

# JIST



## 2005 Career Catalog

Caswell & Caswell 1-800-757-7667  
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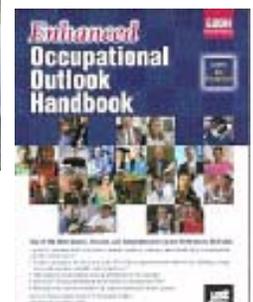
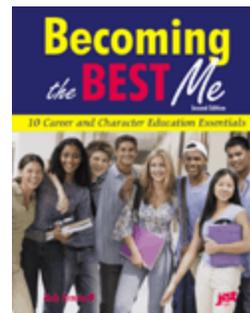
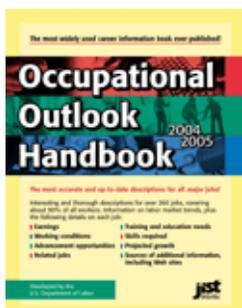


# New Stuff

Keep an eye out for these titles while browsing the catalog!



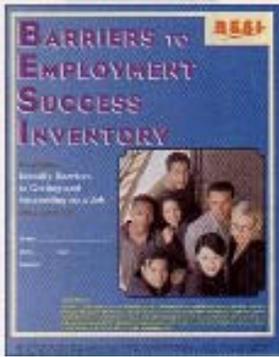
NOTE: A PRODUCT PROFILE is a downloadable .pdf file that concentrates on only one product. There are three - the Occupational Outlook Handbook, Becoming the Best Me, and the Enhanced Occupational Outlook Handbook. Connect the internet and click on the covers of the books to download the files, or click on the titles here.



# ASSESSMENTS

## Related Products

- ◆ Individual Employment Plan (IEP)
- ◆ Job Search Attitude Inventory (JSAI)



**Barriers to Employment Success Inventory, Second Edition, Author:** John J. Liptak  
**Format:** 8.5x11, pkg of 25, 6-panel foldout, self-scoring, self-interpreting, consumable, no other components needed. FREE **Administrator's Guide** included with package. **copyright:** 2002  
C2-JA8590 Package of 25  
1-9 pkgs \$39.95  
10+ pkgs \$35.95

**FREE sample**  
call 1-800-757-7668

## Barriers to Employment Success Inventory, Second Edition

*Identify Barriers to Getting and Succeeding on a Job*

**By** John J. Liptak, Ed.D.  
**For:** HS-Adult, Reading Level: Grade 8

**Excellent for programs that must document results - Workforce Investment Act, Welfare-to-Work, rehabilitation - to name some!**

- ◆ A simple cost effective way to identify and document key employment barriers!
- ◆ Takes just 20 to 30 minutes!
- ◆ Same low price as previous edition - less than \$1.60 per test!
- ◆ More than 300,000 copies in print!

### Key Features Maintained in Second Edition

The **BESI** is now one of JIST's most popular assessments. The new second edition keeps key features:

- ◆ Same user friendly format with easy-to-follow instructions.
- ◆ Scoring AND interpretation are all in one piece! Test-takers understand what the test means right away!
- ◆ Self-scored and interpreted - fosters self-directed attitudes and behaviors.

### There Are Several Improvements

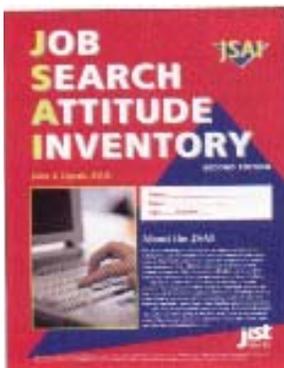
- ◆ Simplified language, design, and instructions make it even easier for users to read and complete.
- ◆ Color-coding to distinguish barrier categories, helping users move confidently from step to step.
- ◆ Easy checklists for identifying employment barriers and ways to overcome them.

### How the BESI Works

Test-takers rate 50 simple statements (such as "Learning to deal with anger" and "Returning to school to improve my chances for work"), then self-score these items into five categories. Scores for each cluster are put on a graphic profile, making it easy to identify problem areas. The five barriers are:

- ◆ **Personal.** A lack of basic survival needs such as housing or transportation.
- ◆ **Physical and Psychological.** Problems including substance abuse and low self-esteem.
- ◆ **Career Planning.** A lack of career planning and career-decision making skills.
- ◆ **Job Seeking Skills.** A lack of knowledge of job seeking techniques or a lack of a job search plan.
- ◆ **Education and Training.** A need for additional job training or education for the job sought.

**Encourages an Action Plan:** The final panel suggests ways to overcome barriers and helps test-takers create action plans, a step often overlooked in other assessments. These plans can be used in group or individual career counseling to deal with problems.



**Job Search Attitude Inventory, Second Edition, Author:** John J. Liptak, Ed.D.  
**Format:** 8x11, pkg of 25, 6-panel foldout, consumable, no other components needed. Package includes FREE 8 page **Job Search Attitude Inventory Administrator's Guide.** **copyright:** 2002

C2-JA8604 Package of 25  
1-9 pkgs \$39.95  
10+ pkgs \$35.95

**FREE sample**  
call 1-800-757-7668

## Job Search Attitude Inventory (JSAI), Second Edition

**By** John J. Liptak, Ed.D.  
**For:** HS-Adult, Reading Level: Grade 7

### Benefits

The **JSAI** provides a quick assessment of how motivated a person is likely to be to find a job. Since self-motivated persons can benefit from relatively inexpensive services - such as job search assistance or reading a job search book - the **JSAI** can save far more than it costs! The instrument has immediate application to:

- ◆ **Predict who is more likely to find jobs in less time.** Extensive experience and research indicate that self-directed attitudes toward getting jobs are more likely to result in people getting jobs in less time.
- ◆ **Target valuable program resources.** The **JSAI** can help determine who is most likely to benefit from services, as well as those who need alternative services.
- ◆ **Use as a pre- and post-test.** Measure the effectiveness of programs that improve attitudes and self-esteem.
- ◆ **Improve program results and cost-effectiveness.** Very important where job placement must be documented as an outcome.

### How the JSAI Works

Test-takers agree or disagree with 32 statements on a four-point scale. Then they self-score the instrument, turn the page, and place their scores on a graphic profile that shows four measures: Luck vs. Planning; Involved vs. Uninvolved; Self-Directed vs. Other-Directed; Active vs. Passive.

Test-takers and professionals receive immediate visual feedback - no waiting for batch or off-site computer scoring.

- ◆ Great for programs where getting a job is an outcome.
- ◆ Self-Scored, fosters self-directed attitudes and behaviors.
- ◆ Quick - takes just 30 minutes to complete.
- ◆ New Lower Price!

### Improvements in the JSAI, Second Edition

- ◆ Simplified language and instructions plus the six-panel design make it easier for users to read, complete and score.
- ◆ Offers job seekers concrete suggestions on how to move from being passive and uninvolved in their job search to being confidently active and motivated in finding work.
- ◆ New research on "learned helplessness" and victim mentality is presented in the revised **JSAI Administrator's Guide.** These conditions often hold job seekers back.
- ◆ Documents validity and reliability when used with several different groups, including convicted offenders, welfare-to-work clients, and youth.

# ASSESSMENTS

## The Career Exploration Inventory (CEI), Second Edition

*A Guide for Exploring Work, Leisure, and Learning*

by John J. Liptak, Ed.D.

For: HS-Adult, Reading Level: Equivalent to Grade 7



Here are just a few of the many reasons why the CEI is so popular:

1. Less expensive than the many other tests - just \$1.40 each, or less.
2. Self-scored and interpreted - fosters self-direction.
3. Immediate feedback - graphic scores in 15 career clusters.
4. Use with diverse groups - modest reading level, clear text, and great design.
5. Easy to use - administer individually or in groups in 30-45 minutes.
6. Career information AND planning included in the same piece!
7. Charts 15 career clusters and hundreds of job titles.
8. Cross referenced to major career references.

**Free Sample!**  
Call 1-800-757-7668

**Self-scoring, self-interpreted, and loads of career information-ALL in one 12-panel folder!**

The CEI asks test-takers to consider their past, present and future activities by reflecting on 120 brief activity statements. Test-takers then indicate whether they enjoyed or would enjoy that activity. A simple self-scoring grid totals the responses and provides an immediate graphic picture of interest levels in 15 career clusters. And here is the good part: Test-takers unfold the device to its *Work, Learning, & Leisure Activities Guide*. Here they find a big chart with information on each of the 15 career clusters. Using the results of their inventory, they can focus on 2 to 3 career clusters of greatest interest to them.

**The CEI includes much more than most interest tests: Information AND career planning!** The CEI folds out to a big six-panel chart titled the "Work, Leisure, and Learning Activities Guide." It's packed with useful information for each of the 15 career clusters including:

◆ **Related Occupations**-A complete list of all job titles from the *Occupational Outlook Handbook (OOH)* related to each career cluster. This ties the CEI to a major source of additional information on jobs via quick look up of descriptions in the OOH. Clever!

◆ **Typical Leisure Activities**-Lists leisure activities related to each career cluster. Those with limited work experience relate to the career cluster, which helps guide them to school or leisure activities related to their interests.

◆ **Related Education and Training**-Names specific high school and college courses, college majors, or training programs related to the career cluster.

◆ **Related GOE Interest Areas and Work Groups**-Lists the new GOE Interest Areas and Work Groups related to the career clusters. And the GOE then cross-references to all O\*NET jobs, providing access to the most up-to-date of all occupational information sources.

Even MORE Features...

◆ **Formal Test with Good Validity.** The CEI has formal validity data comparing favorably to other well-known career interest tests. The professional manual describes the test's conceptual framework and validation process.

◆ **Provides Additional Sources of Information.** Gives specific sources of additional information, including major career and learning references and the Internet.

◆ **Career Planning Worksheet.** A "Work, Leisure & Learning Activities Worksheet" is included that encourages people to make specific plans and take action.

◆ **Tips for Instructors and Counselors.** Included with each package of the CEI is a free tips booklet for using the CEI in individual and group activities.

**The Career Exploration Inventory, Second Edition**

Author: John J. Liptak

Format: 8.5x11, pkg of 25, 12 panel foldout, self-scoring/self-interpreting, consumable, no other components needed. Includes a free *Tips for Using the CEI* booklet. copyright: 2001, Pack of 25, Workshop manual now available!

English C2-JA6202 \$34.95

1-9 pkgs \$34.95

10+ pkgs \$30.95

Spanish C2-JA9015 \$37.95

Workshop Manual

C2-JA6121 \$19.95 NEW

**Professional Manual for the Career Exploration Inventory, Second Edition**

Format: 96 pages, GBC-bound, copyright: 2001 C2-JA8310 \$34.95

## Transition-to-Work Inventory (TWI)

John Liptak, Ed.D.

Reading Level: Grade 7, Interest Level: High School-Adult

- ◆ An excellent inventory for people with little or no work experience—matches interests to job options!
- ◆ Takes just 25 minutes—use in groups or with individuals.
- ◆ Self-administered, self-scored—fosters self-directed attitudes/behaviors.

Most career assessment inventories use past work experience and educational attainment as key factors in identifying job options for the future. But how do people with little or no work experience and/or who have limited education identify job options and make a transition to employment?

What Do You Like to Do? One approach is to match people's interests to job options! Everyone has interests, so the Transition-to-Work Inventory assesses their levels of interest in a wide variety of nonwork activities.

Test takers review a list of just 84 nonwork activities and rate their like (or dislike) of each one—in other words: What do they like to do? Their scores connect to 14 major career interest areas (based on the Guide for Occupational Exploration—GOE).

The inventory opens up to a career exploration chart that presents a wealth of information organized around the 14 GOE areas:

- ◆ Many job titles
- ◆ Related education and training
- ◆ Self-employment options
- ◆ Plus, space is provided for listing the pros and cons of various possibilities, writing the next steps to take, and for journaling.

The *Transition-to-Work Inventory* can be used with a wide audience. None of the items is gender-specific, and it is written for individuals above the junior high school level:

- ◆ Students in school-to-work programs
- ◆ Clients in welfare-to-work programs
- ◆ Ex-offenders in incarceration-to-work programs
- ◆ Job seekers and career changers
- ◆ People returning to the workforce
- ◆ Clients in rehabilitation-to-work programs
- ◆ People with little or no work experience
- ◆ The inventory was tested on people from various situations and programs who were having problems getting employment.

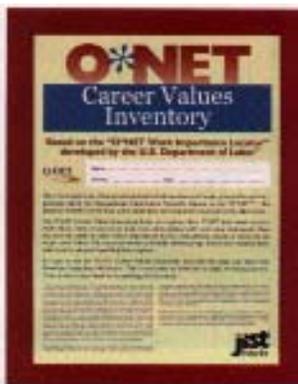
**Free Sample!**  
Call 1-800-757-7668



Format: 8.5 x 11, pkg. of 25, 12-panel foldout, self-scoring, self-interpreting, consumable, no other components needed. FREE Administrator's Guide included in each package. Package of 25  
Copyright: 2004  
JA0759 1-9 pkg \$34.95  
10 or more pkgs \$32.95

*"Useful for finding new directions or careers. It helps people think outside the box."  
—Juan Flores, Tinker Air Force Base, Oklahoma*

# ASSESSMENTS



**O\*NET Career Values Inventory**  
Based on the O\*NET Work Importance Locator, Version 3.0, developed by the U.S. Department of Labor

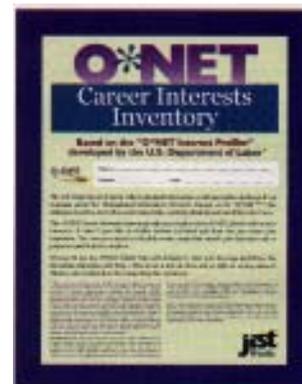
**Format:** 6-panel foldout, consumable, perforated sheet with 20 work value cards. Includes a FREE **Tips for Using the O\*NET Career Values Inventory** and 25 perforated sheets with work value cards. **copyright:** 2002

**Package of 25**  
C2-JA8671    1-9 sets    \$29.95  
                  10+ sets    \$26.95

**O\*NET Career Interests Inventory**  
Based on the O\*NET Work Importance Locator, Version 3.0, developed by the U.S. Department of Labor

**Format:** 6-panel foldout, consumable, no other components needed. Package includes a FREE **Tips for Using the O\*NET Career Interests Inventory**. **copyright:** 2002

**Package of 25**  
C2-JA8663    1-9 sets    \$29.95  
                  10+ sets    \$26.95



*New self-directed career exploration assessment!*

## O\*NET Career Values Inventory

Based on the O\*NET Work Importance Locator developed by the U.S. Department of Labor

For HS-Adult, Reading Level: Grade 9

- ◆ More efficient version of Dept. of Labor's O\*NET Work Importance Locator - takes about 30 minutes
- ◆ Links directly to nearly 1,000 occupations described in the O\*NET database
- ◆ Cross-references to books, videos, and CD-ROMS with O\*NET data
- ◆ Inexpensive - just \$1.20 each

The U.S. Department of Labor collects detailed information on all major jobs and keeps it in a database called the **Occupational Information Network**. Known as the **O\*NET**, this database describes approximately 1,000 major jobs, covering about 95% of the labor force.

This new self-directed career exploration assessment helps workers and students explore these **O\*NET** jobs based on their work values.

The **O\*NET Career Values Inventory** measures six major work values:

- ◆ Achievement
- ◆ Relationships
- ◆ Independence
- ◆ Support
- ◆ Recognition
- ◆ Working conditions

**Free Sample!**  
**Call 1-800-757-7668**

First, it asks test-takers to look at 20 cards printed with work value statements. Then, test-takers sort the cards by each value's importance. The process results in scores for six major work values, and these cards identify career groups that tend to include these values and to pinpoint specific jobs to explore.

**More efficient, and much less expensive!** JIST's **O\*NET Career Values Inventory** includes all the *Locator's* work values, scoring system, and cross-references to job titles, thereby maintaining the validity of the original. But the O\*NET Career Values Inventory combines the DOL's several components into one device with just two components: a foldout inventory and a sheet of 20 value cards. Shorter directions, format changes, and additional content are other changes. **You achieve the same results for a whopping \$4.75 less per test-taker!**

**Related Products:**

- ◆ *Best Jobs for the 21<sup>st</sup> Century*, Second Edition
- ◆ *Guide for Occupational Exploration*, Third Edition
- ◆ *Enhanced Occupational Outlook Handbook*, Third Edition
- ◆ *O\*NET Dictionary of Occupational Titles*, Second Edition
- ◆ *Quick Guide to College Majors and Careers*
- ◆ *50 Best Jobs for the 21<sup>st</sup> Century video series*
- ◆ *CareerOINK on CD* - Info on 14,000 job titles
- ◆ *Exploring Careers*
- ◆ *O\*Net Career Interests Inventory*

*New self-directed career exploration assessment!*

## O\*NET Career Interests Inventory

Based on the O\*NET Work Importance Locator developed by the U.S. Department of Labor

For HS-Adult, Reading Level: Grade 9

- ◆ More efficient version of Dept. of Labor's **O\*NET Interest Profile** - takes about 30 minutes
- ◆ Links directly to nearly 1,000 occupations described in the **O\*NET** database
- ◆ Cross-references to books, videos, and CD-ROMS with **O\*NET** data
- ◆ Inexpensive - just \$1.20 each

The U.S. Department of Labor collects detailed information on all major jobs and keeps it in a database called the **Occupational Information Network**. Known as the **O\*NET**, this database describes approximately 1,000 major jobs, covering about 95% of the labor force.

This new self-directed career exploration assessment helps workers and students identify their work-related interests, what they consider important on the job, and their abilities in order to explore occupations. Test-takers indicate whether they like or dislike 180 various activities and then score their responses. Their scores identify career areas that match their interests and pinpoint specific jobs to explore.

**More efficient, and much less expensive!** JIST's **O\*NET Career Interests Inventory** includes all the *Profiler's* work activity items, scoring system, and cross-reference to job titles, thereby maintaining the validity of the original. But JIST's Inventory has shorter directions and format changes that combine the DOL's several components into a one-piece, 6 panel foldout. **You achieve the same results for a whopping \$4.75 less per test-taker!**

**Related Products:**

- ◆ *Best Jobs for the 21<sup>st</sup> Century*, Second Edition
- ◆ *Guide for Occupational Exploration*, Third Edition
- ◆ *Enhanced Occupational Outlook Handbook*, Third Edition
- ◆ *O\*NET Dictionary of Occupational Titles*, Second Edition
- ◆ *Quick Guide to College Majors and Careers*
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- ◆ *CareerOINK on CD* - Info on 14,000 job titles
- ◆ *Exploring Careers*
- ◆ *O\*Net Career Interests Inventory*

**Free Sample!**  
**Call 1-800-757-7668**

# ASSESSMENTS



## Vocational Decision-Making Interview, Revised Edition.

**Authors:** Thomas Czerlinsky, Ph.D., and Shirley Chandler, Ph.D.

**Format:** 8.5 x 11; 6 panel fold out; pkg. of 10; includes questions, scoring, scales, observations, and recommendations; consumable; no other components needed. **copyright:** 1999

**Package of 10**

**C2-JA6733** 1-9 sets \$29.95  
10+ sets \$26.95

## Vocational Decision-Making Interview (VDMI), Revised Edition

*Thomas Czerlinsky, Ph.D., & Shirley Chandler, Ph.D.*

**For: Grades 7-Adult, Reading Level: For Non-Readers**

**A valid, reliable, and useful career counseling tool for people with disabilities and reading problems!**

People with disabilities and learning deficits are often unable to take conventional tests without substantial assistance. So, too often, thousands of dollars are spent on services that are ineffective or inappropriate. This can lead to high stress, poor work performance, and eventual job failure.

### Quick and Simple

The test requires 20 to 40 minutes to administer and score. The **VDMI** does not require special credentials to administer and interpret.

### Better Remediation Plans Lead to Better Results

The **VDMI** helps clarify problems that need to be corrected as part of a successful vocational program. It is not an interest test but a career-counseling tool. The clear scoring and visual scales allow both test-taker and counselor to quickly identify areas that need attention. Schools use the **VDMI** to identify problem areas and to enhance students' career development. Employment programs find it helpful to identify problem areas and to develop more realistic short-term vocational goals.

### Useful for students and adults with

- ◆ Low reading skills
- ◆ Learning Disabilities
- ◆ Sight limitations or blindness
- ◆ Mental retardation
- ◆ Chronic mental illness
- ◆ Brain injuries and sensory disabilities

### In situations such as

- ◆ Group residential settings
- ◆ Secondary, technical, and vocational schools
- ◆ Vocational rehabilitation counseling

### For purposes such as

- ◆ General counseling and guidance
- ◆ Vocational evaluation
- ◆ Program planning and development
- ◆ Development individualized education, transition, or rehabilitation

**The Vocational Decision-Making Interview (VDMI)** was designed specifically to improve the vocational decision-making of people with learning and other disabilities. This revised edition has high reliability, validity, and consistency measures that are important in vocational guidance instruments.

