Job Searches and Applications: A Bibliography of Resources
In the Erwin Library, Wayne Community College

Scope of the Bibliography:

You've just graduated from high school or college and it's time to look for a job. You've just decided that it's time to make a career change. You've been working in the private sector and have decided to seek a job with the Federal Government. You've just retired from a full-time career, but you'd like to continue working. You're leaving the military and seeking a new career in civilian life.

If your current situation is any of the above, you need a job search strategy. The Erwin Library may have some resources available to help you develop and implement that personal job-hunting plan.

Internet Resources are fully annotated and feature government as well as popular websites.

Books are divided into three sections: Searching for a Job, Applying for a Job and Interviewing for a Job. Books listed as part of the General Collection may be checked out by any Erwin Library registered patron, faculty, staff or student for twenty-one days, with one renewal. Books listed as part of the Reference Collection should be used within the Erwin Library only.

All Audiovisuals are owned by the Erwin Library and may be checked out only by a WCC faculty member for up to a week for use in his or her classroom.

However, many more digital video titles about job searching and interviewing are available in the Films on Demand video streaming resource, which can be accessed and searched using the WCC Single Search aggregate database on the Erwin Library webpage at: http://waynecc.edu/library/

Many career planning tools are also available through WCC Single Search, including test preparation or sample tests, for exams such as the ASVAB, SAT, GRE and GED, as well as other certification exams.

Thousands of full-text Journal Articles are also available using the WCC Single Search aggregate database from the Erwin Library homepage. These texts may be printed out in the library, or at home, even emailed to your account.

Even if an article is not indexed by any of our databases, it can be obtained by Interlibrary Loan request made to the Erwin Library, either in-person at the Circulation Desk, by telephone at 919.739.6891, or by submitting an online request from the Interlibrary Loan link on the library's webpage.

Library of Congress Subject Headings may be used in a subject search to search the Erwin Library Online Public Access Catalog (OPAC) for books. These Library of Congress Subject Headings are excellent search terms and may be typed into a search box of any major database with no punctuation, just spaces between the words.

Internet Resources:

http://www.sjfss.com/jobs/hro.htm
The 4th Force Support Squadron’s NAF Human Resources Office fills non-appropriated positions on Seymour Johnson AFB. A list of all non-appropriated positions is online with instructions on how to apply.

http://www.afpc.randolph.af.mil/

The Air Force Personnel Center at Randolph AFB is the jobs site of the United States Air Force.

http://www.careerjet.com/

An employment search engine for the United States; in one simple search, Careerjet gives the job seeker access to a massive selection of jobs that are compiled from various Internet sources.

http://www.careeronestop.org/

CareerOneStop is “a U.S. Department of Labor-sponsored Web site that offers career resources and workforce information to job seekers, students, businesses, and workforce professionals to foster talent development in a global economy.” – From About Us page.

https://www.ncesc.com/default.aspx

The Employment Security Commission of North Carolina provides the NC Job Bank, a searchable database of jobs in North Carolina, as well as current information on scheduled job fairs, links to the web sites of major employers in North Carolina, and other valuable information resources for job seekers.

http://www.job-hunt.org/

“The purpose of the Job-Hunt.Org Web site is to provide the most comprehensive listing of useful Internet-accessible job-search resources and services on the Web, in a format which is most useful to job seekers.” – From About page

http://www.militaryhire.com/

MilitaryHire.com is a veteran-developed site targeted for former military personnel making the transition to civilian careers.

http://www.monster.com/

Monster is a leading online global jobs site with over 800,000 jobs and thousands of pages of career information and advice.


The Help Wanted section of the Goldsboro News-Argus Classifieds is searchable online.

http://www.bls.gov/OCO/
The Occupational Outlook Handbook gives you information about jobs such as the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions. It also gives you job search tips and state job information.

http://www.rileyguide.com/

“The Riley Guide is a directory of employment and career information sources and services on the Internet. It is primarily intended to provide instruction for job seekers on how to use the Internet to their best advantage, but recruiters and other career service industry professional will find information here to help them also.” - From About page

http://www.trianglejobs.com/

Triangle Jobs is the Triangle (Raleigh-Durham-Chapel Hill) region's largest database of local jobs.

http://www.usajobs.com/

USAJOBS is the official jobs site of the United States government.

http://www.ncpublicschools.org/work4ncschools/

Work 4 NC Schools is a website geared towards teacher and educator recruitment and jobs in North Carolina.

Books:

Searching for a Job


Applying for a Job


**Interviewing for a Job**


Audiovisuals:


*Interview Performance.* Victoria, Australia: VEA; New York: Dist. by Insight Media, 2006. 1 DVD (26 min.) Call Number: HF5383 .I68 2006

Knight, Jeanne. *10 Steps to Interviewing With Confidence.* Boston, MA: Jeanne Knight, 2006. 1 DVD (60 min.) Call number: HF5549.5 .I6 T46 2006

*Powerful Resumes.* Victoria, Australia: VEA, 2006. 1 DVD (26 min.) Call Number: HF5383 .P69 2006


Sutherland, Paul. *10 Things Not To Do in an Interview.* Victoria, Australia: Video Education Australasia. 1 DVD (ca. 25 min.) Call Number: HF5549.5 .I6 A13 2006

Wilson, Robert F. *Interview to Win Your First Job.* Indianapolis, Ind.: Park Avenue Productions: JIST Works, 2005. 1 DVD (32 min.) Call Number: HF5549.5 .I6 I58 2005


**Library of Congress Subject Headings:**

Career changes.

Civil service positions. United States.

Cover letters.

Job hunting.

Occupations.

Resumes (Employment).

Retired military personnel. Employment.

Retirees. Employment.

Self-employed. United States

Veterans. Employment.

Women. Employment.