



CITY of CALABASAS **PATHFINDER: CAREER and EMPLOYMENT SOURCES**  
**CALABASAS LIBRARY**



City of Calabasas <http://www.cityofcalabasas.com/> Click   
<http://www.cityofcalabasas.com/library.html>

**BOOKS**

- **Online Catalog** (books available for check out)  
**Keyword examples: careers, resumes, cover letters**  
**Title examples: 101 answers to the toughest interview questions, Everything Career Tests Book**  
**Subject examples: occupations or vocational guidance, job hunting, career changes,**  
*Also check the Career books in the YA (Young Adult) section of the library.*
- **Reference Books (library use only)** are coded with the letters **REF**  
Career Discovery Encyclopedia **REF 331.7 CAR** Careers Encyclopedia **REF 331.7 VGM**  
Occupational Outlook Handbook **REF 331.7 OCC** Hoover's Handbook of American Business **REF 338.7 HOO**



**ONLINE DATABASES** Locate articles and research companies in your field of interest.

From City of Calabasas <http://www.cityofcalabasas.com/> Click   
<http://www.cityofcalabasas.com/library.html> When the library's home page appears, Click **DATABASES**

Click **DATABASES** again, then Type your 'password' (the number on the back of your library card) Click 

**INFOTRAC**

Use this database to

**Research occupations and companies - many full text articles** 1980 – current

Search by **Basic Search (keyword)** or by **Subject Guide** (includes subdivisions for a topic)

Try a **specific occupation** as a **Subject** search.

Or try 'company name' and note **Subdivisions** and **Related Subjects**.



Use this database to

**Target specific companies and contacts by zip code and commodity**

Search **US Businesses Database / Quick Search** for company data and contact information.

Expand **Custom Search** headings to select companies by size, location, commodity, sales volume, credit rating, etc.

Search **US Standard White Pages** directory lists individuals and companies.



Use this database to move from career assessment to job application.

**Website resources**

- **Assess your strengths and interests & explore career matches.**

My Next Move Riley Guide <http://www.rileyguide.com/assess.html>

CareerOneStop <http://www.acinet.org>

- Identify potential occupations including job descriptions, requirements, hiring outlook

California Occupational Guides <http://www.labormarketinfo.edd.ca.gov/ocguides/>

Occupational Outlook Handbook <http://www.bls.gov/oco/> O Net Online Occupation Finder <http://onlinetcenter.org/find/>

JobStar Career Guides <http://www.jobstar.org/tools/career/spec-car.php>

Riley Guide: Explore Career Options <http://www.rileyguide.com/careers.html>

U.S. News & World Report: Best Careers <http://www.usnews.com/sections/business/best-careers>

- Search Job listings Websites and online job banks

Careerbuilder <http://www.careerbuilder.com/> Monster <http://www.monster.com/>

Chimby <http://www.chimby.com>

Search engine scans over 400 websites of career coaches, HR experts and career counselors for the best job search advice.

Indeed.com <http://www.indeed.com/>

Job-Hunt.org <http://www.job-hunt.org>

Summaries of what is available to the job hunter or career- changer.

- Apply for jobs (resumes, interviews, cover letters, thank you notes...

Sample Resumes: Monster.com <http://resume.monster.com/>

Sample Cover Letters in aroj.com <http://www.aroj.com/resume-cover-letters/>

Interview questions <http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

- Adjust to a tight economy, downsizing, and a competitive job market.

State of California Unemployment: <http://www.edd.ca.gov/Unemployment/>

Locate offices [http://www.edd.ca.gov/Office\\_Locator/](http://www.edd.ca.gov/Office_Locator/)

Health Insurance: National: Cobra <http://www.dol.gov/ebsa/COBRA.html>

Rainbow Resource Directory for Los Angeles and Ventura counties

<http://www.resourcedirectory.com/directories/la.htm>

National Department of Labor <http://www.doleta.gov/jobseekers/>

**Veterans** Vet Success <http://vetsuccess.gov/jobs> Jobs database and additional job search links.

United States Department of Veterans Affairs [http://vetsuccess.gov/additional\\_resources](http://vetsuccess.gov/additional_resources)

**Employment and career change resources for people over 50**

Resource Workforce 50.com <http://www.workforce50.com/>

**Government Jobs**

National: Department of Labor <http://www.dol.gov/>

State: California <http://jobs.ca.gov/OEC/index.aspx>

County: Ventura <https://www.venturacountyjcc.org/>

Los Angeles Counties <http://easier.co.la.ca.us/jobs/jobs/applicationscreen.htm>

City: City of Calabasas **Job Openings** Calabasas Chamber of Commerce <http://www.calabasaschamber.com/>

Official Website of the city of Los Angeles <http://www.lacity.org/index.htm#Menu>

Jobs LA <https://www.jobsla.org/>

San Fernando Valley: WorkSource [http://www.worksourcecalifornia.com/centers/locations/san\\_fernando.htm](http://www.worksourcecalifornia.com/centers/locations/san_fernando.htm)

Vocational Training California Apprenticeship Program <http://www.dir.ca.gov/databases/das/aigstart.asp>

California Apprenticeship Coordinators Association <http://www.calapprenticeship.org/>

Volunteer opportunities <http://www.cityofcalabasas.com/volunteer.html>

- Career Test Preparation

**California Educator Credentialing Examinations** Information on CBEST, CSET, CTEL, and RICA programs that enable you to register, find test preparation materials and services.

**Civil Service basic test preparation site from Los Angeles County Human Resources** Scroll down to take a test under Contents; scroll to the end of the page for a link to print practice copies of the tests and resources.