



# CAREER DEVELOPMENT SOLUTIONS

## 2020



Paradigm Education Solutions' career development brand



Paradigm Education Solutions'  
career development brand

Securing stable, rewarding jobs can be difficult for individuals with little work experience or barriers to employment.

We specialize in providing educational courseware and career development resources that can help. Using our solutions, your clients or students can:

- achieve in-demand skills in computer technology, health careers, and accounting.
- prepare for certification exams.
- identify career interests and opportunities.
- navigate today's job market effectively.
- develop in-demand soft skills.
- strengthen financial literacy skills.

## Career Development Solutions

Courseware & Certification Preparation . . . . .	6
Career Exploration . . . . .	14
Job Search . . . . .	20
Career Success . . . . .	32
Offender Reentry . . . . .	37
Military Transitions . . . . .	41
Life Skills . . . . .	42
College Readiness . . . . .	44
Order Information . . . . .	45

For more information about our learning solutions or to request review copies, contact your account manager. Find yours at [JIST.com/Contact/Account-Manager](http://JIST.com/Contact/Account-Manager).

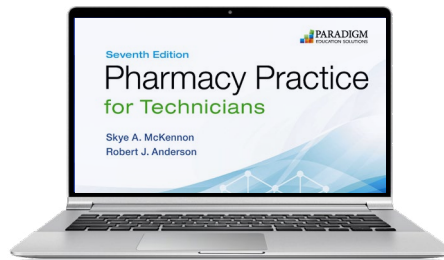
# Match Learning Solutions to Your Clients or Students

Adult learners	See pp. 6–13, 42
Incarcerated individuals and ex-offenders	See pp. 6–13, 17–18, 37–40, 42–43
Individuals with special needs	See pp. 14, 42–44
Job seekers and career changers	See pp. 14–18, 20–30, 32–36, 42–44
Transitioning military	See pp. 17, 21, 41
Youth	See pp. 6–36, 42–44

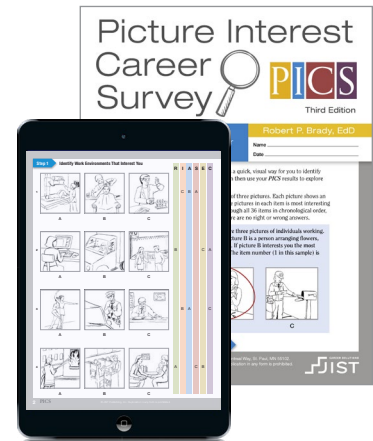
## Check Out New Releases



p. 8



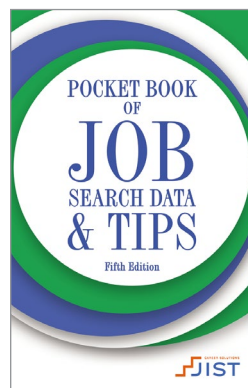
p. 10



p. 14



p. 20



p. 21



p. 38



## Give Students and Clients Access to Online Resources Anytime, Anywhere

Many of our resources are available online to help individuals conveniently and easily:

- explore occupations and develop career goals.
- improve job search skills.
- build essential soft skills and life skills.

Administrators and educators using our online resources will leverage a suite of tools and reporting functionality to more efficiently identify and address their clients' or students' needs and goals. They will:

- save time.
- access real-time reporting on client or student activity.
- gain flexibility to serve individuals on-site or online.
- use a suite of tools to tailor guidance to individual needs.
- receive unparalleled implementation training and technical support.

Connect with your account manager to request a demo.  
Visit [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).



## Collect Data

Our learning platforms provide advanced, real-time reporting functionality that offer administrators and educators touchpoints for tracking every client or student interaction. We provide:

- better insight into individuals' activities and needs—helpful for customizing employment plans.
- exportable data for demonstrating service delivery and fulfillment of program requirements.
- information that supports staff collaboration and transitions.
- time-saving measures to accelerate the timeline of client service delivery.

Grades for Mateo Perez	
Arrange by	Due Date
Name	
Creating and Using Templates	
Dress and Groom for Career Success	
Keys to Getting Hired: Ace the Interview and Get the Job	
Keys to Getting Hired: Job Search Steps That Get Results	
Keys to Getting Hired: Resumes and Cover Letters That Work	

## Control Content

Our assessments, videos, and eBooks are tailored to the needs of hard-to-employ populations and students, delivering the information and guidance they need most in formats that will resonate the fastest. Administrators and educators have full autonomy over instructional content with assessment measures to evaluate individuals' understanding. We offer:

- content written at an eighth-grade reading level.
- resources for special needs and ESL individuals.
- contemporary videos and picture-based tools for visual learners.
- a streamlined online environment that eliminates ads and distractions.



## Create Individualized Plans

Leverage our online tools to create individualized employment plans and access resources that address the objectives of those plans. We provide:

- periodic triggers that prompt individuals to self-reflect and take action.
- insight on an individual's goals, priorities, and experiences.
- information about an individual's barriers and education or training needs.
- instructional content on numerous career development and life skills topics.

A screenshot of the Career Intake & Counseling Scale (CICS) interface. The header features the CICS logo and the name "John J. Liptak, EdD". Below the logo is the title "Career Intake & Counseling Scale" and the subtitle "Setting Goals for Attaining Career Success". The main content area is titled "Step 5: Develop Your Career Success Plan" and includes instructions for developing a Career Success Action Plan. It contains two sections for "Personal Barriers Goal #1" and "Personal Barriers Goal #2", each with three input fields for "Step 1", "Step 2", and "Step 3". At the bottom, there are navigation buttons for "< Back", "Save", and "Next >".

# Upskill Your Staff with Customized Training

We provide on-site and web-based training for new hires and experienced practitioners who need to refresh their skills.

We offer customizable and cost-effective training for workforce practitioners who serve:

- adults with employment barriers or special needs.
- youth.
- formerly incarcerated individuals.
- veterans.



Delivered on-site or in webinars, our training provides workforce practitioners with skills and techniques they can immediately implement on the job to more effectively serve and advise their clients.

## Training Topics

- Employment barriers
- Soft skills and professionalism
- Career planning techniques
- Job search strategies
- Skills identification and development
- Job applications, resumes, and cover letters
- Interview preparation
- Case management tools and techniques
- Best practices for administering JIST resources



## Tried-and-True Expertise

Our trainers have decades of experience and first-hand knowledge about the challenges of today's workforce professionals.

## Customized Training

Tailor your training to address topics or skills relevant to your team's needs.

## Take-Away Tools

Participants receive a digital suite of complimentary resources and a certificate of completion.

Connect with your account manager to request a quote.  
Visit [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).





## Cirrus for Microsoft® Office and Computer Concepts

Cirrus is the next-generation learning solution for *Microsoft® Office 365*, 2019 Edition, and computer concepts. Cirrus seamlessly delivers complete course content in a cloud-based learning environment that puts students on the fast track to success on the first day of class and beyond.

Rising above status quo training and assessment platforms, Cirrus delivers a personalized digital learning experience, providing a suite of tools to help students develop skills mastery.

### See What Educators Love about Cirrus

- No installations required—not even Microsoft Office
- Accessible on PCs, Macs, and Chromebook computers—anytime, anywhere
- Watch and Learn Lessons provide videos and text-based instructions to show students exactly how to perform chapter activities or skills
- Immediate personalized feedback allows students to easily pinpoint and self-correct errors
- White-glove technical support, plus onboarding preparation

### Browse Cirrus Courseware

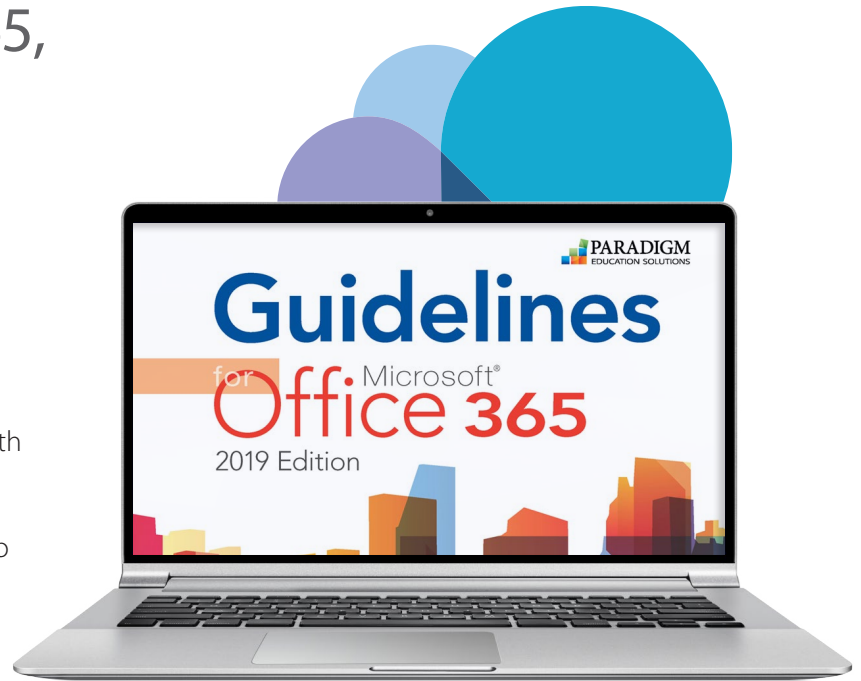
Cirrus delivers complete course content for:

- *Guidelines for Microsoft® Office 365*, 2019 Edition (see p. 7)
- *Marquee Series 365*, 2019 Edition (see p. 7)
- *Benchmark Series 365*, 2019 Edition (see p. 8)
- *Sequin Series 365*, 2019 Edition (see p. 8)
- *Computers: Understanding Technology*, Seventh Edition (see p. 9)
- *Our Digital World*, Fifth Edition (see p. 9)

# NEW! Guidelines for Microsoft® Office 365, 2019 Edition

Anita Verno, Bergen Community College;  
and Jan Marrelli  
© 2020 | 528 pages

Delivered through Cirrus, this courseware teaches the essentials of Office using a clear, easy-to-follow instructional approach. Two- and four-page skill activities list instructional steps on one page and display large screen captures of the steps on the other. Paired with every activity is an interactive tutorial that demonstrates what the student is to learn. The instruction follows an engaging scenario involving an online periodical for which students complete tasks related to writing feature articles, preparing fact sheets, creating budgets, planning advertising campaigns, and more.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).

