

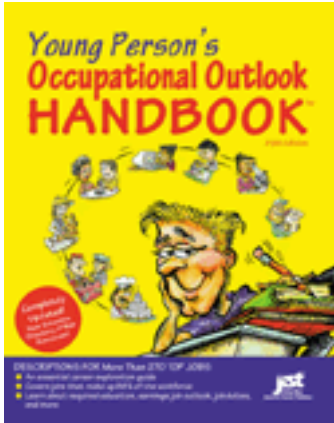
JIST



2005 Career Catalog

Caswell & Caswell 1-800-757-7667
www.teachersmarketplace.com

NEW!



New Revision!

Young Person's Occupational Outlook Handbook (YPOOH), Fifth Edition

Reading Level: Grade 5, For: Gr. 5-9

By the Editors of JIST

Makes direct connection between school subjects and skills needed for jobs.

An Excellent First Reference for Exploring Careers:

- ◆ Essential resource for teachers, students, counselors, and parents
- ◆ Brief, interesting, up-to-date, accurate job information
- ◆ Easy to read

Based on the U.S. Department of Labor's *Occupational Outlook Handbook* (the most widely used career book ever), this book is ideal for helping young people explore careers. It clusters job descriptions, making it easy to explore job options based on interest. The *Young Person's Occupational Outlook Handbook* also makes direct connections between school subjects and the skills needed for jobs and provides direct support for school-to-work initiatives.

Young Person's Occupational Outlook Handbook Activities

In class and homework activities created especially for use with any edition of the YPOOH!

Sixteen-page workbook - less than \$1.00/copy!

A new activities workbook with fun and interesting activities that help students think about careers and their futures, explore the link between school and careers, and learn more about jobs that interest them.

Sixteen pages, individual or class use.

7x10, softcover, copyright 2003, package of 25

S5-J9767 1-9 packages \$24.95

10+ packages \$21.95

S5-J983X Single Copy \$1.25

CAREER & LIFE PLANNING

Winner

PMA Ben Franklin Award for BEst Juvenile/Young Adult Non-Fiction Book of the Year!

High Interest narration and page design!

- ◆ Each job has a one-page description
- ◆ Jobs are arranged in easy-to-find clusters

Young Person's Occupational Outlook Handbook, Fifth Edition

Authors: JIST Editors (based on U.S. Government data)

Format: 320 pp, 7.5x9, softcover

Copyright: 2004

C2-J1259 \$19.95

Related Products

- ◆ **Career Connections Jr CD-ROM**
- ◆ **The JIST Multimedia OOH, Fifth Edition**
- ◆ **JIST's Video Guide for Occupational Exploration**
- ◆ **Dream Catcher**
- ◆ **Pathfinder**

Career Connections Jr CD-ROM

For: Grades 5-9

Entertaining career self-assessment plus solid information on 260 major jobs!

We've developed great new career exploration software for grades 5-9 or special-needs students. Career Connections, Jr. is "edutainment" software that helps students explore more than 260 jobs that cover 85 percent of the labor market! Colorful graphics, animation, sounds, and game themes make exploring careers fun!

Lots to See and Hear! When a user picks an occupation to view, a narrator describes the job (sound can be turned off) while the user sees text and a full-color photo showing people at work in this job. Clicking file folder tabs across the top of the screen easily changes the information displayed. Each description includes

- ◆ Information on earnings, education or training needed, and employment outlook
- ◆ A brief description of the job
- ◆ Details on working conditions
- ◆ Interesting, fun facts or stories related to the job
- ◆ Suggested activities for "trying out" the job
- ◆ Places to go for more information, including Web sites
- ◆ Hot links to related job titles
- ◆ Options to create one-page printouts to take home to parents
- ◆ Key Information Is Short, Interesting, Easy to Read. Job descriptions are based on JIST's Young Person's Occupational Outlook Handbook and include up-to-date details from the Occupational Outlook Handbook, the most widely used career reference ever.
- ◆ Three Career Assessment Games. Kids can choose one of three self-assessment career games to begin connecting careers to things they enjoy:
 - ◆ Career Pursuit—A board-game theme helps students use their favorite school subjects and activities to connect to career choices.
 - ◆ Pick a Card, Any Card—Animated cards introduce 14 major career interest clusters from the Guide for
 - ◆ Occupational Exploration.
 - ◆ 20 Questions—A quick and easy card game connects hobbies and free-time activities to career interests.



Career Connections Jr CD-ROM

Audience: Grades 5-9

Production Date: 2004

Format: CD-ROM installs for Mac or Windows

System Requirements: Windows 3.1 or 95/98 or Mac, 8 MB RAM, Mouse, CD-ROM, SVGA Monitor with 512-K video memory

Production Date: 2004

Windows or Macintosh

CD-ROM

C2JS5486 \$149.00

Lab Pack (10)

C2-JS5494 \$349.00

Site License

C2-JS5508 \$499.00

- ◆ Each self-assessment game is quick and fun to use, and all incorporate solid career assessment principles.
- ◆ Wheel of Careers. Students can also go directly to a job title by selecting any letter to look up more than 260 jobs by title in alphabetic order.
- ◆ Hot Jobs Word Find. Or they can learn about high-interest jobs by challenging themselves with a puzzle that lists the titles of the top ten jobs, based on salary and projected growth—open-captioned video clips provide additional information on each job they find.

Other Features

- ◆ Accessible to a Wide Range of Grade Levels, Including Special-Needs Students.
- ◆ The high-interest text at a low reading level makes Career Connections, Jr. suitable for students starting in about fifth grade, including special-needs students.
- ◆ Engaging, Fun Graphics Enhance Kids' Natural Curiosity. We worked especially hard to create a program that teaches important career exploration skills and provides useful information, but in an engaging, interactive format.
- ◆ Easy to Use. Kids guide themselves with little or no teacher instruction. Most job descriptions can be reached with only two or three mouse "clicks"!

JOB SEARCH

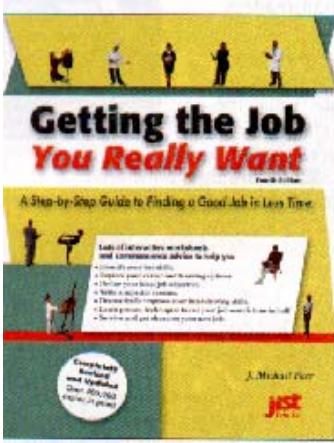
Getting the Job You Really Want, Fourth Edition

A Step-by-Step Guide

by J. Michael Farr

For: HS-Adult, Reading Level: Grade 8

Winner of the
Benjamin Franklin Award



Getting the Job You Really Want, Fourth Edition

Author: J. Michael Farr

Format: 240 pp, 8.5x11, softcover,
copyright: 2002

C2-J8035 \$12.95

◆ Free Instructor's Guide with purchase of 25+ workbooks!

Getting the Job You Really Want continues to be the most widely used workbook on self-directed career planning and job search at schools, colleges, and employment programs in North America! Here are the four main reasons:

1. **It's the best job search workbook ever!** **Getting** is the most thorough and user-friendly workbook on self-directed career planning, job search, and career survival available. It covers all the major topics, yet is fun to read and easy to use.
2. **Results oriented.** Mike Farr has more than 25 years of experience in researching and teaching self-directed career planning and job seeking skills. Employment and training programs across the country have used his materials for many years because more job seekers get jobs in less time, sometimes dramatically less time.
3. **Chock full of interactive activities.** Not only is the workbook full of charts, checklists, worksheets, and in-the-book-activities, there are many sample resumes and JIST Cards, including scannable resumes.
4. **Excellent instructor support materials.** Includes a thorough instructor's guide, overhead transparencies, a pocket research planner, and many videos!

Features:

- ◆ Proven Techniques
- ◆ Lots of in-the-book activities
- ◆ Covers ALL major job search topics
- ◆ Details on more than 200 jobs
- ◆ Dozens of annotated sample resumes, cover letters, and JIST Cards
- ◆ Clear, friendly writing style
- ◆ Fun graphics

Benefits

- ◆ Easy to use and understand
- ◆ Useful for youth through adults
- ◆ Easy to use in a class or group setting
- ◆ An approach that gets results.

Revision Highlights - Fourth Edition

- ◆ New information throughout on using the Internet and other technology effectively in the job search.
- ◆ Chapters 1 and 2 revised and transposed for more logical flow.
- ◆ More skills identification activities - new chapter 4 with worksheets for documenting work-related experience.
- ◆ All new chapter 5 on determining job objectives. Includes new job-matching chart based on interests; organized to match JIST's new **Guide for Occupational Exploration, Third Edition**, for further career research.

Getting the Job You Really Want Instructor's Guide, Fourth Edition

By J. Michael Farr

Save hours of time preparing presentations and classes!

This **Instructor's Guide** saves time PLUS helps instructors and trainers prepare more interesting group presentations and classes. It's especially helpful for those who are new to the subject.

All activities are based on years of training experience. Many are fun, and all are interactive. The **Instructor's Guide** also provides

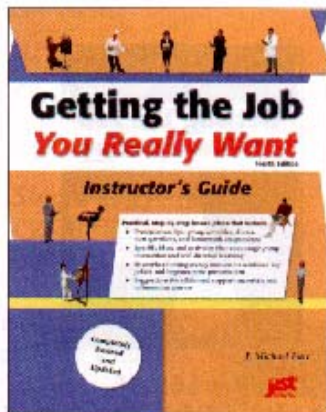
- ◆ Lesson plans for multiple sessions
- ◆ Specific individual and group activities
- ◆ Worksheets and supplemental handouts
- ◆ Suggested outside activities and homework
- ◆ Discussion and quiz questions

A thorough **Instructor's Guide** is worth its weight in gold. But we will give you a FREE one when you purchase 25 or more workbooks. Just include the code J8205 with your order for 25 or more copies of **Getting**.

Guide

C2-J8205

\$14.95



Related Award Winning Videos!

- ◆ The Quick Job Search video series
- ◆ Skills identification Video
- ◆ Two Best Ways to Find a Job
- ◆ Dialing for Jobs video
- ◆ Resume Remedy Video, Revised Edition
- ◆ Complete Job Application video
- ◆ You're Hired! Video
- ◆ Getting the Job You Really Want Video Series

JOB SEARCH

Getting the Job You Really Want Video Series

Interest Level: High School-Adult

Instructional, with in-depth coverage of each topic area. Features lots of interviews with Mike Farr on all aspects of career planning and job search, as well as interviews with employers and job seekers. This complete job search program works especially well as a supplement to Getting the Job You Really Want workbook. But this series—and any of its component videos—can reinforce training on virtually any job search topic. It is also very valuable in a resource center where individuals may use one or more as a "stand-alone" to brush up on a particular topic(s).

Format: VHS or DVD, copyright: 2005, Length: 10 videos, 15–23 minutes each

Style: Informational, instructional

JV1089 Ten Videos \$895.00

JD1097 DVDs \$895.00



Save \$89.50 when you order this ten-part series by December 31, 2004!

PRICE SLASH
\$805.50
for entire series

BONUS for Series Purchase

When you purchase this ten-part video series, add these complimentary items to your order:

Student workbook (J8035-99) 4 copies (valued @ \$12.95)

Instructor's Guide (J8205-99) (valued @ \$14.95)

PowerPoint Presentation (J1178-99) (valued @ \$29.95)

Additional copies of the student book available for \$7.80 with purchase of the package.

Discount price includes 4 copies of the student workbook, 1 copy of instructor's guide, and 1 powerpoint presentation!

Getting the Job You Really Want Video Series includes (individual titles are \$129.00):

JV1518 (VHS)	JD1526 (DVD)	An Introduction to Getting the Job You Really Want, with Mike Farr
JV1534 (VHS)	JD1542 (DVD)	Getting to Know What an Employer Wants
JV1550 (VHS)	JD1569 (DVD)	Getting to Use Your Skills in Your Ideal Career
JV1577 (VHS)	JD1585 (DVD)	Getting a Job Using Traditional Methods
JV1593 (VHS)	JD1607 (DVD)	Getting a Job Using Nontraditional Methods
JV1516 (VHS)	JD1623 (DVD)	Getting and Using Your Resume, Cover Letter, JIST Card, and Portfolio
JV1631 (VHS)	JD164X (DVD)	Getting Job Leads from the Internet and Telephone
JV1658 (VHS)	JD1666 (DVD)	Getting a Positive Response in Each of the Seven Interview Phases
JV1674 (VHS)	JD1682 (DVD)	Getting Good Answers to Tough Interview Questions
JV1690 (VHS)	JD1704 (DVD)	Getting to Keep the Job You Find

Getting the Job You Really Want Instructional Transparencies, Fourth Edition

by J. Michael Farr

Jazz up presentations and reinforce key content points!

Author Mike Farr created a brand new set of overhead transparencies to support the use of *Getting the Job You Really Want* in classrooms and other group presentations. This 60-transparency set is very professionally done and reinforces key concept points from all chapters. Use of transparencies is referenced in the *Instructor's Guide* so anyone can use them!

Transparencies come perfect-bound and three hole punched for storage in a binder

Package of 64 C2-J8183 \$69.95

Getting the Job You Really Want Data Guide, Fourth Edition

- ◆ Organizes many easy-to-forget details, such as dates, phone numbers, and street and email addresses.
- ◆ Great when completing job applications or preparing resumes.
- ◆ Just 4 x 6 - fits in most pockets and purses

This little book not only organizes details and makes them easy to access, the pocket book also includes brief tips on essential job search topics; how to find job leads and get interviews; tips on filling out applications; employer's expectations; interviewing, and follow-up.

Package of 25 C2-J8191 \$29.95
Single Copy J8698 \$ 1.95

Getting the Job You Really Want Power Point Presentation, Fourth Edition

The 60 transparencies above are now available in Power Point CD-Rom.

J1178 \$29.95

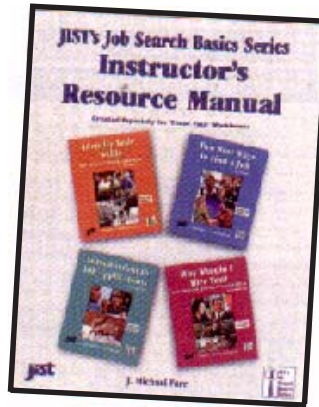
JOB SEARCH

JIST's Job Search Basics Series

by J. Michael Farr and Susan Christopherson
For: HS to Adult, Reading Level: Grade 5
Complete Curriculum

Four very "Snazzy" workbooks. These second edition workbooks give new definition to completely redesigned.

