

JIST



2005 Career Catalog

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

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

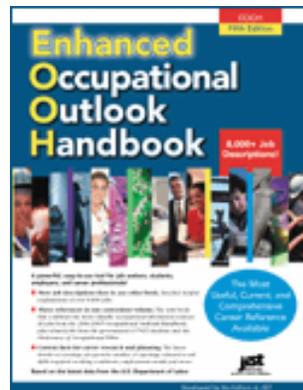
Authors: J. Michael Farr and LaVerne L. Ludden, Ed.D.

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

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:

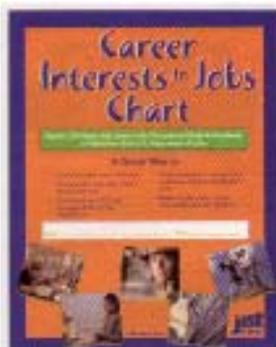
LaVerne L. Ludden, Ed. D, and Bonnie Maitlen, Ed.D.

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

CAREER & LIFE PLANNING

Careers Without College Series

Fourteen very attractive, easy-to-read books designed for those who don't have - or plan on getting - a four-year college degree. Each book features five jobs in a particular industry or career area. Requires average reading ability.

Set of 14 Books

D2-PG2560 \$119.30



Individual titles @ \$9.95 each

Cars D2-PG2559
Computers D2-PG2553
Fashion D2-PG2558
Health Care D2-PG2556

Individual titles @ \$7.95 each

Building D2-PG2584
Emergencies D2-PG2554
Entertainment D2-PG2579
Fitness D2-PG2557
Kids D2-PG2555
Money D2-PG2582
Music D2-PG2583
Office D2-PG2578
Sports D2-PG2580
Travel D2-PG2563

Buy One for every student or client for just \$1 each after the 1st package purchased!

The Pocket Book of Job Search Data & Tips, 2nd Edition

J. Michael Farr

Document all the details for interviews, applications, resumes, and the job search in a portable format!

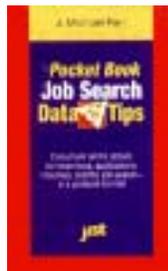
At only 32 pages and a compact 5 x 7 size, this booklet fits in any pocket or purse. Keep it handy throughout the job search to find easily forgotten details such as phone numbers of past employers and addresses of references.

Includes worksheets for personal information, job preferences, health information, school experience, other training, work experience, special skills, other life experience, key skills lists, and references - information required on most employment applications.

In addition, Mike Farr provides tips for increasing your job search effectiveness, finding job leads, using the telephone, networking, completing applications, using a JIST Card, answering interview questions, and following up on leads.

Format: 32 pp, 3.75x6.5, softcover, copyright: 2003
C2-J7608 \$29.95/pkg of 25

Free Sample!
Call 1-800-757-7668



The Data Minder Second Edition

A Portable Job Search Assistant

by *J. Michael Farr, Marie A. Pavlicko, Ed.D., and Gayle O. McDonald, Ed.D*

Reading Level: Grade 8, for: HS

Attention young job seekers: What is your last employer's address? What are the phone numbers of your references? Can you name all the high school classes you've taken?

You'll be able to answer these and many other questions when you complete and carry the **Data Minder** - it helps job seekers record the many details and essential data they need throughout their job search. Fill in the information and refer to it when you

- ◆ Write resumes
- ◆ Fill out job applications
- ◆ Answer interview questions.

Plus, Data Minder includes "Key Points in the Job Search Process," a summary of Mike Farr's famous self-directed job search techniques that help people find good jobs faster.

And at 4x6, it's small enough to fit in virtually any pocket or purse! You'll have that hard-to-remember information at your fingertips anytime, anywhere! One copy is bound in every **Young Person's Guide to Getting & Keeping a Good Job**. Also available separately in packages of 10. **Format:** 32 pp, 4x6, softcover, **copyright:** 2000, package of 10

C2-J5958 \$19.95

The Quick Resume & Cover Letter Book, Third Edition

Write and Use an Effective Resume in Only One Day

Reading Level: Grade 9+, For: HS-Adult

by *Michael J. Farr*

Our best-selling resume book - more than 40,000 in print!

