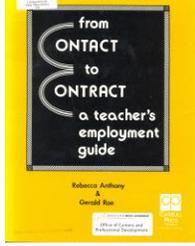
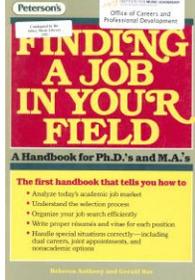
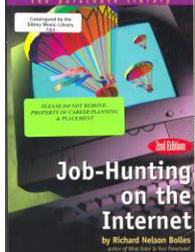
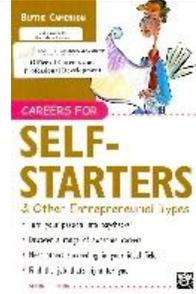
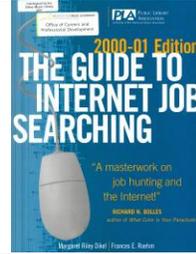
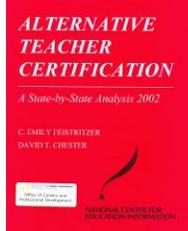
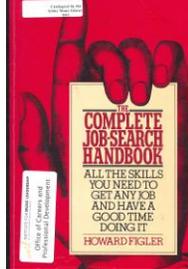
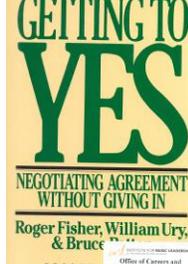
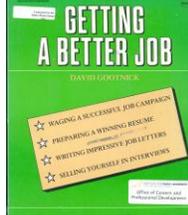
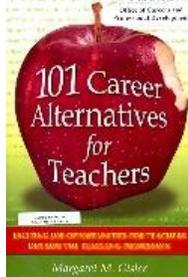


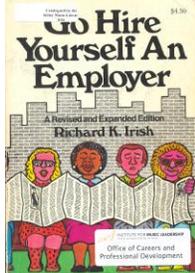
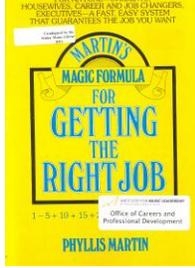
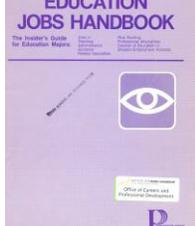
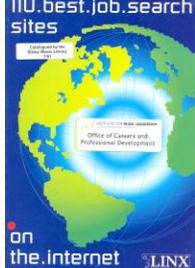
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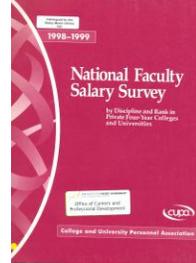
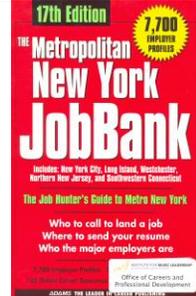
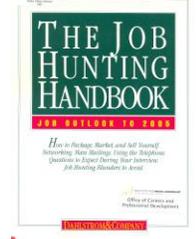
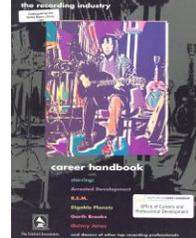
Job Hunting