**How the VDMI Works:** Unlike many of the assessment instruments JIST publishes, this one is NOT self-administered or self-scored. The authors found that the intended audience needed a professional to ask the **VDMI**'s 54 structured questions. This personal administration increases validity and quality of the results.

The test administrator quickly records and scores the results on three scales for immediate feedback:

◆ **Decision-making readiness.** Readiness to make vocational decisions based on occupational knowledge and decision-making skills.

◆ **Employment Readiness.** Desire to obtain work and motivation to make a vocational decision.

◆ **Self-appraisal.** Knowledge and self-perception (including interests, abilities and needs) and history of making vocational decisions.

## Vocational Decision-Making Interview Administration Manual, Revised Edition

**Format:** 40 pp., 8.5x11, suggested for anyone administering the **VDMI**  
**Paperback**

**C2-JA613X** \$24.95

## Enhanced Occupational Outlook Handbook™, Fifth Edition

*by J. Michael Farr and LaVerne L. Ludden, Ed.D.*

**Based on Information by the U.S. Department of Labor**

**For: HS-Adult**

◆ **Includes O\*NET data from O\*NET database, release 3.0**

◆ **WINNER: Best Technical Book by the Mid-America Publishers Association!**

This award-winning book combines the best features of America's three most authoritative occupational references - the **OOH**, the **DOT**, and now, for the first time, the **O\*NET!**

**Includes the following:**

- ◆ All 253 job descriptions from the **Occupational Outlook Handbook**
- ◆ Almost 1,000 additional job descriptions from the **New Occupational Information Network (O\*NET)**
- ◆ 12,741 related job titles from the **Dictionary of Occupational Titles (DOT)**
- ◆ Full text job descriptions for the most important 2,600 jobs in the **DOT**
- ◆ Based on the latest data available
- ◆ An Excellent career resource made even better!

This new edition organizes a mountain of occupational information around the user-friendly structure of the **Occupational Outlook Handbook (OOH)**.

First, there are the thorough narrative descriptions of 253 of American's top occupations from the **OOH**. Appended to these descriptions are 7,700+ job titles from the **Dictionary of Occupational Titles (DOT)**. And there are complete **DOT** descriptions for about 2,600 of the most important of these 7,700+.

But the big addition is the NEW data from the Department of Labor's **Occupational Information Network** database. For the first time, nearly 1,000 **O\*NET** job descriptions are included, and because they are appended to the **OOH** descriptions, these new descriptions are cross-referenced with both the **OOH** and the **DOT!**

This edition includes lots of new career information, all organized around the **OOH**'s user-friendly occupational cluster. JIST takes great pride in the **Enhanced Occupational Outlook Handbook** - it meets our test of providing easy access to a vast amount of career information!

There simply is no other book like this. Job seekers, career changers, students, and the professionals who work with them will make good use of this terrific new reference.



## Enhanced Occupational Outlook Handbook, Fifth Edition

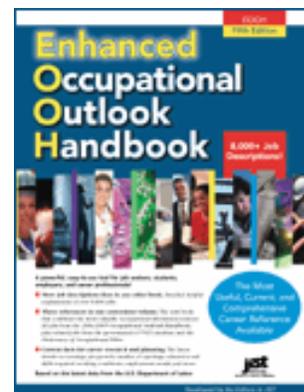
**Authors:** J. Michael Farr and LaVerne L. Ludden, Ed.D.

**Format:** 768 pp, 8.5x11, softcover and hardcover, **copyright:** 2004

**Soft C2-J0309 \$39.95**  
**Hard C2-J0317 \$49.95**

### Related Products

- ◆ **Occupational Outlook Handbook**
- ◆ **JIST's Electronic Enhanced DOT CD-ROM**
- ◆ **Multimedia OOH, Fifth Edition CD-ROM**
- ◆ **Career Explorer CD-ROM**
- ◆ **O\*NET Dictionary of Occupational Titles**
- ◆ **Career Oink**



# ASSESSMENTS



**Free Sample!**  
Call 1-800-757-7668



## Guide for Occupational Exploration, Third Edition (GOE)

by J. Michael Farr, M.A., LaVerne L. Ludden, Ed.D., & Laurence Shatkin, Ph.D.

Reading Level: NA, For: Adult/Professional

◆ Announcing the first major revision of this important career reference in 20 years.

◆ An essential reference for exploring career and learning options.

Solid Research supports exploring career based on interests.

## Guide for Occupational Exploration Inventory (GOE) 2nd Edition

A Self-Directed Guide to Career, Learning, and Lifestyle Options

By J. Michael Farr

For: MS-Adult, Reading Level: Grade 8

- ◆ Self-Directed, self-scored - uses intuitive, direct approach
- ◆ Includes more than 1,000 O\*NET job titles
- ◆ Job titles organized around 14 GOE career interest areas
- ◆ New lower price - less than \$1.20 each! (In pkg of 25)

### Completely Revised!

The new edition of the *Guide for Occupational Exploration Interest Inventory* has been updated in two very significant ways:

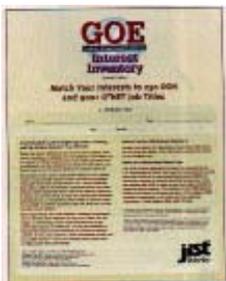
- ◆ Information is organized around the 14 career Interest Areas in the recently revised *Guide for Occupational Exploration*.
- ◆ The latest job titles (more than 1,000) from the *Occupational Information Network (O\*NET)*, Release 3.0

### Very Direct Approach

Many tests ask takers to rate a series of items to identify career interests. But the *GOE Interest Inventory* is much more direct - it simply asks which of the 14 *GOE* interest areas have the most appeal. This is an intuitive approach, one that takes only minutes yet has excellent research to support its validity.

### Chock Full of Occupational Data

Besides more than 1,000 O\*NET job titles, the *GOE Interest Inventory* presents details on the major occupations (250+) in the *Occupational Outlook Handbook* education and training, earnings, expected openings, and four skill categories: math, English, science, and computer. **You must order a sample to see how much data is included!**



### The Guide for Occupational Exploration Inventory (GOE), Second Edition

Author: J. Michael Farr

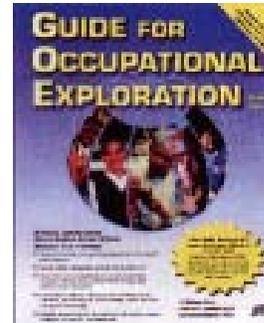
Format: 8.5 x 11, 12-panel fold-out self-scoring, self-interpreting, consumable, no other components needed. FREE *Administrator's Guide* included with package.

Package of 25

C2-JA8574	1-9 sets	\$29.95
	10+ sets	\$26.95

### Related Products:

- ◆ *Best Jobs for the 21<sup>st</sup> Century, Second Edition*
- ◆ *Guide for Occupational Exploration, Third Edition*
- ◆ *Enhanced Occupational Outlook Handbook, Third Edition*
- ◆ *O\*NET Dictionary of Occupational Titles, Second Edition*
- ◆ *Quick Guide to College Majors and Careers*
- ◆ *50 Best Jobs for the 21<sup>st</sup> Century video series*
- ◆ *CareerOINK on CD* - Info on 14,000 job titles



### Guide for Occupational Exploration, Third Edition

Author: J. Michael Farr, M.A., LaVerne L. Ludden, Ed.D., & Laurence Shatkin, Ph.D.

Format: 560 pp, 8.5x11, softcover and hardcover, copyright: 2001

Softcover

C2-J6369 \$39.95

Hardcover

C2-J8264 \$49.95

### Here Are Just Some of the Improvements:

**New Interest Areas and Work Groups:** We simplified the *GOE's* structure by eliminating subgroups, using clearer names, and creating new groups for new technology jobs - there are now 14 Interest Areas and 83 Work Groups, all with helpful new introductions.

**Information-Packed Job Descriptions:** This revision has descriptions for nearly 1,000 jobs (the original had job titles only) covering more than 95% of the job market. Information includes pay, projected growth, education or training needed, values, skills, abilities, working conditions, and more.

**New O\*NET Data:** The new *GOE* is based on the newest version of the U.S. Department of Labor's Occupational Information Network database (O\*NET version 3)

**Eight Crosswalks to Careers:** Includes extremely useful "crosswalks" to career options based on values, leisure and home activities, favorite school subjects, preferred work settings, skills, abilities, and knowledge.

**Easy to Use and Cross-Reference:** Standard job titles and codes allow quick cross-reference to other occupational information sources.

### The 14 new GOE Interest Areas

The new *GOE* Interest Areas are much easier to understand

- 01 Arts, Entertainment, and Media
- 02 Science, Math and Engineering
- 03 Plants and Animals
- 04 Law, Law Enforcement, and Public Safety
- 05 Mechanics, Installers, and Repairers
- 06 Construction, Mining, and Drilling
- 07 Transportation
- 08 Industrial Production
- 09 Business Detail
- 10 Sales and Marketing
- 11 Recreation, Travel, and Other Personal Services
- 12 Education and Social Services
- 13 General Management and Support
- 14 Medical and Health Services

### Related Products

- ◆ *Guide for Occupational Exploration Interest Inventory*
- ◆ *The Career Exploration inventory*
- ◆ *O\*Net Dictionary of Occupational Titles*

# ASSESSMENTS

## Individual Employment Plan With 84-Item Employability Assessment

by LaVerne L. Ludden, Ed. D, and Bonnie Maitlen, Ed.D.  
Readability: HS-Adult

Free Sample!  
Call 1-800-757-7668

- ◆ A new participant tracking device that captures essential intake information.
- ◆ Records initial AND follow-up assessment data
- ◆ Pinpoints 84 employability assets and barriers
- ◆ Documents participant progress

**Excellent for programs that must document results - Workforce Investment Act, Welfare-To-Work, rehabilitation, company outplacement - to name only some!**

Many employment and training programs share these three challenges. First, collect consistent information during initial conversations or interviews with participants. Second, record that information and make it available to all professionals who interact with participants. Third, document what happens to each participant.

Now there's a new tracking device, the **Individual Employment Plan (IEP)**, that addresses all three challenges.

**Get Consistent Intake Data.** Many programs employ paraprofessionals to gather initial intake data. The **IEP** has panel areas that record basic participant data and work history. Assessment outcomes are organized into six areas: career interests, work style or temperament, basic skills set, aptitudes/abilities, occupational/job skills, and behavior patterns.

**Determine Critical Employability Assets and Liabilities.** Plus, there's an 84-item assessment checklist organized into seven major employability areas:

- ◆ Personal issues and considerations
- ◆ Health and Physical considerations
- ◆ Work orientation
- ◆ Career and life planning skills
- ◆ Job Seeking Skills
- ◆ Job adaptation skills
- ◆ Education and training

Each checklist item can be rated as an employability asset or liability - very useful with determining a participant's critical liabilities.

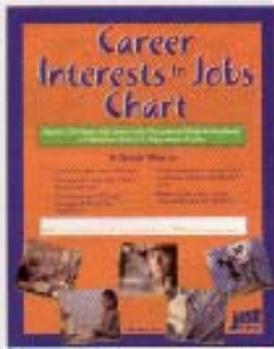
**Track Participant Progress.** There is a panel area to record the Training and Services plan, and panel areas to record progress on each element of the plan up to three times.



### Individual Employment Plan With 84-Item Employability Assessment, Authors:

LaVerne L. Ludden, Ed. D, and Bonnie Maitlen, Ed.D.  
**Format:** 8.5x11, pkg of 25, 6-panel foldout, consumable, no other components needed. Includes a FREE **Individual Employment Plan Administrator's Guide**.  
copyright: 2002

**Package of 25**  
C2-JA8728 1-9 sets \$34.95  
10+ sets \$30.95



## Career Interests to Jobs Chart:

Explore 250 Jobs Listed in the Occupational Outlook Handbook

By J. Michael Farr

For: MS-Adult, Readability: Grade 8

Free Sample!  
Call 1-800-757-7668

A fast and direct way to

- ◆ Identify major career interests.
- ◆ Find specific jobs that match those interests.
- ◆ Get details on 250 jobs, covering 85% of the workforce.
- ◆ Cross-reference to more than a thousand specialized jobs and major career information sources.
- ◆ Begin to plan your career, education, and life options.

Only \$2.00 each (in pkg of 10)

**Career Interests to Jobs Charts - How it works**

The **Chart** is not like traditional interest inventories - it does not ask users to rate statements like "build a brick walkway" or "manage a supermarket." Nor does the **Chart** ask users to score their responses into interest totals and then direct them to a separate resource. Instead, the **Chart** leads to specific job titles in a matter of minutes, then provides specific information on these jobs with cross-references to standard career references - all contained in one inexpensive piece!

All major jobs are organized into the 14 major career interest areas of the **Guide for Occupational Exploration (GOE)**.

Users are directed to select the three areas that interest them most. Then users review "work groups" and job titles within the interest areas they selected. They are asked to narrow their choices to between 5 and 10 work groups and 5 and 10 job titles.

Users narrow their choices by reviewing information in the charts that make up the main body of the booklet. The charts provide a lot of information on the 250 jobs in the Occupational Outlook Handbook (OOH), coded in 19 columns:

- ◆ Education and training
- ◆ Earnings
- ◆ Expected job openings
- ◆ Skills required in math, English, science, computer, artistic or creative, interpersonal or persuasive, mechanical, and leadership or management.

◆ Details on seven important working conditions

The booklet provides clear explanations of the codes used in the chart, and a clever "gatefold" includes a key that helps readers conveniently interpret the codes in the chart. Users refine their selection of job titles within the three interest areas that interested them the most.

Once the selection is completed, there is good advice on the many places to find primary career reference books to get more information on these and other jobs. Users can complete a brief action plan that asks them to list specific steps to learn more about their top job choice, and there's a reproducible "Job Information Worksheet" to use when collecting more information.

The author, Mike Farr, has written more than 20 books on career topics with collective sales in the millions of copies. His career planning and job search methods are used in thousands of results-oriented programs.

### Career Interests to Jobs Charts

Author: J. Michael Farr

Format: 16 pp, 8.5x11, consumable, no other component needed. Package includes 4 page **Instructor's Tips**. copyright: 2002

1-9 packages  
C2-JA8779 \$19.95  
pkg of 10  
10+ packages \$17.95

#### Related Titles:

- ◆ Career Exploration
- ◆ Career Oink
- ◆ Enhanced Occupational Outlook Handbook
- ◆ Guide for Occupational Exploration, Third Edition
- ◆ Occupational Outlook Handbook, 2002-2003 Edition

# ASSESSMENTS

## Job Search Knowledge Scale (JSKS)

Interest Level: High School-Adult

Do you know how to most quickly and effectively find a job? The Job Search Knowledge Scale (JSKS) helps you determine how much you know about looking for work. After responding to the 60 true/false statements on this practical new assessment, you learn the topics on which you need more information or instruction for the most effective job search. The JSKS also gives you guidance on the job search methods that work best so that you can find a job more quickly. Space is provided for a Job Search Journal and for Job Search Goals. Makes an ideal pre-test and post-test.

**Assesses job search knowledge in these areas:**

- ◆ Identifying job leads through both the visible and hidden job markets.
- ◆ Directly applying to employers through phone contacts and job applications
- ◆ Writing resumes and cover letters
- ◆ Interviewing
- ◆ Following up, including accepting offers and negotiating salaries

**Very practical—saves time, resources, and money:**

- ◆ Helps people focus on key areas of the job search as needed and land a job more quickly.
- ◆ Individualizes learning about the job search process so people don't waste time studying areas they know about.
- ◆ Identifies weak knowledge areas for students, new graduates, the unemployed, job seekers, and people transitioning to work.
- ◆ Matches individual needs with job search training.
- ◆ Includes information about the five job search areas, including proven tips and additional information sources.
- ◆ Helps service providers, teachers, counselors, and trainers maximize their resources by not teaching a whole job search curriculum to everyone.
- ◆ A valid pre-test and post-test for educators, workforce development professionals, and counselors who want to or need to prove their results and effectiveness.

**Easy to use and very valid:**

- ◆ Comprised of 60 true/false statements.
- ◆ Self-scoring and self-interpreting.
- ◆ Can be used as a pre-test and post-test.
- ◆ Strong validity. Author has complete array of statistics from testing and using the assessment.

**Format:** Package of 25, 8.5 x 11. Opens to 8 panels (16 x 22). Self-scoring and self-interpreting. Each package includes a free Administrator's Guide, **Copyright:** 2004

JA1054

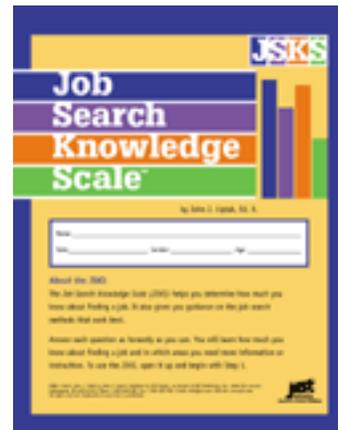
1-9 Packages of 25

\$34.95

10+ Packages

\$30.95 each

Free Sample!  
Call 1-800-757-7668



## Salient Beliefs Review (SBR) Connecting Spirit to Work

Deborah Bloch, Ph.D. Reading Level: Grade 8, Interest Level: High School-Adult

- ◆ Identifies beliefs most important to work satisfaction!
- ◆ Quick—score and rate just 28 statements!



**What are "salient beliefs"?** Most of us seek meaning in our work and a balance between the practical need for money and our desire for rewards beyond money. Through questions and worksheets, SBR helps examine "salient beliefs"—beliefs that are most important for each of us to realize in our work for work satisfaction. It compares our beliefs to our behaviors, and to the policies and practices of the organization where we work or have worked.

**How Salient Beliefs Review works.** This new self-administered, self-scored assessment asks test takers to rate just 28 statements, then to score and interpret their responses into the dimensions of change, balance, energy, community, calling, harmony, and unity. This process helps identify sources of unhappiness in their current work situations, avoid them in the future, and find ways to increase their work satisfaction.

**Benefits for test takers and employers.** SBR is ideal for adults with full-time or part-time work experience in an organization but is adaptable to the self-employed and those with volunteer or limited work backgrounds. Employers may also use SBR results to identify problem areas, increase employee satisfaction, and reduce burnout and turnover. **Format:** 8.5 x 11, pkg. of 25, 6-panel foldout, self-scoring, self-interpreting, consumable, no other components needed. **FREE Administrator's Guide** included with each package.

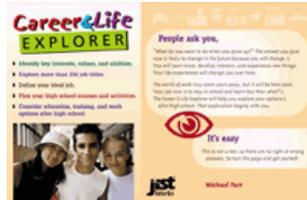
copyright: 2003

JA8477 1-9 packages

\$29.95

JA8477 10+ packages

\$26.95



Free Sample!  
Call 1-800-757-7668

**A NEW, interesting and helpful assessment for students**

## Career & Life Explorer

Author: Michael Farr

**Finally** a low cost, quick and sophisticated career planning instrument for youth in grades 6-10. This new assessment gets students thinking about their futures and their careers while encouraging them to stay in school, explore their options and dream big. With **bright colors, appealing graphics, and easy-to-follow instructions**, this device guides students as they:

- ◆ Look at their career clues (their heroes, interests, hobbies, talents, values, personalities, and more!)
- ◆ Review more than 250 Occupational Outlook Handbook job titles arranged in six interest groupings
- ◆ Plan their high school courses and activities; and education, training and work options after high school.

It culminates in a stunning **"ideal job poster"** on which students note key thoughts that come from using the instrument, including top interest groups, possible jobs, skills and values, and education level considered. On the poster, an action plan worksheet allows students to list classes to take in high school, extracurricular activities and part-time work to pursue, and additional research desired. An information source list directs students to good career research material. Students can hang the poster in their rooms, store it in portfolios, and share it with parents. This all-in-one inventory and career explorer is less expensive than competing products for young people.

**Format:** 12-panel foldout; consumable, no other components needed; each package contains a free *Administrator's Guide*. **copyright: 2002**

Package of 25

JA8124

\$29.95

10 + copies

\$26.95

**Related Products:**

- ◆ *Dream Catchers*, ◆ *Exploring Careers*,
- ◆ *Exploring Your Career Options Video*, ◆ *People At Work*,
- ◆ *Young Person's OOH*

# CAREER & LIFE PLANNING



## Developing Career and Living Skills

Mary Sue Burkhardt, Interest Level: Grades 3 to 6

Available in Softcover or Hardcover, HC = Hardcover, SC = Softcover  
*Developing Career and Living Skills* equips students with skills and attitudes necessary for a successful high school career and transition into postsecondary and workplace environments by investigating trends in careers, career opportunities, and life skills. With a strong emphasis on career education, this text is a tool that complements and enhances existing curricula and standards.