◆ Voted one of the **Top Three Business Books of the Year** by Publishers Marketing Association.

◆ Ranked in the top ten best-selling career books by **National Employment Weekly**.

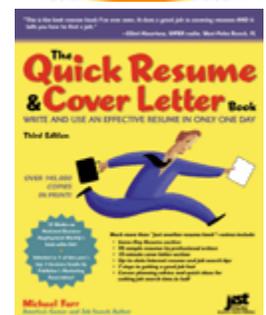
◆ Includes the famous "Same Day Resume Section".

Here's why! America's leading job search and career guidance expert has completely updated his definitive guide to resumes, offering well-researched and proven techniques; a friendly, easy-to-follow design; and rock-solid advice to create outstanding resumes and, more importantly, use them effectively. It makes an excellent text for resume writing courses due to its many worksheets, examples, approach, and great design.

Do a "Quick Resume" in about an hour-Today! The very easy-to-use first section of the book shows how to create a basic resume in about an hour and an improved resume in about half a day. Farr's point: Get going on your job search now; work on a better resume later.

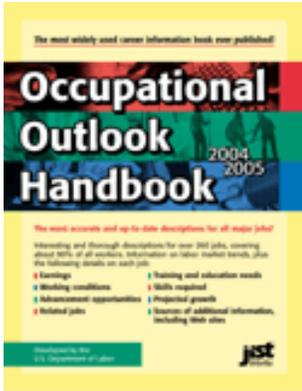
Much more than "just a resume book." There are more than 90 all new sample resumes written by professional resume writers for all types of jobs and people. Sections to help people figure out their ideal job AND substantial job search advice.

Format: 400 pp, 7.5x9.25, softcover, **copyright:** 2005 **ISBN:**1593570898
C2-J0899 \$14.95



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.

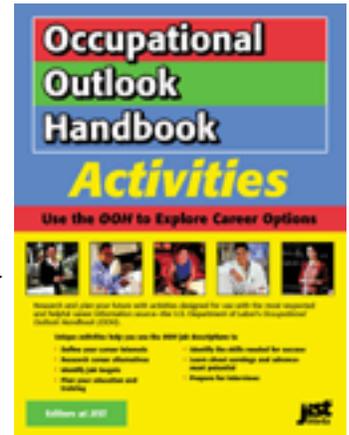
Nine Very Good Reasons to Buy the OOH from JIST:

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

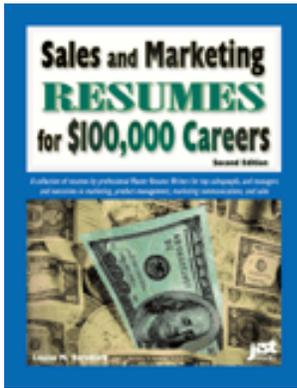
Download a Product Profile!
Click Here

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

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

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

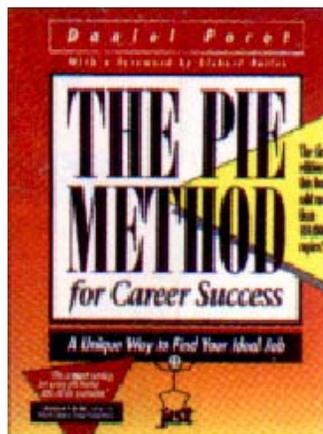
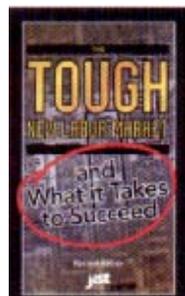
In a documentary news-style format, viewers of this award-winning video:

- ◆ 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-color 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

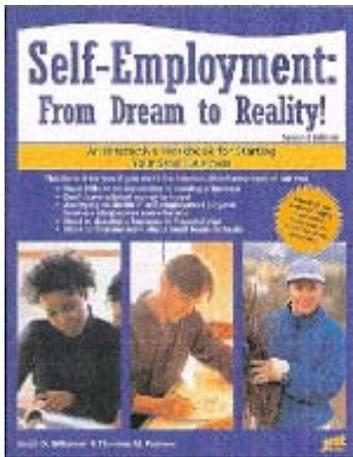
An Interactive Workbook for Starting Your Small Business
by Linda Gilkerson & Theresia Paauwe
Based on the authors' highly successful "Microenterprise"
Training Program.

