

Not Just A Job - Study and Resource Guide

"Not Just a Job: Career Planning for Women" is an overview of the career exploration process. We investigated many different career counseling workshops and selected a nine week course, open to any interested woman, that is designed and conducted by Radcliffe Career Services. We condensed their course into a 35 minute program. This is not intended to substitute for career counseling, rather its purpose is to introduce you to new ideas, new ways of thinking and to suggest avenues to pursue in the process of career exploration.

In order to facilitate your understanding of the Radcliffe Career Services workshop, we have included those materials used by the workshop leaders in the presentation. The career exploration process will make the most sense if you do the exercises suggested in the video. These materials can be used by a class, by an individual, or in conjunction with a career counseling session.

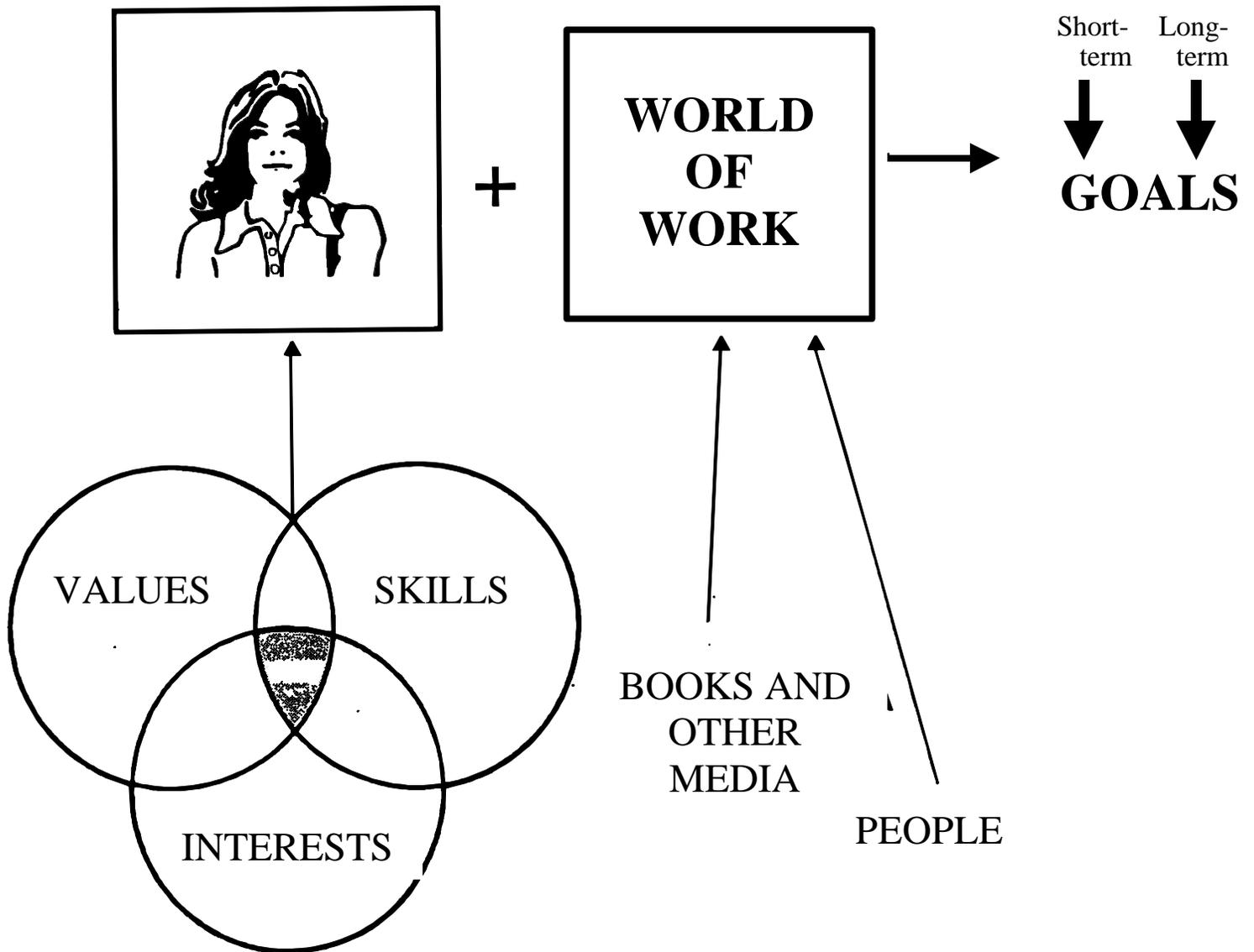
Included are:

1. a diagram of an overview of the career exploration process.
2. some common work values and their definitions. We are sure that you will discover many values that are not listed here and we expect that you will add new values to this list.
3. small cards listing 36 different values to be used in the "solitaire" exercise.
4. a questionnaire for determining your interests.
5. a questionnaire for determining your skills.
6. a list of functional skills and their definitions
7. an example of the brainstorming process.
8. a "name this job" exercise.
9. a chart about the decision making process.
10. a bibliography prepared by Radcliffe Career Services to further your work in career planning.