- ◆ Vastly upgraded interiors with engaging, easy-to-follow design
- ◆ Page layout with lots of space in which to write answers
- ◆ New icons that quickly identify examples, things to think about, key content points, worksheets, hints and tips, checkpoints, and practice questions
- ◆ Upgraded text and examples
- ◆ Many high interest photos

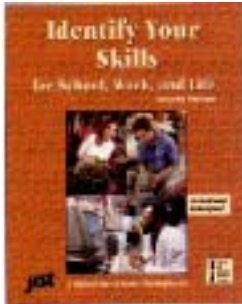


JIST's Job Search Basics Series Instructor's Resource Manual

Save hundreds of hours of class preparation time. One manual for all four workbooks. For each workbook chapter, there are chapter objectives, presentation suggestions, group and individual activities, homework options, discussion/quiz questions, quick quizzes and answers. 192 pp, copyright: 2000

C2-J6210 \$24.95

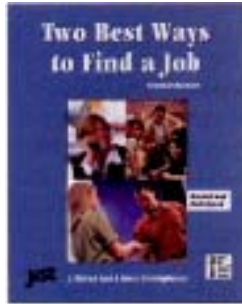
Free w/class set of 25+



Identify Your Skills for School, Work, and Life Second Edition

Major Chapter Content

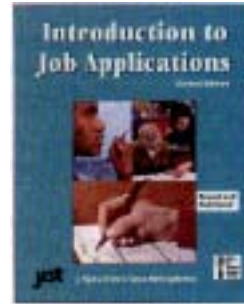
- ◆ Learn about your three skill types: adaptive skills, transferable skills, and job-related skills
 - ◆ Know which skills you enjoy using most so you can put them to work in satisfying jobs and activities
 - ◆ Create and use a skills inventory of your experiences from school, work, volunteer jobs, hobbies, and other activities
 - ◆ Prove your skills to an employer and get a good job
 - ◆ Learn where to get facts about jobs that match your skills
 - ◆ Consider options to improve your skills, including more education or training
 - ◆ Set goals and plan how to best use your skills today and tomorrow.
- 96 pp, 8.5x11, copyright: 1999
C2-J5834 \$7.95



Two Best Ways to Find a Job Second Edition

Major Chapter Content

- ◆ Find the unadvertised "hidden" job market (where 85% of all job openings are)
 - ◆ Get job leads by networking with people you know - and people they know
 - ◆ Use the Yellow Pages to identify possible employers
 - ◆ Make direct employer contact to get interviews - before a job is available
 - ◆ Get more interviews in less time
 - ◆ Develop a JIST Card to use as a mini-resume
 - ◆ Learn how to follow-up with employers.
- 96 pp, 8.5x11, copyright: 1999
C2-J580X \$7.95



Introduction to Job Applications, Second Edition

Major Chapter Content

- ◆ Learn why employers use applications and what they want to know
 - ◆ See how applications can screen you out of consideration
 - ◆ Create an "application inventory" that will prepare you to fill out any form
 - ◆ Complete applications correctly and increase your chances of getting an interview - and the job you want
 - ◆ Deal with negative information
 - ◆ Practice filling out a variety of sample applications
- 96 pp, 8.5x11, copyright: 1999
C2-J5818 \$7.95



Why Should I Hire You? Second Edition

Turn interview questions into job offers

Major Chapter Content

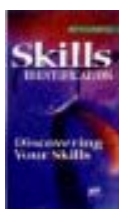
- ◆ Obtain interviews before a job opens up - so employers think of you first when one does
 - ◆ Present the key skills you have for the job and support them with examples
 - ◆ Learn the three clues that employers look for in applicants
 - ◆ Use a three-step process to answer most questions
 - ◆ Feel confident and ask questions in an interview - then ask for the job
 - ◆ Negotiate pay
 - ◆ Follow up after interviews with phone calls and thank-you notes
 - ◆ Role play your interviews so you can speak with confidence and be prepared
- 96 pp, 8.5x11, copyright: 1999
C2-J5826 \$7.95

Four newly revised workbooks, each focused on one essential job search topic!

Companion Videos

Skills Identification Revised Edition

C2-JV1456
VHS \$99.00
C2-JD0392
DVD \$99.00



Two Best Ways to Find a Job

C2-JV3173
VHS \$99.00
C2-JD0414
DVD \$99.00



The Complete Job Application, Revised Edition

C2-JV7276
VHS \$99.00
C2-JD0384
DVD \$99.00



Why Should I Hire You?

C2-JV3726
VHS \$99.00
C2-JD0406
DVD \$99.00



JOB SEARCH

You're Hired!

Employers Give Tips for Successful Interviewing

For High School to Adult

- ◆ Real employers from large and small businesses answer questions about what they look for in the people they hire
- ◆ Very good in class settings: The video can be stopped after employers answer each question to encourage group discussion.

The job interview is an extremely important part of the hiring process. Knowing and understanding what employers look for in the people they hire can be the difference between working and staying unemployed.

This video packs a lot into 21 minutes! It answers a dozen questions job seekers have about interviewing, and the questions cover a range of issues before, during, and after the interview. AND, the answers come from employers; viewers learn *their* expectations. Some of the question employers address:

- ◆ When should I bring up pay?
- ◆ What if I have little or no work experience?
- ◆ What if I've been laid off?
- ◆ How should I start an interview?
- ◆ How can I make a good first impression?
- ◆ How should I prepare?

Real employers are the experts in this video. They represent a variety of small and large business and industries, and their advice is important for new graduates as well as experienced workers.

You're Hired!

Length: 21 minutes

Style: Informational

Key Characters: Caucasian, African-American

Production Date: 1997

C2-JV2967 VHS \$99.00



Why Should I Hire You?

How to Be More Than Just a Face in the Crowd

For High School to Adult

Why SHOULD someone hire you? Employers ask a lot of questions during job interviews, but this is really THE underlying question for which you must have an answer. If you can't give good reasons why someone should hire you, no one will!

This award winning video will help viewers answer this interview question as well as many others. More importantly it helps viewers understand what employers look for in the people they hire. This knowledge will help them review their backgrounds and be prepared to give examples of how they can do the job. Content comes from the many career and job search books written by Mike Farr, which sold more than 2 million copies.

Instead of lecturing, *Why Should I Hire You?*

- ◆ Uses a "slice of life" story to show the importance of narrowing the focus of the job search.
- ◆ Dramatizes the power of "cold-calling" - what can happen just by calling on potential employers unannounced, but with specific job objectives in mind.
- ◆ Contrasts good and so-so interview performances.

See Companion workbook: *Why Should I Hire You? Second Edition*

Why Should I Hire You?

Length: 18 minutes

Style: Slice-of-life case studies

Key Characters: Caucasian, African-American, Asian

Production Date: 1996

C2-JV3726 VHS \$99.00

C2-JD0406 DVD \$99.00

Winner!

U.S. Film & Video Festival

Certificate of Creative Excellence!



Looking Sharp

Grooming for Success

For High School to Adult

Clothes that look good and are work-appropriate are only half the appearance equation. If YOU don't look as good as your clothes, consider yourself only half-dressed.

People react to how you groom. In job interviews, even minor grooming problems such as uncombed hair will create a negative impression.

This new JIST video covers the basic principles of good grooming for both men and women. Professionals in various grooming specialties provide tips on how to improve your grooming to create a more professional and appropriate image. They will share time- and money-saving tips to help you make a good first impression in a job.

Get Professional Tips On:

- ◆ 'Do's' and 'don't's' of hair care, nail trimming, and other "extras"
- ◆ The appropriate use of deodorants, perfumes, and colognes
- ◆ For women: how to even out imperfections with makeup while creating a natural look
- ◆ For men: trimming or shaving facial hair

Winner!
Telly Award
Communicator Award

Looking Sharp: Grooming For Success

Length: 17 minutes

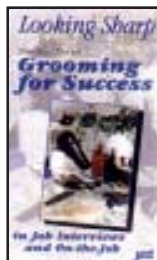
Style: Informational

Key Characters: Caucasian, African-American, Asian

Production Date: 1997

C2-JV2983 VHS \$99.00

C2-JD0503 DVD \$99.00



Looking Sharp

Dressing for Success

For High School to Adult

According to employer surveys, 4 out of 10 interviewees make negative impressions based on their dress and grooming.

It's true: How you look makes a difference in a job interview and on the job. While there is much more to career success than how you dress, clothing provides a variety of social clues that others use to help define you.

This new JIST video takes a look at the basics of dressing for success on the job interview and on the job.

Male and female viewers get tips on how to:

- ◆ Avoid the "little things" that can ruin their appearance at a job interview
- ◆ Dress appropriately for a formal office as well as for a less formal "blue-collar" job
- ◆ Dress well on the first day of a new job
- ◆ Use creative shopping methods to find good clothes on any budget
- ◆ Develop a style that best presents their personality
- ◆ Use accessories to jazz up their wardrobe
- ◆ Avoid clothing that can create on-the-job safety problems
- ◆ Care for their clothes

An Important Job Retention Topic

While your skills, abilities, and other factors play a big role in your career success, your dress and appearance are also significant. Looking sharp and professional in any job can give your career a boost, and this video will show you how!

Looking Sharp: Dressing for Success

Length: 18 minutes

Style: Informational

Key Characters: Caucasian, African-American, Asian

Production Date: 1997

C2-JV2975 VHS \$99.00

C2-JD049X DVD \$99.00



NOW IN DVD FORMAT!

CAREER/CHARACTER EDUCATION

Exploring Your Career Options

Interest Level: Middle School-High School

- ◆ New video inspires young people to explore job alternatives!
- ◆ Teaches the process of career exploration, a skill that students will use throughout their lives!
- ◆ Provides direct support for career exploration and awareness programs in grades 6-12!
- ◆ Teaches everyday, hands-on ways that young people can explore careers.



Exploring Your Career Options is a new video from JIST that inspires young people to explore careers by showing them everyday, hands-on ideas that they can use to learn more about their career interests. Real students describe their interests, what they like to do, and what they are good at. Then these students use their insights to identify occupations and careers for exploration.

Exploring Your Career Options video is not filled with details about specific jobs. Instead, viewers learn a process for learning more about careers and occupations. First, viewers learn to "Explore Career Clues," including their interests and talents. Second, viewers "Explore Job Groups" where they see that there are groups of jobs related by their interests and talents. Third, viewers are encouraged to "Seek Facts About All Related Jobs" and to dig for more details by looking into occupational references such as *Exploring Careers*, the *Occupational Outlook Handbook*, and others. Fourth, career experts describe everyday hands-on ideas that young people can use to "Explore Career Possibilities," for example, by finding professionals with whom to shadow or talk. We think *Exploring Your Career Options* will benefit a wide audience of young people and the professionals who work with them:

- ◆ Young people in grades 6-12, ◆ Parents, ◆ Librarians
- ◆ Teachers and counselors, ◆ Youth program professionals
- ◆ Anyone working with, training, or advising young people

VHS Length: 23 minutes with 20 minutes of bonus content

Format: VHS or DVD, copyright: 2004

JV9996 VHS \$129.00

JD0104 DVD \$129.00

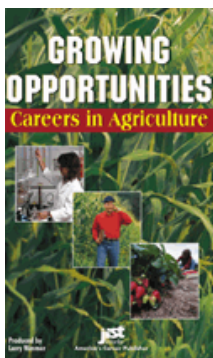
Download a FREE Instructor's Guide (PDF file)

NEW!

Growing Opportunities Careers in Agriculture

Interest Level: Middle School-Adult

- ◆ Covers 23 careers directly related to the agricultural field.
- ◆ Each person is shown in his or her work environment, and each gives an opinion of how his or her job is unique!
- ◆ Graphics highlight job titles, recommended education, and salaries.



"Students really enjoy it. The video hits all the important subjects without overkill. It opens windows for students to investigate a variety of careers. And the video also gives teachers a lot of opportunities to create follow-up assignments."

—Donna Pinkerton, teacher in Ventura County

"It made me aware of all that is done in order for me to eat a good salad." This quote is from a student who watched *Growing Opportunities*, and it's true: Most people are amazed at what they learn when they see the wide range of people that a farmer interacts with during a typical day. The video includes thumbnail descriptions of 23 careers that exist in the agricultural industry. Some people work in the fields, and many are professionals, such as weather forecasters, chemical and fertilizer specialists, and others.

VHS, Length: 23 minutes, Format: VHS or DVD copyright: 2002

JV0147 VHS \$99.00

JD0155 DVD \$99.00

Download a FREE Instructor's Guide (PDF file)

NEW!

A Meeting at the Crossroads Straight Talk from Real Teens About Substance Abuse

Interest Level: Teens and preteens

Teens Warn Teens: Stay Off Drugs.

This honest, hard-hitting video shows teens and preteens the real consequences of drug and alcohol use. Teens in a juvenile detention facility tell how they got involved with drugs and talk about the negative consequences of their decisions. Their experiences serve as a warning to others who might choose the same path.

The video also includes interviews with teens in a SADD (Students Against Destructive Decisions) program who have committed to staying clean and sober. In a rare face-to-face meeting, the incarcerated teens and the teens in SADD discuss peer pressure and what it takes to stay away from drugs.

The message in *A Meeting at the Crossroads* is clear: Peer pressure and environment may play a role in drug use, but the issue ultimately comes down to choice. Teens have the power to choose their friends wisely and decide for themselves whether or not to drink and use drugs. An ideal length for any workshop or classroom setting, the video is appropriate for both at-risk and general youth populations. It can be shown in schools, agencies, counseling centers, support groups, and other settings where youth need to hear straight talk on the issues.

Key Features:

A Meeting at the Crossroads provides a unique point of view from both sides of the teen drug issue. Teens who normally would never talk to each other sit down and have an honest discussion about peer pressure and substance abuse.