- ◆ 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

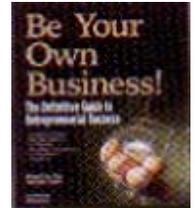
Video Guide to Summer and Part-Time Jobs

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



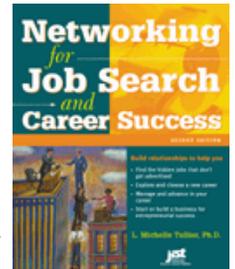
Be Your Own Business! The Definitive Guide to Entrepreneurial Success

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

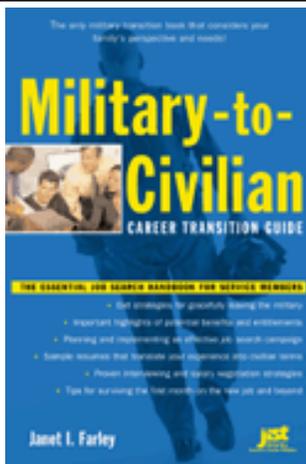
This book provides a framework for career transition for military service members and their families. While other books similar in scope address just one or two aspects of the job search process, this one addresses the actual entire transition process and includes the family perspective with it.

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!



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.

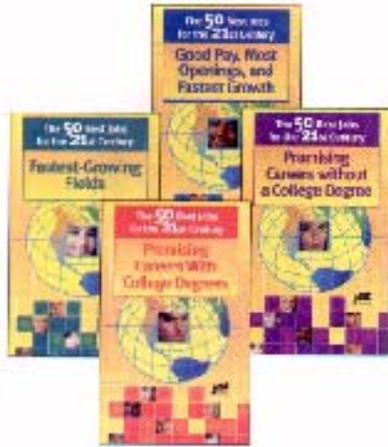



JOB SEARCH VIDEOS

Recommended for: Grade 8 - Adult

Award Winning Videos!!

NOW IN DVD FORMAT!



The 50 Best Jobs for the 21st Century

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

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

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

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

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

A Partial list of jobs in this video includes:

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

42 minutes, copyright 2001

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

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

A partial list of jobs in this video includes

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

35 minutes, copyright: 2000

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

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

A partial list of jobs in this video includes

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

35 minutes, copyright: 2002

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

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

A partial list of the jobs include

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

36 minutes, copyright: 2000

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

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

The 50 Best Jobs for the 21st Century Video Series

Length: Four videos, 32-42 minutes each

Style: Informational

Key Characteristics: Culturally diverse

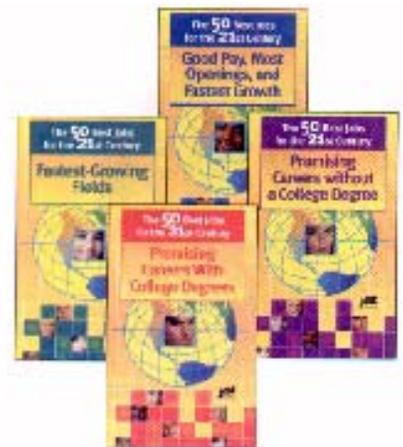
Production Date: 2000-2002

Four-Video Series - Save \$100

C2-JV7268 VHS \$496.00

C2-JD0619 DVD \$496.00

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



JOB SEARCH VIDEOS

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:

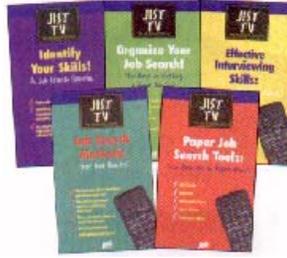
A job seeker that never successfully found a job is forced to spend eternity teaching others. Film clips from "classics" like *Resume Chain Saw Massacre* and *Don't Look in the Mirror* illustrate content points in unforgettable ways.