# NEW! Marquee Series 365, 2019 Edition

Nita Rutkosky; Audrey Roggenkamp, Pierce College Puyallup; and Ian Rutkosky, Pierce College Puyallup  
© 2020 | Page counts vary by course

*The Marquee Series* prepares students to work with Microsoft® Office 365 in a business setting or for personal use. Incorporating an accelerated, step-by-step, project-based approach, this program builds student competency in the features found in the 2019 versions of Word, Excel, Access, and PowerPoint.

Lessons, tutorials, exercises, and projects can be assigned and scheduled with results that report to a grade book to track student progress and achievement.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).



## NEW! Benchmark Series 365, 2019 Edition

Nita Rutkosky; Audrey Roggenkamp, Pierce College Puyallup;  
Ian Rutkosky, Pierce College Puyallup; and Jan Davidson,  
Lambton College

© 2020 | Page counts vary by course

### Covers Microsoft® Office Specialist certification exam objectives

The *Benchmark Series* is designed for students to develop a mastery skill level in Microsoft® Word, Excel, Access, and PowerPoint. Its graduated, three-level instructional approach moves students to analyze, synthesize, and evaluate information. Multi-part, projects-based activities build skill mastery and require independent problem solving, challenging students to execute strategies they will encounter in today's workplace.

Complete course content is delivered in the Cirrus learning environment. Lessons, tutorials, exercises, and projects can be assigned and scheduled with results that report to a grade book to track student progress and achievement.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).

## NEW! Seguin's COMPUTER Series 365, 2019 Edition

Denise Seguin, Fanshawe College

© 2020 | Page counts vary by course

Ideal for digital literacy courses, this comprehensive program is delivered through the Cirrus learning environment to give instructors and learners a seamless transition from concepts to applications coverage. Students will learn Microsoft® Office applications in a way that saves time and makes the best use of the available feature set, while learning the latest computer concepts. This solution has been designed and organized to provide a fresh look at the skills a student should know to be successful in today's world.

Seguin's versatile content can be split for concepts-only or applications-only coverage!



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).

# NEW! Computers: Understanding Technology, Seventh Edition

Lisa A. Bucki; Faithe Wempen; Floyd Fuller; and Brian Larson  
© 2020 | Comprehensive: 680 pages | Brief: 288 pages

*Computers: Understanding Technology* is a competency-based, objective-driven program that challenges students to develop the tech skills needed for job survival and career growth. It introduces basic concepts in computer and information technology, including hardware, software, networks, and the internet. Its embedded interactivity and responsive design guide students to become active learners. From quizzes that test students' competency on a learning objective, to diverse digital learning resources, this courseware prepares students for today's workplace.

This courseware is available in comprehensive and brief versions. Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments that report to a grade book to track student progress and achievement.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).

# NEW! Our Digital World, Fifth Edition

Karen Lankisch, University of Cincinnati; Nancy Muir;  
Denise Seguin, Fanshawe College; and Anita Verno, Bergen  
County Community College  
© 2020 | 296 pages

*Our Digital World* uses a contemporary approach to traditional computer concepts learning by integrating text and engaging technologies. It connects concepts learning with the way individuals use today's various online technology through a web-centric experience. Students view videos of chapter content, work with interactive tools, connect with classmates through blogs, and explore online resources to discover where technology is headed.

Complete course content is delivered in the Cirrus learning environment through a series of scheduled assignments that report to a grade book to track student progress and achievement.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).

# NEW! Pharmacy Technician Series

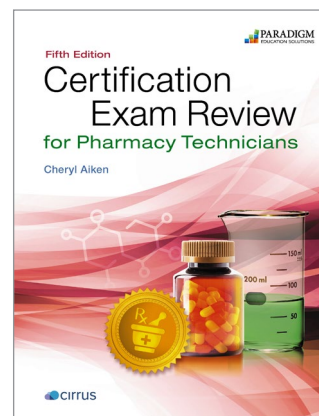
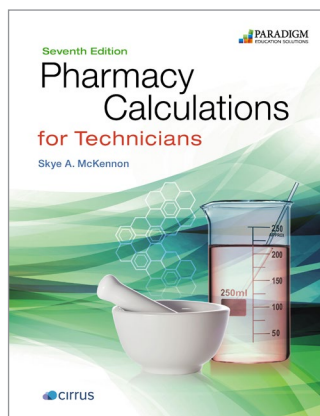
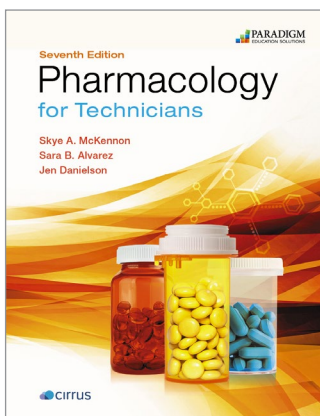
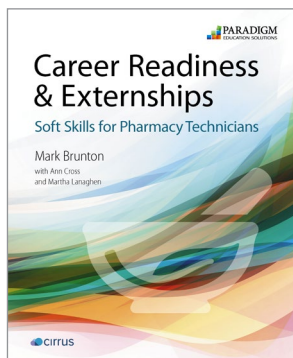
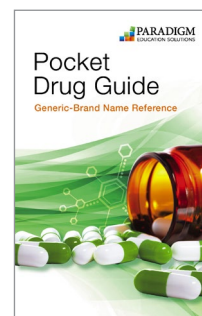
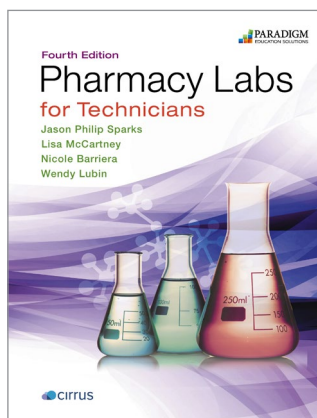
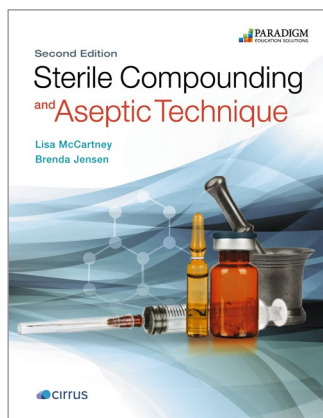
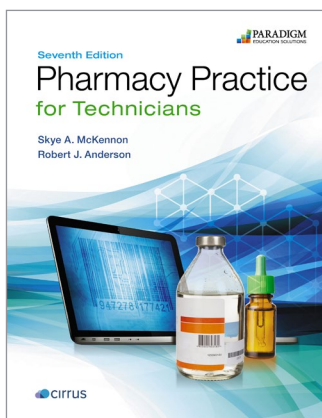
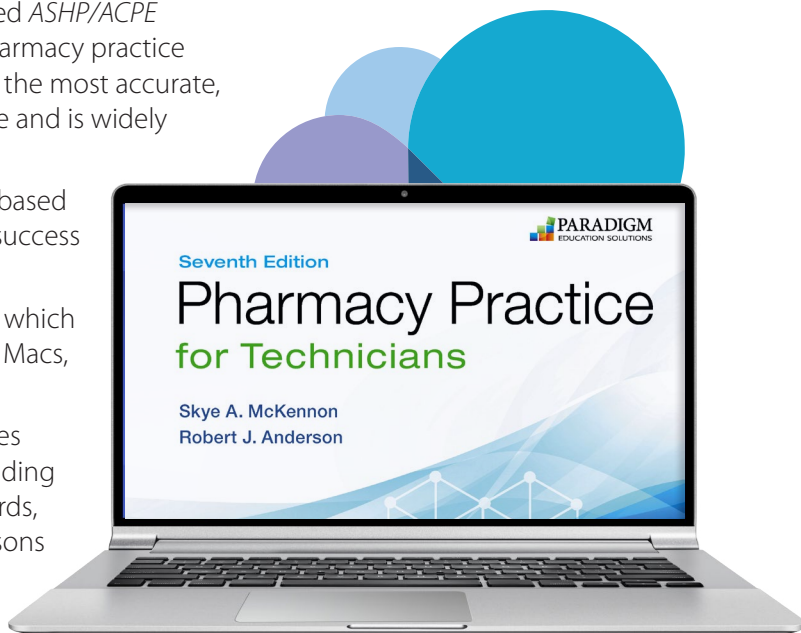
© 2021 | Page counts vary by course

Our *Pharmacy Technician Series* aligns with the revised *ASHP/ACPE Accreditation Standards* to build students' skills in pharmacy practice and sterile compounding. Our courseware provides the most accurate, up-to-date, and comprehensive instruction available and is widely used in pharmacy technician programs nationwide.

Each new edition includes access to Cirrus, a cloud-based learning environment designed to elevate student success and improve instructor efficiency.

Cirrus seamlessly delivers complete course content, which students can access anytime, anywhere—from PCs, Macs, and Chromebooks.

To strengthen student understanding, Cirrus provides interactive, independent learning experiences, including online activities, quizzes, practice problems, flash cards, exams, and assessments. New Watch and Learn Lessons include video and text to help students clearly comprehend concepts or develop skills.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](http://JIST.com/Contact/Account-Manager).



# Exploring Electronic Health Records, Second Edition

Darline Foltz, BS, RHIA, and Karen Lankisch, PhD, RHIA CEHRS  
© 2018 | 432 pages

This up-to-date and approachable courseware teaches students about electronic health records across a variety of delivery systems, making it ideal for all allied health students, regardless of their career focus.