- ◆ Documentary style
- ◆ Real teens are interviewed
- ◆ Character Education
- ◆ ER Physician talks about teen substance abuse
- ◆ Trauma surgeon talks about result of drunk driving
- ◆ Narrator
- ◆ Diverse
- ◆ Discusses the consequences of alcohol and drug use
- ◆ Discusses the power of peer pressure
- ◆ Provides perspective of each side of the issue
- ◆ Length of program is compatible for any workshop or classroom setting

VHS, Producer/Director: Vincent Yarbrough

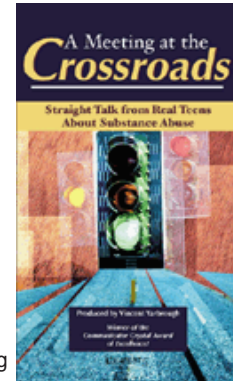
Format: VHS or DVD, Style: Documentary

Length: 24 minutes, copyright: 2001

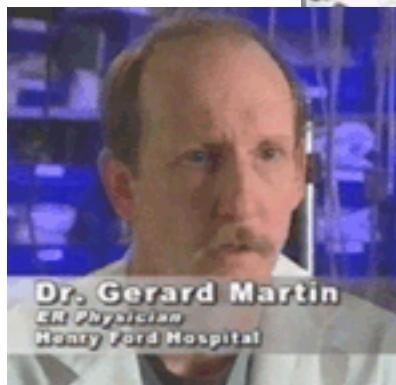
Price:

KV1424 VHS \$129.00

KD1475 DVD \$129.00



NEW!



TOP JOBS



Career Finder Plus

Reading Level: Grade 5+,
Interest Level: Grades 4 to 9

The multimedia career interest assessment and exploration tool that accesses more than 1,100 occupations!

Career Finder was one of the very first software programs to match a person's interests to possible occupations and careers. We always liked the program because it was very simple to use: Users answered just 18 questions and got a list of 20 best-fitting jobs; text is written at a fifth-grade reading level. This current "plus" version still has just 18 questions but includes a much larger database of jobs (1,109—users get a list of the 50 best matches), video clips, and pictures. PLUS, there are three additional paths to access the information about the world of work, career clusters, specific job titles, and even an individual's own interests.

Path 1—Career Worlds. Users select a career group and view a video covering the careers in that group and how they relate to one another. By choosing "More info," users can scroll through a list of occupations in the group, select an occupation, and access the Info Report screen with a complete description of job skills, required education, outlook, and salary.

Path 2—Explore. Users enter keywords and select one or more career types to search the entire database for career descriptions that match their keywords.

Path 3—Fast Facts. Users start their search by learning the answers to commonly asked questions and selecting a career to explore from the resulting list.

Path 4—Career Finder. Users answer 18 simple questions to generate a list of the 50 occupations that best "fit" their interests and preferences. Users can view these results through a Fit Report that indicates how closely each occupation matches their interests. To learn about a specific occupation, users go to the Info Report screen and click on an occupation for information on education, salary, job outlook, and job skills. The Info Report contains audio that reads aloud the occupation description.

Single CD-ROM, Format: CD-ROM installs for Mac and Windows 95, 98, and XP only.

Available as a Single CD-ROM or Lab Pack of 5. copyright: 1998

WG7395 Single CD-Rom \$99.00

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

Detailed Information on 173 Good Jobs in All Major Fields and Industries

by Michael J. Farr

Reading Level: Grade 8, For: HS-Adult

A major revision of this targeted reference!

- ◆ All new job descriptions with the latest earnings and other details.
- ◆ New content on education options, labor market trends, industries, and occupations with the best pay and growth potential.
- ◆ New "Top Jobs" lists of best paying and fastest growing jobs at different levels of education and training.

Many rapidly growing jobs do not require a four-year college degree. Jobs with good pay and rapid growth are available in health care, technology, transportation, sales, business, human services, and many other areas. This book will help job seekers and career changers find them. An essential reference for anyone wanting to get ahead.

Features

- ◆ **More than 100 Major job descriptions.** Thorough and up-to-date descriptions of jobs that do not require a four-year college degree, with details on earnings, training required, working conditions, projected growth, and more.
- ◆ **Career planning and job search advice.** A helpful section presenting Mike Farr's results-oriented career planning and job search techniques. Includes tips on exploring career options, defining your ideal job, writing resumes, getting two interviews a day, answering problem questions, surviving unemployment, and more.
- ◆ **Industry and labor market trends.** Well-written articles on major trends and how to take advantage of them in career planning.
- ◆ **Details on the top 500 jobs.** Including data on earnings, employment growth, education required, unemployment rates, and more.
- ◆ **Resume examples by professional resume writers.** For jobs that don't require college degrees.

Format: 368 pages, softcover, Copyright: 2005
S5-J0724

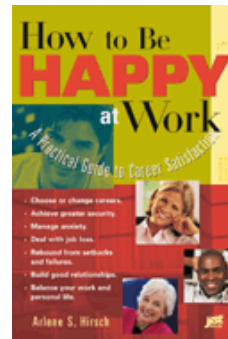
\$15.95



How to Be Happy at Work

By Arlene S. Hirsch

How to overcome the most common obstacles to career fulfillment!



Everyone faces the impediments to career success. Now there's a special resource - **How to Be Happy at Work** - that shows readers how to overcome the most common obstacles, including career choice/change, achieving greater success, managing anxiety, dealing with job losses, rebounding from setbacks and failures, building good relationships, and balancing work and family needs.

Besides these obstacles, the last few years have been especially challenging for many due to dramatic events of 9/11 and the meteoric growth - and subsequent crash - of the Internet economy

and the dotcoms. Both of these events caused many people to reexamine their fundamental values and question their career and jobs.

This book includes a balanced mix of anecdotes, real-life stories and case studies, practical advice, and self-quizzes to help readers assess personal career goals and needs and develop effective career/life strategies. Plus there are assessment tools and exercises, including a "Career Happiness Plan."

How to Be Happy at Work

Format: 6x9, 304 pages, softcover, copyright: 2004
J9805

\$14.95

CHARACTER DEVELOPMENT



Electronic Federal Resume Guidebook, DOD Agency Edition, CD-ROM

By Kathryn Kraemer Troutman

The Department of Defense is a huge employer with more than 700,000 civilian employees. Here's inside advice on writing resumes and posting online applications.

Electronic Federal Resume Guidebook, Book & CD-ROM

Format: 5.5x8.5, 254 pages, softcover, copyright: 2001

J2525 SC bk w/CD \$44.95

Becoming The Best Me, Second Edition

10 Career and Character Essentials

Bob Orndorff

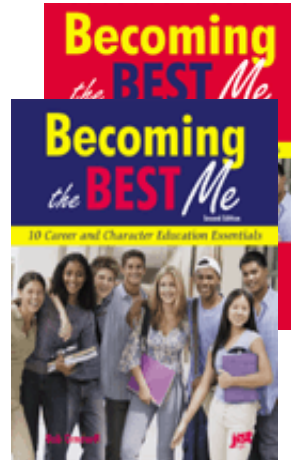
Real-world-focused workbook is based on research from nine top companies! ♦ Helps develop good character traits and skills throughout life and career. ♦ Interactive student activities—complete in class or assign as homework. ♦ Incorporates key character education values—respect, responsibility, honesty, hard work, teamwork, citizenship, and communication. ♦ Fun and engaging writing style.

Becoming the Best Me is an engaging book that helps develop character education and life skills as they relate to careers. Topics include communication, teamwork, honesty, responsibility, and technology skills. Company recruiters are quoted throughout, giving advice on what skills are most important in today's world of work. Also contains comments from college students who have used the book on how it has helped them.

K1483 Softcover Book \$9.95

K1491 Instructor's Guide \$19.95

Visit us online to download a Product Profile!



Character

A Guide for Middle Grade Students

Ed DeRoche, Michelle Gallo, Nancy Girvin, C.J. Moloney
Interest Level: Middle School

JIST's new, engaging workbook is designed to get middle grade students thinking about who they are, and what virtues or character traits they should emulate. Based on traits established by key national character education organizations.

KEY FEATURES

- ♦ Written for middle school-level students
- ♦ Teaches character education traits through chapter content and activities—a complete character education curriculum
- ♦ Each chapter thoroughly covers one of these character traits: Honesty, Responsibility, Respect, Citizenship, Fairness, Caring, Perseverance, Courage, Self-Discipline, and Trust
- ♦ Activities are individual and group-oriented and include self-assessments, writing, puzzles, and research
- ♦ Each chapter includes relevant outside reading and Web sites

Format: 8.5 x 11, 128 pp. (est.),

Softcover

Copyright: 2005

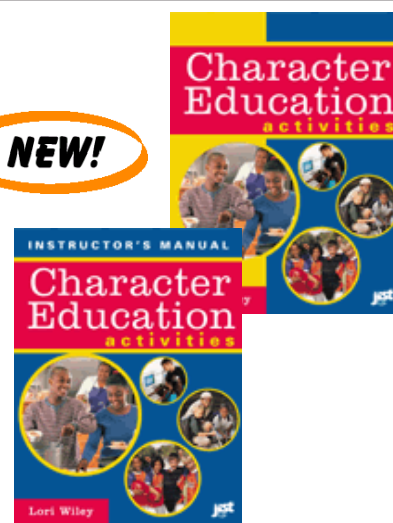
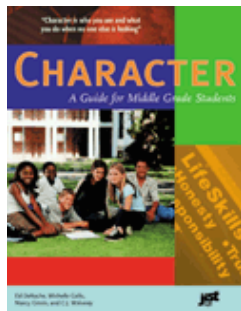


K1521 Character Book

\$9.95

"Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved."

—Helen Keller, 20th-Century American social activist, public speaker, and author



Character Education Activities

Lori Wiley, Ph.D., Interest Level: Grades 3 to 8

This new character education workbook is activity-based and written for students in grades 3 through 8. Teachers and group leaders can follow the activities from beginning to end or choose the activities that best meet their needs.

There are six parts each containing 15 to 20 activities.

Part 1 introduces students to character education through self-assessment surveys and activities.

Part 2 teaches character education concepts and ideas.

Part 3 asks students to share their experiences and stories that relate to good character.

Part 4 covers goal-setting and problem-solving.

Part 5 presents activities related to the conscience and making good choices in life.

Part 6 has students developing their life and character action plans through activities and worksheets.

Key Features:

- ♦ Over 100 activities, worksheets, and checklists to teach character education
- ♦ Flexible format for teachers/leaders to pick and choose activities
- ♦ All key character traits addressed in activities: Compassion, Courtesy, Honesty, Justice, Responsibility, Respect, Hard-Work, Patience, and more
- ♦ Thorough Instructor's Manual makes it easy to add this activity book to classes and programs

Format: 144 pp. (est.), 8.5 x 11, softcover, Copyright: 2005

K1548 Character Education \$9.95

K1556 Character Education TG \$19.95

Character Instructor's Manual

A Guide for Middle Grade Students

Ed DeRoche, Michelle Gallo, Nancy Girvin, C.J. Moloney
Interest Level: Middle School

An Instructor's Manual to accompany *Character: A Guide for Middle Grade Students*.

- ♦ Assists in developing school character education curriculum
- ♦ Helps structure activities corresponding to student workbook
- ♦ Includes additional activities
- ♦ Provides teacher with solutions to activities
- ♦ Gives group activity suggestions and much more

Format: 8.5 x 11, 96 pp. (est.), Softcover

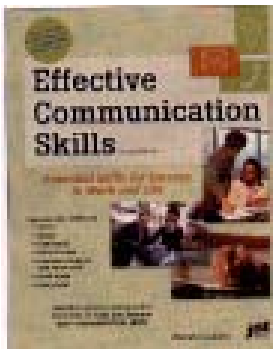
Copyright: 2005

K153X

Instructor's Manual \$19.95



CAREER DEVELOPMENT



Effective Communication Skills, Second Edition

Author: Marsha Ludden, M.A.
Format: 128 pp, 8.5x11,
copyright: 2002

Paperback
C2-J8523 \$8.95

Instructor's Guide
C2-J8531 \$12.95

Effective Communication Skills, Second Edition

Essential Tools for Success in Work, Social, and Personal Situations

by Marsha J. Ludden, M.A.

Reading Level: Grade 8, For HS-Adult

Employers rate effective on-the-job communication skills as the most important for job success!

- ◆ More than 40,000 copies in print!
- ◆ Completely revised!
- ◆ New Instructor's Guide has tons of extra activities.

Includes quizzes and practice exercises to sharpen communication skills in

- ◆ Listening
- ◆ Speaking
- ◆ Using E-mail
- ◆ Writing letters
- ◆ Using the telephone and voice mail
- ◆ Sending faxes
- ◆ Using pagers

Communicating Well: A Key to Success in Work and in Life

Poor communication affects the ability to get and keep jobs. It can lead to confusion, business losses, missed appointments, and missed opportunities. Learning to communicate well lets others understand ideas and needs. It is equally important to understand the messages others are sending.

Improve Your Ability to Speak, Write, and Share Ideas

Effective Communication Skills covers the basics of getting your message across in casual conversation or public speaking, in e-mails or in letters, and at work or with friends. Ludden provides specific life and work examples of each type of communication, as well as tips for improving communication skills.

Tools and Quizzes Sharpen Communication Skills

Effective Communication Skills includes quizzes and practice exercises to help sharpen communication skills:

- ◆ In "Check it Out" exercises, readers can rehearse basic skills, from talking with new acquaintances to writing and sending e-mails and faxes
- ◆ Vocabulary reviews reinforce key terms in each chapter
- ◆ Sample conversations, letters, and phone messages show effective communication put to practical, real-life use.

Related Product

- ◆ *The Art of Effective Communication Video, Revised Edition*
- ◆ *Make a Good First Impression Video*

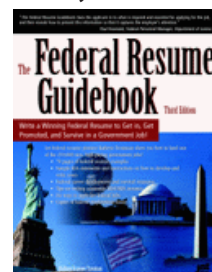
The Federal Resume Guidebook, Third Edition

by Kathryn Kraemer Troutman

- ◆ A terrific 'how-to' book for those seeking employment with the federal government
- ◆ Tips on writing scannable RESUMIX resumes and which agencies require them
- ◆ How to submit federal resumes by e-mail or through the Web
- ◆ Copies of federal employment forms
- ◆ Lists of federal occupational groups, including the group and series numbers the government uses to classify them

NEW for this edition:

- ◆ How to apply for jobs with the Homeland Security Administration, including the new resume format needed for these jobs
- ◆ New sample resumes
- ◆ Federal resumes for career changers
- ◆ How to pack your resume with keywords
- ◆ Six ways to apply for federal jobs
- ◆ The government's new required core competencies and how to highlight yours



Format: 416 pp, 8.5x11, softcover, **copyright:** 2004
C2-J9252 \$21.95
The only guidebook designed to develop competitive federal resumes!