Good luck! We are a non profit organization and one of our most important goals is to provide material that helps break down barriers to women's progress. We want to hear your ideas and suggestions, so please write us at:

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Career Development Overview



These are some definitions to help you play "solitaire" with the value cards.
The object of this exercise is to pick out your top five values.

VALUES

<u>HELP SOCIETY:</u>	Do something to contribute to the betterment of the world in which I live.
<u>HELP OTHERS:</u>	Be involved in helping other people in a direct way, either individually or in small groups.
<u>PUBLIC CONTACT:</u>	Have a lot of day-to-day contact with people
<u>WORK WITH OTHERS:</u>	Have close working relationships with a group; work as a team toward common goals.
<u>AFFILIATION:</u>	Be recognized as a member of a particular organization.
<u>FRIENDSHIPS:</u>	Develop close, personal relationships with people as a result of my work activities.
<u>COMPETITION:</u>	Engage in activities which pit my abilities against others where there are clear win and lose outcomes.
<u>MAKE DECISIONS:</u>	Have the power to decide courses of action, policies etc.
<u>WORK UNDER PRESSURE:</u>	Work in situations where time pressure is prevalent and/or the quality of my work is judged critically by supervisors, customers, or others.
<u>POWER and AUTHORITY:</u>	Control the work activities or (partially) the destinies of other people.
<u>INFLUENCE PEOPLE:</u>	Be in a position to change attitudes or opinions of other people.

<u>WORK ALONE:</u>	Do projects by myself, without any significant amount of contact with others.
<u>KNOWLEDGE:</u>	Engage myself in the pursuit of knowledge, truth, and understanding.
<u>INTELLECTUAL STATUS:</u>	Be regarded as a person of high intellectual powers, or as one who is an acknowledged expert in a given field.
<u>ARTISTIC CREATIVITY:</u>	Engage in creative work in any of several art forms.
<u>CREATIVITY (GENERAL):</u>	Create new ideas, programs, organizational structures, or anything else not following a format previously developed by others.
<u>AESTHETICS:</u>	Be involved in studying or appreciating the beauty of things, ideas, etc.
<u>SUPERVISION:</u>	Have a job in which I am directly responsible for the work done by others.
<u>CHANGE and VARIETY:</u>	Have work responsibilities which frequently change in their content and setting.
<u>PRECISION WORK:</u>	Work in situations where there is very little tolerance for error.
<u>STABILITY:</u>	Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.
<u>SECURITY:</u>	Be assured of keeping my job and receiving a reasonable financial reward.
<u>FAST PACE:</u>	Work in circumstances where there is a high pace of activity; work must be done rapidly.
<u>RECOGNITION,</u>	Be recognized for the quality of my 'work in some visible or public way.

<u>EXCITEMENT:</u>	Experience a high degree of (or frequent) excitement in the course of my work.
<u>ADVENTURE-</u>	Have work duties which involve frequent risk- taking.
<u>PROFIT, GAIN:</u>	Have a strong likelihood of accumulating large amounts of money or other material gain.
<u>INDEPENDENCE:</u>	Be able to determine the nature of my work without significant direction from others; not have to do what others tell me to do.
<u>MORAL FULFILLMENT-</u>	Feel that my work is contributing significantly to a set of moral standards which I feel are very important.
<u>LOCATION:</u>	Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.
<u>PHYSICAL CHALLENGE:</u>	Have a job that makes physical demands which would find rewarding.
<u>TIME FREEDOM:</u>	Have work responsibilities according to my own time schedule; no specific working hours required.
<u>FAMILY:</u>	Importance of being able to spend quality time and develop relationships with family members, current and future.
<u>LEISURE:</u>	Time spent in the pursuit of hobbies, sports, activities, and interests that are not career related.
<u>ACHIEVEMENT:</u>	Sense that something has been accomplished successfully, especially by means of exertion, skill, practice, or perseverance.
<u>ADVANCEMENT:</u>	Importance of moving forward in your career through promotion.

Finding Out What You're Interested In

What books do you browse through in the bookstore?

What articles always interest you first in the newspaper/magazines?

If you won the lottery, what organizations/causes/ issues would you give your money to?

Who are the most interesting people you know—what do they do?

What sorts of information do you find most fascinating?

What would you most like to study or learn about if money were no object?

SKILLS IDENTIFICATION

DIRECTIONS:

1. Circle all the skills listed below which you have used. Think of classes, activities, past/present jobs or hobbies. (Proficiency not necessary to claim a skill.)
2. Select your top five skills from those circled. These should be skills you particularly *enjoy* using.
3. List below. These five represent your top five work skills.

1.

2.

3.

4.

5.