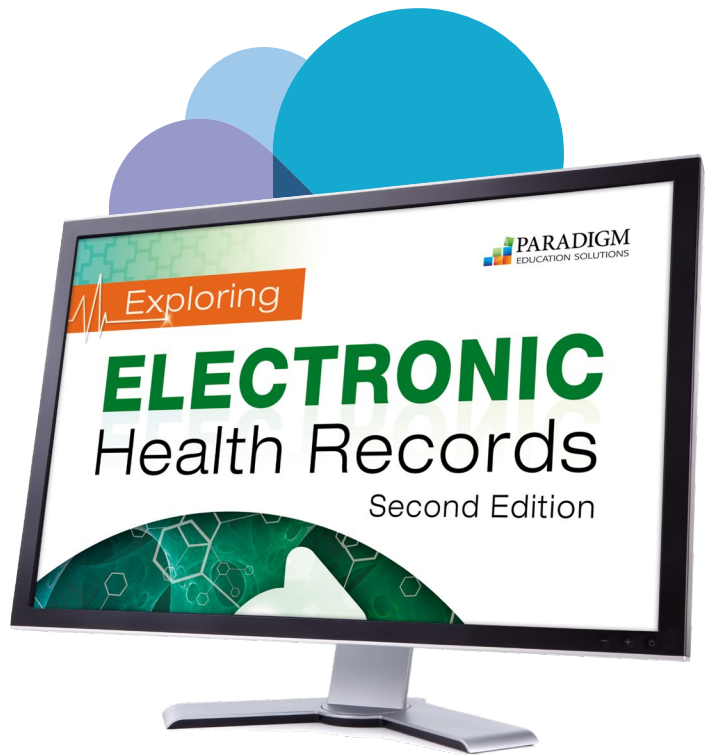
To meet the needs of different types of learners, *Exploring Electronic Health Records* includes a wealth of images and figures, plus hands-on exercises such as interactive tutorials, assessments using a realistic EHR system, presentations, web research, and more.

New chapters address cutting-edge topics in the health information technology and allied health fields.

## Includes Access to the EHR Navigator, Powered by Cirrus

This interactive, web-based program:

- provides students with hands-on EHR skills training.
- replicates professional practice, preparing students for work across different types of healthcare facilities, including inpatient and outpatient settings.
- gives students unlimited practice in all areas of EHRs.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](http://JIST.com/Contact/Account-Manager).



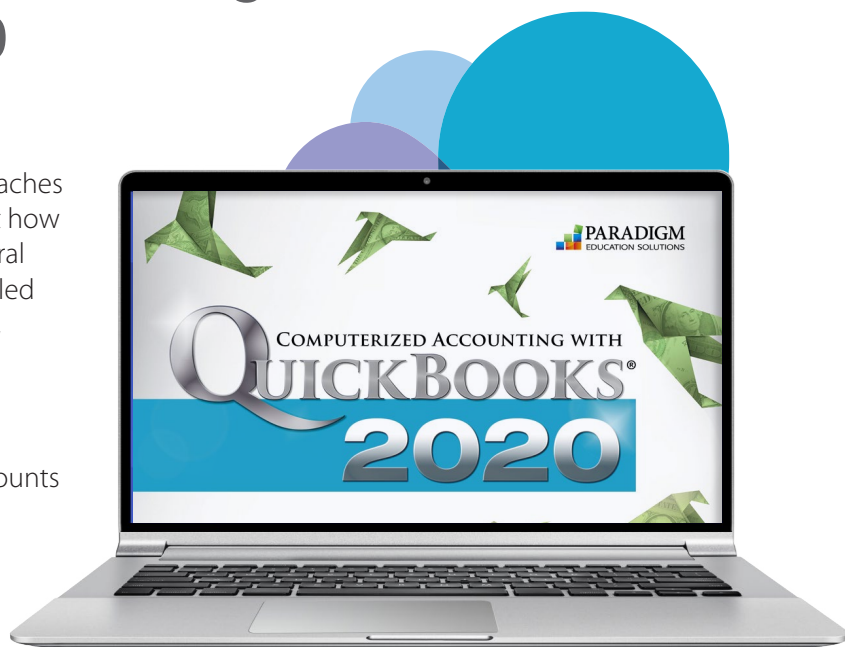
# NEW! Computerized Accounting with QuickBooks® 2020

Kathleen Villani and James B. Rosa  
© 2021 | 608 pages

*Computerized Accounting with QuickBooks® 2020* teaches both the accountant and non-accountant student how to use QuickBooks®, one of the most popular general ledger software packages available. Through detailed step-by-step explanations and hands-on exercises, students get ample opportunities to practice and master accounting concepts.

After completing the courseware, students will understand how to create a company file, run accounts receivable and accounts payable, manage time-tracking and payroll, track inventory and fixed assets, manage budgets, maintain ledgers and journals, and create reports.

The online course, delivered in the Cirrus learning environment, provides video tutorials, automatically graded quizzes and exams, and a tool for automatic scoring of case problem reports.



Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).





# **NEW!** Paradigm Keyboarding & Applications, Using Microsoft® Word 2019, Seventh Edition

Audrey Roggenkamp, Pierce College Puyallup  
© 2020

Ideal for adult education programs, this courseware and its Online Lab give students the tools they need to master keyboarding. Students can improve their speed and accuracy through timings and drills while developing fundamental skills in Microsoft® Word 2019.

The Online Lab, Paradigm's learning management system, helps educators easily deliver keyboarding courses, track student performance, and communicate with students. The program:

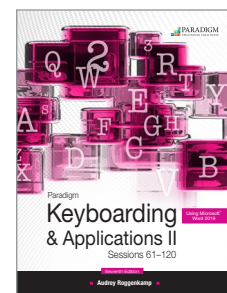
- features live-in-the-application word processing using Microsoft® Word 2019.
- provides instructors with additional feedback on speed for the production documents.
- includes videos that demonstrate proper finger positioning.
- incorporates diagnostic analysis that identifies keys that students struggle with and provides students with practice resources for those keys.
- includes a grade book for assigning, grading, tracking student progress, and downloading results.



167 pages



522 pages

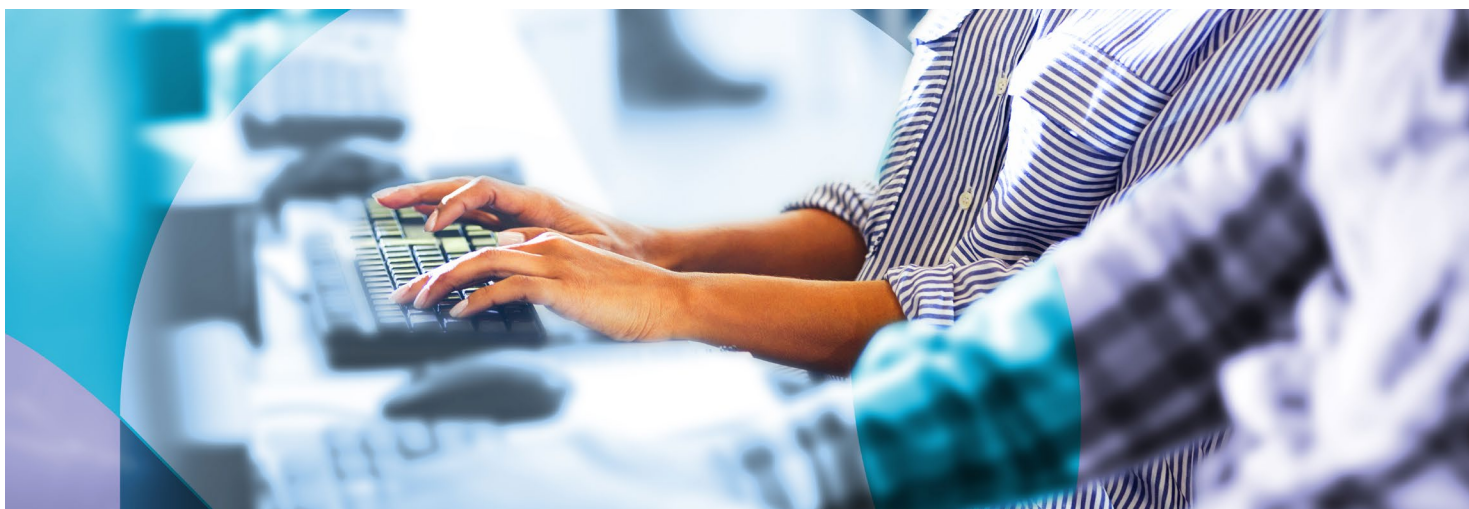


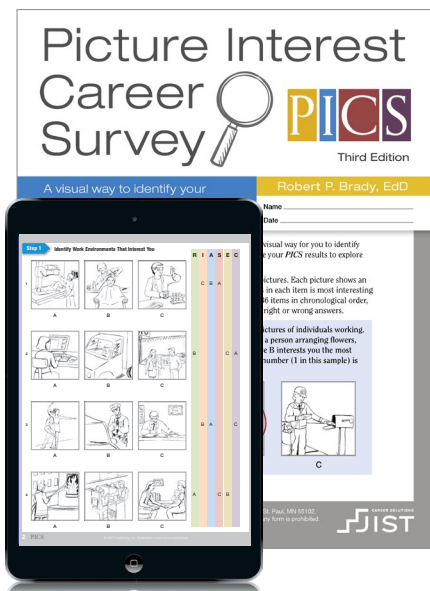
480 pages

## The Online Lab allows instructors to:

- modify all words per minute and error goals to cater to classes or individual students.
- customize courses and decide which sessions to teach and when to teach them.

Contact your account manager for order information.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).





## NEW! Picture Interest Career Survey, Third Edition

Robert P. Brady, EdD  
© 2020 | 12 pages

**Recommended for ELL students and adult literacy programs**

This assessment helps individuals identify occupational interests by using pictures of people at work rather than text-based descriptions. Test takers are presented with 36 question items consisting of three pictures each and then must choose which of the three portrayed work environments seems most interesting. Based on the pictures selected, *PICS* creates a profile of the individual that leads directly to career information and potential job matches.