Guide to America's Federal Jobs, Second Edition

A complete Directory of Federal Career Opportunities

Compiled from various Federal Resources by JIST Editors

Reading Level: Grade 8, For: HS-Adult

The most comprehensive resource on federal employment for job seekers and federal employees. Includes lists of all federal job titles plus information on all major federal agencies and departments, including their web addresses.

Format: 528 pp, **copyright:** 2001

C2-J5265

\$18.95



Recommended for: HS - Adult Winner!
Telly Award



The Art of Effective Communication, Revised Edition

Length: 27 minutes

Style: Humorous, informational

Key Characters: Culturally Diverse

Revision Date: 2000

C2-JV7284 VHS \$129.00

C2-JD0422 DVD \$129.00

The Art of Effective Communication, Revised Edition

Communication THE key skill for getting and keeping a job.

Tips on verbal, nonverbal, listening, and written communication with supervisors, coworkers, and customers.

Many people believe communication is the key to good relationships. This is especially true for relationships between employers and job seekers. How you communicate with your supervisor, other managers, and your coworkers can significantly affect your success.

This award winning video demonstrates the impact of good - and poor - communication skills on work relationships, and gives tips for improving verbal, nonverbal, listening, and written skills. Viewers learn that:

- ◆ What they do with their bodies while speaking or listening is just as important as the words they speak.

PRISON RESOURCES

A JIST Bestseller!

Putting the Bars Behind You, Revised Edition

For: HS-Adult

- ◆ Addresses special needs of ex-offenders looking for work.
- ◆ Learn from experiences of ex-offenders.

Ex-offenders are often clients or participants in programs operated by many organizations - community-based organizations, postsecondary institutions, one-stop career centers, other training programs funded by JTPA, and welfare-to-work programs, to name some. Both ex-offenders and the professionals who work with them will benefit from this excellent, newly revised video that addresses the unique challenges that ex-offenders face when they look for work.

Results-Oriented Job Search Methods

This is still a very special video that addresses key topics with solid content. Real-life ex-offenders talk about looking for - and finding - jobs. Ex-offenders learn

- ◆ Mike Farr's practical, self-directed job search techniques, with emphasis on the unique needs of ex-offenders.
- ◆ Why traditional job search methods - filling out applications, answering newspaper ads, and "shotgunning" resumes - are less effective for ex-offenders.
- ◆ The two most effective job search methods that can dramatically reduce the time it takes to find a job. And the job search methods are the very best! They're based on techniques by Mike Farr, whose job search books have sold more than 2 million copies!

Shows Ex-Offenders How to Interview Successfully

The toughest challenge for ex-offenders seeking work is the job interview. Special attention is given to the interview, and ex-offenders learn how to

- ◆ Discuss their incarceration with potential employers
- ◆ Communicate their skills and strengths
- ◆ Answer tough interview questions.

Putting the Bars Behind You, Revised Edition

Length: 24 minutes

Style: Serious, informational

Key Characters: Caucasian, African-American, Hispanic

Revision Date: 1999

C2-JV6512	VHS	\$149.00
C2-JD0481	DVD	\$149.00



Corrections/Pre-Release Job Search and Retention Package

5 copies each of the *Putting The Bars Behind You* Workbooks and the *Instructor's Guide* with one copy of the *Putting The Bars Behind You* Video/DVD
CCJ3314 \$335.40 save \$37.27

Back in the World: Life After Prison Video Series



For: Adults

It's a fact: Most incarcerated individuals serve their time and return to the "real" world. But as inmates count down the days and months to release, their anticipation runs the gamut from excitement about freedom to apprehension about making a new start.

This is a very special three-video series, years in the making. Why? Because inmates have unique challenges - both obstacles AND opportunities - to make a good transition from prison to "civilian" life. The solid advice offered in these new videos is drawn from numerous interviews with inmates near their release dates and with their counselors and instructors. Their words offer practical tips and inspiration for ex-offenders to embrace - and succeed with - their new lease on life.

"I really like this video because it stresses the importance of offenders taking advantage of all the programs offered by the institution."

- Marge Warner, A.B.E. Teacher
State of Indiana Department of Correction

- ◆ Solid advice for pre-released offenders.
- ◆ Excellent information for professionals who work with inmates.
- ◆ Includes numerous interviews with inmates near their release dates.
- ◆ Filmed at correctional facilities across the country.
- ◆ Very practical advice, tips can be put into practice immediately.

Back in the World: Life After Prison Video Series

Length: Each video 25 minutes average

Style: Documentary, informational

Key Characters: Caucasian, African-American, and Hispanic

Three -Video Set ---Save \$48.00

C2-JV5214
\$329.00

Post-Prison Blues: Adjusting Your Relationship with Family, Friends, and Yourself

The emotional challenge of prison release can be daunting. Even family and close friends may take some time to adjust, not to mention society at large. Inmates and experts relate their experience and valuable insights on how to make the emotional transition, and they talk about:

- ◆ Dealing with the label "ex-convict"
- ◆ Surviving without support from family or friends
- ◆ Helping children understand why you were in prison
- ◆ Coping with the change from structured; instructional time
- ◆ Dealing with the uncertain future.

Approx. 25 minutes, copyright: 1999

C2-JV5796 \$129.00

Inside Opportunities:

Training and Education Behind Bars

The time spent in prison need not be wasted! Correctional facilities provide a wealth of training and education programs for inmates to develop some of the skills they'll need to get and hold jobs when they're released. Current and former inmates offer insight on

- ◆ Basic literacy
- ◆ High school completion
- ◆ GED certification
- ◆ Vocational training
- ◆ Postsecondary education
- ◆ Job search training
- ◆ Employment skills training.

Approx. 25 minutes, copyright: 1999

C2-JV5656 \$129.00



See our new five workbook series for Ex-offenders on page 50!

After Prison:

How the Ex-Convict Can Find a Place to Live, Get Work, and Stay Straight

Basic human needs for food, shelter, and employment - critical factors in transition - are the focus of this video. Where can ex-offenders find housing and jobs? And most important - where can ex-offenders find extra emotional strength during those first few months? Inmates answer these and many other questions:

- ◆ When should I begin to plan for release?
- ◆ How do I handle money and credit?
- ◆ What can I do about housing?
- ◆ What do I tell potential employers?
- ◆ How can I overcome the stigma of being incarcerated?
- ◆ What support programs are available?

Approx. 25 minutes, copyright: 1999

C2-JV5664 \$129.00

WINNERS!

- ◆ **Inside Opportunities:** Telly Award
- ◆ **After Prison:** Bronze, Worldfest Houston; Award of Distinction, Communicator Awards
- ◆ **Post-Prison Blues:** Telly Award; Silver, Worldfest Houston; Honorable Mention, Communicator Awards; Second Place, ACA Festival

CAREER DEVELOPMENT VIDEOS

Get Motivated!

With Toby Malichi
For HS-Adult

Get Motivated with Toby Malichi

Length: 36 minutes

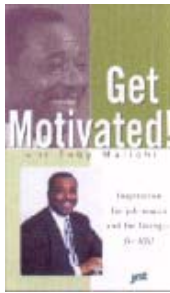
Style: Live Presentation

Key Characters: African-American male trainer, culturally diverse audience

Production Date: 2001

C2-JV8515

\$149.00



Inspiration for job search and for living - *for life!*

People receive negative feedback and advice more than 25,000 times during their lives!

Viewers learn how to fight back in this fine motivational video that features Toby Malichi, Captured "Live," Toby engages his audience to emphasize that attitude permeates virtually every aspect of what we do, including job search.

The key to success? Self management skills that start with attitude. See why Toby Malichi has been invited to present more than 4,000 talks around the world. His positive attitude is absolutely infectious, and there's plenty to go around.

As Toby says, "At the beginning of every task is an attitude!"

Looking for Work with Attitude Plus!

High School-Adult

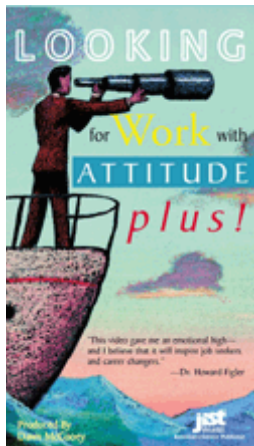
A good attitude is a key element in a successful job search!

A very important first step in job search: your attitude. A half-hearted approach usually produces half-hearted results. Many people who have lost their jobs—especially through no fault of their own—experience loss and even some degree of depression over their situation. While this is understandable, people have to overcome these feelings in order to begin a transition to new employment.

Looking for Work with Attitude Plus! is an excellent new video/DVD that speaks directly to the emotional impact that job loss brings. It uses the metaphors of several sports—including sailing, rock climbing, fly-fishing, and windsurfing—to help viewers understand the dynamics of job loss and career change. Then it offers valuable insights into ways to move through and beyond emotional barriers.

Key Messages:

- ◆ Support is an important ingredient in dealing with emotions.
 - ◆ Overcoming fears and taking risks creates freedom.
 - ◆ Change is possible.
 - ◆ Knowledge and preparation are two important elements of job search.
- Use this video with:



- ◆ One-stop career center clients
- ◆ Students in life skills courses
- ◆ Welfare-to-work program participants
- ◆ Vocational/technical school students
- ◆ Community college placement centers
- ◆ Any job search training program or course
- ◆ Corporate/HR training
- ◆ Clients with community-based organizations
- ◆ Outplacement program participants

Length: 22 minutes
Format: VHS or DVD
Copyright: 2004



JV0791

VHS

\$99.00

JD0848

DVD

\$99.00

Think Small

Finding Big Jobs in Small Businesses

- ◆ Seven of ten non-government workers are employed by organizations with fewer than 250 employees
- ◆ Eighty percent of job growth comes from these same companies
- ◆ Small businesses create rewarding careers and jobs

Viewers Learn

◆ That small organizations - both for profit and non profit - offer a wealth of opportunities that should be considered by anyone on a job search.

- ◆ How to research small businesses.
- ◆ What things to keep in mind when searching for jobs in small businesses.
- ◆ What small businesses look for in employees.

This is an excellent new video focused on a topic that is often overlooked in job search training.

Think Small!

Length: 25 minutes

Format: Informational, lots of interview segments with narrator

Key Characters: African-American, Caucasian, Hispanic

Production Date: 2002

C2-JV6601

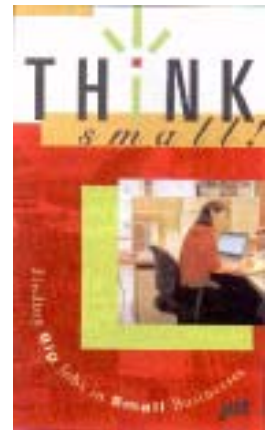
VHS

\$129.00

JV918X

DVD

\$129.00



Related Products:

- ◆ *Two Best Ways to Find a Job*, Second Edition Workbook
- ◆ *Why Should I Hire You?* Second Edition Workbook

Attitude

With Toby Malichi

For: HS-Adult

"Success works with you, after you work for success."

—Toby Malichi



Why is this man smiling?

Toby Malichi has spoken to individual and groups all over the world, he's even addressed an economic forum at the United Nations. If you tell Toby that is quite an achievement, he will agree. But in the next breath he will say it is simply the realization of a dream he's been chasing since he was eight years old.

As a motivational speaker for more than 17 years, Toby has dedicated his life to presenting an inspiring new way of thinking. He continues to enlighten people throughout the world and from all walks of life with a simple message: *The keys to success can always be traced to perseverance and a positive attitude!*

This motivational video can be especially helpful for job seekers: It inspires viewers to change their attitudes to overcome current circumstances.

- ◆ Ideal for those who are overcoming layoffs
- ◆ Hope for the discouraged
- ◆ Road map to success in life and at work

Attitude!

Length: 50 minutes

Style: Interview with a trainer, live presentation

Key Characters: African-American male trainer, culturally diverse audience

Production Date: 1994

C2-PV0386

\$129.00

WELFARE TO WORK

Welfare-to-Work Video Series Recommended for: Adults

A new four-video series targeted at people who receive public assistance—and the professionals who work with them!

- ◆ Speaks directly to public assistance recipients.
- ◆ Reinforces the main message of welfare reform: Learn how to find a job, and learn how to keep it.
- ◆ Includes real-life welfare recipients discussing finding and keeping a job.

Motivates AND educates on four essential job search topics:

- 1) Getting started.
- 2) Your Job Is Out There.
- 3) Making A Good Impression.
- 4) Success That Lasts.

Excellent for:

- 1) New welfare applicants.
- 2) Candidates for welfare-to-work programs.
- 3) Welfare-to-Work program participants.
- 4) Welfare-to-Work professionals.

Jist's Welfare-to-Work Video Series

Welfare-to-work professionals have tough jobs! Many programs have moved hundreds, even thousands of welfare recipients into jobs. But new people apply for benefits every day, and many of the most challenging clients remain. Jist's new Welfare-to-Work Series is targeted at people who receive public assistance, including first-time applicants, candidates for welfare-to-work programs, and those who have yet to make the transition.

Jist's Welfare-to-Work Video Series delivers the right content for its audience.

- ◆ Comprehensive. Viewers are exposed to all essential job search topics.
- ◆ Flexible. Viewers can focus on just one or many essential job search topics.
- ◆ Two videos are motivational and inspirational in style.
- ◆ Includes relevant content. Designed with input from current and former public assistance recipients.
- ◆ Includes viewers' perspective. Viewers will identify with current and former recipients as well as professional staff.
- ◆ Keeps viewer interest. Good mix of lecture, group discussion, group activities.
- ◆ Goes beyond job search techniques. One video focuses on keeping and succeeding on the job.

Produced with input from welfare professionals and recipients. Former and current recipients are featured in the series as well as professional staff, and it has already been presented to thousands of recipients. This series presents their experiences, observations, and tips, and it talks "up" to recipients - they will relate easily to both the content and the presenters.

High quality production values. These videos are designed to capture and maintain viewers' interest - they're much more than just "talking heads." The format includes a good mix of lecture, group discussion, group activities, comments from recipients and professionals, and professional facilitation. Sound and video quality are excellent.

Welfare-To-Work Video Series

Length: Four videos, 30-36 minutes each

Style: Motivational, educational

Key Characters: Culturally diverse

Production Date: 1999

Four-Video Series - Save \$131.00

C2-JV6784 \$495.00

Individual Videos: \$149.00 each

Online Instructor's Guide available for each video



NOW IN DVD FORMAT!