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**

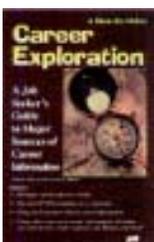
Career Exploration: A Job Seeker's Guide to Major Sources of Career Information Revised Edition

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

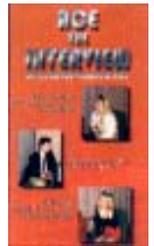
◆ Offers proven tips to help viewers prepare for, and be successful in, an interview

◆ 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.

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



Down But Not Out The Inspiring Story of Alphonso Bailey

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

Length: 39 minutes

Style: Documentary

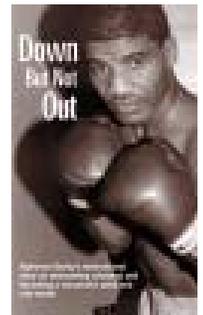
Key Characters: Culturally Diverse

Audience: High school, adults

Production Date: 2003

JV9201 Video \$129.00

JD0805 DVD \$129.00



NEW!

NEW!



Jist Cards®:

Your Quick and Easy Job Search Tool

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

Length: VHS - 21 minutes

DVD Length: extra 10 minutes bonus material

Style: Informational

Audience: High School, College, Adults

Production Date: 2003

JV9651 Video \$149.00

JD0066 DVD \$149.00

JOB SEARCH VIDEOS

Recommended by Video Librarian!

How to Find a Job on the Internet

Why Work Without a "Net"

" Step-by-step answers to common questions about search on the Internet!

" Recently updated!

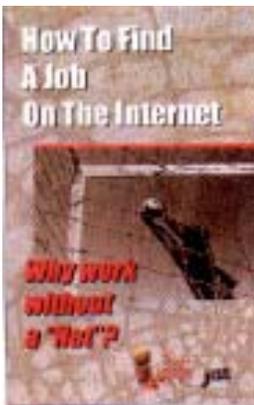
" Make the Internet a tool in YOUR job search!

The Internet has evolved as a key tool for job seekers - there are now *thousands* of job sites with literally millions of job postings in a variety of fields. In this video, four typical job seekers bring up common misconceptions and questions that are answered with a wide "show and tell", a fun mix of step-by-step demonstrations, screen captures, and animation. First, **How to Find a Job on the Internet** shows job seekers that *the Web includes job listings for all types of occupations* - from entry-level to experienced, white-collar and blue-collar, traditional and nontraditional. Then the video covers a host of topics, including

- ◆ Using search engines
- ◆ Conducting keyword searches by job field, job title, job location, and more
- ◆ Signing up for job search agent that scans sites and alerts the job seeker to opportunities
- ◆ Searching company Web sites for job listings and background information
- ◆ Using e-mail effectively in correspondence with employers
- ◆ Creating effective electronic resumes
- ◆ Interview tips from a job seeker who successfully landed a great job by posting a resume on the Internet

The video even shows how to research the cost of living in other cities to determine the computability of out-of-town job offers.

BONUS: A six minute "trailer" lists key resources and Web sites, including search engines, employment sites, newsgroup listings, sites with free e-mail, resume preparation resources, sites to post online resumes, Web business directories, and sources of career-management information. Viewers get the know-how and most importantly the confidence to include the Internet in their job search and use the wealth of online career-related resources.



How to Find a Job on The Internet

Length: 28 minutes, plus 6-minute trailer listing Web sites

Style: Humorous, informational

Key Characters: Caucasian host, animated Caucasian and African-American characters

Production Date: 1999

C2-JV5982 \$99.00

WINNER!

New York Film Festival

Worldfest

Videographer Awards, Honorable

Mention

You DO Have Experience!

