

# The Complete Career Search

## Choosing a Career—If You Are Undecided

We have several sources for people who need help in deciding what career or job to choose. Look in the library catalogue under these subjects:

- Ability -- Testing
- Career development
- Career changes
- Vocational interests

Titles include:

650.14 BOL

What Color Is Your Parachute? (2010)

*Richard Bolles*

650.14 HAN

A Foot in the Door: Networking Your Way into the Hidden Job Market (2008)

*Katherine Hansen*

650.1402 SCH

How to Find a Job on LinkedIn, Facebook, MySpace, Twitter and Other Social Networks (2010)

*Brad Schepp*

650.144 FAR

Next-Day Job Interview: Prepare Tonight and Get the Job Tomorrow (2009)

*J. Michael Farr*

## Career Descriptions

The library's collection contains many books that provide job descriptions. Many of these sources describe the duties of the job, working conditions, salary levels, training and educational requirements, and also discuss whether the job is or will be in demand.

Check the library catalogue under these subjects:

- Career changes
- Job hunting
- Career development
- Vocational guidance

See the following titles:

REF 331.7001 NAT

National Occupational Classification (NOC): Occupational Descriptions (online and print, 2006 ed.)

Human Resources Development Canada

<http://www.23.hrdc-drhc.gc.ca>

REF 331.702 ENC

Encyclopedia of Careers and Vocational Guidance (current edition)

ref 331.702 occ

Occupational Outlook Handbook (current year)

*United States. Bureau of Labor Statistics*

[www.bls.gov/oco](http://www.bls.gov/oco)

Work Futures, British Columbia Occupational Outlooks

*Ministry of Advanced Education, Training and Technology*

[www.workfutures.bc.ca](http://www.workfutures.bc.ca)

## Magazines

Occupational Outlook Quarterly  
*United States. Bureau of Labor Statistics*  
[www.bls.gov/opub/ooq/ooqhome.htm](http://www.bls.gov/opub/ooq/ooqhome.htm)

Perspectives on Labour and Income  
*Statistics Canada*  
[www.statcan.ca/english/IPS/Data/75-001-XPE.htm](http://www.statcan.ca/english/IPS/Data/75-001-XPE.htm)

## Specific Careers

The library has many books that focus on specific career or job areas. To locate these, search the library catalogue in the subject list by typing the name of the career area and the words "Vocational Guidance." Some examples include:

- Art -- Vocational guidance
- Authorship -- Vocational guidance
- Business -- Vocational guidance
- Child care workers -- Vocational guidance
- Computer science -- Vocational guidance
- Legal assistants -- Vocational guidance
- Music -- Vocational guidance
- Travel agents -- Vocational guidance

## Training

Most careers require some kind of training or coursework. The following sources, searchable by program or job title, list the institutions from which you can obtain the necessary requirements.

Coquitlam Public Library provides calendars for British Columbia's colleges and universities as well as continuing education calendars for those people who require high school equivalency or extra courses. These calendars are kept at the Information Desk at both branches.

Many universities, colleges and institutions make their calendars available on the internet. You can find links to these institutions on our web site: [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca). Click on [weblibrary.ca](#), then Learning & Jobs. Click on Education, then Post Secondary (in the Other Guides for Education box).

Some useful titles include:

REF 378.34 SCH  
Scholarship (2009)  
*Canadian Guidance Services*

REF 378.71 DIR  
Directory of Canadian Universities (2010)  
*Statistics Canada*

REF 378.73 BAR  
Barron's Profiles of American Colleges (2011)  
*Barron's Education Series, Inc.*  
Education Planner  
[www.educationplanner.bc.ca](http://www.educationplanner.bc.ca)

Private Career Training Institutions Agency: lists public post-secondary programs, admissions and course transfer information.  
[www.pctia.bc.ca](http://www.pctia.bc.ca)

SchoolFinder: covers B.C.'s private post-secondary institutions.  
[www.schoolfinder.com](http://www.schoolfinder.com)

# Researching Companies

Coquitlam Public Library has many directories that will help you compile a list of potential contacts. Directories allow you to locate businesses by type, location, size and so on. Some directories cover all kinds of businesses, others focus on specific types.

Find directories in the library catalogue under various subjects, such as:

- Associations, institutions, etc. -- Canada -- Directories
- Business enterprises -- British Columbia -- Directories
- Canada -- Manufactures -- Directories
- Hospital -- Directories

Some useful titles include:

Reference Canada Business Database

Go to [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca), then click on Articles, Newspapers, Encyclopedias... and scroll through the alphabetized list of database titles.

REF 061.1025 ASS

Associations Canada: An Encyclopedic Directory (current year)

REF 338.0025 COQ

City of Coquitlam Business Licenses Issued Between...  
(current month)

REF 361.0025 RED

The Red Book: Directory of Services for the Lower Mainland (current year)

[www2.vpl.vancouver.bc.ca/dbs/redbook/htmlpgs/home.html](http://www2.vpl.vancouver.bc.ca/dbs/redbook/htmlpgs/home.html)

REF 362.1102 GUI

Guide to Canadian Health Care Facilities (current year)

REF 658.02 BRI

British Columbia Manufacturers' Directory (current year)

[www.made-in-bc.ca](http://www.made-in-bc.ca)

## Career Searching on the Internet

The internet is a valuable source for career-related information. Coquitlam Public Library's web site provides links to many useful sites. Go to [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca), then click on [weblibrary.ca](http://weblibrary.ca), then Learning & Jobs.

The library's web site also has links to sources for company information. Go to [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca), click on [weblibrary.ca](http://weblibrary.ca), then Business & Investment.

The library provides free access to the internet. Your library card is required to log in.

**Remember, if you need assistance, please see the librarian at the Information Desk.**

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