The assessment takes less than 15 minutes to complete and score and is suited to all genders and people from all backgrounds. It can be self-administered and self-scored, given individually or in groups, and is ideally suited to today's changing workforce.

*PICS* uses the most widely accepted occupational coding system—RIASEC. The *people, data, things, and ideas* interest categories and work tasks are also represented.

This edition includes streamlined instructions, an updated design, and a few modified pictures for greater clarity. A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Picture Interest Career Survey			
Print (Package of 25)	978-1-63332-357-5	1–9 pkgs	\$68.95/pkg
		10+ pkgs	\$65.95/pkg
*Online	978-1-63332-049-9	25 attempts	\$68.95
Print sample	978-1-63332-356-8	Single copy	FREE
*Online sample	JST000920	Single attempt	FREE

\*Access code delivered via email.







## O\*NET Career Interests Inventory, Third Edition

Based on the O\*NET Interest Profiler developed by the U.S. Department of Labor  
© 2012

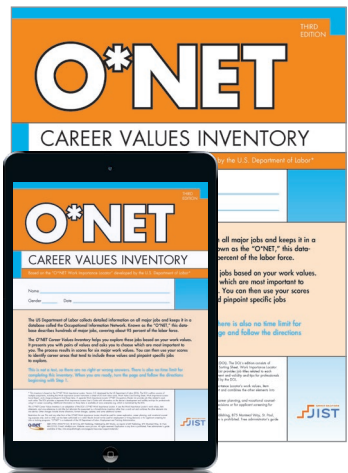
The U.S. Department of Labor's Occupational Information Network (O\*NET) database collects detailed information on 95% of the labor force's major jobs. This assessment helps individuals identify which of these jobs align with their interests. Individuals will rate whether they like or dislike various activities. After scoring their responses, individuals will gain insight into career areas that suit their interests and can pinpoint specific jobs to explore.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

### O\*NET Career Interests Inventory

Print (Package of 25)	978-1-59357-912-8	1-9 pkgs	\$68.95/pkg
		10+ pkgs	\$65.95/pkg
*Online	978-1-63332-214-1	25 attempts	\$68.95
Print sample	JST000714	Single copy	FREE
*Online sample	JST001205	Single attempt	FREE

\*Access code delivered via email.



## O\*NET Career Values Inventory, Third Edition

Based on the O\*NET Work Importance Locator developed by the U.S. Department of Labor  
© 2012

This assessment helps individuals match their work values to O\*NET job titles. Consisting of just 36 items and taking less than 20 minutes to complete, the inventory scores into six work values identified most important by the U.S. Department of Labor: achievement, independence, recognition, relationships, support, and working conditions.

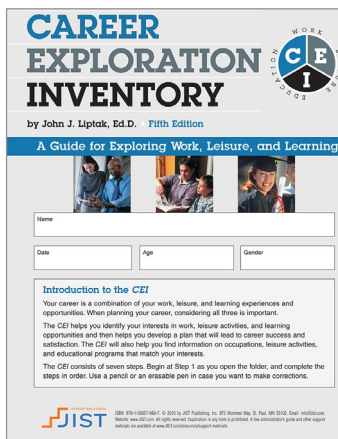
After individuals have identified their most important work values, the inventory helps them connect their results to careers organized by both values and preparation required (using the DOL's five "job zones"). In-depth suggestions for further research and a job information worksheet help individuals explore those careers.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

### O\*NET Career Values Inventory

Print (Package of 25)	978-1-59357-913-5	1-9 pkgs	\$68.95/pkg
		10+ pkgs	\$65.95/pkg
*Online	978-1-63332-213-4	25 attempts	\$68.95
Print sample	JST000715	Single copy	FREE
*Online sample	JST001203	Single attempt	FREE

\*Access code delivered via email.



## Career Exploration Inventory, Fifth Edition

John J. Liptak, EdD  
© 2015

Individuals can explore and plan three major areas of their life—work, leisure activities, and learning—with this assessment. Individuals will reflect on 128 activities and consider their past, present, and future interest in them. Scores connect to 16 career interest areas with related jobs, education and training options, and leisure activities listed for each interest area.

Additional information helps individuals focus on their top interest areas as they ponder their future plans.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).

### Career Exploration Inventory

Print (Package of 10)	978-1-59357-980-7	1–9 pkgs 10+ pkgs	\$69.95/pkg \$66.95/pkg
Print sample	JST000804	Single copy	FREE



## Career Exploration Inventory EZ, Second Edition

John J. Liptak, EdD  
© 2011

The *CEI-EZ* is the perfect interest inventory if you have limited administration time or work with individuals who need an easy-to-read format. Like the best-selling *Career Exploration Inventory (CEI)*, the *CEI-EZ* guides individuals in exploring and planning three major areas of life—work, leisure activities, and learning. The *CEI-EZ* has fewer items and five steps, making the benefits of the *CEI* accessible to everyone.

With the *CEI-EZ*, individuals reflect on 96 activities and consider their past, present, and future interest in them. Scores connect to 16 career interest areas based on the U.S. Department of Education career clusters. Related jobs, education and training options, and leisure activities are listed for each interest area. An action plan helps individuals focus on their top interest areas and consider short- and long-range goals.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).

### Career Exploration Inventory EZ

Print (Package of 25)	978-1-59357-882-4	1–9 pkgs 10+ pkgs	\$64.95/pkg \$61.95/pkg
*Online	978-1-63332-033-8	25 attempts	\$64.95
Print sample	CEIEZ2SAM	Single copy	FREE
*Online sample	JST000894	Single attempt	FREE

\*Access code delivered via email.

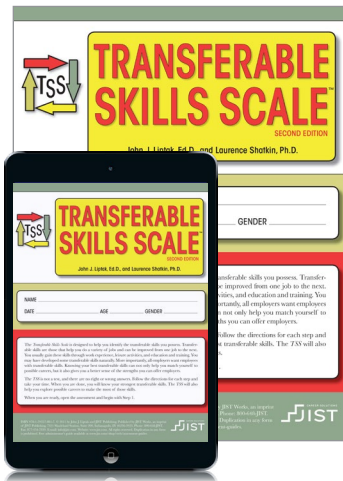
## Transferable Skills Scale, Second Edition

John J. Liptak, EdD, and Laurence Shatkin, PhD  
© 2011

This brief assessment identifies individuals' strongest transferable skills. Based on the data, people, things, and ideas model used extensively by career counselors and the U.S. Department of Labor, the *TSS* asks users to rate their skill levels on 96 tasks. The resulting score helps define their skill levels in eight categories: analytical, numerical, interpersonal, organizational, physical, informational, communicative, and creative.

Each skill set is also specifically linked to O\*NET job titles, and an occupational exploration worksheet helps individuals further research jobs that match their transferable skills.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).



### Transferable Skills Scale

Print (Package of 10)	978-1-59357-881-7	1-9 pkgs	\$68.95/pkg
		10+ pkgs	\$65.95/pkg
*Online	978-1-63332-034-5	25 attempts	\$68.95
Print sample	TSS2SAM	Single copy	FREE
*Online sample	JST000895	Single attempt	FREE

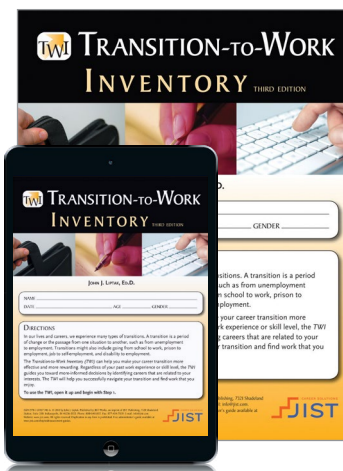
\*Access code delivered via email.

## Transition-to-Work Inventory, Third Edition

John J. Liptak, EdD  
© 2011

With this assessment, job seekers with little or no work experience can identify job options and make their career transitions more effective and rewarding. Individuals will review a list of 96 non-work activities and rate how much they like each one. Simple self-scoring allows them to connect their answers to the 16 career clusters, which then lead to a list of related jobs, self-employment options, and paths for education and training.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

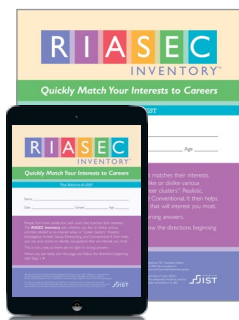


### Transition-to-Work Inventory

Print (Package of 10)	978-1-59357-916-6	1-9 pkgs	\$69.95/pkg
		10+ pkgs	\$66.95/pkg
*Online	978-1-63332-216-5	25 attempts	\$69.95
Print sample	JST000713	Single copy	FREE
*Online sample	JST001208	Single attempt	FREE

\*Access code delivered via email.





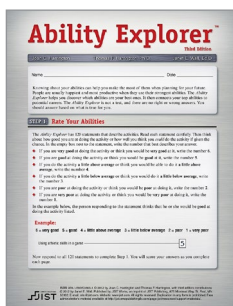
## RIASEC Inventory

The Editors at JIST | © 2008

This assessment gives students a fast and informative way to explore occupations based on their interests. Using the RIASEC system developed by John Holland—the most widely used occupational-interest coding system available—this inventory allows students to identify their job interests by responding to 72 work-activity statements. Next, they are guided through the process of matching those interests to potential careers and are given suggestions for further research.

RIASEC Inventory			
Print (Package of 25)	978-1-59357-653-0	1–9 pkgs 10+ pkgs	\$56.95/pkg \$53.95/pkg
*Online	978-1-63332-036-9	25 attempts	\$56.95
Print sample	RIASECSAM	Single copy	FREE
*Online sample	JST000897	Single attempt	FREE

\*Access code delivered via email.