Functional Skills

Writing

copy writing for sales
creative writing, prose, poetry
expository writing, essays
report, memo writing
writing for a popular audience (journalism)

Representing

representing an employer to the public

Making Layouts

for printed media, newspapers, etc
for public displays, as in posters

Sketching

pictures of things, people
diagrams, charts, other symbols

Editing

newspaper, magazine pieces
book manuscripts, other manuscripts

Administering

a department of people, programs
a specific activity, such as a test

Deciding

making decisions about the use of money
making decisions involving the physical safety of others
making decisions about alternative courses of action

Classifying

sorting information into categories
deciding about placement of people into programs

Researching

extracting information from library
obtaining information directly from people
obtaining information from physical data

Analyzing

quantitative data, statistical data
physical or scientific data
human/social situations

Rewriting

technical language into popular form
revising articles or manuscripts

Assembling

technical apparatus or equipment
items of information into a coherent whole

Using Instruments

of a scientific nature
of a medical nature
related to motion, transportation

Inspecting

physical object, to meet standards
people, to determine criteria or detect information
Auditing
assessing the financial status of an organization
Recruiting
attempting to acquire the services of people for an organization

Interviewing

evaluating applicants to an organization

Processing

the orderly flow of electronic data
introducing an individual to the procedures of an organization
identifying the human interactions taking place in a group
channeling information through a system

Investigating

seeking information which individuals may attempt to keep secret
seeking the underlying causes for a problem

Corresponding

answering inquiries by mail
initiating letters with others
soliciting business by direct mail

Appraising

evaluating programs or services
judging the value of property
evaluating performance of individuals

Treating

treating physical ailments of humans, animals

Timing

organizing time efficiently so that many tasks are completed in finite time period
arranging an event so that it occurs at precisely the right moment

Coordinating

numerous events involving different people
great quantities of information
activities in different physical locations
events in time sequence

Observing

physical phenomena with great accuracy
behavior of human beings
social/historical changes

Collecting

money or services from people who owe items from widely scattered sources
many items in a single class (e.g. stamps)

Interpreting

other languages
obscure phrases or passages in English
meaning associated with statistical data

Examining

administering written tests
making a financial assessment
looking for physical /medical symptoms

Questioning

obtaining evidence in legal situations
asking creative questions in fluid situations

Exhibiting

showing publicly, or demonstrating

Distribution

products to people personally -
marketing products effectively, making them available to possible customers

Functional Skills,
continued

Controlling

exercising financial control
crowd behavior, behavior of children
environmental control operations

Protecting

protecting people from physical harm
protecting property from people
building protective devices or equipment
preventing destructive natural phenomena

Advising

giving financial counsel, advice
advice in an educational system

Measuring

obtaining accurate scientific measurements

mapping

mapping geographical, physical boundaries and space
putting sequences of events into graphic form

Predicting

forecasting physical phenomena
forecasting psychological/social events
forecasting the outcomes of contests
forecasting economic data

Coaching

guiding the activities of an athletic team
tutoring, in academic subjects, or other pursuits, on a one-
one basis

Creating

artistically (visual arts, performing arts)
new ideas for an organization
new ways of solving mechanical problems
inventing new apparatus, equipment

Repairing

mechanical devices, equipment
furniture, doors, walls, etc.

Negotiating

financial contracts
between individuals or groups in conflict

Record Keeping

orderly keeping of numerical data records
keeping log of sequential information
creating and maintaining files
clear and accurate financial records
orderly record of services rendered

Speaking

speaking publicly to an audience
speaking individually to many people
speaking on electronic media (radio, TV)
speaking with clear diction

Serving

providing a service to an individual
serving a product (e.g. food) to individuals

Printing

using mechanical printing equipment
printing letters carefully by hand

Selling

selling ideas to others personally
selling ideas with words
selling products to individual households
selling govt. policies to the public

Counseling

helping people with personal/emotional concerns helping
people with life development concerns; career,
finances, etc.
helping people with educational plans
helping people with family matters

Confronting

obtaining decisions from reluctant dragons
giving bad news to others
obtaining information from others who are unwilling to
disclose it
resolving personal conflicts with others

Politicking

generating support for one's ideas within an organization
generating financial support from another agency or
organization
attempting to influence policy within an organization or
company

Committee Working

attaining objectives through committee processes creating and
implementing committee structures

Designing

physical interiors of rooms
exteriors of buildings
plans involving processing of information

Constructing

mechanical apparatus
physical objects, furniture, etc.
involving house construction or similar

Compiling

gathering numerical, statistical data
accumulating facts in a given topic area

Setting Up

arranging for a demonstration of some physical apparatus
getting people and things ready for a show, an exhibit, or such

Reviewing

re-assessing the effects of a program
re-assessing the performance of an individual evaluating a
play, movie, etc.

Evaluating

assessing a program to determine its success in meeting its
objectives
judging the performance of an individual

Calculating

performing mathematical computations
assessing the risks of an activity that is contemplated

Translating

expressing the words of one language in the words of another
reducing sophisticated language to simpler terms Estimating
judging the likely costs of an operation
projecting possibilities of future income
judging physical space accurately

Explaining

justifying one's actions to others
making obscure ideas clear to others

*Functional Skills,
continued*

Planning

anticipating future needs of a company or organization
scheduling a sequence of events
arranging an itinerary, for a trip

Obtaining Information

from written sources, documents
from unwilling individuals

Preparing

scientific equipment or specimens
written materials for a presentation

Promoting

through written media
on a personal basis, one-to-one
arranging financial backing

Locating

finding people who are missing
detecting missing information
identifying sources of help for others

Arranging

social functions, events
meetings between specific people

Group Facilitating

facilitating the positive interaction of members of a group
specific facilitation involving therapy

Recording

numerical, quantitative data
scientific data, using instruments
using audio or video recorders

Operating

scientific equipment
mechanical devices, vehicles, etc.
electronic data equipment, computers, etc.

