice of college major or profession. For some ideas about what kinds of jobs might be available, look at [Ferguson's Career Guidance Center](#), or the jobs clearing house at the Association for Experiential Education <http://jobsclearinghouse.aee.org/home>

Tools for Job Searching

Job Vacancy Announcements. Maintained by the New Jersey Department of Personnel about jobs in State, county and municipal governments. <http://www.state.nj.us/personnel/vacancy/vacancy.htm>

Public Service Employees Network. About government jobs and the civil service test. <http://www.pse-net.com/index.html>

NJ Newspapers at NJ.com Careers.

Quick search. Search individually the classifieds of Union County Weeklies; The Jersey Journal; The Star Ledger; The Times of Trenton; and more] <http://www.nj.com/jobs/>

New Jersey Civil Service Jobs <http://www.state.nj.us/personnel/jobs/index.htm>

LocalSource.com. Simultaneously search the employment classifieds of twenty-one Worrall Community Newspapers, such as The Cranford Eagle, The Independent Press, The Mountainside Echo. <http://www.adquest3d.com/adquest20/search.asp?brd=1847&pag=87>

Cranford Chamber of Commerce. Membership Directory. Some links to members' Websites are included. <http://www.cranford.com/chamber/members.asp>

Suburban Chambers of Commerce. Click Membership Directory to search by business category in Summit, New Providence and Berkeley Heights. <http://www.suburbanchambers.org/membership/index.cfm>

JobGusher. An online job recruitment service that includes tips on the entire employment process. <http://www.jobgusher.com>

Careers.org <http://www.careers.org/>

Cool Works.com “75,000 Jobs in Great Places” <http://www.coolworks.com>

Salary Center. Monster Career Center. This site includes a “salary wizard” and a “salary timer.” <http://content.salary.monster.com/articles/salary>

Jobs on the Web - Careers.Org. Dozens of links to sites for entry level jobs. http://www.careers.org/topic/01_jobs_91.html

Dress for Success. A not-for-profit organization helps low-income women make tailored transitions into the workforce. Each woman receives one suit when she has a job interview and a second suit when she gets the job. Locations include New York City, Jersey City and Morris County (Madison). <http://www.dressforsuccess.org/>

Career Gear. A nonprofit organization that fills the gap between job-training programs and employment by providing men with interview clothing, motivation and follow-up support that helps them get and keep jobs. Each man receives one suit when he has an interview and a second suit when he gets a job. Locations include New York City. <http://www.careergear.org>

New Jersey Works. This is a weekly television show which airs on New Jersey’s public television station Mondays at 6:30 pm and informs viewers on learning about different careers and finding new jobs. Businesses communicate the skills and training necessary to fill their available job openings. The show is sponsored jointly by the NJ Department of Education, the NJ Department of Labor, and New Jersey Network. <http://www.wnjp.com/welcome/point.htm>

Resume Help

UCC Libraries contain dozens of books about resumes and cover letters. Search the Libraries Catalog from our homepage: <http://www.ucc.edu/library>

About.com
http://careerplanning.about.com/od/resumewriting/Resume_Writing.htm

JobWeb http://www.jobweb.com/Resumes_Interviews/default.htm

Online Writing Lab at Purdue University
<http://owl.english.purdue.edu/handouts/pw/>

Other Recommended Career Sites:

Rutgers University Libraries Subject Resources
http://www.libraries.rutgers.edu/rul/rr_gateway/research_guides/busi/jobs.shtml

Internet Public Library Employment Resources
<http://www.ipl.org/div/subject/browse/bus31.00.00/>