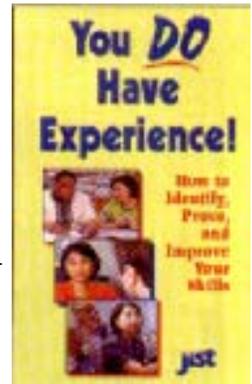
Length: 23 minutes

Style: Dramatic

Key Characters: Caucasian, African-American, Hispanic

Production Date: 1999

C2-JV6075 \$149.00



You DO Have Experience

How To Identify, Prove, and Improve Your Skills For Grades 7-Adult

Employers emphasize that THE most important aspects of an interview are

1) A candidate must be able to relate their skills and abilities to those the employer seeks, and 2) They *must* be able to offer proof. But suppose you're up for your first entry-level job, and you've yet to develop the specific skills and experience called for. Is there a way to present existing skills that could get a job offer, *regardless of experience*? Happily, the answer is YES! Even entry level job seekers possess much more experience that they realize. Part-time and summer jobs, volunteer activities, hobbies, and school-related activities are all sources of *transferable skills* that are sometimes *more* important to employers than job specific experience or training.

Viewers follow four job seekers and learn:

- ◆ Various life experiences supply plenty of "first job" skills and abilities
- ◆ The high value employers place on transferable skills
- ◆ How to identify, feature, and prove their transferable skills to employers, thereby presenting themselves in a more positive light
- ◆ How first-time and entry-level job seekers with average or below average grades can "get in the game" too

A strong presentation of transferable skills can make you the superior candidate for the job you seek even if your specific skills and experience don't appear ideal at first.

Build a Network for Work and Life

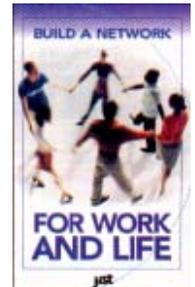
Length: 25 minutes

Style: Informational, entertaining

Key Characters: Caucasian, Asian-American, African-American

Production Date: 1999

C2-JV6067 VHS \$99.00



Build a Network for Work and Life

Recommended by Video Librarian

Great life skills advice for experienced professionals, entry-level workers, students, managers, shy people, entrepreneurs, job seekers - anyone wanting upward mobility.

"Networking" is a fancy word for putting some structure and purpose behind our contacts with people. But most people don't know what constitutes *effective* networking, it's rarely taught in school; in fact, many people dread doing it.

Build a Network for Work and Life examines key networking elements: building relationships, being strategic, maintaining relationships, and expanding a network. Practical content is based on an authoritative book, **Networking for Everyone!**

- ◆ Viewers learn a definition of "networking," why they should network, and when and how to network effectively

- ◆ Addresses common viewer concerns:

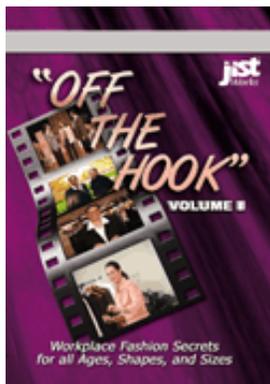
"I don't know anyone"

"I'm not the networking type"

- ◆ Viewers discover the networks they already have; how to expand them; and how to access print, electronic, and people resources to support and enable their networking efforts.

Very good for business settings, college placement centers, one-stop centers, welfare-to-work programs, schools, and organizations and professionals who work with people who can benefit from better networking skills.

JOB SEARCH VIDEOS



NEW!

Make a Good First Impression Video

NEW!

For: HS-Adult

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

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

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

Make a Good First Impression Video

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

JV9104	VHS	\$129.00
JD066X	DVD	\$129.00



"Off The Hook"

Workplace Fashions for All Ages, Shapes and Sizes

Interest Level: High School-Adult

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

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

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

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

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

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

Interview With Confidence!

Special Techniques for Professionals and Managers

For Adult

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

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

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

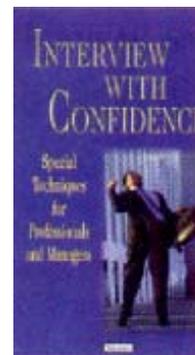
Length: 32 minutes

Style: Documentary, Informational

Key Characters: Caucasian male and female

Production Date: 1999

C2-PV0904	VHS	\$99.00
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NEW!