Getting Started

A motivational video that provides an overview of all the steps necessary to start a successful job search regardless of education or work experience. Scheduling time, self-assessment, skills inventories, and goal setting are covered, and former recipients describe their successes and the benefits of leaving public assistance and moving into the world of work.

33 minutes, copyright: 1999

C2-JV6792 VHS \$149.00

C2-JD0449 DVD \$149.00

Your Job Is Out There

Viewers learn how to locate jobs in the "hidden" job market and how to create professional resumes. One strength of this video: It makes the difficult task of looking for and applying for work simple and easy to understand, and viewers will be able to create a powerful master job application and resume regardless of work experience and education.

36 minutes, copyright: 1999

C2-JV6806 VHS \$149.00

C2-JD0457 DVD \$149.00

Making a Good Impression

Job interviews are a critical step for all job seekers, but this video is especially strong at showing viewers how to answer difficult questions. For example, "I see by your job application that you don't have a lot of work experience, so what can you do for this company?" Viewers gain confidence by learning good strategies and practical techniques to answer this—and other difficult questions - resulting in more quality job offers.

30 minutes, copyright: 1999

C2-JV6814 VHS \$149.00

C2-JD0465 DVD \$149.00

Success That Lasts

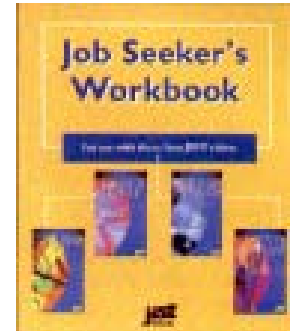
Minimum wage is the reality of many jobs offered to people moving off welfare. This motivational video educates viewers on what it takes to have secure employment, and it teaches them how to turn minimum wage jobs into successful, high-paying careers. The solid advice in this video can be used in many settings!

34 minutes, copyright: 1999

C2-JV6822 VHS \$149.00

C2-JD0473 DVD \$149.00

Also available!
Welfare-to-Work
Workbook



Job Seeker's Workbook

by the Editors of JIST
Reading Level: Grade 6
For: HS - Adult

- ◆ New activity book to use with Welfare-to-Work Video Series
- ◆ Lots of interactive worksheets, charts, and checklists
- ◆ Use with individuals or in groups

This new workbook reinforces the main message of welfare reform: Learn how to find a job, and learn how to keep it!

The content complements the Welfare-to-Work Video Series, and the activities can be used as in-class activities and/or as homework assignments.

Covers the basics of skills identification, how to locate job openings, write resumes and cover letters, fill out job applications, telephone skills, interview skills, how to prepare for work, and how to ensure success on the job.

Format: 80 pp, 9.5x11, softcover, **copyright: 2001**

C2-J8337 \$6.95

JOB SEARCH VIDEOS

Recommended for: Grade 8 - Adult

Award Winning Videos!!

NOW IN DVD FORMAT!



The 50 Best Jobs for the 21st Century

- ◆ New videos that deliver occupational information on targeted lists of the best jobs!
- ◆ The ONLY videos based on data from Department of Labor's new Occupational Information Network (O*NET), release 3.0
- ◆ Informative, fast-paced.
- ◆ Appealing focus on the best jobs.

Much of the information comes from real "experts" - people who are actually employed in a representative sample of the best jobs. And these experts talk about why they chose their current jobs, the relative importance of money in their choices, their likes and dislikes, and the training/preparation required. Great advice from experienced employees to people considering jobs in their fields!

All jobs in these new videos were selected from 650 jobs that meet one or more of three criteria:

1. Number of job openings is expected to increase 10% or more.
2. Average annual earnings are equal to or greater than \$40,000
3. Occupation has 100,000 or more job openings each year

The 50 Best Jobs for the 21st Century Promising Careers With a College Degree

A Partial list of jobs in this video includes:

- ◆ Doctors
- ◆ Paralegals
- ◆ Designers
- ◆ Computer programmers
- ◆ Secondary school teachers
- ◆ Loan officers and counselors
- ◆ Electrical and other electronic engineers
- ◆ Occupational therapists
- ◆ Writers and editors
- ◆ Top executives

42 minutes, copyright 2001

C2-JV6520 VHS \$149.00
C2-JD0643 DVD \$149.00

The 50 Best Jobs for the 21st Century Promising Careers Without a College Degree

A partial list of jobs in this video includes

- ◆ Musicians
- ◆ Vocational education and training instructors
- ◆ Clerical supervisors and managers
- ◆ Correction officers
- ◆ Insurance adjusters, examiners, and investigators
- ◆ Sales specialists and support workers
- ◆ Food service and lodging managers
- ◆ Cost Estimators
- ◆ Police patrol officers
- ◆ Flight attendants

35 minutes, copyright: 2000

C2-JV6547 VHS \$149.00
C2-JD0651 DVD \$149.00

The 50 Best Jobs for the 21st Century Fastest Growing Fields

A partial list of jobs in this video includes

- ◆ Physician's assistants
- ◆ Dental hygienists
- ◆ Medical records technicians
- ◆ Personal and home care aides
- ◆ Electronic semiconductor processors
- ◆ Occupational therapy assistants
- ◆ Residential counselors
- ◆ Human services worker
- ◆ Desktop publishing specialists

35 minutes, copyright: 2002

C2-JV6555 VHS \$149.00
C2-JD0635 DVD \$149.00

The 50 Best Jobs for the 21st Century Good Pay, Most Openings, Fastest Growth

A partial list of the jobs include

- ◆ Systems analysts
- ◆ Computer engineers
- ◆ Engineering, mathematical, and natural science managers
- ◆ Marketing, advertising and public relations managers
- ◆ Computer scientists
- ◆ Physical therapists
- ◆ Special education teachers
- ◆ General managers and top executives

36 minutes, copyright: 2000

C1-JV6970 VHS \$149.00
C1-JD0627 DVD \$149.00

Winner of Three Awards!
Videographer Award of Distinction
Worldfest Finalist
Communicator Honorable Mention

The 50 Best Jobs for the 21st Century Video Series

Length: Four videos, 32-42 minutes each

Style: Informational

Key Characteristics: Culturally diverse

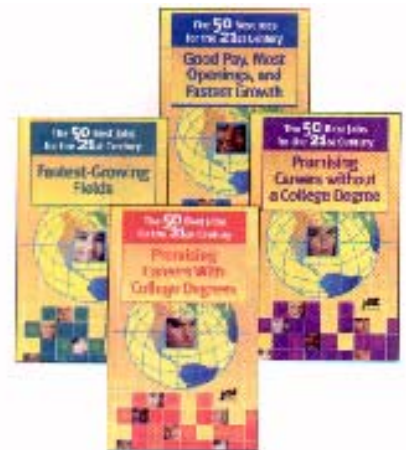
Production Date: 2000-2002

Four-Video Series - Save \$100

C2-JV7268 VHS \$496.00

C2-JD0619 DVD \$496.00

Wouldn't the "best" jobs for me be different from the "best" jobs for you? Of course! The best jobs are ones that support your lifestyle, likes/dislikes, talents, values, and goals. And that's the strength of these new videos: *They don't presume to list the best jobs for everyone, each video presents a targeted list of "best" jobs!*



JOB SEARCH VIDEOS

Skills Identification, Revised Edition

Discovering Your Skills

For: **Grade 7-Adult**

FACT: Many people do not realize they have hundreds of skills!

FACT: Many people do not know that some of their skills are more important than others!

FACT: People who know their skills create better resumes and do better in interviews!

This award winning video helps viewers understand what skills are, identify the hundreds of skills they possess, and clarify which skills are more important in a competitive job market.

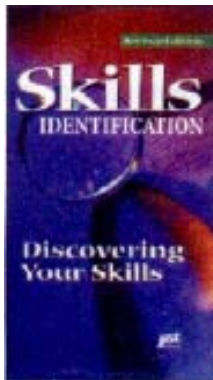
Good skills identification is the foundation for improved career decisions and a fast, effective job search.

Viewers Learn to:

- ◆ Identify skills that will improve resumes and interviews
- ◆ Relate abilities to the skills they require
- ◆ Use formal education, apprenticeships, and the military to learn skills
- ◆ Create a skills database from work, leisure, volunteer, and life experiences
- ◆ Set career and life goals - and reach them

A solid Video That's Even Better

New graphics and revised video footage make this edition clearer, and it does a better job of reinforcing key content points.



Recommended for
Grade 7 - Adult

Winner!
Telly Award

"An essential first step in job search!"

Skills Identification, Revised Edition

Length: 13 minutes

Style: Informational

Key Characters: Caucasian, African-American, Hispanic

Revision Date: 2000

C2-JV1456 VHS \$99.00

C2-JD0392 DVD \$99.00

NOW IN DVD FORMAT!

Recommended for HS-Adult

Winner!
Multiple Tony Awards
Worldfest
Videographer

How to Be a Success at Work Video Series - Revised Edition

Length: 16-20 minutes
each

Style: Entertaining, informational

Key Characters: Caucasian, African-American, Hispanic, Asian-American
Revision Date: 1999

Three-Video Series - Save \$58!

C2-JV6113 \$330.00

Individual Videos: \$129.00 each

How to Be a Success at Work Video Series, Revised Edition

- ◆ An excellent primer for entry-level workers on job survival and success.
- ◆ Based on the best-selling book *Job Savvy*, by LaVerne L. Ludden, Ed. D.

Congratulations! You got the entry-level job you wanted. But...where do you go from here?

At first glance, this question may seem trivial. But the answer is more important than you might think: *Because every entry-level job opportunity might set the stage for your future in that field!*

The *How to Be A Success at Work* video series provides thorough answers focused on the needs of entry-level workers. Viewers will understand what it takes to establish - and maintain - healthy relationships with their workplaces. This three-video series is designed to help entry-level workers:

- ◆ Get a positive start in the working world
- ◆ Handle day-to-day work issues
- ◆ Move ahead faster

What's new in the *How to Be a Success at Work Video Series*. There are extensive content revisions and additions (besides the new narrator and upgraded graphics):

- ◆ Better focus on the needs of entry-level workers
- ◆ More - and more diverse - examples of workers in entry-level jobs
- ◆ Expanded section on job ethics
- ◆ Expanded content on job retention

This series is based on the best-selling book *Job Savvy* and helps viewers adjust to their new work environments and, most importantly, succeed!



Succeed In Your Job

Advice to Keep Your Career on Target
How Entry-Level Workers Can Move Ahead Faster

Employers are looking for more than just workers, they're looking for people who can solve problems, who are team players, and who can think on their feet. They want people with excellent work habits and strong ethical values. The mere possession of these and other qualities can help employees stand out from others. And by demonstrating these qualities, employers help themselves to achieve satisfying and rewarding careers.

Succeed in Your Job shows how to acquire and maintain these long-term traits that make employees more valuable. And these employees are the ones who get noticed for raises, promotions, and career development. Viewers learn about:

- ◆ The importance of solving problems effectively
- ◆ The benefits of being able to work as part of a team
- ◆ The best ways to express satisfaction on the job
- ◆ The best resources to use when planning out a career

20 minutes, copyright: 1999

C2-JV6857 VHS \$129.00

Survive On Your Job

Tips for Staying Ahead at Work

How entry-level workers can handle day-to-day issues.

Time invested in improving self-image and creating good working relationships with co-workers and supervisors pays off in the long run. *Survive on Your Job* show that every day creates a new opportunity to grow from a success...to learn from a mistake...and to seek out the challenges that make being there worthwhile. Viewers see why it's important to:

- ◆ Take responsibility for successes and failures
- ◆ Interact with supervisors and co-workers
- ◆ Realize the different types of skills they can offer now, as well as develop for the future
- ◆ Do the "little things" that make workdays more productive and enjoyable workdays more productive and enjoyable

16 minutes, copyright: 1999

C2-JV6849 VHS \$129.00

Start Your Job

Promptness and Other Skills Employers Seek
How Entry-Level Workers Can Get A Positive Start in the Workplace

Start Your Job uses three settings - an office, a health care facility, and a hotel lobby - to explain the importance of the employee/employer relationship and how it can benefit both worker and supervisor. Viewers discover:

- ◆ How dependability, appearance, attitude, and even personal hygiene can affect their chances of job success - *right from the start*
- ◆ The seven basic skills that employers look for in new employees
- ◆ Ways that lifestyle plays a vital role in job performance

17 minutes, copyright: 1999

C2-JV6830 VHS \$129.00

JOB SEARCH VIDEOS

The Very Quick Job Search Video

Get A Better Job in Half the Time! Revised Edition

by J. Michael Farr

Overview of the best self-directed job search techniques in the best overview in the galaxy!

Money can't buy a better video than the **Very Quick Job Search Video** when it comes to self-directed job search. It's based on the best selling book of the same name by J. Michael "Mike" Farr, the national authority on self-directed job search. It presents the essentials of a successful job search in about 30 minutes.

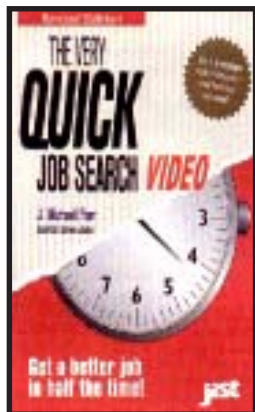
- ◆ The differences in traditional and nontraditional job searches
- ◆ The benefits of networking
- ◆ The basics of cold-calling to set up interviews

Students in job search courses and participants in job search workshops can view it as a course or workshop overview and again for review or brush up. Very helpful!

Much Has Been Updated!

Computers and the Internet are much more important tools in job search, and the revisions new and expanded section shows how technology can be used to a job seeker's advantage.

- ◆ Career-related software
- ◆ Online research on a career or an organization
- ◆ Internet Job databases
- ◆ Resume posting on the Web
- ◆ Networking on the biggest "net" work in the world!



The Very Quick Job Search Video, Revised Edition

Length: 32 minutes
Style: Serious, informational
Key Characters: Caucasian, African-American, and Hispanic
Revision Date: 1999
C2-JV2835 VHS \$129.00
C2-JD052X DVD \$129.00

Plus There Are Many Improvements

- ◆ Mike Farr explains the use of computers in the job search - new interview footage
- ◆ All-new interviews with employers sharing their impressions of various job-seeking methods
- ◆ All-new interviews with former job seekers, telling how they found their jobs through nontraditional channels
- ◆ New graphics, new narrator, new dramatized scenarios

Computer Skills in the Workplace

Revolution on the Job

For: HS-Adult



No matter what career field you choose, the need for computer skills is constant and ever growing!