Handling Complaints

from customers of retail stores
from stockholders of corporations
from citizens to government agencies
from parents of school or college students

Dispensing

information to the public
materials, equipment, medicines, etc.

Displaying

ideas in artistic form
pictures for public display
products in store windows
equipment, mechanical devices

Updating

keeping a file of information up-to-date
completing historical record of a person
acquiring new information on an old topic

Proposal Writing

for government funding
for revising in-house operations

Budgeting

outlining the costs of a project
assuring that money will not be spent that exceeds available funds
using money efficiently, economically

Developing Mathematical Models

for scientific phenomena
for behavioral phenomena
for economic phenomena

Dramatizing

business/commercial ideas (e.g. advertising presentation)
social concerns, problems
working behind the scenes for dramatic events
Programming
electronic computers
developing and arranging sequence of events
Entertaining
on an in-person basis, to audiences
via electronic media
giving parties, social events

Fund Raising

on person-to-person basis, such as door-to-door
collecting for charity
from large foundations, organizations
for political candidates, in-person basis
through sale of products
through advertising methods

Teaching

in the school or college classroom
individuals to perform certain tasks (training)
tutoring individuals in certain subjects

Rehabilitating

helping people to resume use of physical limbs
working with patients through non-physical media, such as art, music, etc.

Laboratory Working

setting up scientific equipment
obtaining results from controlled experiments
Supervising
directly overseeing the work of others in a white-collar setting
supervising laborers, physical workers
overseeing a physical plant, building, set of apartments, etc.

Monitoring

following the progress of another person
observing progress on equipment, apparatus

Managing

being responsible for the work of others
having responsibility for the processing of information or data
guiding the activities of a team
having responsibility for meeting the objectives of an organization, or department (i.e. executive)

Meeting the Public

having position of a receptionist, greeter
giving tours
being a public representative of an agency
selling products in a public place
dealing with the public in a service capacity (i.e. policeman, barber)
acquiring information (survey-taker)

Functional Skills,
continued

Organizing

bringing people together for certain tasks
gathering information and arranging it in clear, interpretable form
arranging political activity, rousing the public to action

Outdoor Working

involvement with the land and its resources
involvement with animal life (conservation)
testing oneself against physical challenges
involvement with animals of nature (procuring)
collecting scientific data
recasting the land for commercial use

Persuading

influencing others to see your point of view
using influence with others where money is involved
persuading others to help you

Reading

reading large amounts of material quickly
reading written materials with great care
reading numbers or symbols at a great distance
reading illegible or very small writing

Imagining

new ways of dealing with old problems
theoretical relationships
artistic ideas or perspectives

Repeating

the same procedure many times
many attempts to obtain a difficult result

Anticipating

staying one step ahead of moods of the public
being able to sense what will be fashionable in consumer goods
expecting a problem before it develops, seeing the first signs

Toleration

misbehavior, lack of follow-through, or the mistakes of people for whom you are responsible
lack of support for the work you are doing
misunderstanding of the work you are doing
anonymity, no public rewards or recognition for your work

Hurrying

working at a fast pace
moving quickly from place to place

Abstracting/Conceptualizing

parts of a system into a whole
non--observable physical phenomena
ideas from surface events
new spatial relationships

Expressing Feelings

on a personal basis, to an individual
emoting powerfully to groups, audiences

Mediating

being a peacemaker between conflicting parties
acting as liaison between competing interests, or differing constituencies

Dealing with Pressure

risks toward self, physical and otherwise
risks toward others
time pressure, deadlines for getting work done complaints, abuse, etc. from others

Handling Detail Work

doing numerous small tasks within a short period of time
making sure that small details are not left unattended

Enduring

long hours of work
physical danger
people who are "difficult"
periods of being alone
physical hardship

Initiating

personal contracts with strangers
new ideas, ways of doing things, new approaches
Listening to extended conversations between others
to extended conversations from one person in order to help him/her
to recording devices, or other monotonous listening situations

Moving with Dexterity

being able to move athletically, with speed and grace

Working with Precision

on physical materials
with numerical data
in time and space situations calling for little error

Dealing with Unknowns

making decisions bases upon severely limited information
making hypotheses about phenomena virtually unknown

Delegating

distributing tasks to others
giving responsibility to others on a work team Trouble-

Shooting

finding sources of difficulty in human relations detecting sources of difficulty in a physical apparatus

Remembering

large quantities of information, for immediate recall names, faces, places, etc.
long sequences of events or instructions

Talking

for long periods of time, uninterrupted
able to sustain social chatter

Observing

small details in physical objects
small details in written materials

Finding

information from obscure, remote, or varied sources finding people who can be helpful to you or others

Motivating

others for peak physical performances
others for psychological efforts, helping them to overcome their inertia

This is an example of one person's brainstorming exercise. You need to pick out your top five interests, skills, and values and then intersect each set with each other.