	<p>Anthony, Rebecca and Gerald Roe. <u>From Contact to Contract: A Teacher's Employment Guide</u>. Cranston, Rhode Island: Carroll Press Publishers, 1982.</p> <p><i>This book is a good all-purpose book for job hunters in the field of secondary education. Of particular interest to teachers are the sections that deal with forms, records, and contracts.</i></p>
	<p>Anthony, Rebecca and Gerald Roe. <u>Finding a Job in Your Field: A Handbook for Ph.D.'s and M.A.'s</u>. Princeton, New Jersey: Peterson's, 1984.</p> <p><i>This handbook is very helpful in understanding the selection process in the academic job market, organizing a job search, and writing proper résumés and vitae. An interesting chapter discusses special considerations such as temporary academic employment, part-time employment, and confronting employment obstacles.</i></p>
	<p>Anthony, Rebecca and Gerald Roe. <u>Educator's Passport to International Jobs</u>. Princeton, New Jersey: Peterson's, 1984.</p> <p><i>This handbook is an exploration of the possibilities for finding an overseas job in the field of education. Practical advice is given on beginning the job search, preparing the paperwork, interviewing, contracts, arriving and adjusting, and coming home.</i></p>
	<p>Bolles, Richard Nelson. <u>Job Hunting on the Internet</u>. 2nd edition. Berkeley, California: Ten Speed Press, 1999.</p> <p><i>This book is mostly a clearinghouse for websites devoted to résumé posting, vacancy lists, résumé -writing and job research sites. Not all sites are still active.</i></p>

	<p>Bolles, Richard Nelson. <u>What Color is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers. 2000.</u> Berkeley, California: Ten Speed Press, 2000.</p> <p><i>This book is a step-by-step guide to identifying a new career, dealing with “rejection shock,” alternative job-hunting approaches, identifying skills, fields, and kinds of jobs for individual interests, speeding up job searches, and choosing a career counselor.</i></p>
	<p>Camenson, Blythe. <u>Careers for Self-Starters & Other Entrepreneurial Types.</u> New York: VGM Careers Books, 2005.</p> <p><i>Good book for anyone who wants to be their own boss.</i></p>
	<p>Dikel, Margaret Riley and Frances E. Roehm. <u>The Guide to Internet Job Searching.</u> 2000 – 01 Edition. Lincolnwood, Illinois: VGM Career Horizons, 2000.</p> <p><i>This book consists of listings for job search sites on the Internet. Also contains tips on how to use the Internet for a job search.</i></p>
	<p>Duffy, Patricia L. and T. Walter Wannie. <u>Landing a Job.</u> Indianapolis, Indiana: JIST works, Inc., 1995.</p> <p><i>A guide to help organize a work history, resume, and jobs applications as well as search for jobs and prepare interviews.</i></p>
	<p>Dyer, Paul L. <u>The Ultimate Job Search Survival Guide.</u> Princeton, New Jersey: Peterson’s, 1998.</p> <p><i>This book is a very good guide for job seekers. Good sections on résumé preparation and conducting the job search.</i></p>
	<p>Farr, J. Michael. <u>The Quick Job Search: Get a Good Job in Less Time.</u> Indianapolis, Indiana: JIST Works, Inc., 1996.</p> <p><i>This guide is a good first-step book for people changing careers, or looking for work after losing a job.</i></p>
	<p>Feirsen, Robert and Seth Weitzman. <u>How to Get the Teaching Job You Want.</u> Sterling, Virginia: Stylus, 2004.</p> <p><i>How-to guide for teachers including resumes, portfolios and interviews.</i></p>