Written for the *Orientation to Life Career* course (grades 8 to 11), *Developing Career and Living Skills* includes colorful charts, illustrations, activities, chapter reviews, vocabulary terms, and learning objectives. Numerous teachers and professors have reviewed and class-tested this new product and found it to be outstanding.

### KEY FEATURES

- ◆ Current and up-to-date information
- ◆ Clear, engaging writing style and interior design
- ◆ Interactive activities that enhance student learning, such as case studies and role-playing
- ◆ Thorough coverage of career planning, job searching, and workplace competencies—from a career publisher's perspective
- ◆ Excellent coverage of family and living skills—written by a true consumer science teacher and writer
- ◆ Strong academic correlation with math, language, social studies, and science activities
- ◆ Focus on problem-solving and higher-level thinking skills
- ◆ Supplements that are closely integrated with the textbook
- ◆ Modular approach with content that is easily adapted to meet course requirements and student needs

Format: 8.5 x 11, 448 pp. (est.), Copyright: 2005

TG Format: 464 pp. (est.), 8.5 x 11, Hardcover, Copyright: 2005

<b>J1127</b>	<b>Softcover</b>	<b>\$24.95</b>
<b>J1127</b>	<b>Hardcover</b>	<b>\$39.95</b>
<b>J1135</b>	<b>Teacher Guide</b>	<b>\$39.95</b>
<b>J1143</b>	<b>Instructor CD-Rom</b>	<b>\$29.95</b>
<b>J1232</b>	<b>Student Asses Tool Pkg 10</b>	<b>\$29.95</b>

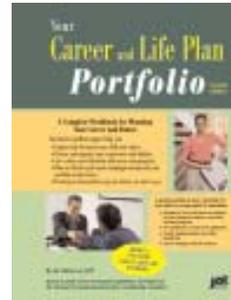
## Instant Resume and Portfolio Package

**Package Contents:** 25 copies of *Creating Your High School Resume OR Creating Your High School Portfolio*, and one *Instructor's Guide*.

Resumes and/or portfolios are covered in many of our job search materials, but we have two workbooks on these topics specifically for high school students. *Creating Your High School Resume* is an interactive workbook with lots of activities, case studies and samples - including Web resumes. *Creating Your High School Portfolio* has activities on career interests, career options, and job search and retention. *Instructor's Guide* has activities and session ideas for both books. **Note:** Order additional student workbooks at a discount price of \$8.06 each when you order the package.

J9023	Creating Your High School Resume (25)	\$8.95
J9066	Creating Your High School Portfolio (25)	\$8.95
J9082	Instructor's Guide (1)	\$14.95
CC-PKG45	Creating Your High School Resume Package Save \$35!	\$203.70
CC-PKG44	Creating Your High School Portfolio Package Save \$35	\$203.70

SEE COMPLETE INFORMATION ON RESUME & PORTFOLIO PACKAGE ON PAGE 24!

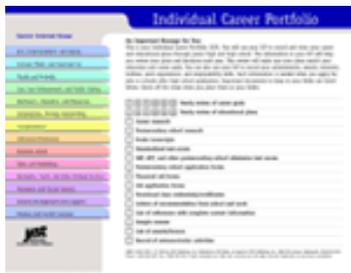


## Instant Career and Life Planning Portfolio and Resume Program Package

**Package Contents:** 25 copies of *Your Career and Life Plan Portfolio* and one *Instructor's Guide*. Build a class around this portfolio workbook! It has a new instructor's guide, and its content may be supplemented with another job search or resume book plus instructional materials used in other instant program packages. **Note:** Order additional student workbooks at a discount price of \$8.96 each when you order the package.

J9074	Your Career and Life Plan Portfolio (25)	\$9.95
J966X	Your Career & Life Plan Instructor's Guide (1)	\$14.95
CC-PKG50	Instant Career & Life Plan Package Save \$20!	\$243.70

SEE COMPLETE INFORMATION ON LIFE PLAN PORTFOLIO ON PAGE 15!



## Individual Career Portfolio, Third Edition



by Norene Lindsay

A neat, efficient, permanent way to organize students' personal information and individual career/educational plans.

Middle, junior high, and high school students can plan their high school years with this portfolio. Use as is, or use it to record activities from Pathfinder, JIST-published career exploration workbooks. The file folder design makes it perfect to document and store student's career exploration and decision-making activities. Designed for students to participate in completing each section.

### Individual Career Portfolio, 3rd Edition

**Author:** Norene Lindsay

**Format:** 11x8.5, pkg of 25, 6-panel file folders

**Copyright:** 2004

**C2-JA0813 1-9 \$29.95**

**10 + packages \$26.95**

### Six-Panel File Folder

**Panel 1:**  
Individual Career Portfolio

**Panel 2:**  
Basic participant information  
Career interest test results  
Interest area records

**Panel 3:**  
Employability skills

### Panel 4:

Extracurricular activities  
Honor and rewards  
Yearly review of educational plans

### Panel 5:

Career research  
Initial career choices

### Panel 6:

Educational plans

# CAREER & LIFE PLANNING

## Interview Magic

### Job Interview Secrets from America's Career and Life Coach

Susan Britton Whitcomb, *Interest Level: Adult*

A companion to the very successful **Résumé Magic** and **Cover Letter Magic**. More than an interview how-to, this "career dictionary" holds A-to-Z secrets from America's most trusted career coach. Future-proof your career as you learn to provide value to employers, create a memorable career brand, quadruple your interview opportunities, tap into the most overlooked interview "must," demonstrate your ability to do the job, and bottom-line the return-on-investment employers will receive for hiring you. In addition, identify your Achilles Heel and maintain a mindset that will increase your confidence, optimism, and success. For the first time, a winning coaching technique is applied to the interview process to help you connect with employers and collaborate on how you can serve their needs. Plus, the innovative "R.O.I." interviewing technique will ensure that every one of your answers is on target. Whether you're facing a telephone, panel, stress, or behavioral interview, this book will boost your interviewing competency, courage, and confidence.

#### Key Features:

- ◆ A totally unique approach: Focus on being prepared for any question that might come up.
- ◆ Instructions on finding more job opportunities and landing more interviews.
- ◆ Assessments of your value and goals to prove to employers that you are the best person for the job.
- ◆ Strategies for overcoming any weakness.
- ◆ Tips for turning the interview into a collaborative process rather than an interrogation.
- ◆ Details on the eight different types of interviews and the best approach for each.
- ◆ Before-and-After responses to the most common interview questions—including questions for 20 specific fields.
- ◆ How to assess your personality type and that of your interviewer and find a way to connect.
- ◆ Tips for following up after the interview.
- ◆ Salary-negotiation techniques.
- ◆ How to succeed in your first 90 days on the job and beyond.



**Format:** 400 pp., 8.5 x 11, softcover  
**copyright:** 2005  
**Interview Magic**  
**J0163 \$16.95**



## Job Search and Career Checklists

### 101 Proven Time-Saving Checklists to Organize and Plan Your Career Search

Arlene S. Hirsch,

*Interest Level: High School-Adult*

An unusual but very effective approach to career planning and job search—more than 100 checklists guide job seekers through all key tasks

Also includes key job search and career management tools, Internet advice, sample resumes, cover letters, and thank-you notes

The thought of looking for a job is daunting to some people—where do they start? So imagine how helpful it would be to have a series of checklists to help them get started and organize their time and tasks. Job seekers gain immediate confidence by following these "to do" checklists. They know they've covered all their bases which leaves them more time to concentrate on important skills and tasks such as networking and interviewing. Whether starting a new career or analyzing present job progress, readers will find this book a great tool for assessing needs, gaining confidence in all job-hunting tasks that need to be accomplished, initiating job search, improving their current jobs, and exploring career options.

Here's a sample of the checklists:

- ◆ The "ten commandments of career success"
- ◆ Personality, interest, and skill inventories
- ◆ Eight easy ways to improve your current job
- ◆ Time management and financial planning tips
- ◆ Keys to uncovering hidden jobs
- ◆ Career decision-making worksheets
- ◆ Advice on working with recruiters
- ◆ Resume planning
- ◆ Sample answers to the most difficult interview questions

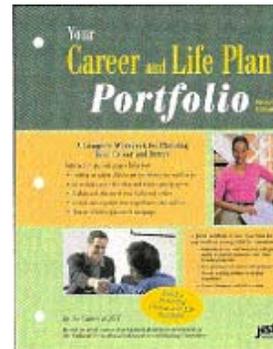
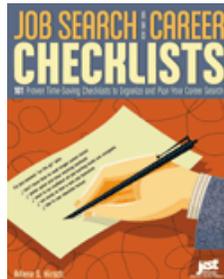
format: 208 pp. (est.), 7.5 x 9.25, softcover

copyright: 2005

J1186

Book

\$14.95



## Your Career and Life Plan Portfolio, Second Edition

**By the Editors of JIST. Based on adult career development guidelines and material developed by the National Occupational Information Coordinating Committee.**

- ◆ Helps readers assemble a work and life history of experience and skills that can be easily updated.
- ◆ Checklists, worksheets, and examples help readers create and gather information for making career, educational, and personal plans.

#### NEW for this edition:

- ◆ **HUGE IMPROVEMENT:** New chapters provide vital information on the different types of portfolios, on evaluating and choosing content, on organizing and building a portfolio, and on using a portfolio to assess progress and performance.

- ◆ New information on creating Web portfolios

- ◆ All other information revised and updated.

This workbook's interactive pages - plus important documents (such as a resume, work samples, education credentials, and recommendation letters) - help readers create unique portfolios that help to showcase achievements; get jobs; make career decisions; measure progress; and set education, career, and life goals. This new edition takes readers through the process of self-assessment, education and career planning, and portfolio development. The pullout pages help explore and document skills and values; review and organize accomplishments, experiences, and abilities; set a career direction; and much more.

### Your Career and Life Plan Portfolio, Second Edition

**Format:** 8.5x11, 144 pages, **copyright:** 2003

**J9074**

**\$ 9.95**

**SE966X**

**Instructional Guide**

**\$14.95**

# JOB SEARCH

## Young Person's Guide to Getting & Keeping a Good Job, Second Edition

by J. Michael Farr, Marie A. Pavlicko, Ed.D., and Gayle O. MacDonald, M.Ed.  
For: Grades 9-12, Reading Level: Grade 7

- ◆ Used successfully by more than 100,000 students!
- ◆ A comprehensive and results-oriented job search course.
- ◆ Ideal for voc-ed, tech-prep, at-risk, and special-needs students.
- ◆ Excellent teaching aids—Instructor's Guide, transparencies, and videos make this a complete curriculum.

**New Edition.** The first edition of this book helped tens of thousands of young people locate and get good jobs. Customers tell us the core job search content is solid, with information nicely targeted to high school students. **But we've made this book even better!** We pulled this best selling workbook into the shop for a tune-up and a change to the interior!

**Core job search content is maintained.** The ability to locate and get good jobs is an important life skill, and high school students who master this skill have a "leg up" on their futures. Young Person's Guide still covers all essential job search topics, taking into account that many high school students are looking for part-time and/or summer jobs.

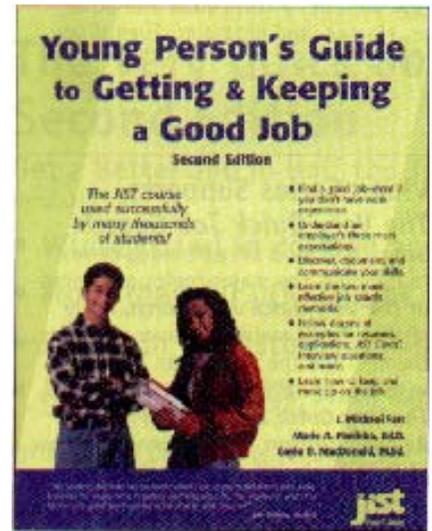
**Fosters self-directed attitudes and behaviors.** This important theme is a hallmark of products written by J. Michael "Mike" Farr. Mike collaborates here with Marie Pavlicko, an educator who administers a large high school vocational training consortium, and Gayle McDonald, a job skills consultant for 14 years.

- What's New.** Structure has been reorganized so that the content can be covered in less time.
- ◆ Additional JIST Card examples and sample resumes.
  - ◆ Individual activities are easier to infuse into existing classes or courses.
  - ◆ The interior is friendlier, with a new typeface and more open design.
  - ◆ Photographs replace the older line art.
  - ◆ The workbook is more interactive, and exercises are better sequenced in this revision.
  - ◆ Interaction with the Data Minder is less repetitive.

*"Young Person's Guide had exactly what I was looking for. This is a great job search course."*  
-Lorraine Williams  
Employment Specialist  
Kent County Dept. of Social Services

### Partial Table of Contents

- ◆ Introduction to the World of Work
- ◆ Meeting an Employer's Expectations
- ◆ Identify Your Skills
- ◆ Collecting Data on Your Past Experience
- ◆ How to Write JIST Cards
- ◆ Finding Job Leads
- ◆ Contacting Employers
- ◆ Superior Resumes, Cover Letters, and Thank-You Notes
- ◆ Avoid the Application Trap
- ◆ Techniques for the Interview
- ◆ Creating a High School Portfolio
- ◆ Surviving on a New Job and Getting Ahead



## Young Person's Guide to Getting & Keeping a Good Job, Second Edition

Authors: J. Michael Farr, Marie Pavlicko, Ed.D., and Gayle O. McDonald, M.Ed.

Format: 208 pp, 8.5x11, softcover, includes one **Data Minder**, copyright: 2000  
**C2-J5559 \$9.95**

## Young Person's Guide to Getting & Keeping a Good Job Instructor's Guide Second Edition

The Instructor's Guide is essential! **SAVE hundreds of hours of time preparing for class!**

- A substantial 176-page guide that includes:
- ◆ In-class activities
  - ◆ Homework Assignments
  - ◆ Supplemental worksheets
  - ◆ Step-by-Step instructions
  - ◆ Masters for overhead transparencies, handouts, or posters.
- Format: 176 pp, 8.5x11, softcover, copyright: 2001  
**C2-J6334 \$19.95**  
*Free with classroom sets of 25+*

## The Data Minder, Second Edition

*A Portable Job Search Assistant*

Job Seekers: Don't leave home without the Data Minder! Records essential information for employment applications and interviews - fits in any pocket or handbag!

Format: Bound in each student book; available separately in packages of 10, copyright: 2000  
**Pack of 10 C2-J5958 \$19.95**



### Related Videos

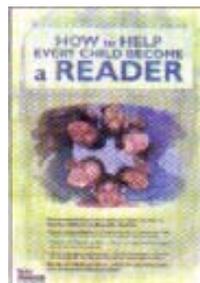
- ◆ *JIST TV: Video Series*
- ◆ *Getting the Job You Really Want Video Series*
- ◆ *The Complete Job Application*
- ◆ *You Do Have Experience*
- ◆ *Looking Sharp: Dressing for Success*
- ◆ *Looking Sharp: Grooming for Success*

## How to Help Every Child Become a Reader

Based on materials developed by the U.S. Department of Education. Research-backed and commonsense advice on how to improve children's reading skills!

Format: 240 pp, copyright: 2001  
**C2-YD0028**

**\$12.95**



## Young Person's Guide Transparencies, Second Edition

"Jazz Up" class presentations! These transparencies review all topics in the student book. Great for seminars, workshops, or use with large classes.

Format: 60 acetate transparencies are 8.5 x 11, 4 color three hole punched, and perforated, copyright: 2001  
**C2-J594X \$69.95**

# JOB SEARCH

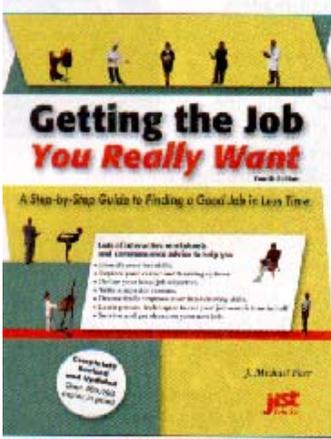
## Getting the Job You Really Want, Fourth Edition

### 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 reorganized 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!

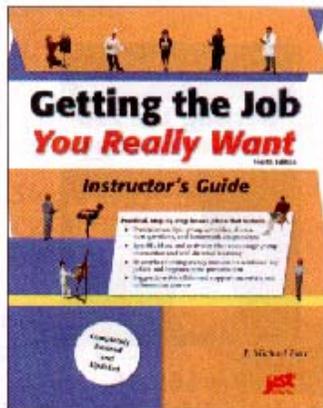
This **Instructor's Guide** saves time PLUS helps instructors and trainers prepare more interesting group presentations and classes. It's especially helpful for those who are new to the subject.

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**

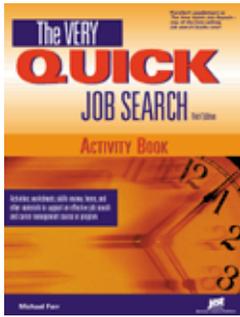
## Getting the Job You Really Want Power Point Presentation, Fourth Edition

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

**J1178 \$29.95**

# JOB SEARCH

## Activity Book



## The Very Quick Job Search, Third Edition



*Get a Better Job in Half the Time!*

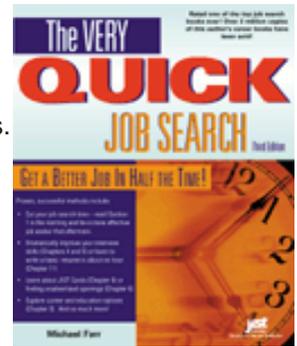
**For: High School to Adult, Reading Level: Grade 9 +  
Related Training Available Complete Curriculum**

- ◆ Widely used in college and high school career courses.
- ◆ More than 220,000 copies in print!
- ◆ Instructor's Guide structures 20 one-hour classes.

*"With all the job search books available, this is the only one my students must buy!"*

- Rich Feller, Professor, Counseling and Career Development, Colorado State University

## Student Book



## The Very Quick Job Search Activity Book, 3rd Edition

by J. Michael Farr

Thirty-four interactive worksheets reinforce key points and can be assigned as homework or completed in class. A few examples:

- ◆ Employer's Expectation Survey
- ◆ Education Review/Interview Preparation Worksheet
- ◆ JIST Card First Draft Worksheet
- ◆ Telephone Contact Results
- ◆ Answering Problem Interview Questions Worksheet

Each worksheet includes instructions for completion and is designed to tear out and turn in—a real time-saver for busy instructors. The book can also be used in programs that do not use The Very Quick Job Search

128 pp, copyright: 2004

**C2-J0090**

**\$9.95**

## Instructor's Curriculum

## The Very Quick Job Search Instructor's Curriculum, 3rd Edition

by J. Michael Farr

- ◆ Everything needed to present a professional and complete course
- ◆ Saves Hundreds of hours of preparation time
- ◆ FREE when you buy 25 or more of The Very Quick Job Search, Second Edition

Everything needed to structure a results-orientated career planning and job search course.

- ◆ Specific performance objectives and outcomes.
- ◆ Suggested in-class activities and presentation tips.
- ◆ Recommended homework assignments.
- ◆ Supplemental discussion and quiz questions.
- ◆ Masters of overhead transparencies to help structure each session.

192 pp, copyright: 2004

**C2-J0082**

**\$29.95**

**You can read the first section in the morning and conduct a dramatically improved job search that afternoon.**

### This is the Book recommended to unemployed friends.

We think this is the best career planning and job search book ever written. The "quick" and most important advice is in the first section, with detailed information provided later for those who want it. Mike Farr's writing style is informative and interesting, making this book fun to read.

### Use as a Basis for a Complete Course.

There are very few career books that can support an entire planning and job search course. The Very Quick Job Search is the exception - thousands of instructors have used it in career planning and job search courses, workshops, classes, and programs. It has the most extensive array of instructional support materials ever developed, making it easy to use in a variety of settings.

### Related Programs

- ◆ *Getting the Job Your Really Want video series*
- ◆ *Job Search Knowledge Scale*
- ◆ *JIST Cards Video*
- ◆ *Make a Good First Impression video*
- ◆ *The Complete Job Application Video*
- ◆ *The Two Best Ways to Find a Job Video*
- ◆ *Skills Identification Video*

## The Very Quick Job Search PowerPoint Presentation, Third Edition

by Michael Farr

Fifty-six 4-color slides reinforce key content for classroom presentations.

Slide masters are included in the Instructor's Curriculum.

S5-J1070

CD-Rom

\$29.95

## The Very Quick Job Search, Third Edition

Author: J. Michael Farr

Format: 512 pp, 7.5x9.25, softcover

copyright: 2004

**C2-J0074**

**\$17.95**

### Thorough, Well Written, and Results-Oriented.

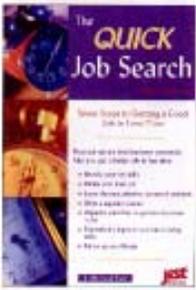
While the first section is written to quickly improve job search skills, the book's substantial 544 pages provide many additional details. It is well researched and well written with an emphasis on RESULTS throughout, providing solid career planning, interviewing, and job search information.