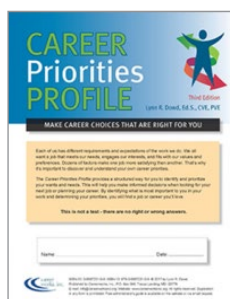
## Ability Explorer, Third Edition

Joan C. Harrington, Thomas F. Harrington, PhD, and Janet E. Wall, EdD | © 2012

This assessment ranks a person's strengths in the 12 abilities important in today's workplace. In less than 30 minutes, individuals learn their strongest abilities, plus related careers for developing and using these abilities.

Individuals are asked to read each statement and then indicate how good they are or would be at doing the activity. They then progress through steps that show the abilities they are best at and are presented with career choices that match their abilities.

Ability Explorer			
Print (Package of 25)	978-1-59357-883-1	1–9 pkgs 10+ pkgs	\$72.95/pkg \$69.95/pkg
Print sample	AE3ESAM	Single copy	FREE

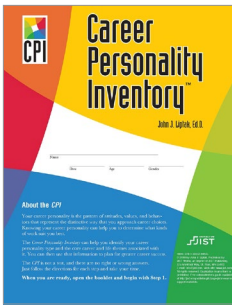


## Career Priorities Profile, Third Edition

Lynn R. Dowd, EdS, CVE, PVE | © 2017

This assessment provides a structured method for career exploration that leads individuals to identify whether their chosen careers are compatible with their personal and work priorities. The CPP contains steps in which individuals gather information about their preferences in regard to work, prioritize them, and relate those priorities to their careers of interest. The final step of the CPP involves an analysis of the information gathered and goal planning.

Career Priorities Profile			
Print (Package of 25)	978-1-63332-243-1	1–9 pkgs 10+ pkgs	\$56.95/pkg \$53.95/pkg
Print sample	CPP3ESAM	Single copy	FREE

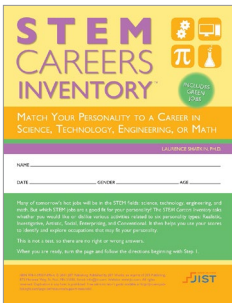


## Career Personality Inventory

John J. Liptak, EdD | © 2010

This assessment helps individuals identify their career personality type and the core career and life themes associated with it. Individuals can use their results to make more informed career choices and plans for greater career success.

Career Personality Inventory			
Print (Package of 25)	978-1-59357-806-0	1–9 pkgs	\$61.95/pkg
		10+ pkgs	\$58.95/pkg
Print sample	CPISAM	Single copy	FREE

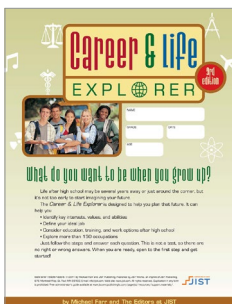


## STEM Careers Inventory

Laurence Shatkin, PhD | © 2011

This assessment helps individuals identify which STEM jobs are a good fit for their personalities. The *STEM Careers Inventory* asks individuals whether they like or dislike various activities related to the RIASEC personality types. Then the assessment helps individuals use their scores to identify and explore occupations that may fit their personalities.

STEM Careers Inventory			
Print (Package of 25)	978-1-59357-895-4	1–9 pkgs	\$61.95/pkg
		10+ pkgs	\$58.95/pkg
Print sample	SCISAM	Single copy	FREE



## Career & Life Explorer, Third Edition

Michael Farr and The Editors at JIST | © 2011

Ideal for young people, this assessment helps individuals:

- identify their key interests, values, and abilities.
- define their ideal job and explore more than 150 occupations.
- consider education, training, and work options after high school.

Career & Life Explorer			
Print (Package of 25)	978-1-59357-830-5	1–9 pkgs	\$61.95/pkg
		10+ pkgs	\$58.95/pkg
Print sample	CLE3SAM	Single copy	FREE



# NEW! Getting the Job You Really Want, Seventh Edition

Michael Farr  
© 2021 | 240 pages

This complete courseware provides the core job search guidance that thousands of schools, colleges, and workforce development programs have used successfully for many years—plus new and enhanced content!

Helpful advice and interactive worksheets lead individuals to:

- describe their skills.
- create outstanding resumes.
- prepare for interviews.
- meet employers' expectations.

They'll also learn how to keep their jobs and advance their careers with up-to-date content on soft skills, etiquette, ethics, personal finance, internet basics, and more.

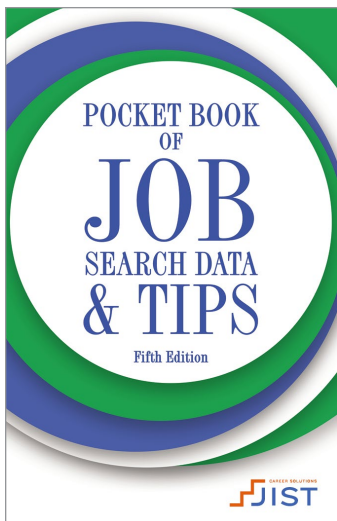
New content includes hands-on guidance for using technology in the job search, techniques for networking online and in person, and tips for maintaining flexibility in an ever-changing work world.

## Administer Online through Cirrus

Cirrus integrates all the classic content of the *Getting the Job* workbook in a cloud-based learning environment that includes videos, mini-inventories, and a variety of rich, interactive activities that motivate users to improve their job search skills. Individuals complete training independently on- or off-site and at their own pace while facilitators monitor their progress.

Getting the Job You Really Want			
Print workbook	978-1-63332-361-2	Single copy	\$33.95
*Online through Cirrus	978-1-63332-364-3	1-year access per user	\$23.95
Trial Access through Cirrus		10-day access	FREE
*Instructor's Resources	978-1-63332-363-6	6-year license	\$73.95

\*Access code delivered via email.



## **NEW!** Pocket Book of Job Search Data & Tips, Fifth Edition

The Editors at JIST  
© 2021 | 32 pages

### Fits conveniently in pockets and purses

This booklet provides an easy way to store job search information, as well as a quick reference of the essential job search tips every job seeker needs to have.

Content includes worksheets for documenting job qualifications, including:

- work history
- degrees and certifications
- military experience
- training and workshops
- clubs and associations
- hard and soft skills

Readers gain tips for completing applications, preparing resumes, acing interviews, finding job leads, and meeting employer expectations. The booklet also features a sample thank-you note, an interview checklist, and a list of helpful websites and other resources. Newly added are tips on phone and videoconference interviewing, a list of things employers should *not* ask, and advice for using social networking in the job search.

#### Pocket Book of Job Search Data & Tips

Print (Package of 25)	978-1-63332-384-1	1-9 pkgs	\$66.95/pkg
		10+ pkgs	\$63.95/pkg
Print sample	JST001458	Single copy	FREE





## Barriers to Employment Success Inventory, Fifth Edition

John J. Liptak, EdD | © 2019

This best-selling assessment helps individuals identify troublesome barriers preventing them from finding jobs and succeeding at work. Using this assessment, test takers rate 50 simple statements covering five categories: personal and financial, emotional and physical, career decision-making and planning, job-seeking knowledge, and education and training. Once individuals identify their barriers, the *BESI* suggests ways to overcome them and helps individuals complete an action plan.

Self-scoring and self-interpreting, the *BESI* makes an ideal screening tool for administrators and counselors who need fast results.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Aligns with *Overcoming Barriers to Employment Success* (see below).

Barriers to Employment Success Inventory			
Print (Package of 25)	978-1-63332-320-9	1–9 pkgs 10+ pkgs	\$70.95/pkg \$67.95/pkg
*Online	978-1-63332-322-3	25 attempts	\$70.95
Print sample	978-1-63332-319-3	Single copy	FREE
*Online sample	JST001379	Single attempt	FREE

\*Access code delivered via email.



## Overcoming Barriers to Employment Success, Second Edition

John J. Liptak, EdD | © 2015 | 98 pages

To help job seekers move beyond their employment barriers, this workbook provides worksheets, checklists, tips, and journaling exercises. Job seekers will:

- learn to overcome personal, physical, financial, and emotional barriers.
- discover more effective ways to find work.
- explore education and training options.
- make better decisions and develop a career plan.

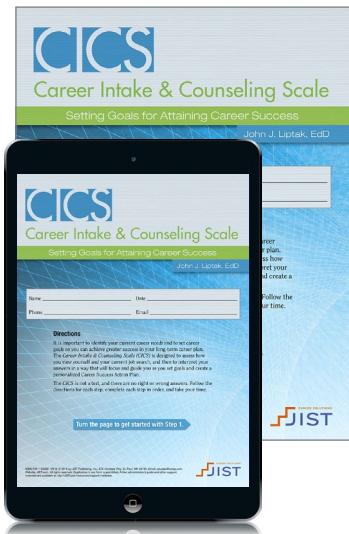
A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Aligns with *Barriers to Employment Success Inventory* (see above).

Overcoming Barriers to Employment Success			
Print workbook	978-1-63332-030-7	Single copy	\$22.95
*eBook	978-1-63332-031-4	1-year access per user	\$19.95
*eBook sample	JST000910	10-day access	FREE

\*Access code delivered via email.





## Career Intake & Counseling Scale

John J. Liptak, EdD | © 2016

This intake assessment quickly identifies clients' most urgent career development needs, helping workforce professionals tailor case management plans to address those needs. The *CICS* measures clients' concerns on personal barriers, education and training, career development, the job search, and job transition.

Individuals taking the assessment will review recommended activities for overcoming employment barriers and enhancing their career development. They will also craft a Career Success Action Plan for identifying their top goals and steps for attaining them.

Essential for workforce professionals, this structured, time-saving tool aids in client evaluation, case conceptualization, and goal development.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Career Intake & Counseling Scale			
Print (Package of 25)	978-1-63332-130-4	1-9 pkgs 10+ pkgs	\$66.95/pkg \$63.95/pkg
*Online	978-1-63332-132-8	25 attempts	\$66.95
Print sample	978-1-63332-129-8	Single copy	FREE
*Online sample	JST001070	Single attempt	FREE

\*Access code delivered via email.