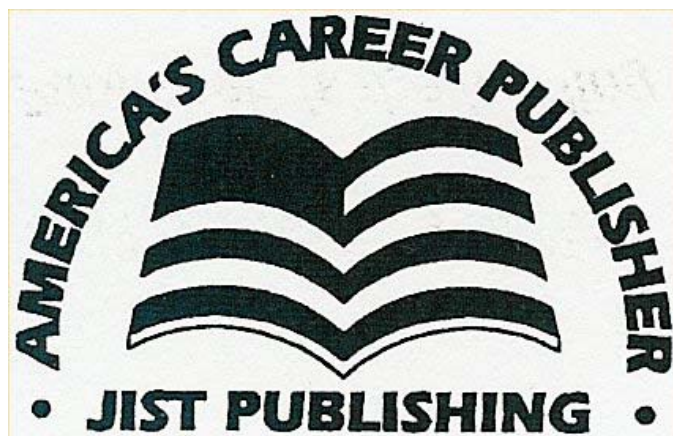
Everyone needs computer skills to get good jobs, and they need to continually upgrade these skills to stay competitive. Interviews with and advice from people whose jobs have been affected by computers. Employers explain what computer skills they look for. Workers in different jobs tell how important computer skills have become in the their jobs and people without computer skills share the problems they have had in getting good jobs or promotions.

Tips on Getting Computer Training.

Various sources of computer skills training are reviewed, including formal courses, online and video tutorials, employer-sponsored training and even low-cost alternatives such as reading computer magazines and books.

29 minutes, copyright: 1997

C2-JV4331 VHS \$99.00



The Complete Job Application

Filling in the Blanks, Revised Edition

No matter where job seekers go, job applications will be waiting.

And remember: Job applications are designed to SCREEN applicants OUT, not in. It's true! In many companies, filling out applications is a standard step in the hiring process that often comes before the interview. So there are advantages to knowing how to do a good job of completing applications.

An entertaining video that highlights

- ◆ Basics like leave no blanks, bring an erasable pen, leave off anything that could be perceived as negative
- ◆ How to deal with the salary question
- ◆ Which questions the law doesn't require you to answer
- ◆ How to handle tricky questions, like "Have you ever been arrested?"
- ◆ How to handle previous work and volunteer experience effectively

See companion workbook: **Introduction to Job Applications, Second Edition, see page 28**



The Complete Job Application, Revised Edition

Length: 20 minutes, **Style:** Informational
Key Characters: Caucasian, African-American
Revision Date: 2000
C2-JV7276 VHS \$99.00
C2-JD0384 DVD \$99.00

Envision Your Career

NEW!

A Language-Free Video Career Interest Inventory

Interest Level: High School-Adult

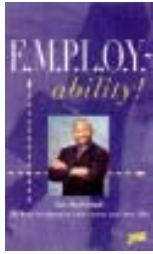
Envision Your Career: A Language-Free Video Career Interest Inventory, is a visual, language-free occupational interest inventory, in video format, that is based on John Holland's Theory of Types. It was designed to measure career interest in people who have little or no English skills and/or limited reading and writing abilities.

Key Messages and Features/Benefits:

There are no words, everything is visual. Viewers watch pictures of various occupations, 66 total, and then use a response sheet, available free via the Web, to circle numbers, on a scale of 1 to 5, corresponding to whether or not they liked the occupation they've seen. After completion of the test, columns are totaled for score. Each column represents one of John Holland's occupational clusters. 1 = Realistic, 2 = Investigative, 3 = Artistic, 4 = Social, 5 = Enterprising, 6 = Conventional. Finally, they confer the user manual, also free on the Web, to interpret their scoring. **Length: 22 minutes Format: VHS or DVD, Copyright: 2004**

JV1712 VHS \$149.00
JD1720 DVD \$149.00

JOB SEARCH VIDEOS



Recommended for: Grade 11 - Adult

E.M.P.L.O.Y.ability!

Length: 36 minutes

Style: Entertaining, live presentation

Key Characters: African-American male trainer, culturally diverse audience

Production Date: 2001

C2-JV6245 VHS \$129.00

E.M.P.L.O.Y.ability!

Six Steps to Change Your Life

Question: What's the best way to get money?

Answer: Get employed and stay employed!

Motivational speaker Bryon Ricks shares his effective **EMPLOYability formula**. His live audience relates easily to his personal observations and relevant stories that illustrate the key concepts of **Enthusiasm, Motivation, Planning, Learning, Obstacles, and You!**

The key lesson: Once viewers resolve to change, no obstacle - lack of work experience, education, skills - is too great to overcome. This fine motivational video encourages viewers to do the very things they think they can't do.

"I know what it means to be on welfare. I know what it means to have to continuously justify your existence...why you need this money. I know what it means to never have enough money to do anything with, really...I know what that means. And I have to help people. That's why I'm in the business I'm in today."

- Bryon Ricks, Motivational Speaker

Recommended for HS - Adult

Social Skills at Work

Length: 19 minutes

Style: Live-action video with narration

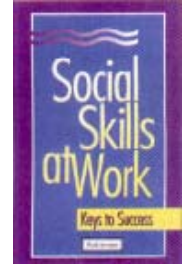
Key Characters: New employee and supervisor; Caucasian

Production Date: Graphics updated 1997

Comment: A good video for special needs and special-education populations

C2-JV0866 VHS \$89.00

C2-JD0511 DVD \$99.00



Social Skills at Work

Keys to Success

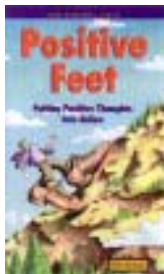
An excellent video for youth and adults who need basic employability skills.

Repetition and concrete situations give this video special value for special-needs populations, such as those with limited academic or cognitive abilities. Keeping a job requires more than just the ability to do it well; it calls for the ability to contribute to a pleasant and positive work environment. **Social Skills at Work** offers a realistic presentation on this topic in a way that anyone can appreciate.

It has practical, no-nonsense information focused on a few common problems many people experience in the early phases of a job. It then repeats and reinforces key points for better comprehension.

This video uses situations to teach appropriate on-the-job behavior, such as making new friends, handling frustration and anger, and using good manners.

NOW IN DVD FORMAT!



Recommended for HS - Adult

Positive Feet

Length: 25 minutes

Style: Entertaining, live presentation

Key Characters: African-American male trainer, culturally diverse audience

Production Date: 1999

C2-JV1056 VHS \$99.00

Positive Feet

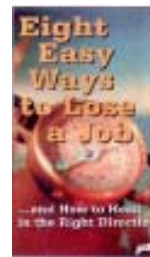
Putting Positive Thoughts into Action

Motivational speaker Byron Ricks captured "live" with an audience. Give students or clients an action plan to help get and stay motivated!

- ◆ Easily holds viewers interest
- ◆ Good group dynamics reinforce key points
- ◆ Very good for one-stop centers, welfare-to-work programs, organizations and professional who work with young adults, and adults who may be discouraged about looking for jobs

Motivational speaker Byron Ricks makes a convincing argument that positive thinking does not bring its own results - it requires ACTION to take those thoughts to reality. The video captures Byron "live" as he shows his audience how to put "positive feet" to their thoughts and goals. He emphasizes that success is a journey and often requires change. And he illustrates the importance of change in creating a positive reality by using the acronym CHANGE as his outline: **C**hange, **H**elp others reach their goals, **A**ttitude, **N**ever quit, **G**oals, **E**valuate progress daily.

An excellent video for many career development and job search settings. The presentation is very approachable, and the advice is realistic. Career changers and job seekers can immediately apply Byron's principles to their challenges.



Recommended for: HS - Adult

Winner!

Certificate of Excellence, U.S. International Film & Video Awards, Communicator Award

Eight Easy Ways to Lose a Job

Length: 20 minutes

Style: Dramatic portrayals, informational

Key Characteristics: Caucasian, African-American, Asian

Production Date: 1998

C2-JV4471 VHS \$129.00

JV9198 DVD \$129.00

Eight Easy Ways to Lose a Job...and How to Head in the Right Direction

- ◆ Show students and clients what it takes to keep and succeed on the job!
- ◆ Based on research into why people lose jobs, the video gently teaches values and behaviors employers want.

The eight main reasons people lose jobs.

- ◆ **Not following directions.** Viewers follow a story in which workers at a plant nursery decide to overrule a decision made by their boss.
- ◆ **Work too slowly, or make too many mistakes.**
- ◆ **Dishonesty.** Examples include lying on a resume, lying to customers about a product, using work time for personal business, and stealing.
- ◆ **Relationships with coworkers that are counterproductive**
- ◆ **Reliability.** Viewers watch a car shop manager cover for a mechanic who doesn't show up for work.
- ◆ **Attitude.** Workers gossip about their boss. A new employee responds negatively to an experienced employee's question, "How's the job going?"
- ◆ **Personal Life.** A concerned employer gets on the phone and on the case of an employee who shows signs of a substance abuse problem.
- ◆ **Personal appearance.**

Excellent for programs where job retention is an important issue, such as

- ◆ Youth and first-time job seekers
- ◆ Welfare-to-work programs
- ◆ WIA programs
- ◆ School placement programs
- ◆ Programs that work with ex-offenders

DVD FORMAT

Includes bonus footage not on video!

JOB SEARCH VIDEOS

Innerviews Video Series

For High School to Adult

The Interviews Video Series is JIST's longest running, best-selling series. The reason?

- ◆ All five videos are informative and entertaining
- ◆ It focuses in depth attention on an extremely important job search topic.
- ◆ The content is based on the self-directed job search methods of America's leading career and job search author, Mike Farr.

"An outstanding series of five job search how-to videos...In today's economic climate, this is a must-have addition to every community and university video library collection." - Bookwatch



The Seven Phases of a Job Interview
41 minutes
C2-0654 \$149.00



Effective Answers to Interview Questions
37 minutes
C2-0662 \$149.00

Employers Expectations Or What the Dickens Do Employers Want?
35 minutes
C2-0581 \$149.00



Where (& How) to Look for Job Leads Looking for Jobs in All the Right Places
29 minutes
C2-0565 \$149.00

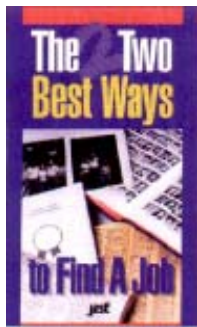


How to Get Interviews & Organize Your Time Getting Interviews in the Hidden Market
25 minutes
C2-0573 \$149.00



Innerviews Video Series
Length: 5 videos, 26-41 minutes
Style: Informational, some humor
Key Characters: Culturally diverse
Production Date: 1992
Series Purchase Includes: One copy each of Getting the Job You Really Want, Getting the Job You Really Want Instructor's Guide, and The Very Quick Job Search, Second Edition.

5 Video Series: **SAVE \$180.00**
C2-0557 \$565.00



The Two Best Ways to Find a Job
Length: 21 minutes
Style: Informational
Key Characters: Caucasian, African-American
Production Date: 1997
C2-JV3173 VHS \$99.00
C2-JD0414 DVD \$99.00

The Two Best Ways to Find a Job

Learn how two-thirds of job seekers succeed at the job search!

A whopping 80% of job seekers today find success from 1) Networking, and 2) Making direct contacts with employers. These two proven techniques make a huge difference in getting a *better* job in *less* time.

First, viewers review the more common job search methods, but statistics show how few actually succeed in getting jobs from these methods. Tips are offered on using these methods to supplement the two best ways.

The video then moves on to the best job search methods: networking and making direct employers contacts.

Viewers learn:

- ◆ How a network can get started from a single, informal meeting with a warm contact.
- ◆ How to expand a network and track its progress
- ◆ How to create **JIST Cards** and circulate them effectively
- ◆ How to write skills statements
- ◆ How networking can lead to interviews
- ◆ How to use the yellow pages to locate potential areas of employment
- ◆ How to successfully reach the person who does the actual hiring
- ◆ How cold contacts can lead to interviews, even when there are no positions open
- ◆ How following up with thank-you notes can be advantageous

The video has several places to pause for group discussion, so it is good for instructional settings. Content is based on the award-winning books of J. Michael "Mike" Farr.

Dialing for Jobs, Revised Edition

Using the Phone in the Job Search

- FACT:** Over 75% of job openings are NEVER advertised!
FACT: Over 60% of job openings are filled by word-of-mouth referrals or by contacting employers directly.
FACT: Job seekers who get more interviews find jobs faster.
FACT: Effective telephone use is the best way to get interviews.

Viewers learn how to

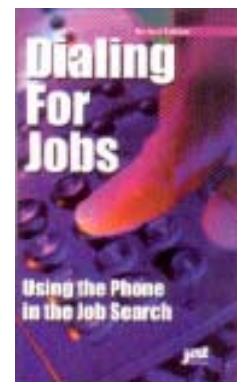
- ◆ Make "warm" calls to develop a personal job referral network among friends, relatives, and acquaintances
 - ◆ Locate unadvertised job openings by using the yellow pages and making cold calls directly to potential employers
 - ◆ Develop short, powerful phone scripts
 - ◆ Set up interviews, even when no job openings exist
- Chock-full of practical techniques that job seekers can use immediately.

Dialing for Jobs, Revised Edition

Length: 40 minutes
Style: Entertaining, Informational
Key Characters: Caucasian, Asian, Hispanic
Revision Date: 2000
C2-JV7241 VHS \$129.00
C2-JD0538 DVD \$129.00

Recommended for HS - Adult

WINNER!
Telly Award
Worldfest Award



JOB SEARCH VIDEOS



From Pink Slip to Paycheck Video Series

The Road to Reemployment

For: Adults

It's a reality of our economy: Many people lose jobs through no fault of their own. But there is a second, more hopeful reality: Studies show that a high percentage of people who lose jobs this way find better jobs.

Video Series C1-PA022X \$349.00

Five Video Series SAVE \$46.00
Individual Videos \$79.00

Strategy: Planning Your Job Search
C2-PA3168 \$79.00

Networking: Connections to Employment
C2-PA3172 \$79.00

Writing: Resumes & Cover Letters
C2-PA3171 \$79.00

Feeling Positive: Coping With Job Loss
C2-PA3169 \$79.00

Interviewing: The Key to Employment
C2-PA3170 \$79.00

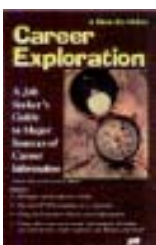
Career Exploration: A Job Seeker's Guide to Major Sources of Career Information Revised Edition

For Adults

Summarizes immense changes in the labor market and their implications for job seekers!