	<p>Feistritz, C. Emily and David T. Chester. <u>Alternative Teacher Certification/2004</u>. Washington, D.C.: National Center for Education Information, 2004.</p> <p><i>This book provides a state-by-state listing of alternative ways (if any) to become certified as a teacher. This guide could be helpful for post-baccalaureates/post-graduates who are interested in becoming teachers.</i></p>
	<p>Figler, Howard. <u>The Complete Job-Search Handbook: All the skills you need to get any job and have a good time doing it</u>. New York: Holt, Rinehart and Winston, 1979.</p> <p><i>This book is a good general guide to job search skills, but it focuses mostly on personal skills, rather than practical skills such as résumé writing and where to actually look for jobs.</i></p>
	<p>Fisher, Roger, and William Ury. <u>Getting to Yes: Negotiating Agreement Without Giving In</u>. Boston: Houghton Mifflin Company, 1991.</p> <p><i>This is a concise, step-by-step guide to negotiating agreements of all kinds and also a guide to resolving conflicts. Great guide for learning how to successfully negotiate with people.</i></p>
	<p>Gootnick, David. <u>Getting a Better Job</u>. New York: McGraw-Hill, Inc., 1978.</p> <p><i>The sections on résumé and cover letter preparation are very good; the appendix contains twenty-one sample résumés.</i></p>
	<p>Gisler, Margaret M. <u>101 Career Alternatives for Teachers</u>. New York: Three Rivers Press, 2002</p> <p><i>Includes a good section on self assessment for teachers. Detail jobs that teaching skills can transfer to. Good for teachers looking to change careers.</i></p>
	<p>Heiberger, Mary Morris and Julia Miller Vick. <u>The Academic Job Search Handbook</u>. Philadelphia, Pennsylvania: University of Pennsylvania Press, 1996.</p> <p><i>This book is a comprehensive guide to the academic job search and is vital for anyone interested in pursuing an academic career. Contains suggestions for written search materials, interviewing, and what happens after a successful job search.</i></p>

	<p>Irish, Richard K. <u>Go Hire Yourself an Employer.</u> Garden City, New York: Anchor Books, 1978.</p> <p><i>Go Hire Yourself is a somewhat-dated approach to a self-directed job search.</i></p>
	<p>Martin, Phyllis. <u>Martin's Magic Formula for Getting the Right Job.</u> New York: St. Martin's Press, 1981.</p> <p><i>This book offers practical suggestions for job searches. The chapter on effective speech is particularly good, with tips on proper grammar and how to lose annoying verbal habits that could possibly offend a potential interviewer.</i></p>
	<p>Stanat, Kirby W. with Patrick Reardon. <u>Job Hunting Secrets and Tactics.</u> Milwaukee, Wisconsin: Westwind Press, 1977.</p> <p><i>This book, although somewhat dated, gives neophyte job hunters good things to think about when applying and interviewing for jobs.</i></p>
	<p>Uleck, Ronald B., ed. <u>Education Jobs Handbook.</u> Gaithersburg, Maryland: Prospect Press, 1982.</p> <p><i>This handbook is designed to help students and professionals in the field of education find work.</i></p>
	<p>Yonge, Katherine K. <u>110 best job search sites on the internet.</u> Jacksonville, Florida: Linx Educational Publishing, Inc., 1998.</p> <p><i>This book contains an alphabetical listing of Internet job search sites, but probably half or less of the sites are still active.</i></p>
	<p><u>Administrative Compensation Survey.</u> Washington, D.C.: College and University Personnel Association, 1999.</p> <p><i>This report compares salary data for 174 administrative positions at 1,456 colleges and universities.</i></p>

	<p><u>National Faculty Salary Survey by Discipline and Rank in Public Four-Year Colleges and Universities.</u> Washington, D.C.: College and University Personnel Association, 1999.</p> <p><i>Salaries are listed by discipline/major field, and each listing is further delineated by professor, assoc. professor, asst. professor, new asst. professor, and instructor.</i></p>
	<p><u>The Metropolitan New York Job Bank.</u> 17th edition. Holbrook, Massachusetts: Adams Media Corporation, 2000.</p> <p><i>In addition to providing job search tips and résumé and cover letter preparation help, this book provides a listing of employers (arranged by category) in the greater New York City area.</i></p>
	<p><u>The Job Hunting Handbook.</u> Holliston, Massachusetts: Dahlstrom & Company, Inc., 1997.</p> <p><i>This manual is an extremely practical guide to job-hunting. It has very useful marketing oneself and interviewing. This guide is a quick must-read for job seekers.</i></p>
	<p><u>The Recording Industry Career Handbook.</u> Santa Monica, California: The NARAS Foundation, 1990.</p> <p><i>This glossy magazine, published by the “Grammy in the Schools” program, contains short interviews with artists, executives, managers and lawyers in the record industry.</i></p>