## Re-Employment Success Inventory

John J. Liptak, EdD | © 2016

Dealing with job loss is difficult, and every individual reacts in a different way.

With this assessment, you can help your clients identify how they are effectively coping with unemployment and how they are not. Your clients will also develop skills and learn strategies for quickly reentering the workforce.

The *RESI* addresses five major stress-related areas of unemployment:

- stress management
- money management
- social support
- job search
- career planning

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Re-Employment Success Inventory			
Print (Package of 25)	978-1-63332-060-4	1-9 pkgs 10+ pkgs	\$66.95/pkg \$63.95/pkg
*Online	978-1-63332-061-1	25 attempts	\$66.95
Print sample	JST000953	Single copy	FREE
*Online sample	978-1-63332-059-8	Single attempt	FREE

\*Access code delivered via email.



## Job Search Attitude Inventory, Fifth Edition

John J. Liptak, EdD | © 2015

This assessment helps individuals identify their attitudes about looking for a job and offers suggestions for becoming more active and self-directed in the job search.

The *JSAI* asks job seekers whether they agree or disagree with 40 statements about the job search process. Users will profile their scores in five categories: luck vs. planning, uninvolved vs. involved, help from others vs. self-help, passive vs. active, and optimistic vs. pessimistic.

The assessment helps individuals identify mental and attitudinal barriers that might be keeping them from finding work and leads them to discover strategies for improving their attitudes and revitalizing their job searches.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Job Search Attitude Inventory			
Print (Package of 25)	978-1-59357-982-1	1–9 pkgs 10+ pkgs	\$69.95/pkg \$66.95/pkg
*Online	978-1-63332-037-6	25 attempts	\$69.95
Print sample	JST000808	Single copy	FREE
*Online sample	JST000898	Single attempt	FREE

\*Access code delivered via email.



## Job Search Knowledge Scale, Third Edition

John J. Liptak, EdD | © 2015

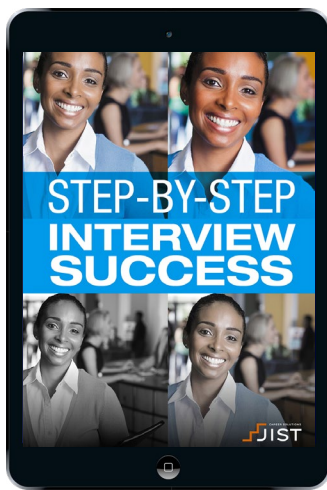
This assessment provides a quick, easy way to measure clients' job search knowledge in five areas: identifying job leads through both the visible and hidden job markets; directly applying to employers through phone contacts and job applications; writing resumes and cover letters; interviewing; and following up, including accepting offers and negotiating salaries.

The *JSKS* also provides space for a job search journal and for setting goals, as well as guidance on the job search methods that work best to help users achieve employment more quickly.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Job Search Knowledge Scale			
Print (Package of 25)	978-1-59357-981-4	1–9 pkgs 10+ pkgs	\$69.95/pkg \$66.95/pkg
*Online	978-1-63332-038-3	25 attempts	\$69.95
Print sample	JST000806	Single copy	FREE
*Online sample	JST000899	Single attempt	FREE

\*Access code delivered via email.



## Step-by-Step Interview Success

© 2018 | 30 minutes

Help individuals prepare for the interview process from start to finish with this comprehensive video, filled with expert advice and realistic scenarios.

Viewers will learn valuable strategies for excelling at each step of the interview, including advanced preparation and research, making a positive first impression, answering difficult interview questions, following up effectively, and considering a job offer.

The video will help viewers see how every step of the interview process is an opportunity for them to showcase their skills and personality and to stand apart from the competition.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

This video aligns with the *Job Interview Success Workbook* (see p. 26).

Step-by-Step Interview Success			
DVD	978-1-63332-239-4		\$160.95
*Online	978-1-63332-237-0	1-year license	\$160.95
*1-year license renewal	978-1-63332-238-7	1-year license	\$25.00
*Trial access	JST001254	5-day access	FREE

\*Access code delivered via email.



## Winning Answers to Common Interview Questions

© 2018 | 30 minutes

Interviewers have thousands of potential questions they might ask, but there are several key questions that seem to come up again and again. This video provides detailed, practical strategies for tackling many of the most common—and some of the more difficult—questions job seekers are likely to face, from “Tell me about a time when” scenarios to questions about soft skills, personal goals, and gaps in work history.

Each question is accompanied by example answers—both positive and negative—to give viewers a feel for how to best approach them. In addition, viewers are coached on how to formulate a step-by-step strategy that will allow them to answer any question that comes their way.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

This video aligns with the *Job Interview Success Workbook* (see p. 26).

Winning Answers to Common Interview Questions			
DVD	978-1-63332-236-3		\$160.95
*Online	978-1-63332-234-9	1-year license	\$160.95
*1-year license renewal	978-1-63332-235-6	1-year license	\$25.00
*Trial access	JST001247	5-day access	FREE

\*Access code delivered via email.



## Job Interview Success Workbook

© 2018 | 44 pages

This information-packed guide breaks the job interview into stages to help job seekers understand and prepare for what is expected of them throughout the interview process.

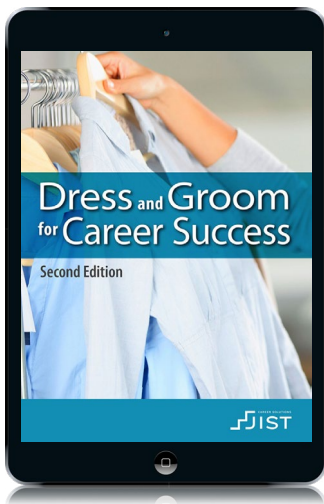
The guide includes dozens of exercises designed to get job seekers ready for their next interview and the negotiations that will follow. Job seekers will learn about everything from researching a company’s mission statement to negotiating their salary or wage.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).

This workbook can be used as a stand-alone resource or in conjunction with JIST’s interviewing videos (p. 25).

Job Interview Success Workbook			
Print (Package of 10)	978-1-63332-246-2	1-9 pkgs 10+ pkgs	\$62.95/pkg \$57.95/pkg
*eBook	978-1-63332-245-5	1-year access per user	\$7.95
*eBook sample	JST001394	10-day access	FREE

\*Access code delivered via email.



## Dress and Groom for Career Success, Second Edition

© 2016 | 27 minutes

With the help of this video, your clients will better understand how to present themselves professionally for interview and career success. The program provides examples that demonstrate practical dos and don’ts for dressing and grooming. Interviews with real-world hiring experts put viewers into the minds of employers, so they are better prepared to meet employers’ expectations.

Viewers will learn how to dress appropriately for the jobs they have or the jobs they want, make great first impressions, find the right clothes on a tight budget, and more.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).

Dress and Groom for Career Success			
DVD	978-1-63332-140-3		\$160.95
*Online	978-1-63332-152-6	1-year license	\$160.95
*1-year license renewal	978-1-63332-153-3	1-year license	\$25.00
*Trial access	JST001112	5-day access	FREE

\*Access code delivered via email.



## Keys to Getting Hired Video Series

© 2016 | 38 minutes

Job seekers who are proactive in the job search land better jobs in less time. With the help of this video series, your clients can too! During this three-part program, career coaches and former job seekers will teach your clients or students the most effective ways to uncover job leads, connect with employers, and demonstrate why they should be hired.

This series includes the following programs:

- *Job Search Steps That Get Results*
- *Resumes and Cover Letters That Work*
- *Ace the Interview and Get the Job*

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources). To purchase individual programs, visit [JIST.com](http://JIST.com).

### Keys to Getting Hired Video Series

Complete 3-part series on DVD	978-1-63332-053-6		\$276.95
*Complete 3-part series online	978-1-63332-207-3	1-year license	\$276.95
*1-year license renewal	978-1-63332-209-7	1-year license	\$75.00
*Trial access	JST001199	5-day access	FREE

\*Access code delivered via email.



## Keys to Getting Hired for Job Seekers over 50 Video Series

© 2016 | 39 minutes

Job seekers over 50 face unique challenges in the job search. With the help of this video series, your clients can quickly conquer those challenges to land a great job in less time. During the program, career coaches and former job seekers will teach your clients the most effective ways to overcome biases against older job seekers, uncover leads, connect with employers, and demonstrate why they should be hired.

This series includes the following programs:

- *Job Search Steps That Get Results for Job Seekers over 50*
- *Resumes and Cover Letters That Work for Job Seekers over 50*
- *Ace the Interview and Get the Job for Job Seekers over 50*

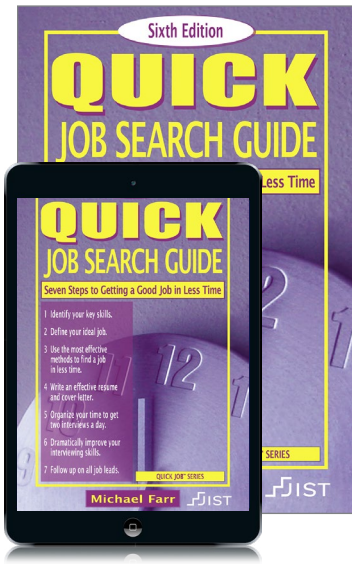
A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources). To purchase individual programs, visit [JIST.com](http://JIST.com).

### Keys to Getting Hired for Job Seekers over 50 Video Series

Complete 3-part series on DVD	978-1-63332-055-0		\$276.95
*Complete 3-part series online	978-1-63332-210-3	1-year license	\$276.95
*1-year license renewal	978-1-63332-211-0	1-year license	\$75.00
*Trial access	JST001200	5-day access	FREE

\*Access code delivered via email.





