

Guidance and Counseling Resources @ MCCE

Content Strand: Career Development

Big Idea 7: Applying Career Exploration and Planning Skills In the Achievement of Life Career Goals

****Concept: Integration of Self-knowledge into Life and Career Plans***

C&E 10.0050 P2669

Focus on the Future: A Career Development Curriculum for Secondary School Students

Nancy Perry and Mark VanZandt

NEW YORK, NY, INTERNATIONAL DEBATE EDUCATION ASSOCIATION, 2006.

BOOK — This curriculum focuses on career development for secondary school students. Through a series of 36 lesson plans, students learn about their interests, abilities, values, and aspirations, and relate them to occupational choices. They explore career and educational options and develop a career plan that outlines the educational and occupational preparation required to pursue their career choice. Assists students in answering Who am I?, Where am I going? and How do I get there? Each lesson plan contains learning objectives, materials needed, teacher prep tips, step-by-step activities, activity or resource sheets, and discussion questions.

C&E DVD ROM 1.3

Matching Your Skills, Talents and Ambitions to a Dream Career

Human Relations Media

MOUNT KISCO, NY, HUMAN RELATIONS MEDIA, 2006.

DVD ROM — Using the experiences of real-life teens and young adults, this program coaches viewers on how to pinpoint their talents and aptitudes, evaluate qualities they would like to find in a "dream" job, and match up those characteristics to find a career uniquely suited to them. Showcases four young people as they embark on their careers as chef, pilot, photographer and stand-up comedian. Demonstrates the connection between each career choice and the personalities, skills, and talents that match up for success. Grades 7-College. Includes teacher resource guide. 15 minutes.

C&E DVD ROM 1

What Would I Be Good At? Exploring Careers

Sunburst Visual Media

PLANVIEW, NY, SUNBURST VISUAL MEDIA, 2000.

DVD ROM — Guided by two narrators, young teens have the opportunity to recognize their strengths, preferences and interests and identify career categories that showcase their talents. Part one focuses on six personality types. Part two connects students' personality types to jobs at a local hospital--matching their interests and natural abilities. grades 5-9. 22 minutes. Includes teacher's guide in 3-ring binder.

C&E DVD ROM 20

Career Assessment: Finding a Career That Fits

LINX Educational Publishing, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.

DVD ROM — This program is designed to help viewers assess their aptitudes and interests, work style, skills, abilities, likes and dislikes to determine which careers are best for them. Gives a step-by-step process to finding the right career choice. Includes a look at the Holland Codes as well as other self-directed assessment materials. High School, Post-secondary and Adult. 18 minutes.

C&E DVD ROM 64

Got a Job: Great Jobs that Teach New Skills!

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2007.

DVD ROM — First time workers can have a hard time picturing themselves in the workplace, this program brings the viewer to the workplace where they can see and hear young people talk about their experiences as a pet sitter, swimming teacher, food service worker, camp counselor. These examples of real workers show students that they will get more than just a paycheck from their work experience: they gain self-confidence, organizational and time-management skills and other qualities that will help them with their lives. 17 minutes. Middle School to Adult audiences.

C&E DVD ROM 51

The Right Job for Your Personality

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This program shows viewers how to select a rewarding and satisfying career by engaging in a reflective self-assessment process—a process designed to help them gain insights into themselves by looking at different aspects of their lives including their interests, skills, education, training, values, and lifestyle. Shows how to identify and organize a variety of personal information into a form that's optimal for making informed career decisions! High School. 11 minutes.

C&E DVD ROM 23

Careers: Exploring the World of Work

Sunburst Visual Media

HAWTHORNE, NY, SUNBURST VISUAL MEDIA, 2006.

DVD ROM — Based on the framework of the Holland Hexagon, this program uses a variety of vignettes to explore six personality types. Interviews with actual workers give students a first-hand look at what types of job match these personalities and strengths. Grade level: 9-12. 26 minutes.

C&E DVD ROM 29

My Brand New Life: School's Out

Film Ideas, Inc.

WHEELING, IL, FILM IDEAS, INC., 2005.

DVD ROM — Three students swap duties for a day with a teacher, principal and school janitor. Sometimes funny, sometimes serious, all three youngsters get a wake-up call with their new experiences. Grades 5 - 9. 23 minutes.

C&E DVD ROM 24

Career Exploration & Planning: What Will I Do With My Life?

LINX Educational, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, INC., 2003.