### Instructional Support materials include Instructor's curriculum, Activity Book, 52 Overhead Transparencies - even videos!

### Here are some reasons *The Very Quick Job Search* is used in so many courses:

- ◆ A special "quick start" section that can be read in just a few hours.
- ◆ A thorough career planning section helps one to define the ideal job.
- ◆ Tips to dramatically improve interviewing skills.
- ◆ Information on hundreds of jobs.
- ◆ Covers ALL major topics, including Labor market trends, resumes, time use, and much more.
- ◆ Information on using the Internet and computers in the job search.
- ◆ Substantial instructional support materials.
- ◆ Low price.

# JOB SEARCH



**The Quick Job Search**  
**Author:** J. Michael Farr  
**Format:** 64 pp, 6x9, saddle stitched, **copyright:** 2002

## Here's a partial list of the topics covered:

- ◆ Eight factors to consider in defining the ideal job
- ◆ Overview of 250 top jobs in our workforce
- ◆ Which job search methods work best
- ◆ The three types of employment agencies
- ◆ Mailing resumes and posting them on the Internet
- ◆ Three magic network questions
- ◆ How to contact employers directly
- ◆ Tips to increase effectiveness using the Internet in your job search
- ◆ Tips for creating a superior resume
- ◆ Top ten problem interview questions
- ◆ The three-step process for answering interview questions

## The Quick Job Search, Third Edition

### Seven Steps to Getting a Good Job in Less Time

by J. Michael Farr

**Reading Level: Grade 8, For: HS-Adult**

- ◆ Less than \$3.00 each!
- ◆ Covers the basics on how to explore career options and conduct an effective job search.
- ◆ Short enough to scan in a morning and conduct a more effective job search in the afternoon.
- ◆ Lots of skills checklists, worksheets, sample resumes.
- ◆ Spanish language edition available.

*The best way to get a job is to go out and get interviews! And the best way to get interviews is to make a job out of getting a job.*

**This book is special because it's brief!** Ideal for those instructors and trainers who have only short amounts of time to spend with job seekers.

### The Seven Basic Job Search Steps

From years of experience, here are the basic things that can make the most difference in a job search:

- ◆ Identify your key skills
- ◆ Define your ideal job
- ◆ Learn the two most effective job search methods
- ◆ Write a superior resume
- ◆ Organize your time to get two interviews a day
- ◆ Dramatically improve your interviewing skills
- ◆ Follow up on all leads.

<b>English Pack of 10</b>	<b>C2-J8744</b>	<b>\$27.95/pkg</b>
<b>English Single Copy</b>	<b>C2-J8361</b>	<b>\$ 2.95 each</b>
<b>Spanish Copy</b>	<b>J8973</b>	<b>\$34.95/pkg</b>

**La busqueda rapida de trabajo, 1st Edition**

**The Quick Job Search**, 64 pp, 8.5x11, saddle stitched.

**Spanish Single Copy was \$34.95/pkg of 10 - now \$1.50 each copy!**

## Hire Learning



## Hire Learning Instructor's Guide

This 64 page instructor's Guide provides tips for using any or all of the student books as part of a course or to infuse into other courses. Includes many in-class activities, homework assignments, quiz questions, community involvement ideas, and other helpful advice.

**Format:** 64 pp  
**C2-J191X \$14.95**

## Landing a Job

Detailed review of successful, self-directed job search methods; networking, writing resumes and cover letters, completing job applications, getting information and employment interviews, dressing and grooming, following up, and much more!

### Partial Table of Contents

- ◆ Creating a Work History
- ◆ Conducting a Job Search
- ◆ Preparing a Resume
- ◆ Filling Out a Job Application
- ◆ Preparing for the Job Interview

**Format:** 112 pp  
**C2-J1898 \$6.95**

## Succeeding in Your Work and Community

Students can learn how to keep, quit, or change their jobs. Exercises deal with workplace realities, stereotypes, and barriers. Good sections on self-employment and using community resources for study and to gain experience.

### Partial Table of Contents

- ◆ Starting Out Right
- ◆ Overcoming Stereotypes
- ◆ Dealing with Workplace Realities

**Format:** 112 pp  
**C2-J1901 \$6.95**

## Expert Resumes for Career Changers

Wendy S. Enelow, Louise M. Kursmark,  
**Interest Level: Adult**

The seventh addition to the successful Expert Resumes series! This collection of resumes is aimed at people who are transitioning from one career to another. The changing economy has forced millions of people to change jobs or industries in order to stay employed. This book gives strategies as well as 180 pages of sample resumes for successful career changes. The authors present sound resume-writing advice, including how to create and use an electronic resume. The appendix includes Internet resources for an effective online job search.

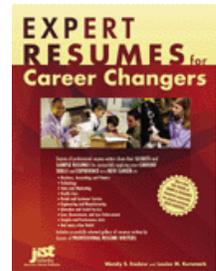
### Key Features:

- ◆ A vast and varied collection of hundreds of attractive and effective resume samples, written by professional resume writers and targeted to career changers.
- ◆ Step-by-step instructions for writing winning resumes.
- ◆ Situation-specific employment trends and career strategies.
- ◆ Appendix of helpful online resources.

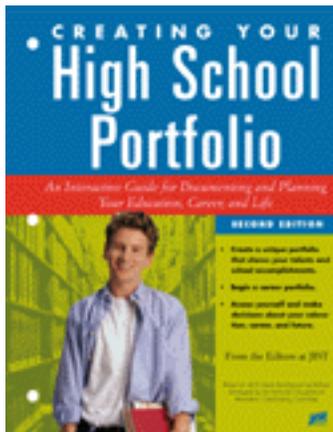
### Partial Table of Contents

Part I: Resume Writing, Strategy, and Formats Chapter 1: Resume-Writing Strategies for Career Changers  
 Chapter 2: Writing Your Resume  
 Chapter 3: Scannable, Electronic, and Web Resumes  
 Part II: Sample Resumes for Career Changers  
 Appendix: Internet Career Resources

**Format:** 288 pp. (est.), 8.5 x 11, softcover, **Copyright:** 2005  
**J0929 \$16.95**



# CAREER DEVELOPMENT

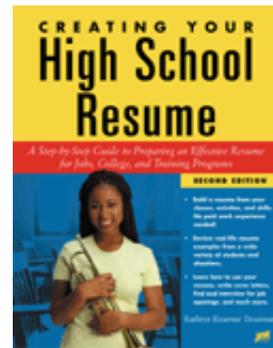


## **Creating Your High School Portfolio, Second Edition**

Authors: JIST Editors  
 Format: 160 pp, 8.5x11, softcover, copyright: 2003  
**C2-J9066 \$8.95**

## **Creating Your High School Resume, Second Edition**

Author: Kathryn Kraemer Troutman  
 Format: 144 pp, 8.5x11, softcover, copyright: 2003  
**C2-J9023 \$8.95**



## **Creating Your High School Resume, Second Edition**

**A Step-by-Step Guide to Preparing an Effective Resume for College and Career**

by Kathryn Kraemer Troutman

For: HS—Jr. College, Reading Level: Grade 7

An excellent, reasonably priced workbook for school-to-career and many youth programs!

**Creating Your High School Resume** gives students the edge when applying for jobs, scholarships, and internships. Whether college-bound or going straight to work, resumes help students articulate and document their skills, natural abilities, interests, and experiences.

### **Students Learn to Articulate Their Assets**

An important aspect of creating resumes is students learn to articulate what they have to offer. Resumes are a great way to document school clubs and activities, volunteer work, and completed internships - to name just a few!

### **Resource and Exercise Sheets**

Students answer straightforward questions to quickly define their skills and interests. Then they build their own resumes section by section.

### **Case Studies from Real Students!**

Many case studies, plus lots of examples show students firsthand how to focus, organize, write, and format resumes.

### **Make the Most of Technology! Students learn to**

- ◆ Use the best formats for their resumes with their word processors or desktop publishing programs
- ◆ Use the Web and email for research and contacts
- ◆ Manage their electronic resume files efficiently
- ◆ Design scannable resumes that will make the cut at big companies

## **Creating Your High School Portfolio, Second Edition**

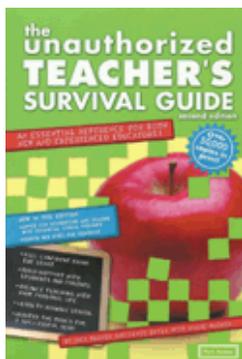
**An Interactive School, Career, and Life Planning Workbook by the Editors at JIST**

For: HS—Jr. College, Reading Level: Grade 7

**Creating Your High School Portfolio** shows students how to clarify their career and educational goals, explore resources, and chart new directions. Students collect and store the documents needed to apply for first jobs or college. Excellent for school to work programs!

- ◆ Teaches students how to assemble a life history of experiences and skills
- ◆ Shows students how to easily update their portfolios to reflect life and career experiences
- ◆ Helps students set goals
- ◆ Contains a list of professional resources students can use to further investigate career interests

A **BIG plus**: **Creating Your High School Portfolio** is based on National Career Development guidelines.



## **The Unauthorized Teacher's Survival Guide, Second Edition**

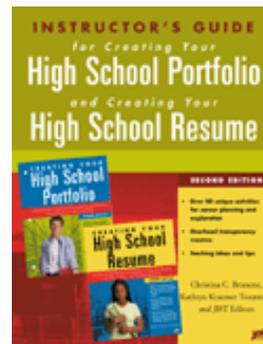
by Jack Warner and Clyde Bryan, with Diane Warner

*"If I had more time, I would tell my student teachers more about the non-academic aspects of teaching. Now, I can just give them the book and encourage them to read specific chapters."*

- Dr. Pamela Sharpe  
 Northern Arizona University

Two veteran teachers with more than 50 years combined teaching experience in grades K through 12 team up again to update the most honest, practical, and helpful book ever written for teachers. Interviews with hundreds of teachers and administrators complement their experience as they share inside secrets, anecdotes, and practical advice that can save years of frustrating trial and error.

Format: 224 pp, 6x9, softcover, copyright: 2001  
**C2-P1102 \$14.95**



## **Instructor's Guide for Creating Your High School Portfolio and Creating Your High School Resume, Second Edition**

More than 80 practical activities integrate material from both workbooks. There are chapter objectives, presentation suggestions, groups and individual activities, homework options, discussion quiz questions, and quick quizzes/answer keys. Includes 30 black and white transparency masters!

Format: 144 pp, copyright 2003  
**C2-J9082 \$14.95**

**Free guide with the purchase of 25 student books!**

# CAREER DEVELOPMENT/DISABILITIES

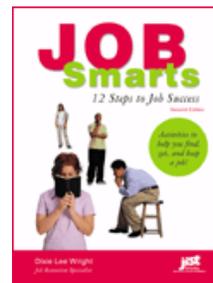
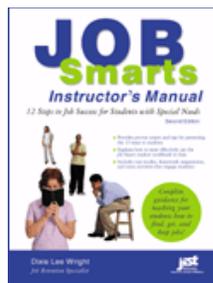
## Job Smarts: 12 Steps to Job Success, Second Edition

by Dixie Lee Wright

For: Grade 6 to Adult, Reading Level: 5-Adult

◆ The only job search curriculum that highlights job search and retention skills specifically for **students with learning disabilities, at-risk youth, low reading level youth and adults, and others with special needs!**

◆ Save hundreds of hours of prep time - a complete instructor's curriculum and a student activity workbook.



### Job Smarts: 12 Steps Instruction Manual

Author: Dixie Lee Wright  
Format: 96 pp, 8.5x11, softcover,  
copyright: 2003  
**C2-J0295 \$24.95**

### Job Smarts: 12 Steps Activity Book

Author: Dixie Lee Wright  
Format: 64 pp, 8.5x11, consumable,  
softcover, copyright: 2003  
**C2-J0287 \$9.95**

"Most people who lose their jobs do so, not because they cannot do the work, but because they cannot adjust to the work environment."  
- Dixie Lee Wright

Include everyone in school-to-work and job search programs!  
A job search program with an emphasis on job retention for low-reading-level youth and adults, welfare-to-work, and others with special needs!  
Revised and updated!

*Job Smarts: 12 Steps to Job Success* teaches students how to find, get, and keep a job, but with this unique focus: It is written for adults and students with low reading levels and other special needs.

All essential job search and job retention topics are covered, and the material is presented in a simplified and visual way, with text written at a fifth-grade reading level. The result? The content is very accessible for youth and adults with special needs, especially people with lower-level reading skills.

And for instructional settings that include more advanced students, optional worksheets are included for both basic AND advanced students.

All material in the current edition has been updated, and the content is still organized around the 12 simple steps. The second edition has an additional 16 pages that include

- ◆ Twenty new activities
- ◆ Increased coverage of job retention issues
- ◆ New skills and interests worksheets to ensure the hiring company is a good fit
- ◆ Material on understanding a work environment and how it changes

Note: The previous edition was titled *Know-How Is the Key: 12 Steps to Job Success*, ISBN 1-56370-371-8.

## Instructional Manual Overview:

- A complete 12-chapter job coaching curriculum
- ◆ **Objectives.** Clear objectives for each step.
  - ◆ **Overview.** Notes to help instructors or trainer prepare to teach each step.
  - ◆ **Review.** A review of the rules of the work site, the previous step, the objective for the day, and "power words."
  - ◆ **Activities.** Several suggested activities with comments can be completed for the instructor to introduce and conduct the activity. Most activities can be completed in 15 to 30 minutes.
  - ◆ **Optional activities.** Suggested activities for higher-functioning groups, such as adults of independent-living clients.
  - ◆ **Case Studies.** Good examples of situations in typical jobs.
  - ◆ **Suggested Homework.**

## Job Smarts: 12 Steps to Job Success, 2nd Edition Activity Book

by Dixie Lee Wright

A low-cost student activity workbook loaded with worksheets and interactive activities to supplement the job training curriculum in the Instructional Manual.

Manual and Activity Book structure a complete school-to-work course. In fact, there are two sets of worksheets: one set for basic students and the other for more advanced, higher-functioning students. Plus the pages are perforated so that specific activities can be collected after being assigned as homework or completed in class.

Activities are fun and simple, yet challenging - they build gradually on lessons already learned so the information is more easily retained. More importantly, the activities reinforce the 12 steps to job success outlined in the Instructional Manual.

### Job Search Handbook for People with Disabilities

Author: Daniel J. Ryan, Ph.D.

Format: 288 pp, 7.5x9.25, softcover, copyright: 2004

**C2-J9899 \$17.95**



### Job Search Handbook for People with Disabilities

by Daniel J. Ryan, Ph. D

Reading Level: Grade 8, For College-Adult

◆ Job seekers with disabilities learn to best represent themselves and reassure potential employers that they are capable workers.

◆ Excellent resource for people with disabilities AND for the career development professional who work with them.

*Job Search Handbook for People with Disabilities* covers everything from finding the right career field to negotiating for special accommodations on the job. Packed with practical techniques, no other reference offers such a comprehensive and functional approach to success.

◆ Excellent resource for people with disabilities, employers, and the professionals who work with them.

◆ Readers get great tips and strategies for education, networking, mentors, negotiating, and self-promotion.

◆ Creates and improves readers' awareness of employment laws and the protection they provide to those with disabilities.



Related:

- ◆ *Vocational Decision Making Interview*

### Six Steps to Employment for People with Disabilities

Designed to help people with disabilities overcome the obstacles that they face in the job search, present themselves as effectively as possible, and show employers that their disability is not a liability.

192 pp, copyright: 2000

**D2-CCA474 \$19.95**

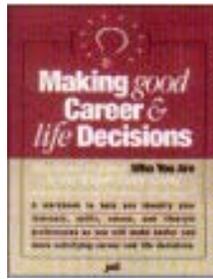


# CAREER DEVELOPMENT

Reading Level: Grade 7, For: Adults  
Special Workbooks for Adults Without College Degrees.

## Making Good Career & Life Decisions

You Have to Know Who You Are to Get Where You're Going



From the staff of Northern Virginia Community College

Knowing your interests, skills, and values is vital when deciding on your next career or job. This workbook leads readers through the process of self-examination and teaches them how good decisions get made.

- Partial Table of Contents**  
Part 1: Understanding Yourself
- ◆ Who Are You?
  - ◆ What Are Your Skills?
  - ◆ What Are Your Values?
  - ◆ Defining Your Lifestyle

- Partial Table of Contents**  
Part 2: Making Decisions
- ◆ Decisions, Decisions
  - ◆ Obstacle to Making Satisfying Decisions
  - ◆ Decision-Making Strategies
  - ◆ The Step-by-Step Process
  - ◆ Using the Process

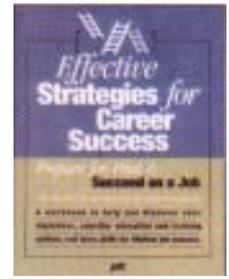
Format: 160 pp., 8.5x11, softcover  
copyright: 1997  
Paperback  
C2-J2932

\$9.95

Reading Level: Grade 7, For: Adults  
Special Workbooks for Adults Without College Degrees.

## Effective Strategies for Career Success

Prepare for, Find & Succeed on a Job



From the staff of Northern Virginia Community College

Excellent for career and job changes—it helps adults expand their definitions of work by exploring what needs they want work to fulfill. Training options are explained along with strategies for success—study skills, time management, positive thinking, and assertiveness. PLUS excellent job search advice.

- Partial Table of Contents**  
Part 1: Preparing For Work
- ◆ The Meaning of Work
  - ◆ Getting Your Training
  - ◆ Strategies for Success

- Partial Table of Contents**  
Part 2: Getting A Job and Getting Ahead
- ◆ The Rewards of Working
  - ◆ How-and Where-to Look for Work
  - ◆ More Job Search Techniques
  - ◆ Succeeding on the Job

Format: 160 pp., 8.5x11, softcover,  
copyright: 1997  
Workbook  
C1-J3009

\$9.95



## The Leisure to Occupation Connection Search (LOCS)

For: Grades 7-Adult

Reading Level: Grade 6

by Carl McDaniels, Ed.D., and Sue Mullins, Ph.D.

One of the big problems with most career interest tests is that they ignore the importance of what we do for fun, what we enjoy doing - our leisure activities.

The LOCS takes a nontraditional approach by presenting 100 leisure activities-such as gardening or learning a new language-and asking test-takers to rate their level of activity and skill in each. It then lists related occupations for each leisure activity and helps test-takers identify jobs they want to know more about. A large chart presents information on 250 major jobs, including earnings, training or education required, and projected growth.

The LOCS can be used with youth (who know more about leisure than work) and adults (who were a large part of the research group), and with anyone with at least modest reading skills (6th grade or so). PLUS, the LOCS directly cross-references to major sources of occupational information, such as the OOH, GOE, and other systems.

Format: 8.5x11, pkg. of 25, self-scoring, self-interpreting, foldout, consumable, no other components needed. copyright: 1999

2 Packages of 25, 50 total  
C1-JA448X \$29.95

Order a FREE Sample today!

## Work Orientation and Values Survey (WOVS)

by Robert P. Brady, Ed.D.

A Quick and Inexpensive Career Planning Instrument!

Just 15 minutes to complete, yet has good validity and reliability! What is most important to include in my ideal job? **WOVS** provides a brief (only 32 items), user-friendly, and statistically sound survey of an individual's work values and orientation to work. In just minutes, users get their scores in eight measures, including Earnings and Benefits, Working Conditions, Time Orientation, Task Orientation, Mission Orientation, Coworker Relations, Supervisor Relations, and Managing Others.

**WOVS** includes brief advice on including values with high scores in career plans and balancing values conflicts. It's an excellent tool for individual self-discovery and will encourage important group discussion, interaction, and decision-making.

Reading Level: Equivalent to Grade 8  
Recommended For: 16-Adult



Work Orientation and Values Survey

Author: Robert P. Brady, Ed.D.

