



MESA COLLEGE LIBRARY CAREER WORKSHEET

Start from the Library's web site at www.sdmesa.edu/library

Name _____

Topic _____

Outcomes - Upon successful completion of this session, you will be able to:

- Develop search strategies in order to locate information effectively.
- Search in appropriate research tools in order to locate relevant information.
- Evaluate retrieved information in order to determine the most appropriate material to use.

LOCATING CAREER BOOKS

1. Click on the **One Search Box** on the Library's home page. Enter your topic in the box and search. Use the **Resource Type** limiter in the left hand menu (you may have to click on the blue "show more" link) and click on the "Books" option. Find a book that fits your chosen career need and fill out the information below.

Call Number (including location)

Title

Author(s)

Publisher

Date of Publication

City of Publication

Status (If book is out, enter the date due)

Enter **one** Subject Heading

2. Click on the **Course Reserve tab** next to the "One Search tab" on the library home page, determine whether the instructor whose assignment you are working on for this class has put any materials on Course Reserve.

Instructor's Name

Provide the Call Number for one item they have put on reserve (if none, so state)

FINDING CAREER INFORMATION ON THE WEB

Click on the **Recommended Free Websites** link on the Library's home page (located under "Research Tools" in the center section). Click on the **Careers** link and use one of the websites to answer the following questions:

1. Under what topic did you find the information?
2. What knowledge/skills/abilities are required to work in this career?
3. What kind of education/special training would you need for this career?
4. What is the salary range for this career?

5. By the time you graduate, do you think there will be many jobs available for people just starting this career?
Please explain your answer.

6. Which resource(s) did you use? (Give title and URL, if necessary).

From the same **Career** link in the **Recommended Free Websites** section find a new website to answer the following section.

7. Find a job opening in your field (you may need to check more than one site) and enter the following about it:
Source Used (include home page URL)

Company Name

Job Title

What other information were you able to find from this source?

USING LIBRARY DATABASES TO FIND CAREER INFORMATION

1. Click on the **A-Z Databases** link from the library home page. Use the **All Subjects** drop down menu and choose **Education and Careers**. From there, choose one of the “vocational” databases. In that database search for Information on a company or career that interests you. Enter the following:

Company/Career Name

Database Name

Article Title

Periodical Title

Issue Date

Page on Which the Article Begins _____

What information about the company/career does the article provide?