



# MESA COLLEGE LIBRARY CAREER WORKSHEET

Start from the Library's website at [www.sdmesa.edu/library](http://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: Books and More** link on the Library's home page. 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

Click on the **Recommended Free Websites** link on the Library's home page. Use a career of your choice and one or more of the resources listed under the **Careers** link 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.

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

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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? \_\_\_\_\_

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### **USING DATABASES TO FIND CAREER INFORMATION**

1. Click on the **Articles, Subject Guides and Reference Databases** link on the home page. Choose a 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? \_\_\_\_\_

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