Format: 8.5x11, pkg of 25, 6-panel foldout, self-scoring/self-interpreting, consumable, no other components needed. Each package includes FREE **Tips for Professionals Using WOVS.** copyright: 2002

Package of 25

C2-JA8892

1-9 Packages \$24.95

10+ Packages \$22.95

### JIST Career Assessments Cross-Reference Major Career References

**O\*NET Dictionary of Occupational Titles, Third Edition**

- ◆ Includes O\*NET job numbers
- ◆ Related DOT job numbers
- ◆ GOE code, GOE Interest Area, GOE Work Group



**Guide for Occupational Exploration, Third Edition**

- ◆ GOE code, GOE Interest Area, GOE Work Group
- ◆ Related O\*NET job title and number(s)



**Occupational Outlook Handbook, 2004-2005 Edition**

- ◆ Related O\*NET job numbers
- ◆ Related SOC numbers



Free Sample!  
Call 1-800-757-7668

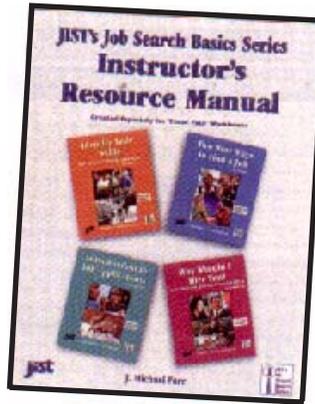
# JOB SEARCH

## 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

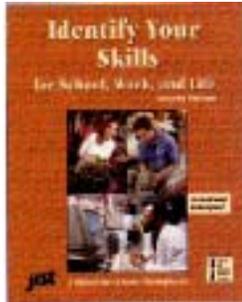


## JIST's Job Search Basics Series Instructor's Resource Manual

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**

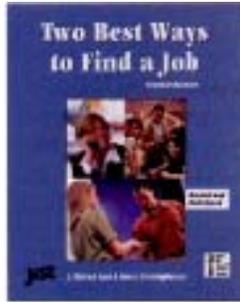
Free w/class set of 25+



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

#### Major Chapter Content

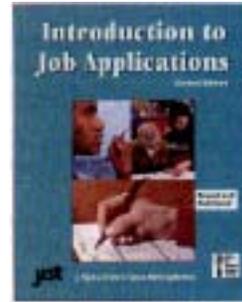
- ◆ Learn about your three skill types: adaptive skills, transferable skills, and job-related skills
  - ◆ Know which skills you enjoy using most so you can put them to work in satisfying jobs and activities
  - ◆ Create and use a skills inventory of your experiences from school, work, volunteer jobs, 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

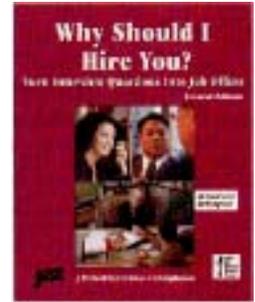
- ◆ Find the unadvertised "hidden" job market (where 85% of all job openings are)
  - ◆ Get job leads by networking with people you know - and people they know
  - ◆ Use the Yellow Pages to identify possible employers
  - ◆ Make direct employer contact to get interviews - before a job is available
  - ◆ 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

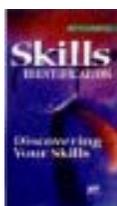
- ◆ Obtain interviews before a job opens up - so employers think of you first when one does
  - ◆ Present the key skills you have for the job and support them with examples
  - ◆ Learn the three clues that employers look for in applicants
  - ◆ Use a three-step process to answer most questions
  - ◆ 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

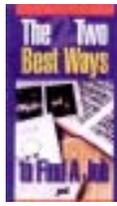
### Skills Identification Revised Edition

**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

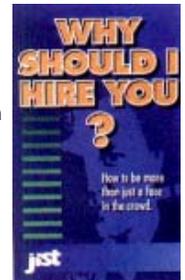
**C2-JV3726 VHS \$99.00**

**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

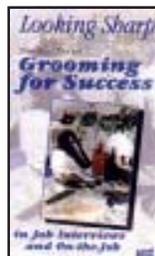
**Style:** Informational

**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!

# 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

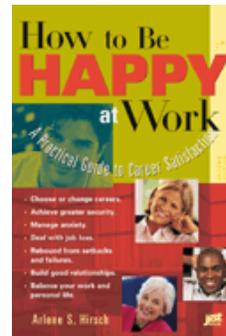
\$15.95



## 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

# JOB SEARCH

## Standard Occupational Classification (SOC) Manual

By the U.S. Office of Management & Budget

- ◆ Only SOC with SOC-to-O\*NET cross-reference table.
- ◆ First major update since 1980.
- ◆ JIST version is better - AND less expensive - than the government's edition.

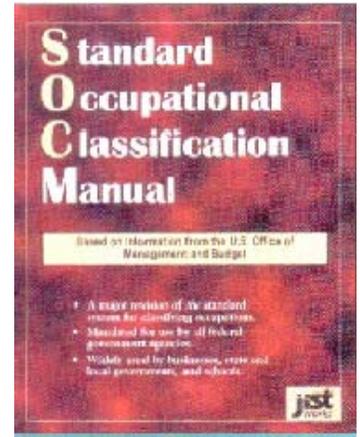
The SOC is a system that organizes all jobs performed for pay into 23 major groups. It is THE system used to standardize collection and reporting of occupational information among all government agencies, businesses, and others who produce and need such data. In fact, all federal agencies that collect and produce occupational data will implement this one structure over the next few years.

The book's structure is actually quite easy to understand:

- ◆ **23 major groups.** Example: "Life, Physical, and Social Science Occupations"
- ◆ **96 minor groups.** Examples (under major group above): "Life Scientists," "Physical Scientists"
- ◆ **449 Broad occupations.** Examples (under Life Scientists): "Biological Scientists"
- ◆ **821 detailed occupations.** Examples (under Biological Scientists): "Biochemists and Biophysicists"

Each detailed occupation includes a brief, one-or-two sentence job description.

**JIST's edition is better - AND less expensive - than the government's version!** This is more than just a quality reprint. First, JIST includes an extensive table of contents that lists the entire SOC for easy reference. Second, there's a unique index, the **SOC-to-O\*NET Cross-Reference Table**. (O\*NET stands for **Occupational Information Network**, and O\*NET numbers are based on this new SOC system.) Plus, there are introductory and appendix materials that explain the SOC system and how it has been revised.



### Standard Occupational Classification Manual

**Author:** Based on Information from the U.S. Office of Management and Budget

**Format:** 304 pp, 7.5x9.25, softcover, copyright: 2002

**C2-J8442 \$29.95**

## Insider's Guide to Finding a Job Expert Advice from America's Top Employers and Recruiters

Wendy S. Enelow, Shelly Goldman  
Interest Level: Adult



### Table of Contents

Chapter 1: Take Control: It's Your Life and Your Career  
Chapter 2: How to Plan Your Career  
Chapter 3: How to Write Your Resume and Cover Letter  
Chapter 4: How to Manage Your Job Search  
Chapter 5: How to Network with the Best  
Chapter 6: How to "Nail" Your Interviews  
Chapter 7: How to Negotiate Your Best Salary  
Chapter 8: How to Move Your Career Forward  
Characteristics, Skills and Abilities of Promotable Employees  
Index

Straight talk from America's top hiring managers and recruiters about how to succeed in any job market. The authors asked top HR, staffing, and recruitment professionals, along with the managers who make the hiring decisions at the most sought-after companies, to tell them what makes a job candidate stand out to them. Their responses are woven into seven "how-to" chapters that each focus on a different aspect of job search. This book compiles the diverse opinions of many people to "humanize and simplify the concept of job search."

Key Features:

- ◆ The only book on the market that focuses specifically on the advice of hiring managers and HR executives—the people whose opinions really count when it comes to getting hired!
- ◆ Quantified results from a uniform survey of interviewees give hard numbers to back up opinions about the best strategies for getting hired fast.
- ◆ Advice for planning your own job search strategy.
- ◆ "In This Chapter" boxes at the beginning of each chapter summarize the main points of each expert's advice.

**Format:** 6 x 9, 256 pp. (est.), Softcover, **Copyright:** 2005

**J0775**

**\$12.95**



## Over-40? Job Search Guide

### 10 Strategies for Making Your Age an Advantage in Your Career

Gail Geary, Interest Level: Adult

The only career transition guide to exclusively provide workable solutions for the reemployment issues of over-40 year-old workers. The book shows readers how to present their age as an advantage to employers rather than a disadvantage. The book also boldly addresses midlife career transition issues by providing cutting-edge information, fresh strategies, and timely solutions. Captivating case studies from the author's extensive work with over-40 job seekers engage readers and arm them for the real world.

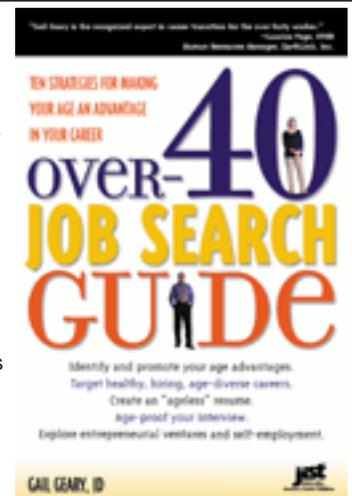
Key Features:

- ◆ Checklists and assessments for career guidance
- ◆ Tips on avoiding and overcoming age-discrimination and cultural-misfit stereotyping
- ◆ Steps to finding the 10 advantages of age in a career search
- ◆ Clues on how to avoid common interview mistakes
- ◆ Strategies for networking and Internet job searches
- ◆ Hints on whether to take the entrepreneur route
- ◆ Simple resumes for over-40 job seekers, and tips for creating "ageless" resumes
- ◆ Online and print resources for more help
- ◆ Strategies for dealing with the emotional and financial strains of looking for a job
- ◆ A chapter on finding a new career after retirement

**Format:** 6 x 9, 240 pp. (est.), Softcover, **Copyright:** 2005

**J0902**

**\$14.95**



# JOB SEARCH



## Gallery of Best Cover Letters, Second Edition

*A Collection of 300 Quality Cover Letters by Professional Resume Writers*  
by David F. Noble

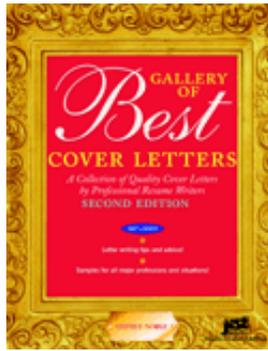
A superb collection of the best examples of cover letters from the country's best professional resume writers! Dr. Noble provides expert analysis of each letter and step-by-step instructions on how to build an effective letter, pair it with the right resume, and make a powerful impression!

- ◆ Reveals the most common cover letter mistakes and how to avoid them.
- ◆ Includes ready-to-use samples, no flaws or grammatical errors to correct.
- ◆ Demonstrates how to showcase the most important information.

Great cover letter ideas for hundreds of occupations.

Format: 416 pp, 8.5x11, softcover, copyright: 2004

C2-J9902



\$18.95

## The Kids' College Almanac, Second Edition

A First Look at College

Reading Level: Grade 5, For: MS-HS

◆ Demystifies college by providing solid information in a format that appeals to kids.

◆ Information on a wide variety of colleges in all 50 states.

College is a mystery to most kids. Many have the notion that they ought to attend. But by the time they are in high school, they've heard stories that may intimidate them into believing that they can't qualify for college, can't afford college, or won't be able to attend because of their special circumstance(s) or background(s). Some lose their college dream without knowing much real information.

The second edition has a fresh look inside that appeals to kids. This book should be in middle and high school classrooms, libraries, career centers, and counseling offices. Excellent book for parents too!

Chapters are based on questions that kids have with an accessible question-and-answer format and a variety of worksheets.

**Chapter Titles:**

- ◆ What is College? ◆ Why Should I Think About College? ◆ Who goes to College? ◆ Where are Colleges Located? ◆ What Can I Learn at College? ◆ How Will I Learn at College? ◆ How Do I Gather Information? ◆ What Colleges Should I Apply To? ◆ How Do I Apply to College? ◆ How Much Does College Cost? ◆ How Will I Pay For College? ◆ How Does College Begin? ◆ What Happens at College? ◆ Is College My Only Choice? ◆ What Should I Do Now?

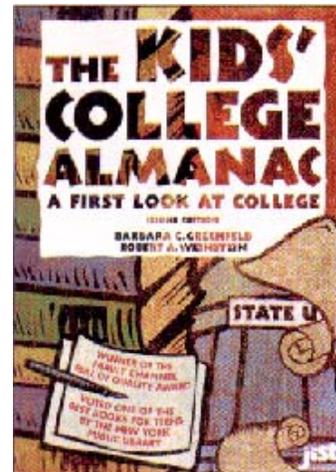
"One of the best books for teens."

- New York Public Library

Format: 344 pp, 7.5x9.25, softcover, copyright: 2001

C2-J7306

\$16.95



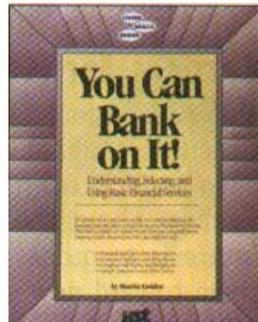
## You Can Bank on It! Understanding, Selecting, and Using Basic Financial Services.

Reading Level: Grade 8, Recommended for: Grade 8-Adult  
by Ludden.

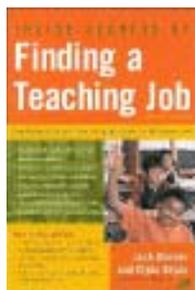
An excellent overview and basic personal finance "how-to." Good case studies, worksheets, and advice make it good for young people and others who are arranging their financial affairs for the first time.

Format: 128 pp, 8.5x11, copyright: 1994

C2-BANK



\$6.95



## Inside Secrets of Finding a Teaching Job, Second Edition

The Most Effective Search Methods for Both New and Experienced Educators

By Jack Warner & Clyde Bryan, with Diane Warner



Contains resume writing tips, how to create a teacher portfolio, and Internet resources for finding the perfect teaching job.

*Inside Secrets of Finding a Teaching Job, Second Edition*

Format: 6x9, 208 pages, softcover, copyright: 2003

J921X

\$12.95

## The Right Job For You, Second Edition

An Interactive Career Planning Guide

by J. Michael Farr

Reading Level: Grade 8, For: HS-Adult

Great for high school, college, and adult career planning programs!

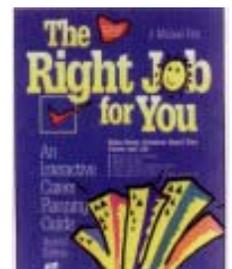
Award-winning career and job search author J. Michael Farr wrote this book to do more than simply inform - *The Right Job for You* helps people understand themselves and make better career, education, and life decisions.

The book combines clear and easy-to-follow narrative with many case studies, worksheets, charts, and interactive activities. Plus, there is thorough coverage of career and education options along with details on hundreds of jobs. There is enough solid content to structure an entire course, or it can be infused into existing courses.

Format: 160 pp, copyright: 1997

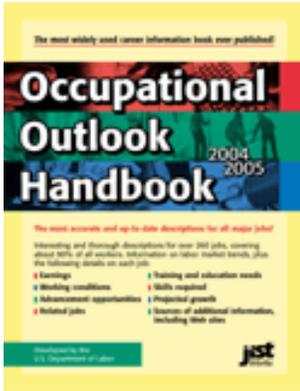
C2-J286X

\$9.95



# JOB SEARCH

Reading Level: Grades 9-10  
Interest Level: 9-Adult



## Occupational Outlook Handbook, 2004-2005 Edition

Author: U.S. Department of Labor  
Format: 525 pp. (est), 8.5x11, softcover or hardcover  
copyright: 2004  
Soft C2-J9880 \$16.90  
Hd C2-J9872 \$23.95

Note: JIST's softcover edition is \$48 LESS than the government's version!

## Occupational Outlook Handbook (OOH), 2004-2005 Edition

U.S. Department of Labor

The **OOH** is the most widely respected and used career reference in the known universe. And JIST has the **LOWEST PRICE!**

The **OOH** has been published every two years by the U.S. Department of Labor since the 1940's. This is a quality reprint with only one difference—this one is much less expensive.

**Most Americans Work in an OOH Job.** This reference describes more than 150 different jobs—the jobs held by 85% of the American workforce. And the **OOH's** addendum includes summary data for another 80 occupations, covering an additional 5% of the workforce.

**Up-to-Date Information:**  
Updated every two years, each **OOH** description includes a representative photo, O\*NET numbers for the occupation and related sections, and narrative sections on

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

Counselors, Teachers, Librarians, and Job Seekers Need This Reference. This one source provides access to information on jobs held by 90% of the workforce, a key career exploration resource that can be used in classroom settings as well as by individuals. Many schools purchase class sets of the **OOH** to teach students how to use it. The well-written narrative and many charts and pictures make this book ideal for exploring careers, and the **OOH** can be used to identify key skills to emphasize in resumes and when interviewing for jobs.

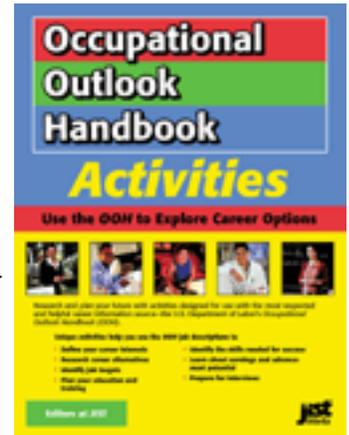
### Nine Very Good Reasons to Buy the OOH from JIST:

1. We are the least expensive source.
2. Class sets (25+ copies) receive a 15% discount.
3. We ship within 7 days of receiving your order.
4. We accept purchase orders.
5. We do not require prepayment, unlike the government.
6. You can order toll free: 1-800-757-7668
7. We always ship the most current edition.
8. Volume orders? Call us!
9. We are more fun!

C2-J9880	Softcover	\$16.90
C2-J9872	Hardcover	\$23.95
C2-J9783	Activity Pack of 10	\$19.95

### Related Products

- ◆ JIST's Multimedia OOH, Fifth Edition CD-ROM
- ◆ Career Oink CD-Rom
- ◆ Career Explorer CD-ROM 3.0
- ◆ America's Top Jobs series



## Occupational Outlook Handbook Activities

Use the OOH to Explore Career Options

By the Editors at JIST

Reading Level: Grade 8, Recommended for MS-Adult

- ◆ Get maximum benefits from the OOH with this new, low-cost workbook!
- ◆ Use with any edition of the OOH

This new workbook from JIST familiarizes people with the OOH and can be used by individuals or in a class setting - a FREE instructor's guide comes with each package. Meets National Career Development Guidelines.

**Section One: Find Your Career Focus.** Finding a job that you are good at and enjoy is the key to your future happiness. Activities here help you use the OOH to connect your interests, dreams, needs, and background to possible jobs.

**Section Two: Spotlight Your Skills.** Employers want to know about your key skills and whether you can do the job. Section Two helps you use the OOH to identify skills you've developed in past jobs and skills needed for possible future jobs.

**Section Three: Set the Education and Career Goals.** Begin planning your future and setting goals with the activities in this section. Create an action plan for the next 30 days, the next 90 days, and the next year.

**Section Four: Get Ready for Your Job Search.** These activities help you use the OOH to prepare for a successful job search. You'll start a job search network, prepare for interviews, and gain interview confidence.

32 pages, 8.5x11, consumable, FREE instructor's guide with each package, copyright: 2003

S5-J9783	1-9 pkgs	\$19.95
	10+ pkgs	\$17.95
S5-J9821	Single Copy	\$ 2.25

Download a Product Profile!  
Click Here

Product Profile carries a detailed look at the Occupational Outlook Handbook and the Activity Guide.

Download some of our other catalogs at our website  
[www.teachersmarketplace.com](http://www.teachersmarketplace.com)

We now have a POSTER CATALOG with over 100 Career Posters ready for download, too!

# RESUME WRITING

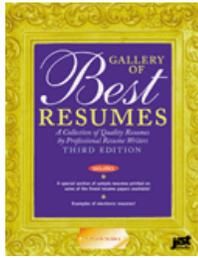
**\*\*A JIST Best-Seller\*\***

## Gallery of Best Resumes, Third Edition

*A Collection of Quality Resumes by Professional Resume Writers by David F. Noble, Ph.D.*

- ◆ Includes 200 outstanding, letter-perfect resumes!
- ◆ Includes 30 outstanding, letter-perfect cover letters.
- ◆ One-of-a-kind Occupations Index and Features Index - Find exactly what you want!
- ◆ Special section of resumes printed on a variety of quality papers!
- ◆ Coverage of electronic resumes - a section of samples as well as creation and formatting tips.
- ◆ Updated resume samples.

Includes 215 letter-perfect resumes and 30 cover letters that covers a wide range of styles, formats, designs, occupations, and situations - all arranged in easy-to-find occupational categories. And resume expert David Noble includes his 101 best resume tips on design, layout, papers, writing style, mistakes to avoid, and more! PLUS, there's a special section of resumes printed on a variety of quality papers.



### Gallery of Best Resumes, Third Edition

**Author:** David F. Noble, Ph.D.  
**Format:** 432 pp, 8.5x11, softcover  
**Copyright:** 2004  
**C2-J9856**      **\$18.95**



### Gallery of Best Resumes for People Without a Four Year Degree, Second Edition

**Author:** David Noble, Ph.D.  
**Format:** 416 pp, 8.5x11, softcover  
**Copyright:** 2005  
**C2-J0686**      **\$18.95**

## Gallery of Best Resumes for People Without a Four Year Degree, Second Edition

*A Special Collection of Quality Resumes by Professional Resume Writers*

*by David F. Noble, Ph.D.*

The finest Resume book for two-year Graduates!

- ◆ A treasury of 200 quality resumes and 30 cover letters!
- ◆ Targeted to jobs that do not require a four-year degree!
- ◆ All resumes and cover letters written by professional resume writers.

