

# Career Resources

Below are select resources on various aspects of the lifework planning process. The term “lifework” is broader than “job” or “career” and includes all activities, paid and unpaid, that contribute to the enhancement of one's own life and/or that of others. All of the resources are live links except the book titles.

## Comprehensive Web Sites

**CareerJournal:** Timely and interesting information, articles, and resources from the respected *Wall Street Journal*. Access at <http://online.wsj.com/public/page/news-career-jobs.html>.

**Quintessential Careers:** One of the oldest, most comprehensive and respects career development sites available today. Find articles, advice, and expert tips in addition to job postings. Access at <http://quintcareers.com>.

**University of Minnesota Library Reference Web Site** (Requires active U of M X.500 account): Click on the “**Careers and Jobs**” link for links to “Careers & Occupations”, “Books on Job Hunting”, “Interviews, and Resumes”, “Job Listings”, “Locating Companies & Organizations”, “Nonprofits, and Salary Guides. The site contains several subscription sites and data bases. For account assistance, see [Office of Information Technology Help](#) or call [612] 301-4357. Access at [www.lib.umn.edu/reference](http://www.lib.umn.edu/reference).

**Internet System for Education and Employment is the Knowledge (ISEEK):** ISEEK has Minnesota-specific information on careers, employment, education, and business development information and services. Access at [www.iseek.org](http://www.iseek.org).

**CareerOneStop:** Sponsored by the U.S. Department of Labor, this site has numerous resources for job seekers, students, businesses, and career professionals, including the three tools listed below. Access at [www.careeronestop.org](http://www.careeronestop.org).

- **America's Career InfoNet** provides national, state and local career information and labor market.
- **America's Service Locator** lists a range of including workforce centers, unemployment benefits, job training, education opportunities, and other workforce services throughout the nation.
- **Key to Career Success** provides career information and links to work-related services that help **veterans and military service members** successfully transition to civilian careers.

**Monster:** See the “Career Center” section for links to resources and information relevant all aspects of lifework planning and transition. Access at [www.monster.com](http://www.monster.com).

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**Job Hunter's Bible:** The Web site from the author of "What Color is Your Parachute" has a variety of information for career transitioners. Access at [www.jobhuntersbible.com](http://www.jobhuntersbible.com).

**O\*NET:** Use this interactive resource to explore and search occupations or to explore which occupations use your skills. Access at <http://online.onetcenter.org>.

**Career Guide to Industries:** This site provides detailed information about careers, including the nature of the industry, working conditions, training and advancement, earnings and benefits, employment outlook, and more. Access at [www.bls.gov/oco/cg](http://www.bls.gov/oco/cg).

## Other Resources

**J. J. Hill Library:** Located in St. Paul, Minnesota, houses a world-class collection of practical business information resources and is considered one of the most comprehensive business libraries in the country. See [www.jjhill.org](http://www.jjhill.org).

**Book of Lists:** Published by The Business Journal, the annual *Book of Lists* contains information about the top twenty five metro area organizations in a variety of categories e.g., top patent holders, public companies, minority-owned businesses, nonprofit organizations, and fastest growing companies). This resource is available at most libraries or for purchase through the Web site. See [www.bizjournals.com/bookoflists/twincities](http://www.bizjournals.com/bookoflists/twincities).

**Creative Job Search:** This job search "how-to" guide, available in print and as an in-person workshop at Minnesota WorkForce Centers will help you with each step of your job search. For workshops, see [www.positivelyminnesota.com/JobSeekers/WorkForce\\_Centers/Help\\_for\\_Jobseekers/Workshops\\_Training.aspx](http://www.positivelyminnesota.com/JobSeekers/WorkForce_Centers/Help_for_Jobseekers/Workshops_Training.aspx). To purchase the Creative Job Search guide, see [www.positivelyminnesota.com/Data\\_Publications/Publications/All\\_Other\\_DEED\\_Publications/Creative\\_Job\\_Search\\_Guide.aspx](http://www.positivelyminnesota.com/Data_Publications/Publications/All_Other_DEED_Publications/Creative_Job_Search_Guide.aspx).