BRAINSTORMING

Data on C. Jones

Skills

writing/researching
designing
teaching
sketching/photography

Interest

old homes
furniture
energy policy

Values

working independently
moving around on the job
using hands

MAIN FOCUS

INTEREST:

I love old houses

My skills are:

Writing/researching

Maybe I could:

write for local paper on historic homes

work for a national sites organization

research histories of houses for owners

designing

consult to owners who want to restore authentically

make doll house models

make museum exhibits

teaching

lead walking tours of historic areas

give course on architectural history of an area

sketching/photography

sketch or photograph homes for note paper of Christmas cards

do drafting for architectural firm

MAIN FOCUS

SKILL:

Writing/Researching

My interests are:

Old homes

Maybe I could:

write for local paper on historic homes

work for a national sites organization

research histories of houses for owners

furniture

research period furniture for a museum

write for an antiques publication

energy policy

investigate alternative energy sources

write material for public on energy conservation or using solar energy

write reports for environmental and energy consulting group

MAIN FOCUS

VALUE.

Using Hands

My interests are:

old homes

Maybe I could:

make museum exhibits

work on construction site renovating

make doll's house models

furniture

restore antique furnitu

upholster furniture

make miniature furniture models for doll's house

energy policy

work with solar energy devices

make materials for teaching public about energy alternatives

"NAME THIS JOB!"

I am looking for a job that...

uses these skills of mine:

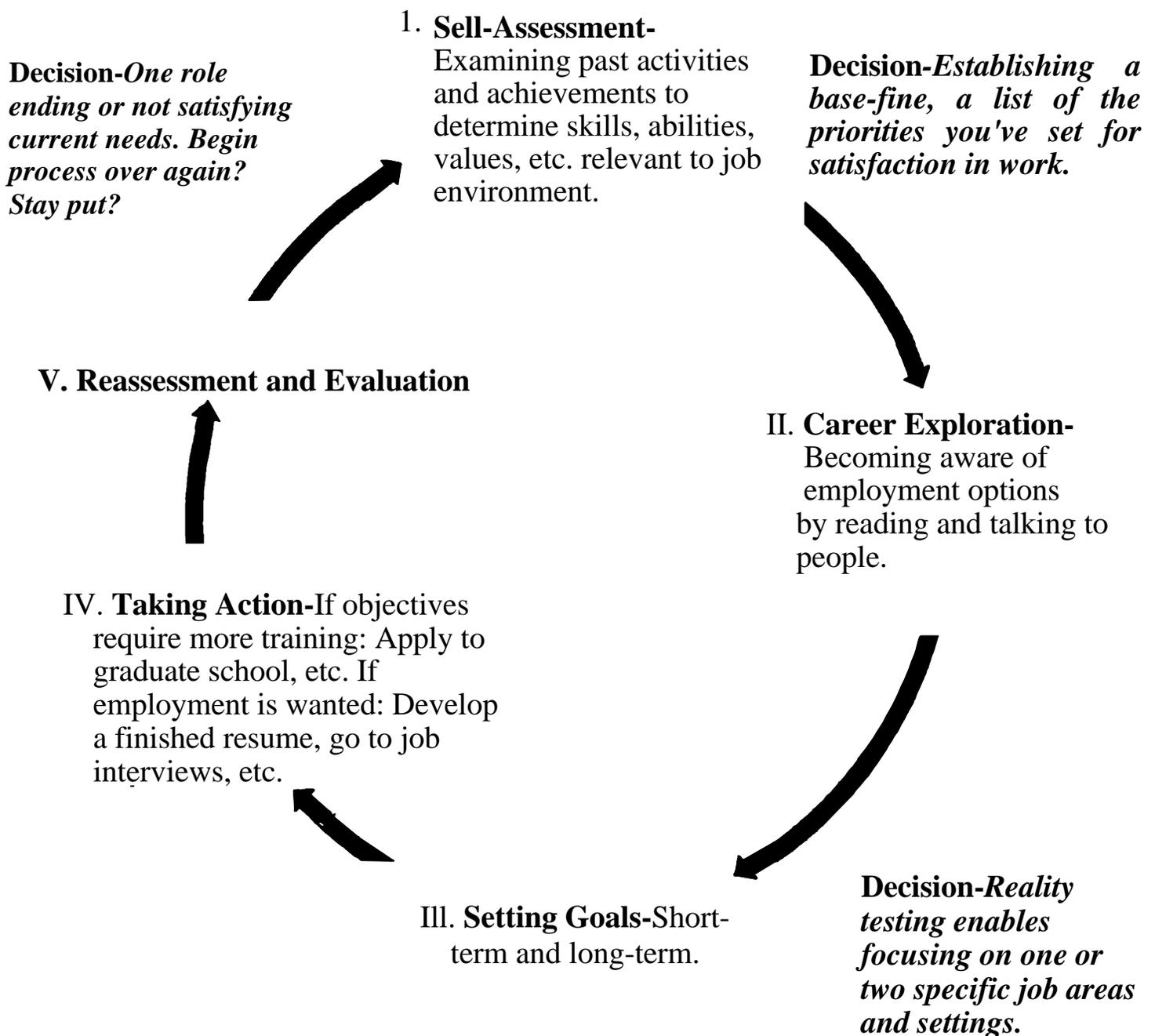
meets these values of mine:

and matches these interests of mine:

What kind of job does this sound like to you?