**A very special resource!** This *Gallery* book examines resume for people who do not have four-year college degrees. Resumes are arranged in occupational groupings and present a wide variety of styles and designs. Completely updated with 229 new resumes and 30 cover letters - all letter-perfect and selected from thousands submitted by professional resume writers.

## Resume Remedy, Revised Edition

- ◆ The very best "nuts and bolts resume video available
  - ◆ Very good for college students/graduates and job seekers with some work experience
  - ◆ An excellent video to use in job search programs
  - ◆ **NEW** content on how to format resumes for the Internet
- Full of practical tips job seekers can use immediately.

**Viewers of Resume Remedy learn**

- ◆ Which are key resume sections and what is included in each
- ◆ How to emphasize the most important information
- ◆ How to address common concerns such as whether to use nicknames, whether to include references, and whether to use a one- or two-page format
- ◆ The most common resume formats, and when each is most useful
- ◆ How to design and format resumes, including choice of paper and printing

**Now with Internet Resume Tips**

The Internet continues to grow in importance for job seekers, and *Resume Remedy, Revised Edition* gives job seekers the latest advice on preparing resumes for posting on the Internet.



### Resume Remedy, Revised Edition

**Length:** 27 minutes  
**Style:** Serious, informational  
**Key Characters:** Caucasian, African-American, and Hispanic  
**Revision Date:** 1999  
**C2-JV6423**      **\$99.00**

## Cover Letter Magic, 2nd Edition

**NEW!**

*by Wendy Enelow & Louise Kurmark*

Turn boring cover letters into knockouts - more than 150 winning cover letter examples!

Professional resume and cover letter writers reveal their inside secrets for creating phenomenal cover letters that get attention and land interviews. This new edition includes more than 150 sample cover letters that were written for all types of job seekers, including the Before-and-After transformations that can make boring letters fabulous. An excellent resource!

**Copyright:** 2004, 8.5x11, softcover, 416 pp  
**C2-J79864**      **\$16.95**



## Resume Magic, 2nd Edition

*Trade Secrets of a Professional Resume Writer*

*by Susan Britton Whitcomb*



This is a giant compendium of before-and-after resume transformations and excellent resume advice that's hailed by profes-

sional resume writers as THE definitive resource for writing and designing resumes that get people noticed.

**Format:** 608 pp, 8.5x11, softcover, **copyright:** 2003  
**C2-J8914**      **\$18.95**

## The Edge Resume & JobSearch Strategy, Third Edition

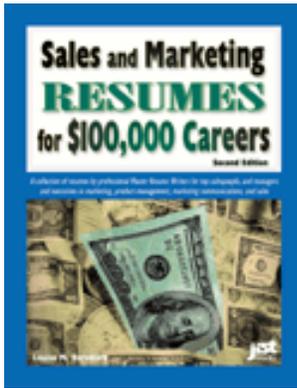


Outstanding full-color sample resumes on special papers - packed with artistic ideas.

- ◆ Unique approach at using resumes to market yourself.
- ◆ One hundred full-color samples written by professional resume writers.
- ◆ Information on using computers for electronic job search.

**Format:** 188 pp, 8.5x11, softcover  
**C2-J6725**      **\$24.95**

# CAREER DEVELOPMENT



## Sales and Marketing Resumes for \$100,000 Careers, 2nd Ed.

by Louise Kursmark

A superb collection of 140 sample resumes written by professional resume writers for high-power salespeople, managers, and executives in marketing, product management, and sales.

Format: 368 pp, 8.5 x11, softcover, copyright: 2004

C2-J0139

\$19.95

## Seven Steps to Getting a Job Fast

by J. Michael Farr

- ◆ Ideal for a job search workshop or short course!
- ◆ A great "giveaway" for unemployed or soon-to-be unemployed persons!
- ◆ Only \$5.95 when buying 100 or more!



Excellent coverage of ALL major career planning and job search topics. This is the "bookstore" version of **The Quick Job Search** - but with more examples, different design, and some extra features. The previous edition sold very well in bookstores and to programs. The reason: It is short, well written, fun, results-oriented, and inexpensive. And this 2002 revision includes new advice on using the Internet in the job search and many other improvements.

Instructors like its step-by-step format, worksheets, checklist, and other features - and its topics provide the exact structure of a workshop or short course on career planning and job seeking.

Here are the **Seven Steps**:

1. Identify your key skills and develop a powerful skills language
2. Define your ideal job.
3. Use methods that can cut your job search time in half.
4. Write a superior resume.
5. Organize your time to get two interviews a day.
6. Dramatically improve your interview skills
7. Follow up on all levels.

### Seven Steps to Getting a Job Fast

Author: J. Michael Farr

Format: 160 pp, 6x9, copyright: 2002

C2-J8884 1-9 \$8.95 each

10+ \$6.95 each

And there is even a thorough instructor's guide! The instructor's guide and transparency set for Getting the Job You Really Want cover all the topics in Seven Steps and include group activities, additional worksheets, discussion questions, homework, and more. Enjoy!

Note: **Seven Steps to Getting a Job Fast** is the updated and expanded version of **How To Get A Job Now!**, also by J. Michael Farr. Limited copies of **How to Get a Job Now!** may still be available for \$6.95 - use order code J2908



## Individual Career Portfolio, First Edition

by Norene Lindsay

A neat, efficient, permanent way to organize students' personal information and individual career/educational plans.

Middle, junior high, and high school students can plan their high school years with this portfolio. Covers the 16 career interest areas. These 16 career clusters are taken from the Department of Education. It is used to support existing career exploration/awareness activities. Stores important documents and records essential details, including career interests, etc.

Six-Panel File Folder

### Individual Career Portfolio, First Edition

Author: Norene Lindsay

Format: 11.75x9, pkg of 25, 6-panel file folders

copyright: 2005

C2-JA1496

1-9 pkgs

\$29.95

Panel 1:

Individual Career Portfolio

Panel 2:

My Individual Career Plan

Career Interest Assessment Results

Other Assessment Test Results

Panel 3:

My Employability skills

My Work Experience

Skills Employers Seek

Panel 4:

My Extracurricular Activities

Honor and Awards

Yearly Review of Educational Plans

Panel 5:

My Career Research

My Career Choices

Career Research Methods Used

Yearly Review of Career Goals

Panel 6:

My Educational Plans

High School Plans for Each Grade

## Tough New Labor Market - And What It Takes to Succeed, Revised Edition

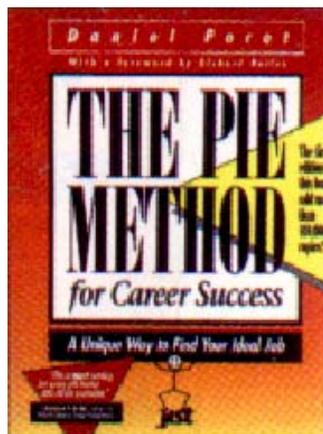
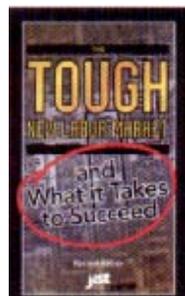
In a documentary news-style format, viewers of this award-winning video:

- ◆ Get an excellent insight into labor market trends from labor market experts.

29 minutes, copyright: 2000

C2-JV627X

\$99.00



## The PIE Method for Career Success

A unique way to find your ideal job

by Daniel Porot, Foreword by Richard Bolles

- ◆ The best workbook to teach job interviewing skills

- ◆ Very graphic and visual format

Danile Porot is Europe's leading career counselor, and this is the English-language edition of his best-selling book. With clear narrative and many examples, worksheets, and checklists. Can be used by individuals or in class settings with a wide range of audience from unemployed executives to students to blue-collar workers.

Format: 288 pp, 7.5x9.25, softcover, copyright: 1996

C2-J1820

\$14.95

# SELF-EMPLOYMENT RESOURCES

## Self Employment: From Dream to Reality! 2nd Edition

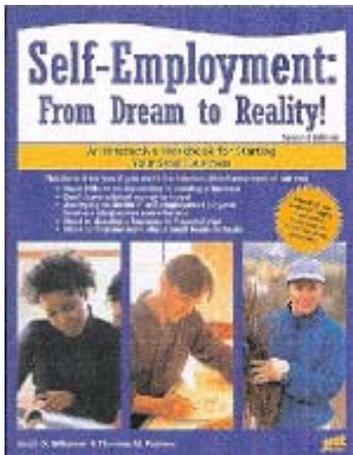
*An Interactive Workbook for Starting Your Small Business*  
by Linda Gilkerson & Theresia Paauwe  
Based on the authors' highly successful "Microenterprise"  
Training Program.

- ◆ An excellent workbook for people who want the freedom of self-employment, but may have little or no experience in running a business
- ◆ Makes intimidating topics, such as break-even analysis, easy for anyone to understand
- ◆ Appeals to individuals with little money or business experience (including those who might be economically or otherwise disadvantaged)
- ◆ **New exercises to help define and begin a new business**
- ◆ Ten action steps to achieve the goal of starting a business
- ◆ Updated examples and text throughout, along with updated information of business forms, record keeping, and financial statements
- ◆ New information on using PCs, the Internet, and other technology in business

This unique book leads readers through the planning and start-up process for a small business. With very clear explanations, examples, exercises, and worksheets, readers learn if they have what it takes to succeed; how to define and set goals for their dream; how much money they will need to get started; who their customers are; how to price and market their business; and how to keep records and handle cash flow, taxes, insurance, and legal issues.

*"Interactive - fun - practical - easy to understand - refreshing - a learning experience - wealth of information - helpful - lots of good examples - it made me believe I could do it - "*

- Enthusiastic comments  
from people who have read  
this book or attended the  
author's workshop



Plan and start a small business!

- ◆ Very clear explanations
- ◆ Numerous examples
- ◆ Lots of interactive worksheets and exercises

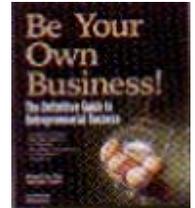
## Video Guide to Summer and Part-Time Jobs

*They're Not Just Jobs*  
Presents important aspects of working often overlooked  
by teens and young adults.  
Length: 25 minutes, copyright: 1998  
C2-JV4870 \$129.00



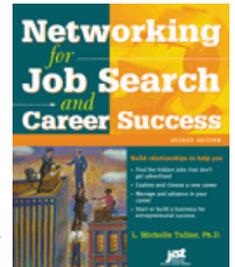
## Be Your Own Business! The Definitive Guide to Entrepreneurial Success

Edited by Laverne L. Ludden, Ed.D.  
Format: 334 pp, copyright: 1998  
C2-P0823 \$16.95



## Networking for Job Search and Career Success

Connecting with People for Career and  
Job Success  
By Michelle Tullier, Ph.D.  
Clear, lively advice. Teaches the principles of  
networking and cultivating productive relationships for  
optimal career success. Provides information on  
dealing with difficult people, improving personality, and  
finding mentors.



**NEW!**

**NetWorking for Job Search and Career Success**  
Format: 7.5x9.25, 408 pages, softcover, copyright: 2004  
J0678 \$16.95

## 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 under-  
stand the basics of owning and running a business.

Length: 17 minutes, copyright: 1999  
C2-JV532X \$129.00



## Military-to-Civilian Career Transition Guide The Service Member's Essential Job Search Handbook

Janet I. Farley  
Interest Level: Adult

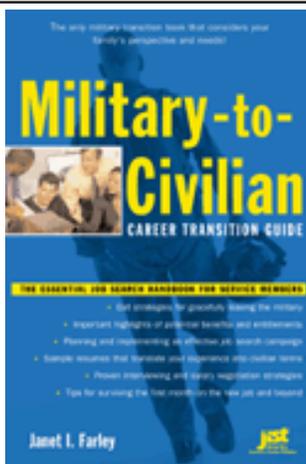
This book provides a framework for career transition for military service members and their families. While other books similar in scope address just one or two aspects of the job search process, this one addresses the actual entire transition process and includes the family perspective with it.

Key Features:

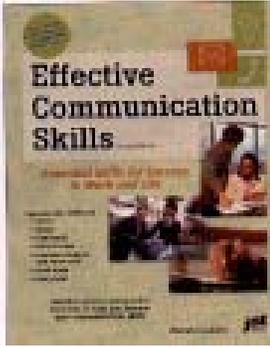
- ◆ Considers the family's perspective and needs during the transition process.
- ◆ Includes charts, checklists, and worksheets.
- ◆ Provides resume and cover letter advice and sample resumes and cover letters for transitioning military personnel.
- ◆ Helps with making the decision to leave the military.
- ◆ Helps with surviving the first month on the job and beyond.

Format: 240 pp., 6 x 9, softcover  
Copyright: 2005  
J0910 \$15.95

**NEW!**



# 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*

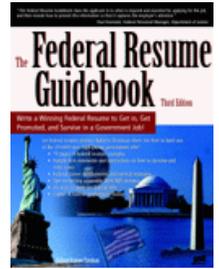
## **The Federal Resume Guidebook, Third Edition**

*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*

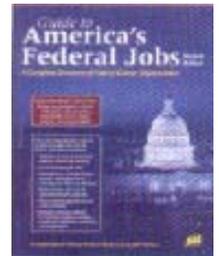
**Reading Level: Grade 8, For: HS-Adult**

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.

# RESUME WRITING

## Same-Day Resume

Write an Effective Resume in an Hour!



By Michael Farr

◆ The ideal resume book for anyone who needs a resume right away!

◆ Written by Jist's all-time best-selling author!

Here's a compact guide for the busy job seeker! It includes the essential tools to apply for jobs on the fly:

- ◆ Step-by-step instructions to write a great resume - NOW!
- ◆ Dozens of sample resumes from professional resume writers.
- ◆ Worksheets to organize your work history.
- ◆ Cover letter tips.
- ◆ Steps for putting together Internet and scannable resumes.
- ◆ Tips for putting your resume in the job search.

**Same-Day Resume: Write an Effective Resume in an Hour!**

Format: 6x9, 192 pages, softcover, copyright: 2004

J0058



\$8.95

## Expert Resumes for People Returning to Work



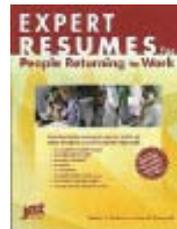
By Wendy S. Enelow and Louise M. Kursmark

Dozens of professional resume writers share their secrets for returning workers who have noticeable gaps in their employment history. Hundreds of sample resumes and step-by-step instructions for writing winning resumes.

**Expert Resumes for People Returning to Work**

Format: 8.5x11, 272 pages, softcover, copyright: 2003

J9112



\$16.95

## Sales Careers

The Ultimate Guide to Getting a High-Paying Sales Job

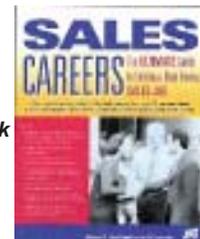
By Edward R. ("Ted") Newill & Louise M. Kursmark

Details opportunities and challenges, skills and traits needed to succeed, and strategies for getting a high-paying sales job.

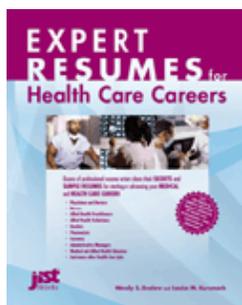
**Sales Careers**

Format: 7.5x9.25, 208 pages, softcover, copyright: 2003

J9597



\$12.95



## Expert Resumes for Health Care Careers

By Wendy S. Enelow and Louise M. Kursmark

◆ Hundreds of pages of resume samples written by professional resume writers for health professionals at all levels, from allied health technicians to physicians.

Start with hundreds of pages of sample resumes, add the authors' sound resume-writing advice, and you get the latest in the six-title **Expert**

**Resume** series. The advice is step-by-step with guidance on when to use a resume and when to use a cover letter, including how to create and use an electronic resume.

Plus, there are situation-specific employment trends and career strategies, advice on getting education and getting into the field, and an appendix of helpful online resources for health care job seekers.

The sixth edition to JIST's popular **Expert Resume** series!

**Expert Resumes for Health Care Careers**

Format: 8.5x11, 288 pages, softcover, copyright: 2004

J0007



\$16.95

## Expert Resumes for Managers and Executives



By Wendy S. Enelow and Louise M. Kursmark

Expert advice for preparing the best resumes targeted for front-line, middle-management, and upper-management professionals.

**Expert Resumes for Managers and Executives**

Format: 8.5x11, 288 pages, softcover, copyright: 2003

J9384



\$16.95

## Ten Steps to a Federal Job

Navigating the Federal Job System

By Kathryn Kraemer Troutman

Takes readers from the decision to search for federal job through the final interview! Breaks the complex federal hiring process into ten easy-to-understand steps. Excellent for first-time federal job seekers as well as returning federal job seekers.

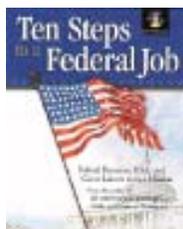
**Ten Steps to a Federal Job**

Format: 8.5x11, 256 pages, softcover, copyright: 2003

J2533



\$38.95



## The Secrets of Getting Better Grades, Second Edition



Study Smarter, Not Harder

By Brian Marshall

An excellent book for high school and college students, adults returning to school, and WIA-funded programs. Helps students get better grades without increasing study time.

**The Secrets of Getting Better Grades**

Format: 7.5x9.25, 160 pages, softcover, copyright: 2002

J1129

J0610 First Edition, Special Price

\$14.95

\$ 5.95



## We've Got to Start Meeting Like This!, Revised Edition

A Guide to Successful Meeting Management

By Roger K. Mosvick and Robert B. Nelson

Shows readers how to upgrade leadership skills, hold fewer meetings, and get vastly better results! Excellent for meeting and event planners, executives, managers, small business owners, and all business people.

J0696

\$14.95



Our Poster Catalog is ready to Download!

Visit Us Online!

Approximately 620 individual posters on subjects like parenting, drug abuse, careers, science and social studies!

# CAREER DEVELOPMENT VIDEOS

## Get Motivated!

With Toby Malichi  
For HS-Adult

*Get Motivated with Toby Malichi*

Length: 36 minutes

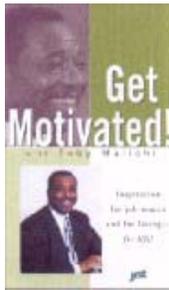
Style: Live Presentation

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!

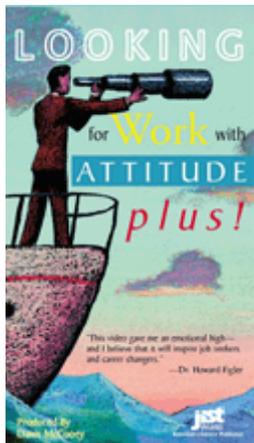
High School-Adult

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

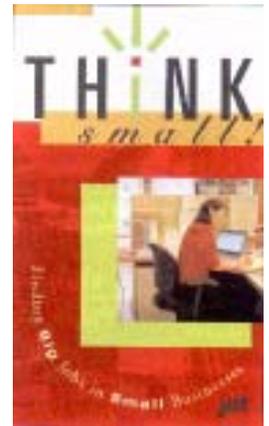
VHS

\$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

# JOB SEARCH VIDEOS

## The Video Guide to JIST's Self-Directed Job Search

### Interest Level: Grade 11- Adult

This is a best selling series for JIST, and here are some reasons why. Each of the 10 videos

- ◆ Covers a specific job search topic in depth.
- ◆ Presents practical, result-oriented techniques.
- ◆ Supports a 20 session curriculum with text and activity book.
- ◆ Includes superb graphics to reinforce major points.
- ◆ Is produced very professionally, network news quality.

**Length:** 10 videos, 12-16 minutes

**Style:** Serious, informational

**Key Characters:** Culturally Diverse

**Production Date:** 1994

**Ten Video Series:** **SAVE \$390.01**  
Set of 10

**C2-JV1472 \$600.00**

**Individual Videos: \$ 99.00 each**

### Complete Job Search Course

Students can preview instructional content with the videos, study in depth in the text, discuss the content in class or training, see major points reinforced on the overheads, work extra assignments in the activity book, and then review the instructional content as needed with videos. This coordinated approach fosters effective learning among students with a variety of learning styles.

Videos in this series have won prestigious awards - including Telly Awards as best in their category - competing against the likes of Disney and other major competitors. They are exceptionally well done!

*"These are the best, most professionally done videos on job search - the high quality has clients thinking they are watching TV news documentaries. I use them in my training, and I especially like that they cover all job search topics in depth."*



### Self Assessment I: *Defining Your Skills*

Introduces the series. Focuses on the importance of skills. Directs job seekers to use their skills as a foundation for career planning. Order this video to review the series.

**C2-JV1480 \$99.00**

### Self Assessment II: *Putting Your Skills to Work*

Successful job seekers must be able to identify abilities, strengths, and assets. Shows three key ways to assess skills and introduces "clusters" for career decision making.

