

Books offer hints in job search

Texas A&M University's Placement Center recommends the following list of books to help students with their career planning and job searches.

Highly Recommended

Are You an Occupational Ignoramus? Most students Are ... And It's Risky Business, Brown, Newell; Director of Career Services, Princeton University, The College Placement Council, Bethlehem, Pa. 1977.

Presents statements made by the average person with regards to careers. Provides stimuli to get your brain going on "where do you go from here." Also shows the importance of the Career Planning and Placement Office.

Dress For Success, Molloy, John T. and Thomas Hunber, Warner Books, 1975.

Discusses how to dress properly in the business world. Research proves that the clothes you wear can evoke conditioned responses from the people you want to impress.

Job Hunting for the College Graduate, John Erdlen and Donald Sweet, D.C. Health and Co., Lexington, Mass., 1979.

A good general job search guideline. From the beginning of the thought process, through the actual interview. Includes good comments on interview preparation, cover letter context and resume format.

So You're Looking For A Job, The College Placement Council, Inc., Bethlehem, Pa. 1975.

Provides assistance to students in getting to know about themselves and what employees are lookig for when they interview candidates.

The Quick Job-Hunting Map, Bolles, Richard N., Ten Speed Press, Berkeley, 1977 (Revised).

An instrument designed to identify one's skills, determine where those could be used, and how to identify employers who use those skills and get hired. Use seven examples from one's past, provides an eleven page checklist of skills, and outlines a three-step interviewing process.

The Three Boxes of Life and How To Get Out of Them, Bolles, Richard N., Ten Speed Press, Berkeley, 1978.

An introduction to life/work-planning. Describes some very practical tools which everyone can use to blend the three boxes (or stages) of life; learning, achievement, and leisure. Includes "The Quick Job-Hunting Map."

What Color is Your Parachute? A Practical Manual for Job-hunters and Career Changes, Bolles, Richard N. Ten Speed Press, Berkeley, 1978 (Revised).

Describes the ineffectiveness of the traditional job search, and presents a comprehensive alternative method, including skills identification, and an interviewing technique. Also includes additional references. Particularly valuable for those for whom a conventional job-hunting plan may be unproductive.

Who's Hiring Who, Lathrop, Richard, Ten Speed Press, Berkeley, 1977.

Previously published elsewhere, the book shows the new

job seeker how to cope with today's job market and how and where to get the 600,000 monthly job openings. Particularly good section on resumes with variety of examples.

Recommended

Tea Leaves: A New Look At Resumes, Bolles, Richard N., Ten Speed Press, Berkeley, 1977.

In a job market where face-to-face contact is the most productive method of job hunting, shows how to create a personal profile that will survive the brutal elimination process, reach the hands of the hiring influence, and get one an interview.

Jobs 1979: Where They Are—How to Get Them, Wm. N. Yeomans, Berkeley Publishing Corp., 1979, New York.

In lively and occasionally amusing prose, **Jobs 1979** presents the 1979 college graduate with a comprehensive guide to getting a job. The author has many years' experience in the business world. He has recruited and hired thousands of young people and not only knows his subjects but is alert to current employment conditions.

Where Do I Go From Here With My Life? Bolles, Richard N., Crystal, John C., Seabury Press, New York, 1974.

A very detailed step-by-step explanation of Crystal's very comprehensive system of life/work planning, a manual for students of all ages, instructors, counselors, career seekers and career changers. Uses one's autobiography to identify skills, factors which determine where to use those skills, and an innovative system for gathering information about employers. Designed primarily for group instruction, this 16 segment manual presents each assignment from the viewpoint of the student, counselor and instructor.

PATH: A Career Workbook for Liberal Arts Students, Figler, Howard E., Carroll Press, Cranston, R.I., 1975.

Twenty practical exercises are presented to give a clear picture of one's values, priorities, talents and abilities which come naturally, and how life and work priorities have much in common. Focus is on liberal arts students but applicable to anyone.

Here is a list of career development books recommended by Robert B. Nelson, author of "The Job Hunt — The Biggest Job You'll Ever Have":

"Goals ... Your Career: How to Plan It—Manage It—Change It, Buskritt, H. Richard, Boston, MA, 1976.

Job Guidance Series Nos. 1-40, The Air Force Times, November 20, 1968 to August 5, 1970. Available from Crystal Management Services, INC. 6825 Redmond Drive, McLean, VA 22102.

Dictionary of Occupational Times, Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402.

The Complete Job-Search Handbook, Figler, Howard E., Holt, Rinehart and Winston, New York, NY 1979.

Functional Job Analysis Scales: A Desk Aid Method For Manpower Analysis No. 5, Fine, Sidney A., W.E. Upjon Institute for Employment Research, 300 South Westnedge Avenue, Kalamazoo, Michian 49007.

Planning Your Future: A Workbook For Personal Goal Setting, Ford, George A. and Lippitt, Gordon L., University Associates. 7596 Eads Ave, La Jolla, CA, 1972.

Good News For College Grads, An annual survey by Changing Times, The Kiplinger Magazine, 1729 H. St. NW, Washington D.C. 20006

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Questions ...

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What should I do if I think I'm being stalled?

Employers often put an applicant on hold. This may be because they are waiting for final approval of the position of because they think they can attract more qualified applicants if they delay. You can force the issue subtly by alluding to another job offer, or you can be more blatant by giving a date by which you need to know. Either method indicates you have a sense of value and self-worth and are not willing to be put off. Be careful, though, not to appear too demanding.

I was rejected, but I have no idea why?

Chances are small that you'll ever get the real reason. If you ask, you will be told the reason that you expect to hear. No one

likes to argue with a rejected applicant. If, however, you felt that you did have a good chance, you should persist and acquire information that can help you for your next interview. The feedback as to how you came across is essential to keep you from working in a vacuum. Remember that the entire job-hunting process can be learned experience, and potential for learning is greatest with rejections.

What else?

If you get an offer, remember that it is on a contractual basis and get all your cards on the table. Do you plan to go home for three weeks withing two months? Can you push for an early performance review of extra training? When can you expect a salary increase? Most of all: be humble and grateful.