This recently revised video includes revised information on major career print references, and new content covering career information on computers and the Internet! Plus, the latest source of occupational information, the **Occupational Information Network (O*NET)**, is included for the first time.

A big time saver. This all-new edition can save many hours of wasted time using incorrect materials or, even worse, not getting the information needed to make good career decisions. Career counselors, librarians, and other professionals save time by using this video to introduce individuals and groups to major career information sources. The video also discusses the difference between a job and career, and it introduces all major sources of career information. **Introduces major sources of career information with detailed reviews of major career print references.** Librarians say that print resources are still the most direct, most often used sources of career information. Major career references are covered - how they differ and how to use them:



Career Exploration, Revised Edition

Length: 36 minutes, plus 6 minute trailer on the DOT

Style: Informational, entertaining

Key Characters: Caucasian, African-American

Revision Date: 1999

C2-JV5443 VHS \$99.00

Ace the Interview

Get the Job You've Always Wanted

For: HS/Adults

Written by a successful career counselor!

◆ Compares good and not-so-good interview techniques

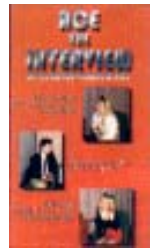
◆ Offers proven tips to help viewers prepare for, and be successful in, an interview

◆ Lists the most frequently asked questions, and helps define the most effective answers

◆ Highlights presentation and style points for viewers to follow

55 minutes, copyright: 1996

C2-PV0513



\$109.00

Workforce: Building Success

6 softcover book series * Teacher's Guide

Encourage learners to examine their own strengths and weaknesses and change from within. Bound in answer key. 96 pages.

65171SV	Communication	\$13.50
6521XSV	Customer Service	\$13.50
65198SV	Personal Development	\$13.50
65201SV	Problem Solving	\$13.50
6518XSV	Time Management	\$13.50
65228SV	Writing	\$13.50
65236SV	Teacher's Guide	\$10.10



Down But Not Out

The Inspiring Story of Alphonso Bailey

An inspirational story about self discovery and self redemption, losing one's way, making the wrong choices, finding forgiveness, and going passionately after one's dreams.

Length: 39 minutes

Style: Documentary

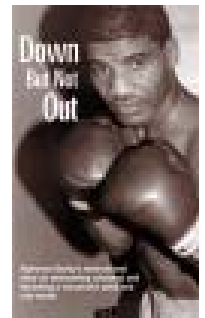
Key Characters: Culturally Diverse

Audience: High school, adults

Production Date: 2003

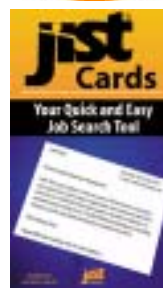
JV9201 Video \$129.00

JD0805 DVD \$129.00



NEW!

NEW!



Jist Cards®:

Your Quick and Easy Job Search Tool

Guides viewers on how to use Jist Cards, mini-resumes that create positive impressions in about 30 seconds. For students, new grads, job seekers, and career changers.

Length: VHS - 21 minutes

DVD Length: extra 10 minutes bonus material

Style: Informational

Audience: High School, College, Adults

Production Date: 2003

JV9651 Video \$149.00

JD0066 DVD \$149.00

JOB SEARCH VIDEOS

New from JIST!

“Quick” Job Search Video Series

Concise, Cogent, Concrete, Colossal...

This new video series from JIST can really help: It's perfect for people who need some good, quick advice to create an acceptable resume and cover letter, or who need some good, quick advice to do better in interviews and negotiate better compensation when they get job offers.

Each video is focused on one essential job search topic.

All four videos are based on the best-selling job search books by J. Michael “Mike” Farr: *The Quick Resume & Cover Letter Book* and *The Quick Interview & Salary Negotiation Book*.

Recommended for: Grade 11 - Adult

“Quick” Job Search Video Series

Length: four videos, approx. 25 minutes each

Style: Entertaining, informational

Key Characters: Culturally diverse

Production Date: 1999-2001

Four-Video Series - Save \$51!

C2-JV6989 VHS \$545.00

C2-JD0333 DVD \$545.00

Individual videos - \$149.00 each



Quick Cover Letter Video

◆ The perfect video for people who need some good, quick advice to create an acceptable cover letter

◆ Also covers JIST Cards, thank-you notes, and other job search correspondence

Some books go into great detail about cover letters, but Mike Farr cuts to the “quick” - cover letters are sent after some sort of personal contact with employers, and there are really only two major variations: letters addressed to people the job seeker knows or to people the job seeker has not met face-to-face yet.

Viewers of the *Quick Cover Letter Video* learn seven quick tips for writing superior cover letters, with the goal of writing a cover letter in a half-hour or less!

Viewers also learn how to construct JIST Cards, innovative mini-resumes that make powerful job search tools. And the importance of follow-up letters and thank-you notes is stressed.

38 minutes, copyright 2001

C2-JV6164 VHS \$149.00

C2-JD045X DVD \$149.00

Quick Salary Negotiation Video

Be prepared to discuss salary!

“So what sort of salary are you looking for?”

Salary negotiation is one of the most overlooked parts of a job interview. *Quick Salary Negotiation* includes tips from real employers as well from job search experts who also review a variety of dramatized negotiation situations. In about a half hour, viewers

- ◆ Discover how employers use questions about pay to screen out candidates.
- ◆ Learn why any under prepared answer to a salary question could damage a candidate’s chances of getting a job offer.
- ◆ Learn easy-to-follow rules for handling discussions of compensation at all stages of the interview process.

Format is entertaining and humorous at times.

Based on the best selling book *The Quick Interview and Salary Negotiation Book*.

30 minutes, copyright: 2000

C2-JV6172 VHS \$149.00

C2-JD0376 DVD \$149.00

Quick Resume Video

Get a Resume done - NOW!

Quick Resume Video is designed especially for people who just need to get a good, basic resume done as quickly as possible! In a little more than half an hour, viewers

- ◆ Get step-by-step instructions on resume elements - everything from headings to references
- ◆ Learn how to play up their strengths and downplay weaknesses
- ◆ Discover key words, phrases, or examples to properly communicate skills and abilities in a resume
- ◆ Learn the importance of getting their resumes proofread and printed properly

Based on JIST’s best selling resume book *The Quick Resume & Cover Letter Book, Winner! Communicator Crystal Heart of Excellence, Silver Telly Award, Videographer Award of Excellence*

34 minutes, copyright 2000

C2-JV6156 VHS \$149.00

C2-JD0341 DVD \$149.00

Quick Interview Video

The Internet is changing the way people find job openings and make initial contact with employers. But landing the job is still almost always requires a job interview.

What really goes on behind closed doors in job interviews? Which questions might be “trick” questions? How do you answer open-ended questions like, “So where do you see yourself in five years?” How do you explain that employment gap on your resume?

These - and many other - questions are answered in the *Quick Interview Video*. In about a half-hour, viewers learn how to prepare for interviews, and they learn the five things job seekers *must* do:

1. Make positive impressions
2. Communicate their skills.
3. Answer problem questions.
4. Help employers know why you are the right one for the job.
5. Follow up.

Special emphasis is given to 10 problem questions likely to be asked in interviews, and viewers learn an effective three-step process to answer them. Format is entertaining!

Winner! Gold Award Worldfest Houston
26 minutes, copyright: 2000

C2-JV6180 VHS \$149.00

C2-JD0368 DVD \$149.00

JOB SEARCH VIDEOS



Five-part school-to-career video series from JIST! High School-to-Career Video Series

- ◆ Excellent for school-to-career programs!
- ◆ Features real teens and young adults!

Volunteer Activities Count!

How to Use ALL Your Life Experience to Get the Job You Want

This excellent new video from JIST shows young people how activities in and outside of school can greatly enhance writing resumes and answering questions in interviews.

And sometimes these activities provide valuable pre-work experience for careers and jobs that young people have targeted!

Lots of interviews with young people who elaborate on the volunteer jobs they've had and their ups and downs. Solid content presented with good pacing and upbeat music to appeal to younger audiences. Emphasizes the importance of completing school and continuing post-secondary training.

24 minutes, copyright: 1998

C2-JV5311 VHS \$129.00

C2-JD0570 DVD \$129.00

Winner!

Worldfest,
Flagstaff Silver Award

Video Guide to Summer and Part-Time Jobs They're Not Just Jobs

Presents Important Aspects of Working Often Overlooked by Teens and Young Adults

There are lots of reasons for taking part-time or summer jobs. Some teens and young adults take part-time jobs so they can buy the things they want. Others help with family living expenses or save for education.

This new video shows that there is much more to be gained from part-time and summer jobs than just paychecks. Virtually all work experiences has value beyond the monetary rewards.

Features Real Teens and Young Adults

A young narrator leads interviews with young people who hold, or have held, part-time and summer jobs. They discuss what they like, dislike, and learned from these jobs and give advice for those who follow. Even employers who hire young people provide comments. They all emphasize that these jobs can and should accomplish more than just earning money.

25 minutes, copyright: 1998

C2-JV4870 VHS \$129.00

C2-JD0597 DVD \$129.00

Hands-On Learning

Earn While Learning in Internships, Apprenticeships, and Cooperative Education

Sometimes the best way to learn is by doing!

If you play word association with young people, most will associate the word "learning" with the word "school." But in the world of work, there are other ways to learn job skills. And some alternatives even come with paychecks!

Hands on Learning explains several nontraditional learning programs offered for graduation credit at many high schools, community colleges, and four-year universities. For example, young people may not know that some occupations can be interned ONLY through apprenticeship training programs. And the work experience and references gained through these programs are real advantages for resume writing and interviews.

25 minutes, copyright: 1999

C2-JV529X VHS \$129.00

C2-JD0600 DVD \$129.00

Young Entrepreneurs

Learning the Business of Youth Self-Employment

Starting or owning your own business is part of the American Dream. But there are a lot of misconceptions about getting into business for oneself, especially among young people. Many think they are too young to start businesses, or that they need a lot of money to get started. And often they lack knowledge of basic business concepts.

Young Entrepreneurs offers solid advice for teens that helps them overcome misconceptions, decide if self-employment is a good option for them, and understand the basics of owning and running a business.

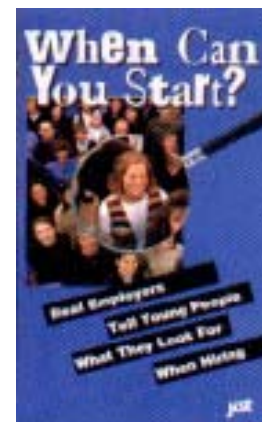
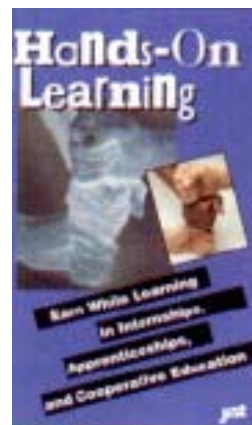
Includes Interviews With Teens

Teens share their ideas, hopes, and fears as they elaborate on what they encountered while working toward self-employment.

17 minutes, copyright: 1999

C2-JV532X VHS \$129.00

C2-JD0589 DVD \$129.00



When Can You Start?

Real Employers Tell Young People What They Look for When Hiring

Young people often have little or no direct knowledge of what employers look for when they consider candidates for job openings. And many young people think they have no skills. But they do not understand that employers are very interested in "adaptive" skills - things like being on time and taking initiative.

Solid content presented with good pacing and upbeat music to appeal to younger audiences. Excellent for teaching pre-employment skills. Plus, the video emphasizes the importance of completing school and continuing post-secondary training - excellent for school-to-work programs.

20 minutes, copyright: 1998

C2-JV5303 VHS \$129.00

C2-JD0562 DVD \$129.00

High-School-to-Career Video Series

Length: Five videos, 20-40 minutes each

Style: Informational

Key Characters: Culturally diverse

Production Date: 1999

C2-JV5648 VHS \$545.00

C2-JD0554 DVD \$545.00

Five-Video Series - Save \$100.00!

JOB SEARCH VIDEOS



NEW!

Make a Good First Impression Video

NEW!

For: HS-Adult

It's a FACT: To get job offers, job seekers must make a good impression during an interview, no matter what their qualifications are.

JIST presents this brand-new video to help job seekers successfully convey their positive traits to prospective employers during interviews. It's clever story line focuses on:

- ◆ Appropriate responses to questions ◆ Enthusiasm
- ◆ Maturity ◆ Confidence ◆ Emotional Stability
- ◆ Appropriate Appearance ◆ Intelligence ◆ Work experience ◆ Language fluency/verbal skills ◆ Potential for advancement ◆ Initiative ◆ Controlled energy
- ◆ Body Language ◆ Clear career goals ◆ Good grades
- ◆ Outside activities

Make a Good First Impression Video

Length: 25 minutes, copyright: 2003, Style: humorous, light, culturally diverse.

JV9104	VHS	\$129.00
JD066X	DVD	\$129.00



"Off The Hook"

Workplace Fashions for All Ages, Shapes and Sizes

Interest Level: High School-Adult

"Off The Hook" reveals the fundamental how to's for developing and sustaining a wardrobe regardless of your age, shape, size, and budget. This unique video/DVD set is **for females only**.

Hosted by two full-figured models who also happen to be human services professionals, "Off The Hook": Workplace Fashion Secrets for All Ages, Shapes and Sizes, gives teens and women the insider's view on how to manage their closet and make the right clothing choices based on their lifestyle, budget, and body shape to maximize their wardrobe and their shopping dollar.

In today's competitive job market, developing a wardrobe and personal image strategy is a must. "Appearance matters," said Donald Trump during a recent appearance on the Today show. Personal and professional image are reemerging as critical issues for the workforce. The current, female-oriented "makeover craze," very popular among reality and TV talk shows today, slices and dices a female's image, remakes her into Queen for a Day, but then rarely gives her the inside scoop on how to sustain and/or change that image.

2 VHS Cassettes, Volume 1: 45 minutes, Volume 2: 58 minutes

Format: VHS or DVD, Style: Informational, **Copyright:** 2005

JV1283	VHS - 2 video set	\$149.00
JD1281	DVD	\$149.00

Interview With Confidence!