**C2-JV1499 \$99.00**

### *Evaluating a Job*

Over 12,000 jobs are out there, an overwhelming number for many job seekers. Presents career planning tips to research job titles; describes growth areas.

**C2-JV1502 \$99.00**

### Organizing Your Job Search

Provides methods for organizing/conducting a job search from home, tools needed, and ways to stay organized. Covers on the job behavior to meet employer expectations, plus tips for advancement.

**C2-JV157X \$99.00**

### Employment Applications and Tests

Shows do's and don'ts for completing applications to increase chances of being "screened in" for interviews. Introduces employment tests and how to approach them, how to deal with gaps in employment, and other problem areas.

**C2-JV1502 \$99.00**

### Resume I: *Their Styles and Use*

Compares and contrasts chronological and skills resumes. Explains the combination resume and tells who is best suited for each type of resume.

**C2-JV1529 \$99.00**

### Resume II: *JIST Cards, Cover Letters, and Thank-You Notes*

How to get the best results from resumes, JIST Cards, and cover letters. How to write thank-you notes.

**C2-JV1537 \$99.00**

### Traditional and Non-Traditional Job Search Methods

Provides an overview of traditional methods and their success rates. Discusses four stages of job openings, emphasizes non traditional methods, covers "warm" contacts and "cold" contacts.

**C2-JV1545 \$99.00**

### The Interview I: *Mastering the Job Interview*

Discusses three types of interviews and the seven common interview phases. Gives five tips for successful interviews and emphasizes importance of the interview in obtaining jobs.

**C2-JV1553 \$99.00**

### The Interview II: *Answering Problem Questions*

Presents typical problem questions and two simple techniques for understanding what the interviewer is really asking, and then answering them. Great confidence builder for interviewing.

**C2-JV1561 \$99.00**

**Attention Instructors and Trainers:**

This video series directly supports the content of a complete 20-session career planning and job search course with four components:

- ◆ **Instructor's Curriculum** for 20 one-hour class sessions
- ◆ A textbook, **The Very Quick Job Search, 3rd Edition**
- ◆ An optional activity book, **The Very Quick Job Search Activities Book, 3rd Edition**
- ◆ A set of 52 multicolor overhead transparencies.




# 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.

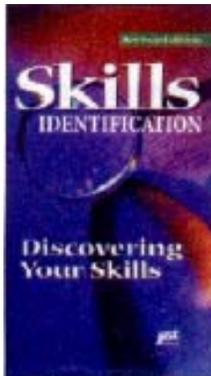
Good skills identification is the foundation for improved career decisions and a fast, effective job search.

#### 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!*

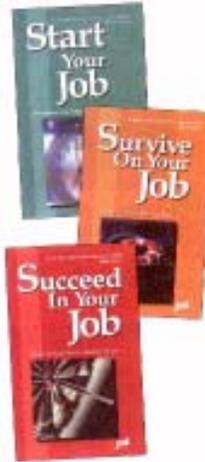
The *How to Be A Success at Work* video series provides thorough answers focused on the needs of entry-level workers. Viewers will understand what it takes to establish - and maintain - healthy relationships with their workplaces. This three-video series is designed to help entry-level workers:

- ◆ 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.

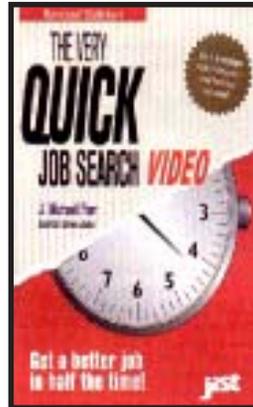
- ◆ The differences in traditional and nontraditional job searches
- ◆ The benefits of networking
- ◆ The basics of cold-calling to set up interviews

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

## 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**

## 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 their jobs and people without computer skills share the problems they have had in getting good jobs or promotions.

### Tips on Getting Computer Training.

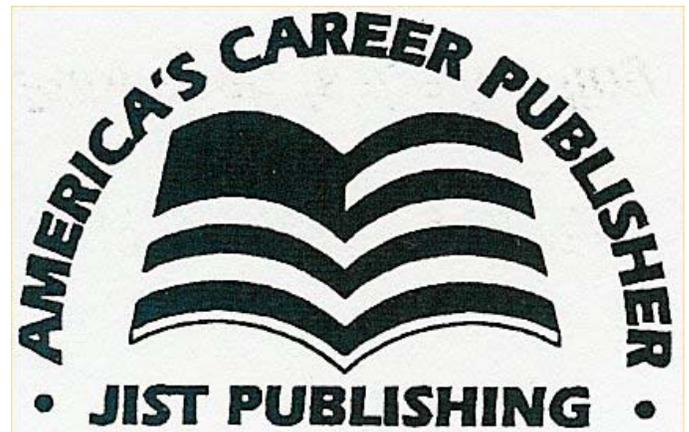
Various sources of computer skills training are reviewed, including formal courses, online and video tutorials, employer-sponsored training and even low-cost alternatives such as reading computer magazines and books.

**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.

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### 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**

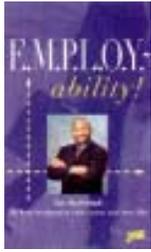
**\$149.00**

**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

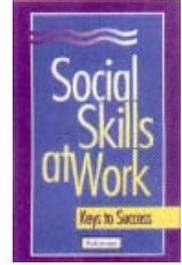
Key Characters: New employee and supervisor; Caucasian

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

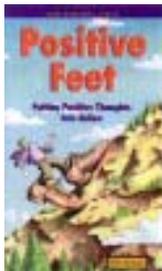
*An excellent video for youth and adults who need basic employability skills.*

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

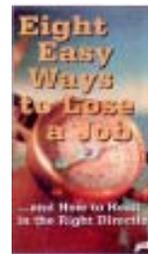
### Putting Positive Thoughts into Action

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

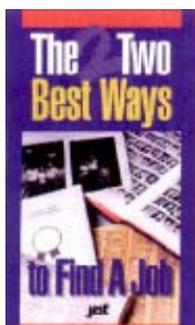


**How to Get Interviews & Organize Your Time Getting Interviews in the Hidden Market**  
25 minutes  
C2-0573 \$149.00



**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

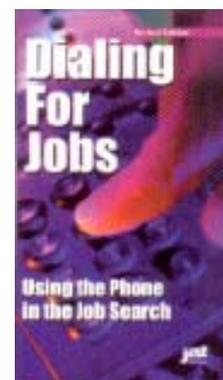
- ◆ Make "warm" calls to develop a personal job referral network among friends, relatives, and acquaintances
  - ◆ Locate unadvertised job openings by using the yellow pages and making cold calls directly to potential employers
  - ◆ Develop short, powerful phone scripts
  - ◆ Set up interviews, even 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

## JIST TV Series: The Job Search Channel

Recommended for: HS

Winner!

Two Axiem Finalist Awards

Two Worldfest Houston Silvers

Telly Award

- ◆ Uses a fun, fast-paced, entertaining style
- ◆ Very Good for high-school-aged and first-time job seekers
- ◆ Covers all essential topics use individually or to structure or complement a complete course
- ◆ Based on Mike Farr's proven job search methods

**The JIST Television Network is on the Air!** This new five video series presents the basics of J. Michael Farr's proven self-directed job search methods. And the JIST TV format appeals to high-school-aged youth the videos are informative, upbeat, fast-paced, AND very entertaining! Popular television programs are spoofed throughout the series. There are even "commercials" to keep things moving.

"Network" show summaries:

### Sportopia:

This low-budget sports show can't afford taped footage, so the host discusses job search information when he runs out of sports material - which is most of the time!

### Double or Nothing:

When game-show contestants answer job search questions, each correct answer doubles the prize value. The catch: The contestants must keep doubling until they try for the grand prize, which proves quite elusive.

### Psychic Employment Network:

A psychic reads palms and uses other devices to discover that people are unhappy in their jobs. She gives job search pointers while charging for the psychic readings.

### Nightmare Theater:

A job seeker that never successfully found a job is forced to spend eternity teaching others. Film clips from "classics" like *Resume Chain Saw Massacre* and *Don't Look in the Mirror* illustrate content points in unforgettable ways.

### Aunt Pauline's Sixty Seconds:

A wacky TV chef dishes out delectable job search advice.

### Important Underlying Message

These videos emphasize that just getting a job is not enough. They provide detailed information on defining satisfying long-term career and life goals. And this series emphasizes that getting the most out of high school and getting additional training and education are often the best ways to achieve this.



### JIST TV Series

**Length:** Five videos, approx. 25 minutes each

**Style:** Entertaining informational

**Key Characters:** Culturally diverse

**Production Date:** 2000

**Five Video Series—Save \$150.00**

- ◆ **Identify Your Skills**
- ◆ **Organize Your Job Search**
- ◆ **Paper Job Search Tools**
- ◆ **Effective Interviewing Skills**
- ◆ **Job Search Manual**

**C2-JV7071 \$495.00**

**Save \$150!**

**Individual Videos: \$129.00**

### Identify Your Skills

#### A Job Search Essential

Employer surveys show that more than 90% of job seekers can't describe their skills, and many cannot articulate specific job objectives. Yet knowing your skills is important in selecting the right job, crafting resumes, and doing well in interviews—especially for first-time job seekers.

This entertaining video uses cinematic spoofs to present specific activities to identify hundreds of skills-job specific, transferable, and adaptive skills. For example, being reliable, learning quickly, and working hard are very desirable skills from employers' perspectives. But these are often overlooked by job seekers in interviews and in resumes. Basic sources of occupational information are also presented plus ideas that tie jobs - even part-time jobs - to long-term career interests.

**C2-JV7098 VHS \$129.00**

### Organize Your Job Search

#### The Key to Getting a Good Job Fast

**Most job seekers find it very hard to structure their job search effectively!**

Use the common sense JIST techniques in this video to make job search a job all by itself. Weekly and monthly calendars, sample daily schedules, and follow-up cards can cut job search time in half.

**Viewers learn good tips and techniques to:**

- ◆ Organize their time to get more interviews.
- ◆ Develop basic job search schedules.
- ◆ Create written weekly and daily plans.
- ◆ Document all employer contacts.
- ◆ Follow up on all prospects.

**C2-JV711X VHS \$129.00**

### Paper Job Search Tools

#### From Resume to Applications

**Tips are provided on the best ways to use paper job search tools to get interviews.**

Viewers learn about an innovative mini-resume, **the JIST Card**, whose efficient 3 x 5 format also guarantees that employers will read it. Resume basics are reviewed with examples that show how to create and use chronological or skill resumes for best results.

There are good tips for completing applications to reduce the chances of being screened out. Examples of cover letters are also presented, and the key step of sending out thank-you letters after interviews and other contacts is stressed.

A main point emphasized here: Paper tools are best used to follow up on direct contacts, not to replace them.

**C2-JV7128 VHS \$129.00**

### Effective Interviewing Skills

#### Strategies That Get Results

**Job seekers learn basics to improve their interview performances dramatically.!**

Viewers learn how to make their very best first impression the first five to ten seconds of the job interview are critical.

JIST's three-step approach to answering open-ended *problem* questions is presented - questions like "Are you a good worker?" or "Why do you want to work here?" These questions are often used to screen people out; practice can turn these questions into opportunities to present strengths.

Techniques for closing the interview and follow-up are covered, all in the series framework of entertaining TV spoofs.

**C2-JV708X VHS \$129.00**

### Job Search Methods That Get Results!

**Learn the two very best ways to find jobs!**

The key to getting jobs is to get interviews, and the key to getting interviews is to make direct contact with people who have hiring authority in organizations and companies that have openings for people like you.

While traditional job search methods are mentioned, the two most effective methods are emphasized. First, networking is presented. This one method accounts for as many as 40% of all job leads.

Second, make direct contact with employers, a method that accounts for another 30% of all job leads.

A third key is the importance of small business—they employ about 60% of the civilian workforce.

**C2-JV7101 VHS \$129.00**

**FREE Instructor's Guide Online**

# 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

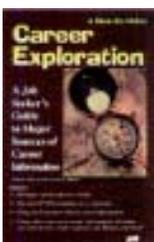
## Career Exploration: A Job Seeker's Guide to Major Sources of Career Information Revised Edition

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

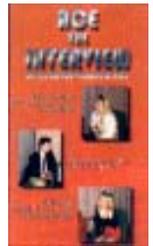
◆ Offers proven tips to help viewers prepare for, and be successful in, an interview

◆ 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.

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



## 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

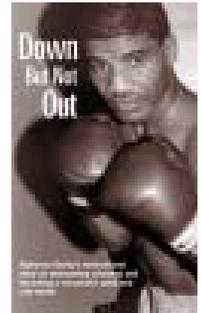
Key Characters: Culturally Diverse

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.

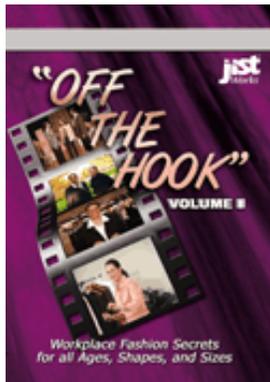
Special emphasis is given to 10 problem questions likely to be asked in interviews, and viewers learn an effective three-step process to answer them. Format is entertaining!

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

C2-JV6180 VHS \$149.00

C2-JD0368 DVD \$149.00

# JOB SEARCH VIDEOS



**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.

<b>JV9104</b>	<b>VHS</b>	<b>\$129.00</b>
<b>JD066X</b>	<b>DVD</b>	<b>\$129.00</b>



## "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

<b>JV1283</b>	<b>VHS - 2 video set</b>	<b>\$149.00</b>
<b>JD1281</b>	<b>DVD</b>	<b>\$149.00</b>

## 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.

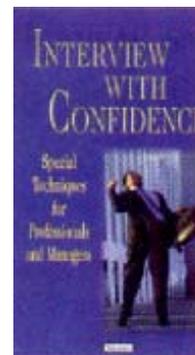
**Length:** 32 minutes

**Style:** Documentary, Informational

**Key Characters:** Caucasian male and female

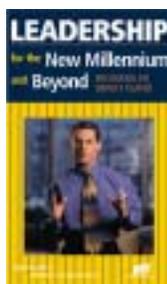
**Production Date:** 1999

<b>C2-PV0904</b>	<b>VHS</b>	<b>\$99.00</b>
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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.

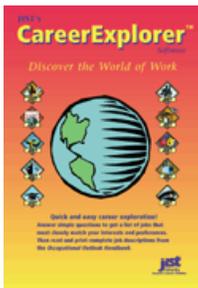
**Module III Attitude:** Embracing A Positive Attitude helps the participant understand the impact that both a positive and a negative attitude has on them, as well as those around them, and how they can improve their attitude.

**Length:** 90 minutes divided into three 30 minute segments

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

<b>JV1445 VHS</b>	<b>\$149.00</b>
<b>JD1453 DVD</b>	<b>\$149.00</b>

# 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.

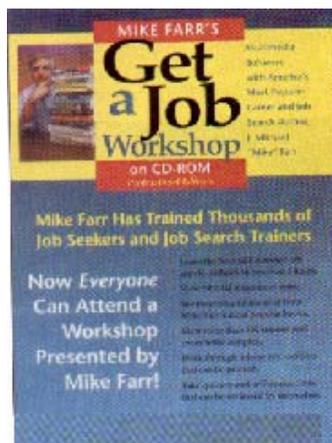
Now you can attend one of his workshops, too! America's premier career and job search author has a terrific new multimedia computer program: **Mike Farr's Get a Job Workshop on CD-ROM**.

#### 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*.

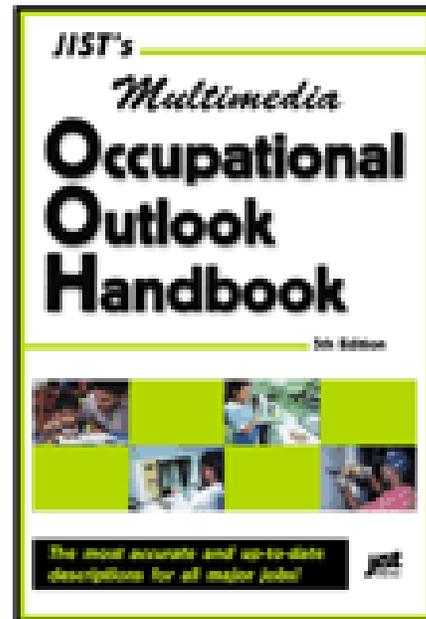
**SECOND:** Add a powerful electronic search engine with a friendly graphic interface.

**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.

- ◆ More than a dozen lists of the "top" jobs - fastest growing, highest paying, best for first-time job seekers, etc.
- ◆ Greatly improved custom search features allow users to search
  - ◆ By job title
  - ◆ By job occupational cluster
  - ◆ By educational requirements
  - ◆ By salary level
  - ◆ By growth potential
  - ◆ Much more!
- ◆ Updated content from the *Occupational Outlook Handbook Fifth Edition*
- ◆ Provides detailed descriptions for more than 260 jobs in ten occupational clusters
- ◆ Features 40 video clips with full -color photos and sound
- ◆ Single user, lab pack, site license versions ready to run with Windows 3.1 or higher.



### JIST's Multimedia Occupational Outlook Handbook, Fifth Edition

**Audience:** Grades 7+  
**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:** 2003

**PC/CD-ROM**  
**C2-JS9120**                      **\$99.00**

**Lab Pack (10 CD-ROMs)**  
**C2-JS9139**                      **\$199.00**

**CD-ROM Site License**  
**C2-JS9147**                      **\$495.00**

#### Related Products:

- ◆ *Occupational Outlook Handbook*
- ◆ *Young Person's Occupational Outlook Handbook*
- ◆ *Best Jobs for the 21st Century*
- ◆ *Best Jobs for the 21st Century for College Graduates*
- ◆ *Career & Life Explorer*
- ◆ *Enhanced Occupational Outlook Handbook*
- ◆ *O\*NET Dictionary of Occupational Titles*
- ◆ *CareerOINK on CD-ROM*

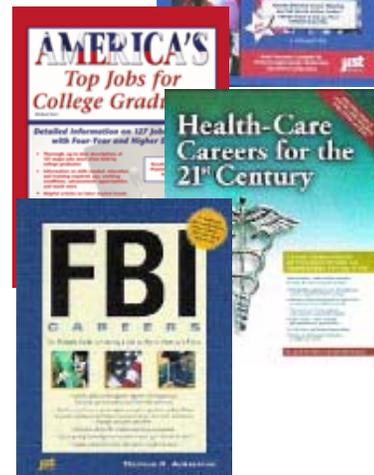
# PRODUCT PACKAGES



## Additional Career References Package

**Package contents:** One copy of each book listed below.

J0694	America's Top 300 Jobs	\$18.95
J0015	America's Top Military Careers	\$24.95
J8809	America's Fastest Growing Jobs	\$15.95
J5265	Guide to America's Federal Jobs	\$18.95
J7195	America's Top White-Collar Jobs	\$16.95
J8825	America's Top Jobs for People Without a Four-Year Degree	\$15.95
J8817	America's Top Jobs for College Graduates	\$15.95
J7217	America's Top Medical, Education & Human Services Jobs	\$16.95
J8833	America's Top Computer and Technical Jobs	\$15.95
J6679	Health-Care Careers for the 21st Century	\$24.95
J8906	FBI Careers	\$18.95
CC-PKG27	One copy of each book	Save more than \$20! \$184.00



## Instant Education and Training Reference Package

**Package Contents:** 1 copy of **Quick Guide to College Majors and Careers** (relates 286 careers with 118 college majors), 1 copy of **Quick Guide to Career Training in Two Years or Less** (thorough descriptions of 104 training and educational programs), 1 copy of **The Kid's College Almanac** (excellent primer on college for middle and junior high students), 1 copy of **The College Majors Handbook** (Learn what actually happened to more than 150,000 undergraduates from 60 college majors), and 1 copy of **Best Career and Education Web Sites** (Listings and reviews of the 340 VERY BEST sites on the Internet for college, careers, training, and job search).

J8345	Quick Guide to College Majors and Careers	\$16.95
J9813	Quick Guide to Career Training in Two Years	\$16.95
J7306	Kid's College Almanac	\$16.95
J5184	College Majors Handbook	\$24.95
J9600	Best Career and Education Websites	\$12.95
CC-PKG58	Instant Education & Training Package	\$80.75

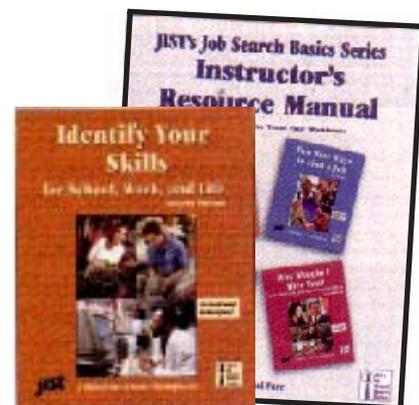
Save \$8!

