

Vocational Adjustment Training Resources

Preparing for the Job Search Training

Department of State and Health Services Library

Library Catalog search: <http://t40012.eos-intl.net/T40012/OPAC/Search/AdvancedSearch.aspx>

Exploring Jobs and Career Tips

Texas Workforce Commission – LMCI Products and Publications: <http://www.lmci.state.tx.us/shared/publications.asp>

Texas Employment Outlook: http://www.lmci.state.tx.us/shared/PDFs/Occ_Highlights.pdf

Top 10 Career Tips: <http://www.lmci.state.tx.us/shared/PDFs/CareerTipsBrochure2015.pdf>

Texas Job Hunter’s Guide Course: <https://www.texasworkprep.com/jhg.htm>

Occupational Outlook Handbook (OOH): <http://www.bls.gov/ooh/home.htm>

Occupational Outlook Handbook (OOH) – Teachers Guide: <http://www.bls.gov/ooh/about/print/teachers-guide.htm>

Occupation Finder: <http://www.bls.gov/ooh/occupation-finder.htm>

Bureau of Labor Statistics – Career Outlook: <http://www.bls.gov/careeroutlook/>

Job Applications

CareerOneStop: <http://www.careeronestop.org/jobsearch/resumes/job-applications.aspx>

GCF LearnFree.org: <http://www.gcflearnfree.org/jobapplications>

Using Employment Kiosks and online job applications: <http://www.rileyguide.com/kiosk.html>

Woog, Dan. (n.d.). *How to Apply for a Job at an In-Store Kiosk*. Retrieved from: <http://www.monster.com/career-advice/article/apply-for-a-job-in-store-kiosk>

Salpeter, Miriam. July 11, 2012. *The 9 Best Tips for Submitting an Online Job Application*. Retrieved from: <http://money.usnews.com/money/blogs/outside-voices-careers/2012/07/11/the-9-best-tips-for-submitting-an-online-job-application>

Example questions and answers. June 2015. Retrieved from <https://www.prospects.ac.uk/careers-advice/applying-for-jobs/example-questions-and-answers>

Pre-Employment Screening and/or Tests

EEOC Employment Tests and Selection Procedures:

http://www.eeoc.gov/policy/docs/factemployment_procedures.html

What Job Candidates Should Know About Employment Tests: <http://www.criteriacorp.com/resources/candidates.php>

Assad, Anna. (n.d.). *How to Pass a Pre-employment Personality Test*. Retrieved from <http://work.chron.com/pass-preemployment-personality-test-6055.html>

Texas Workforce Commission – Drug Testing in the Workplace:

http://www.twc.state.tx.us/news/efte/drug_testing_in_the_workplace.html

Su, Sabrina. March 9, 2015. *Employment Verification: A Crucial Check*. Retrieved from

<http://www.hireright.com/blog/2015/03/employment-verification-a-crucial-check/>

Garvy Haynes, Mir. June 17, 2014. *Your Questions Answered about the Background Check*. Retrieved from

<https://www.linkedin.com/pulse/20140617164428-9678394-your-questions-answered-about-the-background-check>

Employment Background Checks. <https://www.consumer.ftc.gov/articles/0157-employment-background-checks>

Criminal Background Check

Lucas, Suzanne. December 9, 2013. *What happens on a pre-employment background check*. Retrieved from

<http://www.cbsnews.com/news/what-happens-on-a-pre-employment-background-check/>

EEOC Background Checks: What Job Applicants and Employees Should Know. Retrieved from

http://www.eeoc.gov/eeoc/publications/background_checks_employees.cfm

Resume Examples

<http://www.careeronestop.org/ResumesInterviews/ResumeAdvice/SamplesTemplates/ChronologicalResumeSample.aspx>

<http://www.careeronestop.org/ResumesInterviews/ResumeAdvice/SamplesTemplates/FunctionalResumeSample.aspx>

<http://www.careeronestop.org/ResumesInterviews/ResumeAdvice/SamplesTemplates/CombinationResumeSample.asp>

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[http://www.theworkingcentre.org/sites/default/files/Everywoman_Jane_\(Sheet_Metal_Worker\).pdf](http://www.theworkingcentre.org/sites/default/files/Everywoman_Jane_(Sheet_Metal_Worker).pdf)

<http://writing.colostate.edu/guides/documents/resume/functionalsample.pdf>

<http://www.career.cornell.edu/story/resumes/upload/CombinationResume2013.pdf>

South Seattle Community College. Creating Your Targeted Resume. Retrieved from

<http://www.southseattle.edu/documents/worksource/CreatingYourTargetedResume.pdf>

ResumeGenius: <https://resumegenius.com/resume-formats/functional-samples-writing-guide>

Garber, Martha. 9-24-15. Resumes that Yield Results video. <http://wise.unt.edu/content/resumes-yield-results>

Elevator Speech

The 30 Second Elevator Speech. University of California. Retrieved from <http://sfp.ucdavis.edu/files/163926.pdf>

Interviews

Monster.com. (n.d.). Most Popular Interview Questions. Retrieved from <http://www.monster.ca/career-advice/article/stages-of-the-interview-process-canada>

Types of Interviews & Key Interview Questions. Department of Employment and Economic Development – Minnesota.