Leadership for the New Millennium and Beyond Becoming an Impact Player



Interest Level: High School-Adult

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

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

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

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

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

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

Length: 90 minutes divided into three 30 minute segments

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

JV1445 VHS	\$149.00
JD1453 DVD	\$149.00

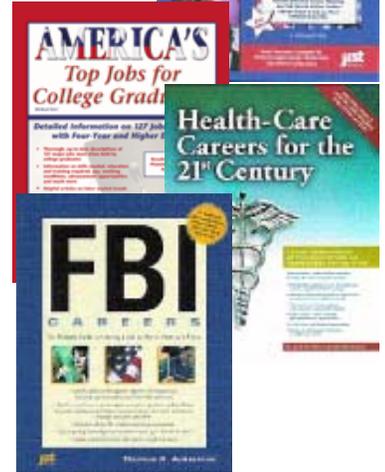
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Additional Career References Package

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



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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

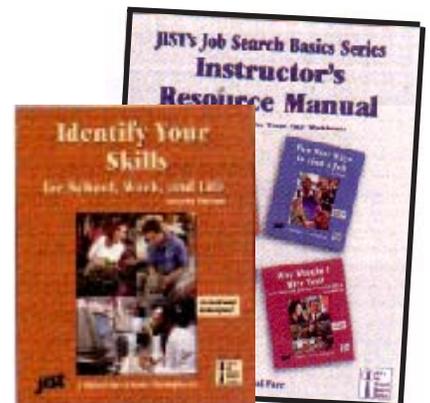
Save \$8!

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!



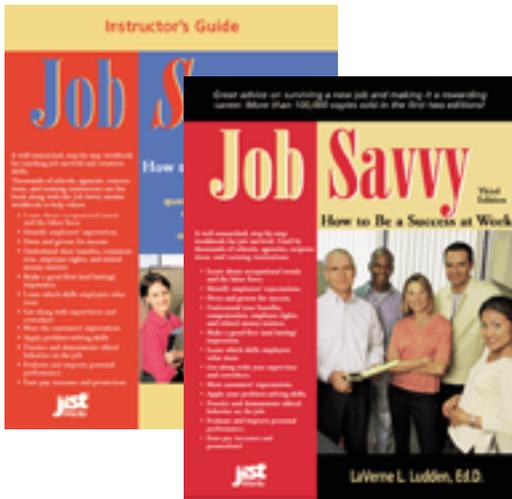
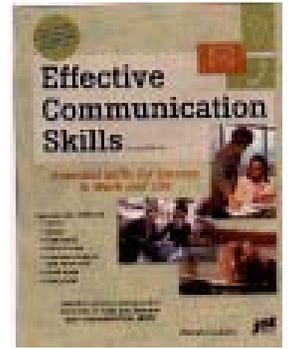
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Employers rate effective on-the-job communication skills as the most important skills for job success!

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
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Instant Program Package - Job Survival and Retention - Job Savvy

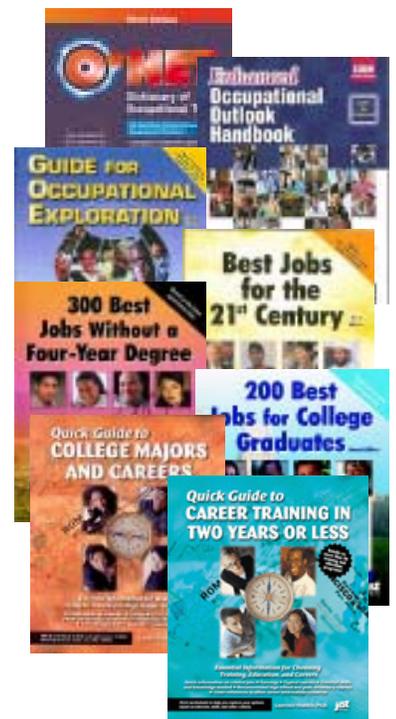
Package Contents: 25 copies of **Job Savvy** Workbook, one **Job Savvy Instructor's Guide**, one **Job Savvy Overhead Transparencies**. Workbook covers all major job survival and succes topics - and it won an award as one of the top three career books of the year! **Note:** Order additional student workbooks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