Special Techniques for Professionals and Managers

For Adult

- ◆ Details the more sophisticated interview process for experienced managers
- ◆ Straight-ahead presentation avoids exaggerations and misguided attempts at humor
- ◆ Bonus topics: how to determine corporate culture, salary negotiation, and more

Interview with Confidence! is directed at experienced managers looking to secure positions with new companies. The video spotlights the very different type of job interview that experienced managers must undergo. A good mix of narration and role-playing.

Interview with Confidence! treats the interview as a serious business meeting. A host concisely explains the objective of this well-organized program. Before and after scenes are convincingly portrayed by an interviewer and a job seeker. Solid advice about the complete interview process is provided. Adult viewers will find this to be an insightful look at the environment in which experienced managers must succeed when they interview for new jobs.

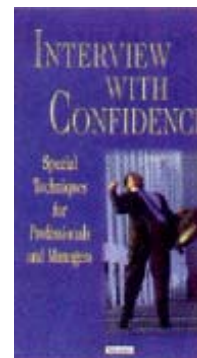
Length: 32 minutes

Style: Documentary, Informational

Key Characters: Caucasian male and female

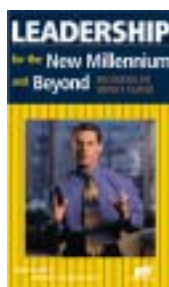
Production Date: 1999

C2-PV0904	VHS	\$99.00
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NEW!

Leadership for the New Millennium and Beyond Becoming an Impact Player



Interest Level: High School-Adult

Denny Faurote, President of the Faurote Group, is an energetic motivator and experienced educator dedicated to making a difference in the lives of others. His creed is to help others succeed in the challenges of life by helping change the ordinary into the extraordinary.

In our ever-changing world, leadership is more important today than ever before. All of us must commit to ensuring that students understand the skills necessary in becoming a leader. Leadership For The New Millennium And Beyond: Becoming An Impact Player was created with that thought in mind. The program is targeted to students and centers down on what is required to be successful in life.

Three 30-minute modules help viewers understand the skills they need to become leaders:

Module I Self-Esteem: Developing A Positive Self Image begins a process that requires self-reflection by highlighting why we must have a positive self-image.

Module II Legacy And Goals: A Lifeprint To Living discusses the importance of Lifevalues, Liferoles, and Goals and how they help guide us in making everyday decisions.

Module III Attitude: Embracing A Positive Attitude helps the participant understand the impact that both a positive and a negative attitude has on them, as well as those around them, and how they can improve their attitude.

Length: 90 minutes divided into three 30 minute segments

Format: VHS or DVD, Style: Informational, **Copyright:** 2005

JV1445 VHS	\$149.00
JD1453 DVD	\$149.00

JOB SEARCH SOFTWARE

NEW!

The **ONLY** software with complete data from the **NEW O*NET**, the **Occupational Outlook Handbook** and the **Dictionary of Occupational Titles**



CareerOINK on CD

Format: CD-ROM installs for Windows 95 or newer

System Requirements:

PC that runs Windows 95 or newer.

Recommended 8x CD-ROM or faster

Production Date: 2002

PC/CD-ROM	
C2-JS868X	\$295.00
Lab Pack	
C2-JS8922	\$600.00
Site License	
C2-JS8930	\$995.00

CareerOINK on CD

Quick Information on 14,000 Job Titles!

- ◆ Operates just like a Web site!
- ◆ Includes all major career sources!
- ◆ Replaces *JIST's Electronic O*NET Dictionary of Occupational Titles CD-ROM*.

The most thorough career information program available!

Yes, **CareerOINK** is a funny name - it stands for Career Information Kingdom - and it replaces our older program, *JIST's Electronic O*NET*

Dictionary of Occupational Titles CD-ROM.

Extensive Crosswalks and Search Ability

Allows quick jumps from one information source to any other. For example, find a job in the **OOH**, then cross-reference to related **O*NET** jobs, **DOT** jobs, and other systems. And users can run access job titles through **GOE** interest areas as well.

Premier Lists from *Best Jobs for the 21st Century*

CareerOINK includes four of the major lists from the latest edition of the *Best Jobs for the 21st Century*. Best jobs overall, best paying jobs, fastest growing jobs, and jobs with the most openings. And all jobs on these lists have hot links to descriptions and more information., Very helpful.

Multiple Print Options - Print/Copy

Users can print from the full text of the **O*NET DOT**, the **DOT**, and the **OOH**. Plus, virtually everything can be cut and pasted to any windows word processor.

Our new CareerOINK includes all new information and now operates just like a Web site, making it much easier to use. These and other improvements make CareerOINK the best occupational information program available for self-guided career exploration.

CareerOINK includes all major career information sources:

- ◆ Complete descriptions on the 250 jobs in the **Occupational Outlook Handbook**
- ◆ Descriptions for about 1,000 jobs from the **O*NET (Occupational Information Network)** database, new version 3
- ◆ All 12,741 job descriptions from the **Dictionary of Occupational Titles (DOT)**
- ◆ All new information from the 2001 edition of the **Guide for Occupational Exploration (GOE)**

CareerOINK can be used to

- ◆ Explore career and learning options
- ◆ Consider additional education or training
- ◆ Explore career options based on interests
- ◆ Learn specific skills or education/training needed
- ◆ Identify alternative job search targets
- ◆ Prepare for a job interview
- ◆ Identify skills needed for a promotion or job change

PLUS, even more!

- ◆ VERY easy to use!
- ◆ Includes training and education courses and programs for each job from the **Classification of Instructional Programs (CIP)**
- ◆ Information-packed descriptions from the 2002 edition of the **O*NET Dictionary of Occupational Titles**. Includes earnings, projected growth, education needed, skills, and much more.
- ◆ Explore options by interests, job groupings, job title, or job number.



Books and Videos related to Career OINK on CD

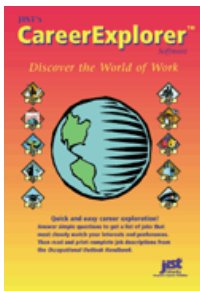
Books

- ◆ *Guide for Occupational Exploration*, Third Edition
- ◆ *O*NET Dictionary of Occupational Titles*, Second Edition
- ◆ *Best Jobs for the 21st Century*, Second Edition
- ◆ *Best Jobs for the 21st Century for College Graduates*
- ◆ *Enhanced Occupational Outlook Handbook*, Third Edition
- ◆ *Occupational Outlook Handbook, 2002-2003 Edition*
- ◆ *America's Top Military Careers*, Third Edition
- ◆ *Quick Guide to College Majors and Careers*

Videos

- ◆ *The 50 Best Jobs for the 21st Century, Good Pay, Most Openings and Fastest Growth* video
- ◆ *Promising Careers Without a College Degree* video
- ◆ *Fastest Growing Fields* video
- ◆ *Promising Careers with a College Degree* video

JOB SEARCH SOFTWARE



CareerExplorer CD-ROM, V.3.0

For: HS-Adult

Explore interests and find the best 20 matches from jobs in the Occupational Outlook Handbook in just 15 to 20 minutes! Up to Date and includes completely new data from 04-05 OOH

Wouldn't it be great if a simple interest inventory could point directly at the best career information?

We thought so much of the idea that we produced a new CD-ROM that combines the power of two excellent career information resources, the **Occupational Outlook Handbook (OOH)** and the **Guide for Occupational Exploration**. In about 30 minutes, users can indicate their interests and get a list of the best 20 occupational matches. Then they can access these occupations in the **OOH** and read about

- ◆ Nature of work
- ◆ Working Conditions
- ◆ Training, other qualifications, and advancement
- ◆ Employment
- ◆ Earnings
- ◆ Job Outlook
- ◆ Related occupations
- ◆ Sources of additional information



How CareerExplorer Works

About 250 occupations are divided into 11 groups, and the software goes through the same sequence of questions and choices for each group. As each group comes up, this question is asked: "In your work, would you like to do any of the following?" Users scan 4 to 6 job duties. A "no" answer sends them to the next sections where the question is repeated with different job duties; a "yes" answer moves users to more in-depth "yes or no" questions and finally to rank potential jobs on a scale of 0 to 4.

Responses Can Be Saved at Any Time

At any time as users go through the 11 sections, they can save their responses and come back later to finish the sections or to modify previous responses. Responses for multiple users can also be saved.

Mike Farr's Get a Job Workshop on CD-ROM

Professional Edition

Now everyone can attend a one-on-one workshop presented by Mike Farr.

Now any high school, college, or nonprofit group that offers job search workshops can provide one-on-one training to individuals without delay. And the program has great applications as a coaching tool - students can go through the program and identify areas where they need additional training and assistance.

You probably know Mike Farr from his books - he's written more than 20 that have sold more than 2 million copies nationwide. There are many reasons Mike's books are so popular - for starters, they present practical, results-oriented methods that are proven to cut job search time in half.

But here's a little secret: One of the most important reasons Mike's methods are so effective is that he has trained thousands of job seekers in hundreds of workshops. In fact, he continues to train professionals each year.

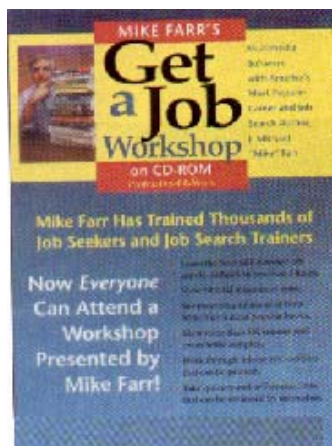
Now you can attend one of his workshops, too! America's premier career and job search author has a terrific new multimedia computer program: **Mike Farr's Get a Job Workshop on CD-ROM**.

Features

- ◆ Teaches the best self-directed job search methods in less than three hours
- ◆ Includes 60 minutes of video from the most popular JIST videos
- ◆ Instruction from Mike Farr never shown on video
- ◆ Material from three of Mike's most popular books
- ◆ Interactive exercises that can be printed by the user
- ◆ Includes the complete text of the **Occupational Outlook Handbook**, plus more than 7,000 job descriptions from the **Dictionary of Occupational Titles**
- ◆ Browse and copy more than 100 resumes and cover letters
- ◆ Provides a quiz and self-evaluation for review by instructors

Eight Program Components

- 1. Defining Your Ideal Job.** Users complete each job section of the "job wheel," then print the results, and explore possible careers that fit their interests and values.
- 2. Skills Assessment.** Explains three types of skills, along with checklists that can be printed by users.
- 3. Job Search Methods.** Traditional and nontraditional methods are explored, along with six steps for networking.



4. Resumes, Cover Letters, and the JIST Card. Includes 100 sample resumes and cover letters.

5. Interviewing and Salary Negotiation. Includes the seven phases of the interview and how to answer the most common interview questions.

6. Surviving on the New Job. Surveys the 11 reasons people get fired and how to avoid them.

7. Self Evaluation. Includes a self-evaluation that helps users identify areas they could learn more about.

8. Bibliography. Extensive resources about the subjects in the program.

Mike Farr's Get a Job Workshop on CD-ROM, Professional Edition

Audience: Grades 11+

Format: CD-ROM install for Windows 3.1

System Requirements: Windows 3.1 or 95/98, 16 MB RAM, Mouse CD-ROM, SVGA Monitor with 512+K video memory

Production Date: 1999

CD-ROM

C2-JS2053 \$295.00

Lab Pack 10 CD-Roms

C2-JS5052 \$600.00

CD-Rom Site License

C2-JS5060 \$995.00

Displays List of 20 Best Matches

When all 11 sections are complete, **CareerExplorer** displays a list of the best 20 job matches. When users select any of these 20 occupations, they see a full-color photo of a person working in that occupation plus the thorough narrative description from the **OOH**. The narrative is divided into 8 pieces, each accessible by pushing a button: nature of work, working conditions, employment, training, job outlook, earnings, related occupations, and sources of additional information.

Print Options

A four-page printed report can be printed for any occupation, and the list of 20 best matches can also be printed - allows student users to take information home to show parents.

CareerExplorer CD-ROM, V.3.0

Audience: HS-Adult

Format: CD-ROM installs for Windows

System Requirements: Windows 3.1 or newer, 16 MB RAM, Mouse, CD-ROM, SVGA Monitor with 512+K video memory

Production Date: 2004

CD-ROM 3.0 C2-JS0252 \$295.00

Lab Pack (10) C2-JS0260 \$600.00

Site License C2-JS0279 \$995.00

JOB SEARCH SOFTWARE

JIST's Multimedia Occupational Outlook Handbook (OOH), Fifth Edition CD-ROM

- ◆ Fifth Edition includes 40 all-new video clips
- ◆ Now with lists of top jobs for the 21st century
- ◆ Includes color video, music, and sound
- ◆ The **ONLY OOH** CD-ROM with powerful search features



FIRST: Take the most widely used and respected career reference in the industry: The *Occupational Outlook Handbook (OOH), Fifth Edition*.

SECOND: Add a powerful electronic search engine with a friendly graphic interface.

THIRD: Enhance the text with new video clips.

The results? A dynamic tool for students, career counselors, job seekers, and professionals. The *Multimedia Occupational Outlook Handbook, Fifth Edition* blends the more traditional book narrative with today's technology. Now, finding occupational information is easier than ever - the added video, sound, and music bring that information to life for better understanding and use.

PLUS: This new edition includes several lists of best jobs for the 21st century from a variety of perspectives - fast-growing, highest paying, best for first time job seekers, etc. Among the sort options, users can search the data by topics like best-paying jobs, jobs with the highest growth potential, entry-level positions within a specific industry, and much more.

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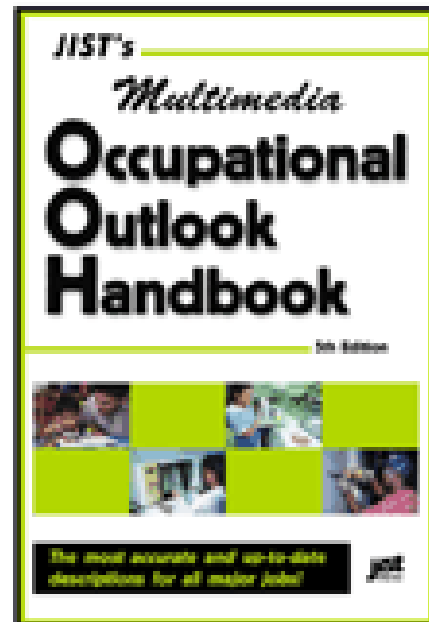
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