Retrieved from <http://mn.gov/deed/job-seekers/job-guide/job-interview/types.jsp> and <http://mn.gov/deed/job-seekers/job-guide/job-interview/interviewquestions.jsp>

Hansen, Katharine. (n.d.) *Mastering the Case Job Interview*. Retrieved from <https://www.quintcareers.com/case-interviews/>

Technical Interview. <http://www.allaboutcareers.com/careers-advice/article/technical-interview>

Guerrero, Aaron. 9-10-2014. *The 8 Best Questions to Ask a Job Interviewer*. Retrieved from

<http://money.usnews.com/money/careers/slideshows/the-8-best-questions-to-ask-a-job-interviewer>

Konop, Joe. 6-18-14. *10 Job Interview Questions You Should Ask*. Retrieved from <https://learn.unt.edu/bbcswebdav/pid-3463310-dt-content-rid->

[47441290_1/orgs/untwise_vat_development/10%20Job%20Interview%20Questions%20You%20Should%20Ask%20-%20Forbes.pdf](https://www.linkedin.com/pulse/1-most-impressive-job-interview-question-ask-dave-kerpen)

Kerpen, Dave. 3-9-15. *The 1 Most Impressive Job Interview Question to Ask*. Retrieved from

<https://www.linkedin.com/pulse/1-most-impressive-job-interview-question-ask-dave-kerpen>

Interview Tips for Ex-Offenders. <https://www.iseek.org/exoffenders/find-job/interview-tips-ex-offenders.html>

Hoke, Catherine. 11-26-14. *You've got a criminal history – how should you address it in a job interview*. Retrieved from

<http://www.monster.com/blog/b/criminal-history-job-interview-1126>

Martin, Carole. (n.d.). *Interview Practice Makes Perfect*. Retrieved from <http://www.monster.com/career->

[advice/article/practice-makes-perfect](http://www.monster.com/career-advice/article/practice-makes-perfect)

Body Language, Personal Grooming and Presentation

Ordona, Robert. (n.d.). *Body Language Can Make or Break a Job Interview*. Retrieved from

<http://www.monster.com/career-advice/article/body-language-can-make-or-break-a-job-interview-hot-jobs>

Cavazos, Nicole. 4-2-15. *Why Body Language is So Important in Job Interviews*. Retrieved from

<https://www.ziprecruiter.com/blog/why-body-language-is-so-important-in-job-interviews/>

Written Correspondence used with Job Searching

Job Search Correspondence Overview – The University of Iowa. Retrieved from <http://careers.uiowa.edu/job-search->

[correspondence-overview](http://careers.uiowa.edu/job-search-correspondence-overview)

Job Search Correspondence Guide – Governors State University. Retrieved from

[http://www.govst.edu/uploadedFiles/Academics/Services_and_Resources/Writing_Center/WC_Inside_Pages/Job%20Se
arch%20Correspondence%20Guide.pdf](http://www.govst.edu/uploadedFiles/Academics/Services_and_Resources/Writing_Center/WC_Inside_Pages/Job%20Search%20Correspondence%20Guide.pdf)

Hansen, Randall. (n.d.). *References: The Keys to Choosing and Using the Best Job References in Your Job Search*.

Retrieved from <https://www.quintcareers.com/job-references/>

Sample Reference List for Employment. <http://jobsearch.about.com/od/referenceletters/a/samplelist.htm>

Hansen, Randall. (n.d.). *Free Sample Job Reference Lists for Job-Seekers*. Retrieved from

<https://www.quintcareers.com/sample-reference-lists/>

Research Businesses and Positions

SOCRATES <http://socrates.lmci.state.tx.us/>

TWC <http://www.twc.state.tx.us/jobseekers/job-search>

Industries

Bureau of Labor Statistics – Industries at a Glance: <http://www.bls.gov/iag/>

Bureau of Labor Statistics – Industries at a Glance – alphabetical order:

http://www.bls.gov/iag/tgs/iag_index_alpha.htm

DARS Standards for Providers

Provider Forms webpage: <http://www.dars.state.tx.us/drs/providermanual/forms.htm>