## Quick Job Search Guide, Sixth Edition

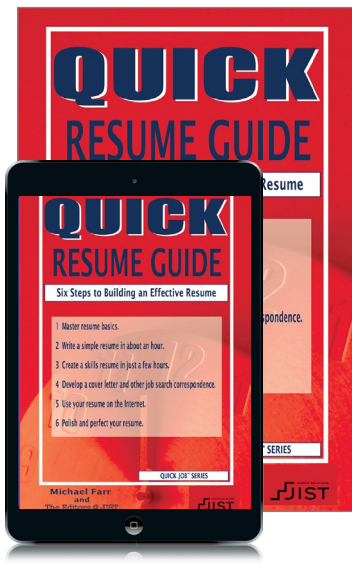
Michael Farr  
© 2015 | 68 pages

Help individuals better understand how to conduct an effective job search using this best-selling booklet. Through practical instruction, skills checklists, worksheets, and sample resumes, individuals will develop skills and knowledge in the following fundamental job search steps:

- identifying their key skills
- defining their ideal job
- learning the two most effective job search methods
- writing a superior resume and portfolio
- organizing time to get two interviews a day
- improving interviewing skills
- following up on leads

Quick Job Search Guide			
Print (Package of 10)	978-1-59357-985-2	1–9 pkgs 10+ pkgs	\$64.95/pkg \$61.95/pkg
*eBook	978-1-63332-217-2	1-year access per user	\$7.95
*eBook sample	JST001214	5-day access	FREE

\*Access code delivered via email.



## Quick Resume Guide

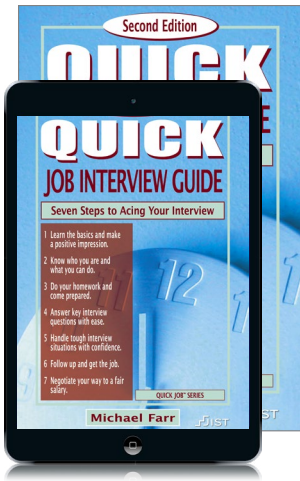
Michael Farr  
© 2016 | 62 pages

This information-packed booklet helps individuals master the basics of resume writing and develop the foundation for a solid resume quickly. Readers are provided with sample resumes, helpful worksheets, and practical advice to help them build effective resumes to get ahead of other candidates and achieve their employment goals.

With this booklet, readers will also learn how to write effective, personalized cover letters to accompany their resumes.

Quick Resume Guide			
Print (Package of 10)	978-1-59357-790-2	1–9 pkgs 10+ pkgs	\$64.95/pkg \$61.95/pkg
*eBook	978-1-63332-221-9	1-year access per user	\$7.95
*eBook sample	JST001218	5-day access	FREE

\*Access code delivered via email.



## Quick Job Interview Guide, Second Edition

Michael Farr

© 2015 | 61 pages

Do your clients need help preparing for interviews? Then share this resource with them!

Throughout the guide, your clients will learn about:

- presenting a professional image.
- preparing in advance for interviews.
- answering common interview questions with ease.
- handling tough interview situations with confidence.
- following up after interviews.
- negotiating a fair salary.

### Quick Job Interview Guide

Print (Package of 10)	978-1-59357-983-8	1–9 pkgs	\$64.95/pkg
		10+ pkgs	\$61.95/pkg
*eBook	978-1-63332-220-2	1-year access per user	\$7.95
*eBook sample	JST001216	5-day access	FREE

\*Access code delivered via email.



## Passport to Career Success

Ann Cross and Martha Lanaghan | © 2015

The *Passport to Career Success* program gives you everything you will need to provide workshops and counseling on how to achieve employment and long-term career success.

The Facilitator's Guide provides comprehensive instruction on how to conduct meaningful workshops about the job search, resumes, interviews, internships, social media, teamwork, professionalism, and time management. It includes a step-by-step guide for developing and delivering workshops on these topics, plus talking points and course evaluations.

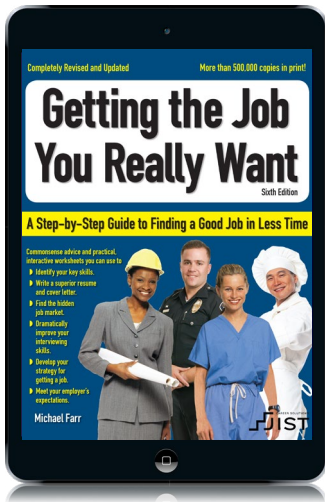
To enhance the workshop or counseling experience, provide your clients with the Participant's Workbook. This workbook features exercises and activities that align with the eight workshops featured in the *Passport to Career Success* program. These activities will give your clients opportunities to think critically and take actionable steps toward their employment success.

The Passport to Career Success Package includes one copy of the Facilitator's Guide and 20 copies of the Participant's Workbook.

### Passport to Career Success

Facilitator's Guide—Print	978-1-59357-970-8	Single copy	\$94.95
*Facilitator's Guide—eBook	978-1-59357-973-9	1-year access per user	\$73.95
Participant's Workbook—Print	978-1-59357-971-5	Single copy	\$21.95
*Participant's Workbook—eBook	978-1-59357-976-0	1-year access per user	\$17.95
Passport to Career Success Package—Print	978-1-59357-979-1	Package	\$447.95
*Facilitator's Guide—eBook sample	JST000824	10-day access	FREE
*Participant's Workbook—eBook sample	JST000830	10-day access	FREE

\*Access code delivered via email.



## Getting the Job You Really Want Video Series, Sixth Edition

© 2011 | 25 minutes/program (avg)

This 10-part video series takes job seekers step-by-step through every phase of the job search. Real-world career experts reveal self-directed strategies for finding jobs, balancing work and life, tapping into little-known resources that can speed up career transitions, and more.

This series includes the following video programs:

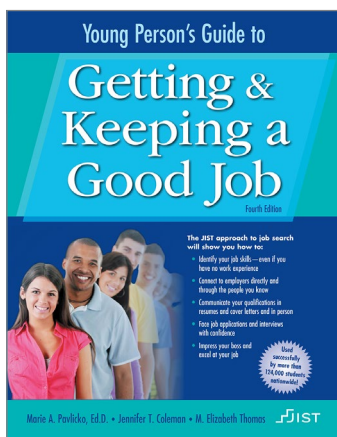
- *Introduction: Getting the Life You Really Want*
- *Getting to Know What an Employer Wants*
- *Getting to Know Your Skills*
- *Getting to Know Your Job Objective*
- *Getting Organized to Find a Job*
- *Getting to Keep the Job You Find*
- *Getting a Job with Traditional and Nontraditional Job Search Methods*
- *Getting and Using Your Resume, Cover Letter, Portfolio, and JIST Card*
- *Getting a Positive Response in Each of the Seven Interview Phases*
- *Getting Good Answers to Tough Interview Questions*

Getting the Job You Really Want Video Series			
Complete 10-part series on DVDs	978-1-59357-829-9		\$1,015.00
*Complete 10-part series online	978-1-63332-192-2	1-year license	\$1,015.00
*1-year license renewal	978-1-63332-193-9	1-year license	\$195.00
*Trial access	JST001012	10-day access	FREE

\*Access code delivered via email.







## Young Person's Guide to Getting & Keeping a Good Job, Fourth Edition

Marie A. Pavlicko, EdD; Jennifer T. Coleman; and M. Elizabeth Thomas

© 2013 | 224 pages

Ideal for opportunity youth, this workbook is designed to help young people develop fundamental job search skills, including how to write a resume, contact employers, complete applications, and excel in job interviews.

Readers will learn about the experiences of real young people in their job search. These stories will engage readers in workbook topics and inspire them to think creatively about their own job search. Readers will also learn about technological and cultural trends that are relevant in today's job market.

### Young Person's Guide to Getting & Keeping a Good Job

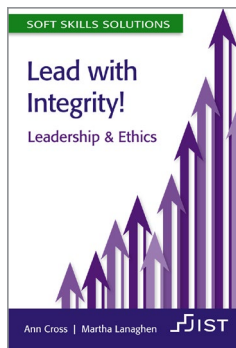
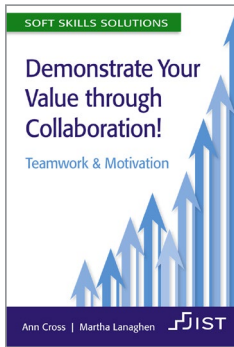
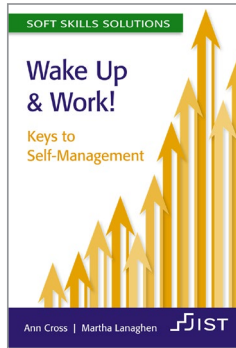
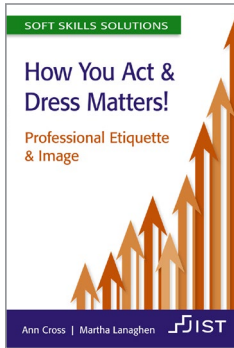
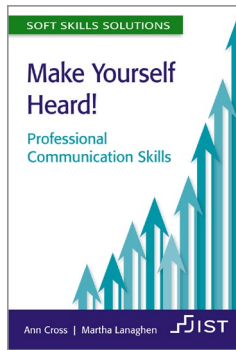
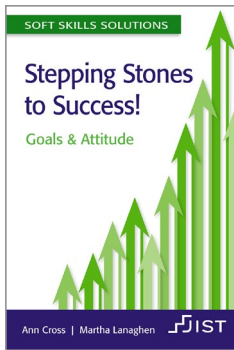
Print workbook

978-1-59357-932-6

\$27.95







## Soft Skills Solutions

Ann Cross and Martha Lanaghan  
© 2015

Communication. Problem solving. Teamwork. Soft skills like these give people the edge they need to get hired and stay employed in today's competitive job market. In fact, studies consistently show that soft skills often trump job-related skills in the hiring and advancement of employees.

Your program can provide soft skills training more quickly and effectively with the *Soft Skills Solutions* series. This set of seven booklets helps individuals achieve soft skills mastery through thought-provoking questions, self-assessment activities, exercises that challenge them to apply their skills, and a wealth of guidance.