Do you know anyone who has a job like this?

DECISION MAKING PROCESS and THE CAREER DEVELOPMENT SPIRAL



RADCLIFFE CAREER SERVICES

SELECTED BIBLIOGRAPHY FOR WOMEN WHO ARE ...

job hunting for the first time re-
entering the job market
considering further training
contemplating a career change

Career exploring and job hunting are primarily information searches. In order to find work which is meaningful to you, you need to spend considerable time gathering data about yourself and about the world of work. This bibliography is intended as one tool to aid you in gathering this information. These books are all available at Radcliffe Career Services; many come in paperback and/or can be found in your public library.

We urge you also to use your local resources: Alumnae clubs, public libraries, government employment offices, continuing education programs, women's centers, YWCA'S, and other agencies and groups working with women and careers. In addition, we encourage you to build a support network for yourself since the career exploring/job hunting process can be an isolating one. This support network might be a group of other job hunters, or a friend with whom you meet regularly to give a progress report.

I. Identifying Your Skills, Interests, and Values

In order to focus on a career or a job hunt you need to know what skills, interests, and values you want to be reflected in your work. Looking at where the jobs are is not very helpful until you know something about what you want in terms of what *skills* you enjoy using, what work environments appeal to you, and what *content* most interests you.

Bolles, Richard Nelson, What Color is Your Parachute? Berkeley: Ten Speed Press., 1991 Sections B & IH3.

Catalyst, What to Do with the Rest of Your Life, New York: Simon & Schuster, 1980. Section B.

Farr, Michael, Getting the Job You Really Want. Indianapolis: Jist Works, Inc., 1988. Section IH3.

Feiger, Howard, The Complete Job Search Handbook, New York: Henry Holt & Co., 1998. Section JH3.

I Can: A Tool for Assessing Skills Acquired through Volunteer Service, New York: The Council of National Organizations for Adult Education, 1979. Section E.

Jackson, Tom, Guerrilla Tactics in the Job Market, New York: Bantam Books, 1978. Section JH3.

Jackson, Tom, How to Get the Job You Want in 28 Days, New York: Hawthorn Updated Edition, 1982. Section JH3.

Robbins, Paula I. Successful Midlife Career Change: Self-Understanding and Strategies for Action, New York: AMAQOM, 1978. Section B.

Scheele, Adele M. Skills for Success, New York: William Morrow & Co, Inc. 1979. Section B.

Scholz, Nelle Tun-Jin, Judith Sosebee Prince, and Gordon Porter Miller, How to Decide: A Guide for Women, New York: College Entrance Examination Board, 1975. Section B.

II. Learning about the World of Work- Selecting a Field

B. SPECIFIC INFORMATION: If you have identified a field you want to explore further, then you may want to consult materials which describe this field in depth. Such books and materials are available on almost every field. Here are some selected examples and sources:

Basta, Nicholas. Peterson's Top Professions. Peterson's Guides, Inc. 1989. Section A.

Catalyst, Career Opportunities Series. Information on careers such as accounting communications, engineering, fund raising, industrial management, psychology, publishing, real estate, travel, urban planning. 1985 Volumes I & 2. Section A

Norback, Craig, Ed. VGM's Career Encyclopedia. Lincolnwood, IL: VGM, 1988 Section A.

Norback, Craig, Ed. VGM's Handbook of Business and Management Careers, Lincolnwood Illinois, VGM Career Horizons, 1990. Section 2.

Norback, Craig, Ed. VGM's Handbook of Scientific and Technical Careers. Lincolnwood Illinois, VGM Career Horizons, 1990. Section A.

VGM's Career Opportunities Series: Information on Careers in the Various fields. Sections (1-10) & A.

Washington Research Associate, U.S. Employment Opportunities, Arlington, VA, 1989 Section A.

There are good books on careers in almost every field. Consult bibliographies in general career exploration books and professional journals; use public and career libraries. Also, ask women and men working in particular fields for their suggestions.

III. Interviewing for Information and Building a Contact Chain

To supplement your book research, you need to research people in the field(s) you are exploring. Your purpose is to interview selected experts and employers, not for jobs, but for information you need to a) further refine your job objective, b) clarify what the career routes are, what training you might need, and what the job and field are like, c) find other people who can help you further. "Interviewing for information" not only increases your knowledge about a career, but also makes you more visible and helps you establish a network of people you can contact later in your actual job hunt. Since it is estimated that only 15-20% of the jobs available are advertised by traditional methods, you need this access to the "hidden job market"

A. CONTACTS: THE SOURCES

All the people you know (former employers, teachers, co-workers, Professionals in your neighborhoods family, friends) know other people. Ask them for the referrals you need to people in the field you are exploring. Though you may feel that you are imposing on them in fact people are usually glad to talk about what they do, and you are not asking them for a *job* at this point.