**MnCareers:** *MnCareers* is updated annually and includes Minnesota-specific occupational details and career information. Access at [www.iseek.org/mncareers](http://www.iseek.org/mncareers).

**Minnesota WorkForce Centers:** State-wide Workforce Centers provide Minnesota residents the tools, resources and services for employment, training and related workforce development needs unique to each community. Nearly all services are offered at no cost. See [http://www.positivelyminnesota.com/JobSeekers/WorkForce\\_Centers/index.aspx](http://www.positivelyminnesota.com/JobSeekers/WorkForce_Centers/index.aspx).

## Books

**Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type.** Tieger, Paul D, and Barron, Barbara. New York: Little, Brown, and Company, 2007.

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**Encore: Finding Work That Matters in the Second Half of Life.** Friedman, Marc. PublicAffairs, New York, 2007

**Fearproof Your Life: How to Survive in a World Addicted to Fear.** Joseph Bailey. Conari Press, San Francisco, 2007.

**Finding Your Own North Star.** Martha Beck. New York: Three Rivers Press, 2001.

**How to Find the Work you Love.** Boldt, Lawrence. New York: Penguin Books, Ltd., 2004.

**Introvert Advantage: How to Thrive in an Extrovert World.** Olsen Laney, Marti. New York: Workman Publishing, 2002.

**Is Your Genius at Work?** Richards, Dick. Mountain View: Davies-Black Publishing, 2005.

**Lifelaunch: A Passionate Guide to the Rest of Your Life.** Hudson, Frederic and McLean, Pamela. Santa Barbara: Hudson Institute Press, 2000.

**Strengths Finder 2.0.** Tom Rath. New York: Gallup Press, 2007.

**Taming Your Gremlin: A Surprisingly Simple Method for Getting Out of Your Own Way.** Carson, Rick. New York: Harper-Collins, 2003.

**Transitions: Making Sense of Life's Changes.** Bridges, William. Reading: Da Capo Press, 2004.

**Working Identity: Unconventional Strategies for Reinventing Your Career.** Ibarra, Hermania. Boston: Harvard Business School Press, 2004.

## **Test out career ideas:**

**Vocation Vacations**<sup>®</sup> offers one-to-three day, hands-on, dream job immersion experiences under the guidance of individuals doing that work for persons exploring other career options.

**VolunteerMatch**: Find volunteer opportunities across the nation according to your zip code.

**The Volunteer Resource Center**: See volunteer opportunities in the Twin Cities.

**World Volunteer Web**: Worldwide volunteer opportunities are listed in this site.

**Idealist**: Part of Action Without Borders, Idealist includes both volunteer and employment opportunities, and resources to help build a better world for all.

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## Interview Practice

**Interview Stream**: Practice interviewing on the Webcam-based virtual mock interviewing tool. After you create an account, you can select questions, practice interviewing, and review your responses. Access to a Webcam required. The site also has a demonstration video to help you better understand this tool. Access at [www.stpaulcareers.umn.edu/practiceinterviews/index.html](http://www.stpaulcareers.umn.edu/practiceinterviews/index.html).

## Job Posting Sites

**Career Site Advisor**: This site indexes and organizes all career and job sites on the Web that list open jobs to help job seekers identify the job posting site most relevant to their job search. Also includes useful career and job search advice.. Also includes a strong collection of useful job-search ad career advice. Access at <http://www.careersiteadvisor.com>.

**GoldPASS**: (Requires active U of M X.500 account) GoldPASS is the U of M's online database to help connect students and alumni with employers, volunteer organizations, and internships across the country. For account assistance, see [Office of Information Technology Help](#) or call [612] 301-4357. Access at <http://goldpass.umn.edu/index.html>.

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