DVD ROM — This program helps the viewer look at ways to explore career fields to learn more about the options. It tells how to assess interests, skills, and abilities and suggests ways to use the "Occupational Outlook Handbook" and "O*NET Guide" to match up with the right career. Then it shows how to begin planning for the career you want...what education or training is needed, any licensing or certification required. Suggests job shadowing, internships, volunteering, and part-time jobs to learn more about a career field. Grades 6-12. 25 minutes.

C&E DVD ROM 24.1

Who Are You? Planning & Evaluating Your Career

Linx Educational Publishing Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING INC., 2005.

DVD ROM — This program shows the viewer how to assess the things that they like to do and how to apply them to career choices. 20 minutes.

C&E DVD ROM 65

Where Do I Fit In? Part 1 of Get a Job! A Video Guide for Teens

Career Kids, LLC

AUBURN, CA, CAREER KIDS, 2004.

DVD ROM — This program takes a look at interests, goals and values, lifestyle and personality to help find the best match for a job or career. Middle school and high school. 22:14 minutes.

C&E DVD ROM 52

Career Evaluation

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This program illustrates how to relate interests, skills, education, training, values, and lifestyle to specific occupations in the world of work. Based on the notion that you do best at what you really like to do, this program shows viewers how to find an occupation with job requirements that closely match their interests. High School. 10 minutes.

C&E 10.0050 C162.1

Career Camp for Middle School: Teaching Career Awareness and Life Skills in Grades 6-8.

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2009.

BOOK — Career Camp is a 10-lesson plan to teach career awareness in grades 6-8. Flexible, so each unit and individual lessons can stand on it's own. Includes: What is Work and Why We Work; Our Responsibilities to Home and School; What are Non-traditional Gender Careers?; Jobs in Your Community and Community Service; Making Good Choices and Interacting With Others; Money Management; Self-knowledge; Assessment and Portfolios; High School Planning; School-to-Work. Grades 6-8.

C&E 10.0050 P266

Exploring Future Options: A Career Development Curriculum for Middle School Students

Nancy Perry and Zark VanZandt

NEW YORK, NY, INTERNATIONAL DEBATE EDUCATION ASSOCIATION, 2006.

BOOK — This curriculum introduces middle school students to career development and helps teach them the importance of planning for their future. In a series of 36 lesson plans that stress learning through activity, students gain self-knowledge, explore career and educational options and begin basic career planning. Each lesson contains learning objectives, materials needed, teacher prep tips, step-by-step activities, activity or resource sheets and discussion questions.

Concept: *Adaptations to World of Work Changes

C&E DVD ROM 24.2

Exploring Career Clusters and Paths

JIST Publishing

ST. PAUL, MN, JIST PUBLISHING, 2008.

DVD ROM — This program features real students describing their interests, what they like to do, and what they are good at as the basis for exploring career options. Next, the program demonstrates how this insight is fundamental to a young person's career exploration. Career experts describe basic strategies young people can do to find their career interests and career direction. Emphasizes the relationship between school subjects and careers. Students learn how to explore their career clues and how to consider opportunities in the 16 U.S. Department of Education career clusters. Career information sources, such as reference books and Web sites, are also discussed. Information about networking, volunteering, and internships connect students to ideas for gaining work experience and learning more about careers. 20 minutes.

C&E 11.0000 O441.1

Career Clusters: Project-Based Learning Activities for Grades 9-12

Curriculum and Instructional Materials Center

STILLWATER, OK, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 2006.

BOOK — Sixteen stand-alone project-based activities. Includes teaching instructions and suggested resources, including relevant web sites.

C&E DVD ROM 24.3

Introduction to Career Clusters

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2009.

DVD ROM — Introduces students to the 16 career clusters developed by the U.S. Department of Education. Each cluster shows a variety of people in their jobs, as well as the skills, interests and school subjects helpful for success. Provides students with information to begin their career exploration activities. Approximately 28 minutes.

C&E KIT 6

A Career Cluster Journey

National Career Technical Education Foundation

STILLWATER, OK, NATIONAL CAREER TECHNICAL EDUCATION FOUNDATION.

KIT — Introduces middle-grade students to Career Clusters through a colorful poster and teacher's guide. Information for counselors and teachers, activity pages, and lesson plans are provided in the teacher's guide to reinforce the Career Clusters.

C&E KIT 5

Career Clusters Tour Guide - Module 1: Introduction

National Association of State Directors of Career Technical Education Consortium

WASHINGTON, D.C., NATIONAL CAREER TECHNICAL EDUCATION FOUNDATION, 2005.