Write to the authors of articles in professional journals or other publications which interest you, asking them for a small amount of their time.

Use course catalogues to identify instructors of courses related to your exploration. Call or write to them, asking for an appointment

Track down a person or organization you read about in the newspaper or heard about at a conference. Make an appointment to ask him or her more about what he or she is doing.

Radcliffe Referrals. If you live in Boston, you may use a career advisors' file of local alumnae and others who have agreed to share their work experience. This service is available only for counseling clients. If you live outside Massachusetts, contact your local Radcliffe Club for suggestions of names of alumnae to talk with.

Jackson, Tom, Guerrilla Tactics in the Job Market, New York: Bantam Books, 1978 (Chapter 6). Section JH3.

Jackson, Tom, How to Get the Job You Want in 29 Days, New York: Hawthorn Updated Edition, 1982. Section JH3.

Krannich, Ronald L. & Krannich, Carol R. Network Your Way to Job and Career Success. Manassas, VA: Impact Publishers, 1989. Section C.

Massachusetts Women's Directory of Professional Associations and Networks: Women's Job Counseling Center, Cambridge, MA, 1989. Section C.

B. INTERVIEWING FOR INFORMATION

Bolles, Richard, What Color is Your Parachute? Berkely: Ten Speed Press, 1991 Section B & IH3.

Irish, Richard, Go Hire Yourself an Employer, Anchor, 1973. Section JH3.

Jackson, Tom, How to Get the Job You Want in 28 Days, New York: Hawthorn Updated Edition, 1982. Section JH3.

Stoodley, Martha. Get a Real Job! Information Interviewing. Los Gatos, CA: Stoodley and Associates, 1989. Section JH2.

IV. Identifying Potential Employers

When you have identified and explored a field which interests you, but don't yet know where you might work (though you know what skills you most want to use), you are ready to identify the possible employers/organizations within your area which use people with your skills and serve your goals. At this point you won't necessarily know whether there are specific job openings. First you need to do as much research on the company or organization as you can, including the name of the department head or director with whom you would like to speak. What Color is Your Parachute? Chapter 6, explains in detail this step in the job hunting process. The techniques outlined in the Interviewing for Information readings apply here too, though you are probably now at a more specific stage in your exploring. You are now trying to locate the kinds of organizational settings which suit your work values rather than a career/field in general.

The following resources are a selection of what is available to help you make a list of potential employers:

Burek, D., Kiek, K- & Novallo, A., (Eds) Encyclopedia of Associations. Detroit: Gale Research Inc, 1989. Section JH4.

The Career Guide 1990; Dun's Employment Opportunities Directory Parsippany, NJ: Dun's Marketing Services, Inc., 1989. Section 2.

Career Opportunity Index CRS Publications 1988. Section JH4.

Directory of Corporate Affiliations, 1989. National Register Publishing Company, 1989. Section 2.

The Directory of Massachusetts High Technology Companies. Watertown, MA: Mass Tech Times Inc, 1989. Section 10B

Feingold, Norman and Glenda Ann Hansard-Winkler, 900,000 Plus Jobs Annually: Published Sources of Employment Listings, Garrett Park, MD: Garrett Park Press, 1982. Section JH4.

Fleming, Charles. Executive Pursuit, New York: Mentor Books, 1989. Section JH3.

Goldstein, Amy J. & Heely, Donna L. (Eds.) Peterson's Business and Management Jobs, 1992. Princeton: Peterson's Guides, Inc. 1989. Section 2.

Goldstein, Amy J. & Heely, Donna L. (Eds.) Peterson's Engineering, Science, and Computer Jobs, 1990. Princeton: Peterson's Guides, Inc. 1989. Section 10.

Hall, George, Directory of Massachusetts Manufacturers 1988-89, Boston: George D. Hall Company, 1988. Section 2.

Harkavy, Michael D. & The Philip Lief Group. The 100 Best Companies to Sell For. Canada: John Wiley and Sons, Inc., 1989. Section 2.

How to Find Information About Companies, Washington: Washington Researchers, 1981. Section 2.

Human Service Yellow Pages of Massachusetts. Somerville, MA: Thorndike Press, 1990. Section 7.

Levering, R., Moskowitz, M. & Katz, M. ne 100 Best Companies to Work for in America. New York: New American Library, 1987. Section 2.

Lott, Catherine S. & Lott Oscar C. How to Land a Better Job. Lincolnwood, Indiana, VGM Career Horizons, 1990. Section JH3.

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Washington Information Directory 1989-1990. Washington: Congressional Quarterly Inc., 1989.
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Wegmann, Robert & Chapman, Robert. The Right Place at the Right Time. Berkeley, CA: Ten Speed Press, 1987. Section JH3.