## Instant Skills Identification Package

**Identify Your Skills for School Work & Life** is a 96 page workbook that covers this important first step in self-directed job searches. Great for resume writing and interview preparation. **Package contents:** 25 copies of **Identify Your Skills** student workbook, one **Instructor's Resource Manual**. NOTE: Order additional student workbooks at a discount price of \$7.16 each when you order the package. Suggested videos: **Skills Identification, You DO Have Experience!**

J5834	Identify Your Skills for School, Work & Life (25)	\$7.95
J6210	Instructor's Resource manual (1)	\$24.95
CC-PKG29	Instant Skills Identification Package	\$173.75

Save \$25!

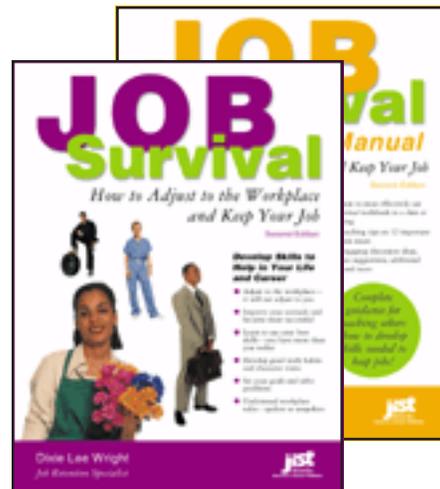


# PRODUCT PACKAGES

## Instant Program Package - Job Retention for At-Risk Populations

**Package Contents:** 25 copies of **Job Survival** workbook and one **Job Survival Instructor's Guide**. These materials will work well with at-risk populations and those with limited reading skills. Covers essential, basic job retention topics. **Note:** Order additional student workbooks with package at discount price of \$8.96 each when you order the package.

J1208	Job Survival: How To adjust and Keep Your Job (25)	\$9.95	
J1216	Job Survival Instructor's Guide (1)	\$19.95	
CC-PKG48	Job Retention for At-Risk Package	Save \$30!	\$238.70



## Exploring Careers System Package Career Exploration That Makes Sense for Young People

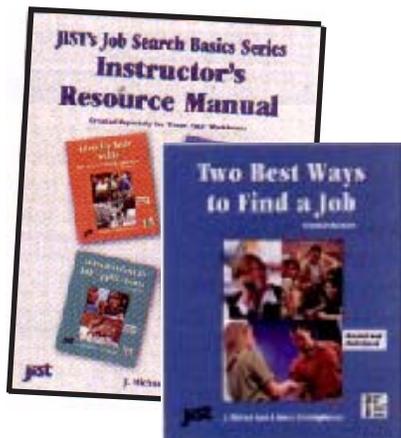
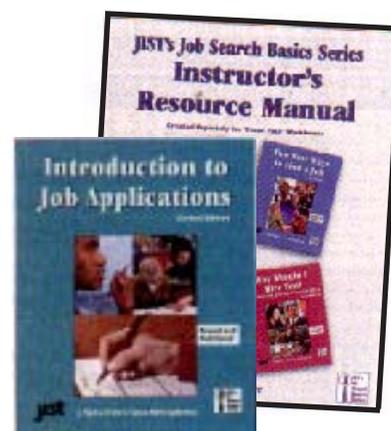
The **Exploring System** starts with interests and then relates these to the latest data with an interactive, flexible approach that meets National Career Development Guidelines. Includes reference book, interactive assessment, and activities, plus thorough instructor's guide.

JA8655	The World of Work and You (3 pkgs of 10)	\$74.85
JA889	Exploring Careers, three copies	\$89.85
J9643	Exploring Careers Activities (3pkgs of 10)	\$59.85
J6261	Exploring Careers Instructor's Guide	\$14.95
CC-PKG56	Exploring Careers System Package	\$215.50
	Save more than \$24	

## Instant Job Applications Course Package

**Package Contents:** 25 copies of Introduction to Job Applications student workbook, and one FREE Instructor's Resource Manual. Workbook covers the important, but often overlooked step in self-directed job searches. Correctly completes applications increase the chances of getting interviews. **Note:** Order additional student workbooks at a discount price of \$7.16 each when you order the package.

J5818	Introduction to job Applications Manual (25)	\$7.95
J6210	Instructor's Resource Guide (1)	\$24.95
CC-PKG32	Instant Job Applications Course Package	\$173.75
	Save \$25!	



## Instant Best Job Search Methods Course Package

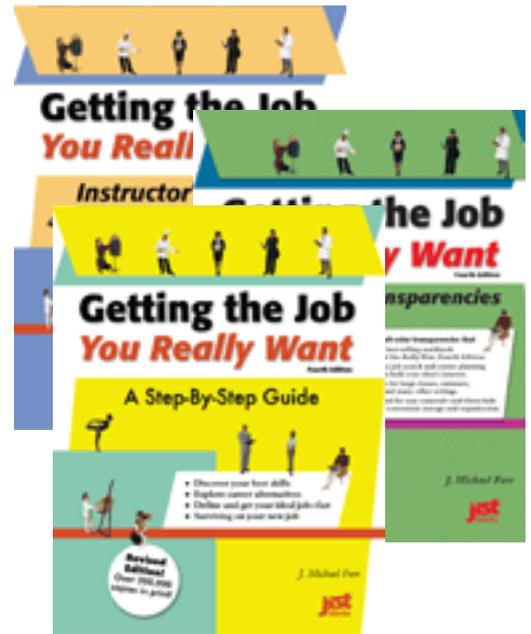
**Package Contents:** 25 copies of Two Best Ways to Find a Job student workbook, and one Instructor's Resource Manual. Workbook shows how to find the unadvertised "hidden" job market where 85% of all job openings are. Also covers JIST Cards. **Note:** Order additional student workbooks at a discount price of \$7.16 each when you order the package.

J580X	Two Best Ways to Find a Job (25)	\$7.95
J6210	Instructor's Resource Guide (1)	\$24.95
CC-PKG33	Instant Best Job Search Methods Package	\$173.75
	Save \$25!	

# PRODUCT PACKAGES

## Instant Career Planning & Job Search Class or Program Package - *Getting the Job You Really Want* - Won Award for the Best Career Book of the Year!

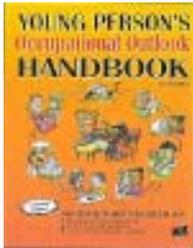
**Package Contents:** 25 copies of *Getting* workbook (each includes the *Getting the Job You Really Want Pocket Data Guide*, one *Instructor's Guide*, One *Instructional Transparencies*. Revised in 2002, the Fourth Edition of *Getting the Job You Really Want* was selected as the "Best Career Book of the Year" by the Publishers Marketing Association Association. More than 400,000 copies have been used to structure results-oriented courses in postsecondary career schools, community colleges, employment and training programs, and high schools. **NOTE:** Order additional copies of *Getting The Job Your Really Want* at a discount price of \$11.66 each when you order the package.



J8035	Getting the Job You Really Want (25)	\$12.95
J8191	Getting the Job Pocket Data Guide (Pkg of 25)	\$29.95
J8205	Instructor's Guide (1)	\$14.95
J8183	Instructional Transparencies (pkg of 64)	\$69.95
CC-PKG36	Instant Career Planning Package	\$394.60
	Save \$44	

## Instant Career Awareness Package

**Package Contents:** Five copies of *Young Person's Occupational Outlook Handbook*, two packages of *Young Person's Occupational Outlook Handbook Activities*. The YPOOH is filled with one-page descriptions for 260+ major jobs, uses graphics to present key details. Use starting in Grade 5 and consider for ESL and lower reading. **NOTE:** Order additional packages of *YPOOH Activities* at a discount price of \$22.95 each when you order the package.

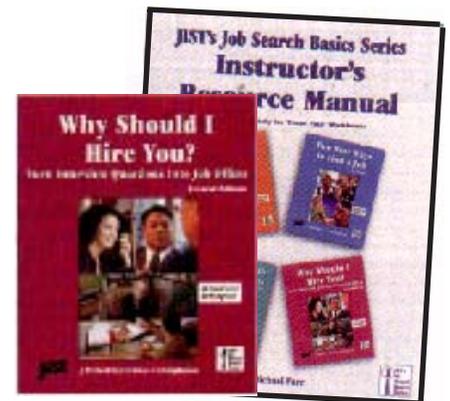


J9058	Young Person's Occupational Outlook Handbook YPOOH (5)	\$19.95
J9767	YPOOH Activity Package (25) (2 Packages)	\$24.95
CC-PKG31	Instant Career Awareness Program	Save \$15
		\$134.65

## Instant Interviewing Job Search Course Package

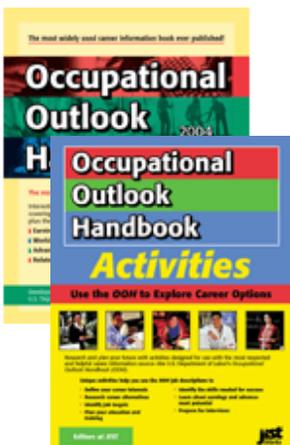
**Package Contents:** 25 copies of *Why Should I Hire You?* student workbook, and one *Instructor's Resource Manual*. Workbook helps readers turn interview questions into job offers. Includes role play. **Note:** Order additional student workbooks at a discount price of \$7.16 each when you order the package.

J5826	Why Should I Hire You? (25)	\$7.95
J6210	Instructor's Resource Guide (1)	\$24.95
CC-PKG34	Instant Interviewing Job Search Package	\$173.75
	Save \$25	



## Instant Career Exploration OOH Program Package

**Package contents:** Five copies of *Occupational Outlook Handbook* softcover, four packages of *Occupational Outlook Handbook Activities* (pkg of 10). The OOH is the best basic career reference. The OOH has 2 to 4 page descriptions for 270+ major jobs with photos and charts. **Note:** Order additional packages of *OOH Activities* at a discount price of \$17.96 each when you order the package.



J9880	Occupational Outlook Handbook	\$16.90
J9783	Occupational Outlook Handbook Activities (5 packs of 10)	\$19.95
CC-PKG30	Instant Career Exploration OOH Program Package	Save \$20
		\$164.25

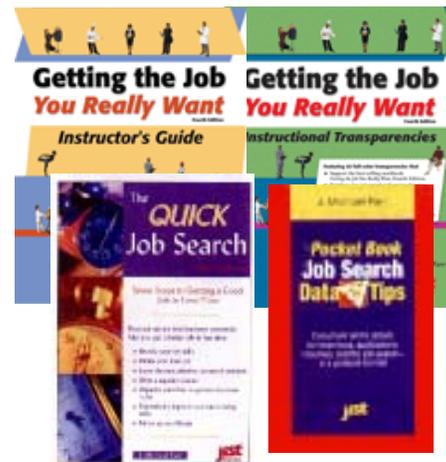
# PRODUCT PACKAGES

## Instant Career Planning & Job Search Program Package 1

### For Workshops and Short Programs

**Package Contents:** 25 copies of *The Quick Job Search*, 1 package (25 Copies) of *The Pocket Book of Job Search Data & Tips*, one *Getting Instructor's Guide*, one *Getting Instructional Transparencies Set*. *The Quick Job Search* is packed with useful information.

J8361	The Quick Job Search (2 packs of 10)	\$27.95
J7608	Pocket Book of Job Search Data (Package of 25)	\$29.95
J8205	Getting Instructor's Guide (1)	\$14.95
J8183	Getting Instructional Transparencies (pack of 64)	\$69.95
CC-PKG39	Instant Career Planning Package 1      Save \$20	\$150.75

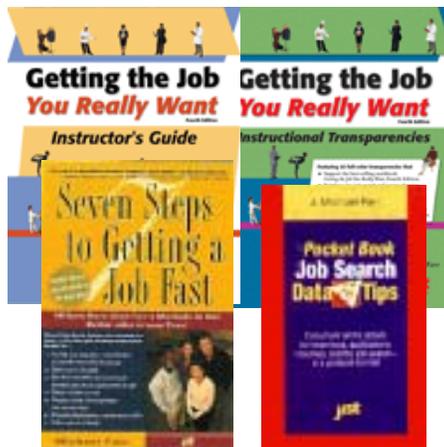


## Instant Career Planning & Job Search Program Package 2

### For Workshops and Short Programs

**Package Contents:** 25 copies of *Seven Steps to Getting a Job Fast*, 1 package (25 Copies) of *The Pocket Book of Job Search Data & Tips*, one *Getting Instructor's Guide*, one *Getting Instructional Transparencies Set*. *Seven Steps to Getting a Job Fast* is a brief and inexpensive book that covers all the essential topics needed in a workshop or brief program.

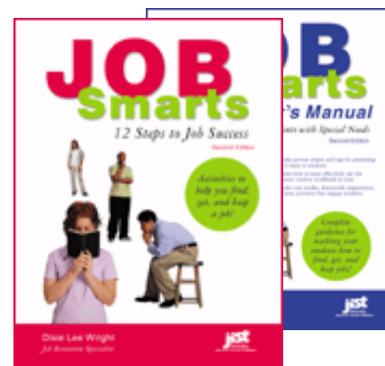
J8884	Seven Steps to Getting a Job Fast (25)	\$8.95
J7608	Pocket Book of Job Search Data (Package of 25)	\$29.95
J8205	Getting Instructor's Guide (1)	\$14.95
J8183	Getting Instructional Transparencies (pack of 64)	\$69.95
CC-PKG38	Instant Career Planning Package 1      Save \$35	\$303.6



## Instant Career Preparation and Job Search Course or Program - Job Smarts

**Package Contents:** 25 copies of *Job Smarts* student Workbook, one *Job Smarts Instructor's Manual*. *Job Smarts: 12 Steps to Job Success* workbook for students with learning and other disabilities covers basic job retention skills. **Note:** Order additional student workbooks at a discount price of \$8.96 each when you order the package. Formerly titled: **Know-How is the Key**.

J0287	Job Smarts: 12 Steps to Job Success (25)	\$9.95
J0295	Job Smarts Instructor's Manual (1)	\$24.95
CC-PKG40	Instant Career Package Job Smarts      Save \$30!	\$243.70



## Instant Job Search and Job Retention Course Package for School-To-Work, Tech Ed, Co-op, and other programs - *Young Person's Guide to Getting & Keeping a Good Job*

**Package Contents:** 25 copies of *Young Person's Guide* workbook, one *YP Instructor's Guide*, one copy of *YP Transparencies*. One copy of the *Data Minder* is included with each copy of the student workbook. Workbook has a good design, carefully written text, lots of interactive activities, and years of development which make this the best job search course workbook ever for high school students. **Note:** Order additional student workbooks at a discount price of \$8.96 each when you order the package.

J5559	Young Person's Guide to Getting a Good Job (25)	\$9.95
J6334	Young Person's Instructor's Guide (1)	\$19.95
J594X	Young Person Transparencies (1 pkg of 60)	\$69.95
CC-PKG35	Instant Job Search and Job Retention Package      Save \$30	\$308.65



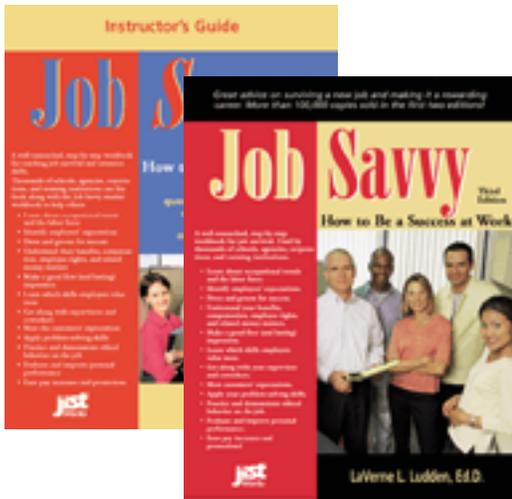
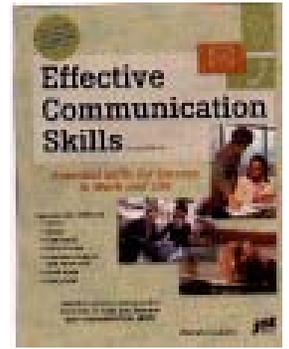
# PRODUCT PACKAGES

## Instant Program Package - On-The-Job Communication Skills

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

**Package contents:** 25 copies of **Effective Communication Skills** workbook, and one **Effective Communication Skills Instructor's Guide**. Workbook teaches techniques to more effectively speak, write, listen and share ideas on the job. **Note:** Order additional student workbooks at a discount price of \$8.06 each when you order the package.

J8523	Effective Communication Skills (25)		\$8.95
J8531	Instructor's Guide (1)		\$12.95
CC-PKG47	Instant Program Pack - Effective Comm Skills	Save \$20!	\$216.70



## Instant Program Package - Job Survival and Retention - Job Savvy

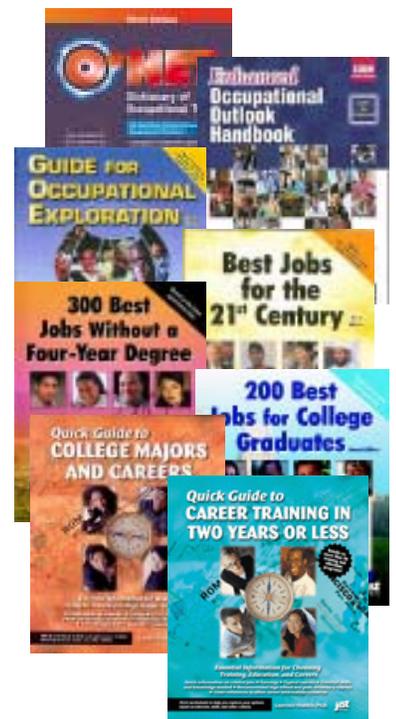
**Package Contents:** 25 copies of **Job Savvy** Workbook, one **Job Savvy Instructor's Guide**, one **Job Savvy Overhead Transparencies**. Workbook covers all major job survival and success topics - and it won an award as one of the top three career books of the year! **Note:** Order additional student workbooks at a discount price of \$11.66 each when you order the package.

J8965	Job Savvy Student Workbook (25)		\$12.95
J8981	Job Savvy Instructor's Guide (1)		\$24.95
J899X	Job Savvy Transparencies (package of 61)		\$69.95
CC-PKG46	Job Savvy Instant Career Package		\$376.65
		Save \$42	

## O\*Net Career Reference Package

JIST now publishes the widest, deepest array of products based on the latest release of the Occupational Information Network (O\*Net). Career sections of libraries, placement offices, job search programs, and career collections should include these books. Order the set and save \$20.00 over individual purchase. **Package contents:** One copy of each of the following books:

J9627	O*Net Dictionary of Occupational Titles		\$39.95
J8841	Enhanced Occupational Outlook Handbook		\$37.95
J6369	Guide for Occupational Exploration		\$39.95
J9619	Best Jobs for the 21st Century		\$19.95
J8612	300 Best Jobs Without a Four Year Degree		\$16.95
J8558	200 Best jobs for College Graduates		\$16.95
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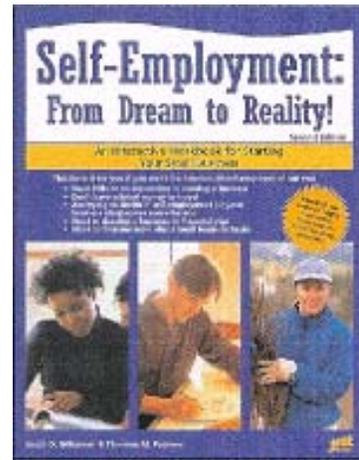
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## Instant Self-Employment/ "Microenterprise" Program Package

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**Note:** Order additional student workbooks at a discount price of \$15.26 each when you order the package.

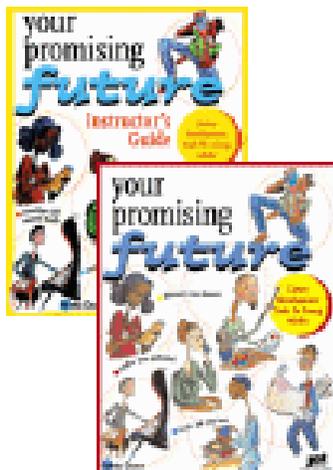
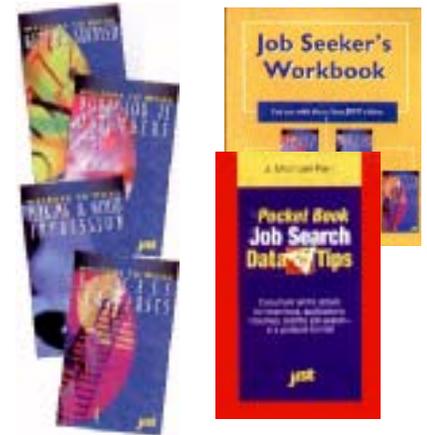
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J8337	Job Seeker's Workbook (25)		\$6.95
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JV6784	Welfare to Work video series (set of 4)		\$495
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