



MESA COLLEGE LIBRARY CAREER WORKSHEET

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

Name _____

Career: _____

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 USING THE ONLINE CATALOG

1. Click on the **Library Catalog** button on the Main Screen. Enter your topic in the **Subject-Keyword(s), Title-Keyword(s), or Any Keyword(s)** box. Choose a title **located at Mesa** and enter the following:

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 _____

Does the book a bibliography/references? _____ An index? _____

2. Using the appropriate tab, 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 Reserve Number for one item (s)he has put on reserve (if none, so state) _____

FINDING CAREER INFORMATION ON THE WEB

Use a career of your choice and one or more of the resources listed in the *Career and Employment Resources* area of the **Internet Resources** section of the Library's web site 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. Use tinyURL, if necessary).

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 DATABASES TO FIND CAREER INFORMATION

1. Click on the **Articles & Databases** button on the main screen. Choose an appropriate database and find an article that provides information on a company at which you might be interested in working. Enter the following:

Company Name _____

Database Name _____

Article Title _____

Periodical Title _____

Issue Date _____ Page on Which the Article Begins _____

What information about the company does the article provide? _____
