

## Guide to Finding Career Resources: Business

UWS Library Web Page: <http://sheboygan.uwc.edu/library/>

### **BOOKS: Background Information**

Use the web-based **UW Colleges Catalog** at <http://collib.wisconsin.edu> to find books and other materials covering a range of careers. Use the following **Subject Headings** to get good results when searching our Catalog (if not, search on name of career alone):

***vocational guidance or occupations*** and name of career

Basic Search	<b>Advanced Search</b>	Course Reserves
Find: <input type="text" value="vocational guidance"/>	all the terms	In: Keyword (Any Field)
<input checked="" type="radio"/> AND <input type="radio"/> OR <input type="radio"/> NOT		
Find: <input type="text" value="accounting"/>	all the terms	In: Keyword (Any Field)

If undecided in career use ***career development***

The following UWS books offer general career planning information. To find more sources, use the catalog; select *Books, Videos & Recordings* under **How to Find...** on the Library web page at <http://sheboygan.uwc.edu/library/>. See library staff for help.

- Bolles, Richard Nelson. What Color is Your Parachute? Berkeley, Calif.: Ten Speed Press, 2007. **HF 5382.7.B64 2007**
- Cosgrove, Holli R. ed. Encyclopedia of Careers and Vocational Guidance. Chicago: Ferguson Pub. Co., 2003, 4 volumes. **Reference HF5381.E52 2008.**
- Fogg, Neeta, Paul Harrington and Thomas Harrington. College majors handbook with real career paths and payoffs. 2<sup>nd</sup> ed. Indianapolis, IN: JIST Works, 2004. **Reference HF5382.5.U5 F644 2004.**
- United States. Department of Labor, Bureau of Labor Statistics. Occupational Outlook Handbook. Washington: GPO. **Reserves HF5381.A1.036.** For the latest edition, see the free web site: <http://www.bls.gov/oco/home.htm>.

### **PERIODICAL ARTICLES: Current Information/Specific Careers**

Use indexes to **find career-related articles** via the Library's web page, Under **Library Quick Links** select link to *All Research Databases* or directly at <http://sheboygan.uwc.edu/library/alldatabases.shtml> and choose a database.

**Search** terms to try: ***careers or employment or profession*** plus name of career or field.

**Business Source Premier** (via **EBSCOhost**): find articles from 2,300 business journals with full text back to 1886.

**ABI/Inform Global** (via **ProQuest**) find articles from 1,800 business titles with full text.

**Wilson Business Full Text** (via **WilsonWeb**): find articles from 850, business magazines and journals published from 1982 to date, with full text from 500 titles beginning in 1995.

**Omnifile** (via **WilsonWeb**)-General periodical index with full text of 1,750 periodicals

**Academic Search Premier** (via **EbscoHost**) General index with full text of 4,650 titles

### **Company Information**

**Hoover's Company Records** (via **ProQuest**) Profiles of 40,000 companies, 600 industries

**Hoover's handbook of Private Companies.** (book) Austin, TX: Hoover's Business Press, 2004. Reference HG4057.A28619

### **INTERNET RESOURCES:**

**WISCareers** <http://wiscareers.wisc.edu/>

Find occupational information and assessments. There are links to colleges and universities, financial aid, and job seeking sites. See the **Wisconsin Careers** *handout* for the **registration code** needed to use the site, or ask Library or Student Services staff.

**Career Guide to Industries** <http://www.bls.gov/oco/cg/>

This companion to the [Occupational Outlook Handbook](#) allows you to search for career information by industry "...including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information."

**UW Madison, School of Business, Career Center** at <http://www.bus.wisc.edu/career/student/>

Some resources at this site are restricted to students enrolled at this school.

**O\*NET Online** <http://online.onetcenter.org/>

The Occupational Information Network provides information on a range of occupations that can be searched by job title, skills, interests, knowledge or activities. You can also learn about specific occupations.

**Riley Guide: Employment Opportunities and Job Resources on the Internet**

<http://www.rileyguide.com/> Employment and career source directory

**Career Voyages** <http://www.careervoyages.gov/>

Joint project of US Department of Labor and Department of Education focusing on information for high growth careers

**Career OneStop** <http://www.careeronestop.org/>

This US Department of Labor sponsored site offers career resource and workforce information and tools to help students, job seekers and businesses.

**Monster.com** <http://www.monster.com/>

This is a popular online global careers network