KIT — A tool designed to introduce audiences to the basic concept of the States' Career Clusters Initiative Framework and to provide methods to connect the educational community with business and industry. Valuable resources needed to initiate the Career Clusters concept accompany the guide, and the notebook includes Pathway models, sample Plans of Study, and activities.

C&E KIT 5.1

Career Clusters Tour Guide Module 2: Implementation

National Association of State Directors of Career Technical Education Consortium

WASHINGTON, DC, NATIONAL ASSOCIATION OF STATE DIRECTORS OF CAREER TECHNICAL EDUCATION CONSORTIUM, 2007.

KIT — Provides a step-by-step process, with specifics on strategic planning, curriculum alignment, and incorporation of the Career Clusters framework into a school's educational plan. Includes sample Pathway Plans of Study, sample strategic planning documents and Internet resources.

C&E DVD ROM 63.1

Workplace Basics: Essential Skills for Success

Sunburst Visual Media

PLAINVIEW, NY, SUNBURST VISUAL MEDIA, 2006.

DVD ROM — This program is designed to help students recognize the connection between the skills they learn in school and their success in the workplace. Two young hosts introduce vignettes and a short on-screen quiz after each section. Grades 7 - 12. 25 minutes.

C&E VIDEO 21

Transferable Skills: Using Everything You've Got To Advance

NaJor Educational Publishing

INDIANAPOLIS, IN, NAJOR EDUCATIONAL PUBLISHING, 2003.

VIDEO — This practical video presentation shows how to identify transferable skills and apply them to current or future work situations. 20 minutes.

Concept: *Respect for All Work

C&E DVD ROM 45.1

Career Advantage: Strategies for Success-The Changing Workplace: Technology and Globalization

Cambridge Educational

LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2004.

DVD ROM — This program focuses on how technology has changed work, and outlines basic concepts of how and where work can happen. Students are introduced to the principles of global business and the skills essential to stay employable in a global economy. 27 minutes.

C&E DVD ROM 81

You're Graduating: Now What?

A Film Ideas Production

WHEELING, IL, FILM IDEAS, INC., 2007.

DVD ROM — Young adults will be faced with new situations, many have little to do with what they learned in school. The feeling of starting over and becoming self-reliant can be frightening and for some immobilizing. This program is part of a series providing assistance for dealing with job expectations and job interviews, from living at home to life on their own and finally, to enjoying basic needs or establishing a new personal lifestyle. Created for young adult viewers. Approximately 20 minutes.

Big Idea 8: Knowing Where and How to Obtain Information About the World of Work and Post-Secondary Training/Education

Concept: *Career Decision Making

C&E DVD ROM 1.2

Looking at Careers: It's Never Too Soon

Sunburst Visual Media

PLAINVIEW, NY, SUNBURST VISUAL MEDIA, 2006.

DVD ROM — What does personality have to do with choosing a career? This program shows middle-school students why understanding personality preferences is a good place to start when thinking about a career. Extravert-Introvert; Practical/Intuitive; Thinkers/Feelers; and Structured/Unstructured are all illustrated for students to explore their personality. and start thinking about the future! Information they learn about themselves can help them fashion their high school academic choices. Grades 5 - 9.

C&E 12.0000 F362

Choices For the High School Graduate: A Survival Guide for the Information Age, Fourth Edition

Bryna J. Fireside

NEW YORK, NY, CHECKMARK BOOKS, 2005.

BOOK — This book presents both high school students and graduates with the wide range of options available both during and after high school such as: internships, early college admissions, joining the military, volunteering abroad, and more.

C&E 12.0000 JS2.1

America's Top 101 Jobs for People Without a Four-Year Degree, Seventh Edition

Michael Farr

INDIANAPOLIS, IN, JIST PUBLISHING, INC., 2005.

BOOK — Identify and explore top careers that do not require a four-year degree. This updated edition features thorough, current, and interesting descriptions for over 100 major jobs in convenient alphabetical order. Many of these jobs provide satisfying work, good pay, and good opportunity and involve relatively short training. An additional section describes the seven steps that cut job search time in half. It includes resumes by professional resume writers for jobs described in the book. 368 pages. High School-Adult.

C&E 12.0000 L428

Green Jobs: A Guide to Eco-Friendly Employment

A. Bronwyn Llewellyn, James P. Hendrix and K.C. Golden

AVON, MA, ADAMS MEDIA, 2008.