J8965	Job Savvy Student Workbbok (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
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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 the these books. Order the set and save \$20.00 over individual purchase. **Package contents:** One copy of each of the following books:

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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
J8345	Quick Guide to College Majors and Careers		\$16.95
J9813	Quick Guide to Career Training in Two Years or Less		\$16.95
CC-PKG55	One Copy of each reference book above	Save \$20!	\$185.60



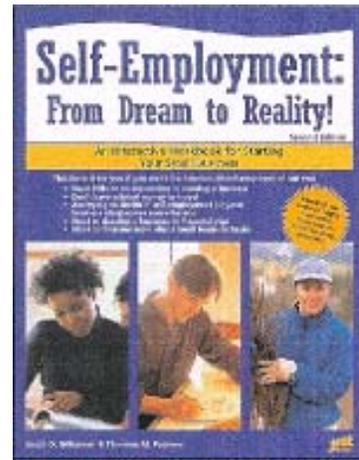
PRODUCT PACKAGES

Instant Self-Employment/ "Microenterprise" Program Package

Package Contents: 25 copies of **Self-Employment: From Dream to Reality!**, and one **Instructor's Guide**. Yes, some people without money can and should consider self-employment and small business opportunities. Use these materials as the basis for an "entrepreneurship" program to enhance economic self-sufficiency for groups normally overlooked for this potential.

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

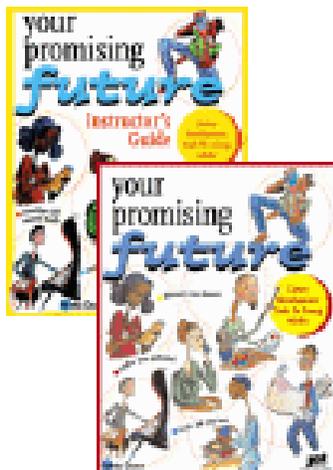
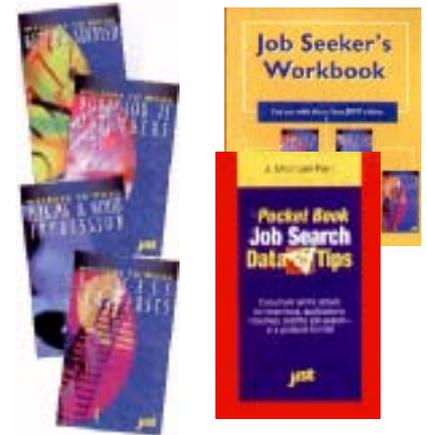
J9228	Self-Employment: From Dream to Reality (25)		\$16.95
J9236	Instructor's Guide (1)		\$14.95
CC-PKG52	Self Employment Package	Save \$40	\$398.50



Instant Welfare-To-Work Program Package

Package Contents: 25 copies of **Job Seeker's Workbook**, one package (25 copies) of **The Pocklet Book of Job Search & Data Tips**, one copy of **Welfare to Work video series** (includes the following videos: **Getting Started, Your Job is Out There, Making a Good Impression, and Success That Lasts**). Many of our materials are used in programs that serve special populations, and here are some that were designed specifically for these groups. Video series with supporting workbook motivates and gives practical advice on job search, interview skills, and job retention and success.

J8337	Job Seeker's Workbook (25)		\$6.95
J7608	Pocket Book of Job Search Data (one pack of 25)		\$29.95
JV6784	Welfare to Work video series (set of 4)		\$495
CC-PKG54	Welfare-to-Work Program Package	Save \$50	\$648.70



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J0112	Your Promising Future (25)		\$12.95
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