Zeitz, Bailer & Durley, Lorraine. The Best Companies for Women. Simon & Schuster, 1988. Section 2.

Consult also:

Yellow Pages of your local phone book under Associations - call or write members for member listing or directories (e.g. Mental Health Association usually publishes a directory of area resources).

Local Chamber of Commerce - call for information about local directories.

Public Library - local and national directories in many fields (e.g. Broadcasting Yearbook, National Health Directory).

Local newspapers - look at classified ads for organization names even though the specific jobs may not appeal to you.

V. Cover Letters and Resumes

Many job-hunting books on the market include sections on cover letters and resumes. Here are some excellent sources.

Beatty, Richard H. The Perfect Cover Letter. New York, John Wiley & Sons, 1989. Section JH3.

Block, Deborah P. How to Write a Winning Resume. Lincolnwood, Illinois, VGM Career Horizons, 1989. Section JHI.

Jackson, Tom, The Perfect Resume, New York: Doubleday Books, 1981. Section JHI.

Krannich R. & Banis W. High Impact Resumes and Letters, Manassas, VA: Impact Publications. 1988. Section JHI.

Parker, Yana, The Damn Good Resume Guide, Berkeley, CA: Ten Speed Press, 1983. Section JH I -

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Yate, Martin J. Resumes that Knock 'Em Dead. Holbrook, MA. Bob Adams, Inc., 1988. Section JHI.

VI. Job Interviews, Salary Negotiations, Moving Up

Beatty, Richard. The Five Minute Interview. New York, John Wiley and Sons, 1986. Section JH2.

Krannich, Caryl R. & Krannich, Ronald L. Interview for Success. Manassas VA: Impact Publications, 1988. Section JH2.

Marcus, John J. The Complete Job Interview Handbook. New York: Barnes and Noble Books, 1988. Section JH2.

Medley, Anthony 3. Sweaty Palms: T'he Neglected Art of Being Interviewed New York: Lifetime Learning Publications, 1984, updated. Section JH2.

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VII. Women and Work- Strategies and Issues

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Dougherty, David E. From Technical Professional to Corporate Manager. New York: John Wiley & Sons, 1984. Section B.

Elderwich, Jerry, Burnout: Stages of Disillusionment in the Helping Professions, New York: Human Services Press, 1980. Section 1.

Falvey, Jack, What's Next? Career Strategies After 35. Charlotte, Vermont: Williamson Publishing, 1987. Section B.

Germann, Richard, Diane Blumenson and Peter Arnold, Working and Liking It, New York: Fawcett Columbine, 1984. Section B.

Gould, Richard, Sacked: Why Good People Get Fired and How to Avoid It. New York: John Wiley & Sons, 1986. Section B.

Grothe, Mardy & Wylie, Peter. Problem Bosses: Who They are and How to Deal with Them. New York: Fawcett Crest, 1987. Section B.

Harragan, Betty Lehan, Knowing the Score: Play-By-Play Directions for Women on the Job, New York: SL Manin's Press, 1983. Section B.

Hardesty, Sarah and Nehama Jacobs, Success and Betrayal: The Crisis of Women in Corporate America. New York: Simon & Schuster, 1987.

Hyatt, Carole and Linda Gottlieb, When Smart People Fail: Rebuilding Yourself Success. California: Career Research and Testings, 1988. Section B.

Jaffe, Dennis T. & Scott, Cynthia D. Take this Job and Love it, New York: Simon & Schuster, 1988. Section B.

Josefowitz, Natasha, Paths to Power: A Woman's Guide from First Job to Top Executive, Reading, NIA: Addison Wesley Publishing Co., 1982. Section B.

Kanter, Rosebeth Moss, Men and Women of the Corporation, New York: Basic Books, Inc., 1977. Section B.

Kennedy, Marilvn Moats, Career Knockouts: How to Battle Back Chicago: Follett Publishing Company, 1980. -I- - etion B.

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- Lewis, W. and N. Schuman, Fast Track Careers. New York: Wiley, 1987.
- Morrison, Ann, Randall P. White, Ven Van Velsor, Ellen, and the Center for Creative Leadership. Breaking the Glass Ceiling: Can Women Reach the Top of America's Largest Corporations? Reading, MA: Addison- Wesley, 1987.
- Ross, Susan Deller and Ann Barcher, The Rights of Women. New York: Bantam Books, 1983. Section H.
- Scheele, Adele, Skills for Success. New York: William, Morrow & Co., 1979. Section B.
- Schenkel, Susan. Giving Away Success. New York, McGraw IEII Book Company, 1984. Section B.
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- Woods, David Lee, My job, My Boss. and Me. Belmont:, CA: Lifetime Learning Publication, 1980. Section B.
- Wheatly, Meg, and Marcie Schorr Hirsch, Managing your Maternity Leave. Boston: Houghton Mifflin Book Co., 1983. Section 1.
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These are some of the resources available at Radcliffe Career Services Library.

The R.C.S. Library offers a broad range of materials to assist our clients throughout the entire job search process.