BOOK — This book was written to help the reader: Identify the greenest jobs in every industry; Break into the fastest growing eco-friendly fields; Go for extra training if needed; Start an eco-friendly business.

C&E 13.0000 F166

New Guide for Occupational Exploration: Linking Interests, Learning, and Careers, Fourth Edition

Michael Farr and Laurence Shatkin, Ph.D.

INDIANAPOLIS, IN, JIST PUBLISHING, INC., 2006.

BOOK — The Guide for Occupational Exploration starts by asking readers to identify their interest in 14 Interest Areas. These areas are subdivided into a total of more than 83 specific Work Groups. Each Work Group includes information to help users decide if they want to explore a group in more detail. They can then look up the specific job descriptions of interest from among the nearly 1,000 that are included in the book. Based on the newest version of the U.S. Dept. of Labor's O*Net database.

C&E DVD ROM 20

Career Assessment: Finding a Career That Fits

LINX Educational Publishing, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.

DVD ROM — This program is designed to help viewers assess their aptitudes and interests, work style, skills, abilities, likes and dislikes to determine which careers are best for them. Gives a step-by-step process to finding the right career choice. Includes a look at the Holland Codes as well as other self-directed assessment materials. High School, Post-secondary and Adult. 18 minutes.

Concept: *Education and Career Requirements

C&E 12.0000 U726

Occupational Outlook Handbook, 2010-2011

U.S. Department of Labor

INDIANAPOLIS, IN, JIST WORKS, 2010.

BOOK — For hundreds of different types of jobs-such as teacher, lawyer and nurse-the Occupational Outlook Handbook contains the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions.

C&E 12.0000 W542

Best Career and Education Web Sites: A Quick Guide to Online Job Search, Sixth Edition

Anne Wolfinger

INDIANAPOLIS, IN, JIST WORKS, 2009.

BOOK — The Internet is loaded with information to help find a job,choose a school or learn about careers. The author lists and reviews 350 of the very best sites for information on careers, college, training and job searching.

C&E DVD ROM 21

Great Careers in 2 Years or Less

LINX Educational Publishing, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.

DVD ROM — This program provides information for a successful career in a field that takes less than two years of study or training. Such fields include: cosmetology/massage/nail tech; office administrator/assistant; dental technology/hygiene/assistance; and entrepreneurship. Includes explanation of certification programs, trade/vocational schools, technical and associate degrees. High School. 29 minutes.

C&E DVD ROM 21.1

Now What? Non-College Opportunities for High School Grads

Human Relations Media, Inc.

MT. KISCO, NY, HUMAN RELATIONS MEDIA, INC., 2006.

DVD ROM — Program provides a step-by-step approach to exploring opportunities and preparing for life after high school. Taking advantage of their high school guidance department and career counseling services, students learn how to create individualized plans that optimize their talents, abilities and ambitions. Program focuses on young people who have opted for the non-college route and succeeded: Latesha is starting her career as a draftsman; Jonathan is a design engineer and operations manager for an automotive supply company; Enrique is training as a firefighter; Stella is opting for the US Air Force; Peter has become a journeyman electrician. A high school guidance counselor and a career expert add advice and perspective to help students prepare for their futures. Grades 7 - College. 16 minutes.

C&E DVD ROM 7

Career Cluster Series: Education and Training

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2002.

DVD ROM — Careers in education are not only rewarding for those who pursue them but vital to society as a whole-without educators and teachers, there would be no doctors, plumbers, lawyers, or electricians. This program presents four distinct occupations in the field: elementary teachers, teacher's aides, administrators, and librarians. People working in these jobs discuss their responsibilities and what each position requires in terms of training and academic credentials. 18-minutes.

C&E DVD ROM 8

Career Clusters 3: Human Services

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2004.

DVD ROM — Because it's all about interacting with and helping other people, the Human Services Cluster is also where some of the most personally rewarding careers can be found. This program shows what Human Services has to offer by spotlighting several diverse jobs in the field. A preschool teacher, clinical psychologist, social worker, and cosmetologist discuss what they love about their jobs and what they did to get started.

Correlates to the National Standards for Life Work. 22-minutes.

C&E DVD ROM 9

Career Cluster Series: Health Services

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2002.

DVD ROM — Aside from doctors and dentists, there is a wide range of health service occupations, from paramedics on the "front lines" of accidents and illness to therapists assisting a patient's full recovery. This program looks at the required training, qualifications, and licensing for emergency medical technicians, pharmacists, physical therapists, and dental hygienists. The program also points out the differences between a dietetic technician and a dietician as well as a licensed practical nurse and a registered practical nurse. Health care professionals in all these positions talk about the rewards of their chosen careers. 16 minutes.

C&E DVD ROM 10

The Patient Care Nursing Team

Meridian Education Corporation

LAWRENCEVILLE, NJ, MERIDIAN EDUCATION CORPORATION, 2002.

DVD ROM — Wherever people need wellness services, acute care while recovering from illness and injury, or medical support while preparing for the end of life, nurses are standing by. This program introduces students to the rewarding career of nursing, the largest healthcare profession in America. The four levels of the nursing career ladder (certified nurse assistant, patient care technician, licensed practical nurse, and registered nurse) are described as they relate to a variety of settings, including a community wellness clinic and a long-term care facility. Pediatric nursing and hospice care are also discussed. 15 minutes.

C&E DVD ROM 11

Career Cluster Series: Information Technology Services

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2002.

DVD ROM — It has been called the information age, and there is no doubt that for the foreseeable future those who know how to work with computers will be in great demand in the job market. In this video, people employed in the field as computer engineers, computer programmers, systems analysts, and database administrators discuss the skills and educational background needed for their careers. 18 minutes.

C&E DVD ROM 11.1

Top Careers in Two Years: Computers and Information Technology

Cambridge Educational

HAMILTON, NJ, FILMS MEDIA, 2009.

DVD ROM — This program talks tech with a webmaster, a multimedia specialist, a computer-aided drafter/designer, a network/systems administrator, a cybersecurity expert, and a computer repair technician—a few of the people working with today's high-end hardware and software to shape the present and create the future. Required education, necessary skills and traits, typical job-related duties and career paths, and tips on achieving success are covered. 17 minutes.

C&E DVD ROM 14

Careers in the Physical Sciences

Cambridge Educational

LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This video shows students the thrills and rewards of working in the physical sciences, demonstrating that becoming a chemist, physicist, or engineer involves fun, personal challenges, and the chance to develop groundbreaking technologies. The program profiles a mechanical engineer, a chemical engineer, a materials scientist, a mathematician, and a forensic scientist specializing in digital reconstruction.

Recommended for grades 6-12. 26 minutes

Big Idea 9: Applying Employment Readiness Skills and the Skills for On-the-job Success

Concept: *Personal Skills for Job Success

C&E DVD ROM 22

Life After High School: Succeeding in the Workplace

Meridian Education Corp.

BLOOMINGTON, IL, MERIDIAN EDUCATION CORP., 2000.

DVD ROM — Taking a place in the workforce, people need to become proficient at certain work-related behaviors/skills: attendance/punctuality, hygiene, respect for supervisors/co-workers, follow company guidelines, communication skills, time management, appropriate dress. It's important to understand what employers expect. 21 minutes

C&E DVD ROM 45

What Employers Want: Skills and Attitudes

Cambridge Educational

LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2004.

DVD ROM — Attitudes and characteristics essential for success are explored in this program. It shows students how to recognize their transferable skills and evaluate work readiness. 28 minutes

C&E DVD ROM 49

Where Do I Go From Here? How To Be A Success On The Job

Linx Educational Publishing Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING INC., 2005.

DVD ROM — This program offers advice on how to be successful in a new career. A positive attitude, solid work ethics, arriving on time, not missing work and other important elements are covered. 20 minutes.

C&E DVD ROM 55

Succeeding on the Job

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This program shows viewers not only how to survive on the job, but how to get ahead, too. Attitude, timeliness, dress, ethics, grooming, teamwork, conflict resolution, and getting along with co-workers are among the topics discussed in this video. High School. 10 minutes.

C&E DVD ROM 5

First Impressions: Etiquette and Work Habits for New Employees

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2005.

DVD ROM — A bad first impression is hard to shake-something Jason, Marita, and Chris are about to find out on their first day at work. This program will save your students from common workplace blunders by showing them how to present a polished appearance, use positive body language, and demonstrate a can-do work ethic. Donna Panko, a professional corporate image consultant, shares her knowledge while the Wall of Wasted Opportunities?an animated rogues "gallery of employees who blew their first impression" memorably drives the program's message home. Correlates to the career standards from the National Occupational Information Coordinating Committee. 22-minutes.

C&E KIT 4

Job Savvy: How to Be a Success at Work, Fourth Edition

LaVerne L. Ludden

INDIANAPOLIS, IN, JIST PUBLISHING, 2008.

KIT — Job Savvy helps people develop basic workplace skills that are essential for success on the job. Based on research into what employers need and value in employees, this workbook helps readers build job survival and success skills, increase productivity, and improve job satisfaction and success. Includes Instructor's Resources CD ROM. Focuses on job skills identified as essential in the U.S. Department of Labor's SCANS report. High School to Adult.

C&E DVD ROM 48

Soft Skills in the Workplace

JIST Publishing

ST. PAUL, MN, JIST PUBLISHING, 2008.

DVD ROM — Soft skills include everything from getting to work on time to getting along with others to being enthusiastic on the job. This program focuses on the role these skills play in the workplace and offers insight into which skills viewers will need to develop to effectively handle a variety of work situations. This program is divided into several sections that demonstrate how certain soft skills influence one's performance on the job.

C&E DVD ROM 43

Get Going on Your Job

JIST Works

INDIANAPOLIS, IN, JIST WORKS, 2006.

DVD ROM — In this program viewers learn how to proactively prepare for their first day, obtain the soft skills needed to keep their job, and create a plan for job success and upward movement. Designed especially for new workers or experienced professionals who want to advance in their jobs. High School-Adult. 30 minutes.

C&E DVD ROM 44

Job Survival: Keeping & Advancing Your Job

LINX Educational Publishing, Inc.

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.

DVD ROM — This program provides strategies and techniques for job survival including adjusting to work environments, personal qualities, dressing appropriately for the job, developing people skills, assessing job performance, using problem solving skills and more. Includes on-the-job scenarios. Grades 8 through adult. 23-minutes.

Concept: *Job Seeking Skills

C&E 12.0000 K615

Overcoming Barriers To Employment: 127 Great Tips for Putting Red Flags Behind You

Ron and Caryl Krannich, Ph.Ds

MANASSAS PARK, VA, IMPACT PUBLICATIONS, 2006.

BOOK — This book catalogs over 100 employability barriers(job hopping, fired, incarcerated, limited education, few skills) that prevent individuals from finding a good job and advancing their career. Each barrier is described and followed by sound advice on how to best overcome the barrier.

C&E DVD ROM 46

Hire Education: Ten Ways to Get A Great Job

Linx Educational

JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, 2004.

DVD ROM — This program includes 10 ways to find a great job, such as Networking, Informational Interviews, Job Fairs, Internet, Classifieds, Job Applications and more. Experts and new employees tell how these techniques work and give suggestions to help find the right job. Grades 8 through adult. 20 minutes.

C&E DVD ROM 67

The How To's of Looking and Applying for Jobs-Part 3 of Get a Job! A Video Guide for Teens

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2004.

DVD ROM — This program covers various techniques for the job search. Includes filling out an application, picking references, and record keeping. Middle and high school. 20:17 minutes.

C&E DVD ROM 54.1

Who Would You Hire? First Impressions

C.W. Publications

STERLING, IL, C.W. PUBLICATIONS, 2008.

DVD ROM — Students will learn the importance of making a strong first impression as the manager of a video store interviews eight young individuals for a part-time position. Students will evaluate the applicants, make a decision and then see what happens. 25 minutes.

C&E DVD ROM 4

Get That Job

Cerebellum Corporation

FALLS CHURCH, VA, CEREBELLUM CORPORATION, 2002.

DVD ROM — This program shows students how to create attention-grabbing resumes, how to handle discussions about negotiating salary, how to write a cover letter, how to prepare for an interview, and how to answer questions with confidence. 90 minutes.

C&E DVD ROM 66

The Easy Way to Write a Resume-Part 2 of Get a Job!: A Video Guide for Teens

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2004.

DVD ROM — This program breaks writing a resume and cover letter down into simple steps. Includes using power words. Middle school and high school. 20.17 minutes.

C&E DVD ROM 54**Interviewing for a Job**

Cambridge Educational

PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This program covers preparing for an interview, dressing for an interview, using body language to good advantage, articulating skills and abilities, answering difficult questions, and handling salary and benefits issues. Emphasis is placed on being prepared and relaxed during the most important step of the job search process. High School. 12 minutes.

C&E DVD ROM 68**Successful Interviewing: The Do's and Don'ts-Part 4 of Get a Job! A Video Guide for Teens**

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2004.

DVD ROM — This program gives examples of right and wrong ways to interview, including how to dress, greet people, being on time, and more. Middle school and high school. 21:43 minutes.