The series includes the following booklets:

- *Stepping Stones to Success!*
- *Make Yourself Heard!*
- *How You Act & Dress Matters!*
- *Wake Up & Work!*
- *Demonstrate Your Value through Collaboration!*
- *Play Nice & Stay Employed!*
- *Lead with Integrity!*

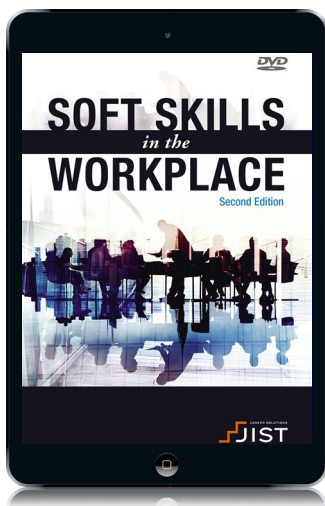
These booklets can be purchased as an entire set or individually to address the key needs of your clients.

Visit [JIST.com](http://JIST.com) for order information on the individual booklets.

### Soft Skills Solutions

Complete set of 7 booklets	978-1-59357-962-3	Print package	\$41.95
*eBook containing all 7 booklets	978-1-63332-020-8	1-year access per user	\$36.95
*eBook sample	JST000870	10-day access	FREE

\*Access code delivered via email.



## Soft Skills in the Workplace, Second Edition

© 2016 | 35 minutes

This video will help your clients understand the critical role soft skills play in the workplace. The video features the narration of an Emmy Award-winning news anchor and engaging scenarios that demonstrate problematic behaviors in the workplace.

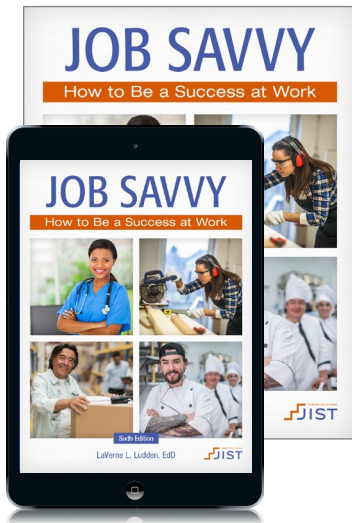
Your clients will learn how to use and improve their soft skills to be more productive on the job and will gain tips from hiring professionals who put viewers inside the minds of employers.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Soft Skills in the Workplace			
DVD	978-1-63332-081-9		\$160.95
*Online	978-1-63332-158-8	1-year license	\$160.95
*1-year license renewal	978-1-63332-159-5	1-year license	\$25.00
*Trial access	JST001121	5-day access	FREE

\*Access code delivered via email.





## Job Savvy, Sixth Edition

LaVerne L. Ludden, EdD | © 2019 | 256 pages

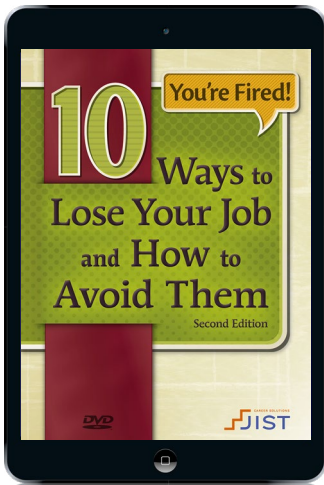
This workbook will help your clients develop skills for surviving and getting ahead in today’s workplace. Based on research into what employers need and value in employees, this workbook will help your clients build job survival skills, increase productivity, and improve job satisfaction and success.

Your clients will better understand employers’ expectations, including punctuality and attendance, dressing and grooming, problem solving, workplace communication, technology and trends in the workplace, social media etiquette, performance reviews, and more.

Available in print or as an eBook, *Job Savvy* focuses on the job skills identified as essential in the U.S. Department of Labor’s SCANS (Secretary’s Commission on Achieving Necessary Skills) report.

Job Savvy			
Print workbook	978-1-63332-311-7	Single copy	\$30.95
*eBook	978-1-63332-313-1	1-year access per user	\$25.95
*Instructor eResources	978-1-63332-314-8	5-year access	\$50.95
*eBook sample	JST001368	30-day access	FREE

\*Access code delivered via email.



## You’re Fired! Ten Ways to Lose Your Job and How to Avoid Them

© 2016 | 30 minutes

Often, workers lose their jobs because of their own actions—because they didn’t meet their employers’ expectations.

This program reveals the ten most common reasons people are fired and uses vignettes to help viewers understand which attitudes and behaviors to avoid in the workplace. In addition to learning what not to do on the job, viewers also gain strategies for making positive changes to improve their performance at work.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).

You’re Fired!			
DVD	978-1-63332-048-2		\$160.95
*Online	978-1-63332-150-2	1-year license	\$160.95
*1-year license renewal	978-1-63332-151-9	1-year license	\$25.00
*Trial access	JST001108	5-day access	FREE

\*Access code delivered via email.





## Workplace Excellence Inventory

John J. Liptak, EdD | © 2019

This assessment helps individuals identify the basic skills and strategies needed to successfully transition to the workplace and demonstrate excellence in their job performance. To evaluate their current competencies for workplace excellence, individuals will respond to 48 statements that are grouped into six essential skill areas: critical-thinking, work ethic, career management, soft skills, leadership, and teamwork.

After scoring their responses, individuals will identify the competency areas in which they are likely to face the most barriers to becoming an excellent employee. The assessment poses critical-thinking questions that can help individuals self-reflect and better understand how to take steps toward better meeting employer expectations.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Workplace Excellence Inventory			
Print (Package of 25)	978-1-63332-278-3	1–9 pkgs	\$62.95/pkg
		10+ pkgs	\$59.95/pkg
*Online	978-1-63332-281-3	25 attempts	\$62.95
Print sample	978-1-63332-277-6	Single copy	FREE
*Online sample	JST001346	Single attempt	FREE

\*Access code delivered via email.



## Work Readiness Inventory

Robert P. Brady, EdD | © 2010 | 256 pages

This assessment is designed to help individuals recognize and address the demands of the workplace by identifying their work readiness concerns or areas of weakness in the following areas: responsibility, flexibility, skills, communication, self-view, and health and safety.

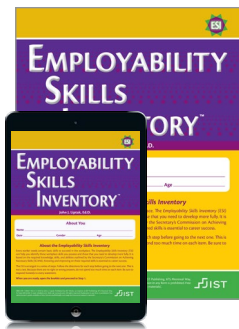
The assessment comes with a worksheet for improving one's work readiness and takes about 15 minutes to complete and score. It is ideal as an intake assessment or as a pretest/posttest. The *WRI* can help coaches, counselors, and administrators quickly assess an individual's overall work readiness and identify the barriers and concerns requiring additional training and attention.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Work Readiness Inventory			
Print (Package of 25)	978-1-59357-767-4	1–9 pkgs	\$61.95/pkg
		10+ pkgs	\$58.95/pkg
*Online	978-1-63332-218-9	25 attempts	\$61.95
Print sample	WRISAM	Single copy	FREE
*Online sample	JST001211	Single attempt	FREE

\*Access code delivered via email.





## Employability Skills Inventory

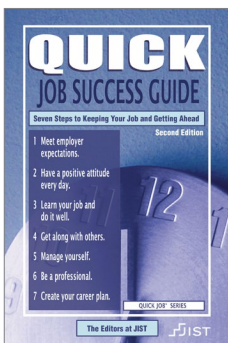
John J. Liptak, EdD | © 2010

This assessment allows workers to quickly assess their own strengths and weaknesses so they may improve their skills through additional training and experience and make themselves more marketable.

The *ESI* feeds into the following scales, directly correlated to the SCANS requirements: basic skills, thinking skills, personal qualities, resource management, information skills, interpersonal skills, systems management, and technology use.

Employability Skills Inventory			
Print (Package of 25)	978-1-59357-765-0	1–9 pkgs 10+ pkgs	\$56.95/pkg \$53.95/pkg
*Online	978-1-63332-242-4	25 attempts	\$56.95
Print sample	ESISAM	Single copy	FREE
*Online sample	JST001261	Single attempt	FREE

\*Access code delivered via email.



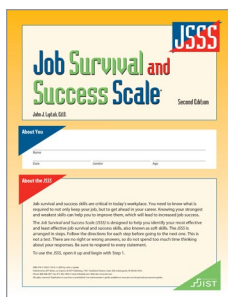
## Quick Job Success Guide, Second Edition

© 2012 | 64 pages

This booklet identifies the seven most important steps for keeping a job and helps readers hone important job retention skills. It covers how to get a job, adjust to it, and plan for success.

Checklists and worksheets featured throughout the booklet cover a wealth of job retention topics, such as employer expectations, attitude, dress code, customer service, teamwork, communication, technology use, and time use.

Quick Job Success Guide			
Print (Package of 10)	978-1-59357-924-1	1–9 pkgs 10+ pkgs	\$64.95/pkg \$61.95/pkg
Print sample	QJSG2SAM	Single copy	FREE

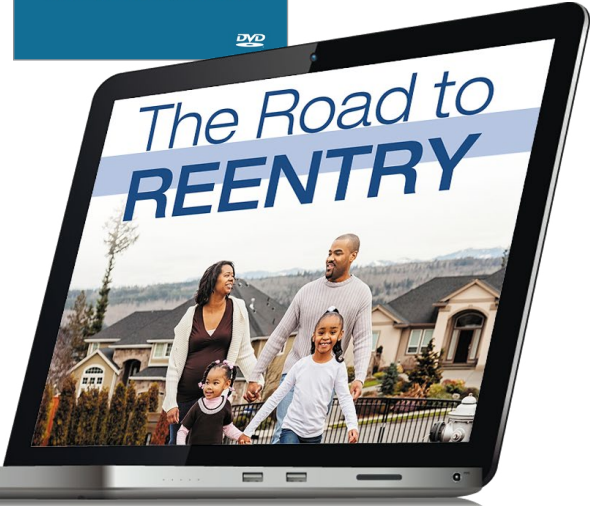
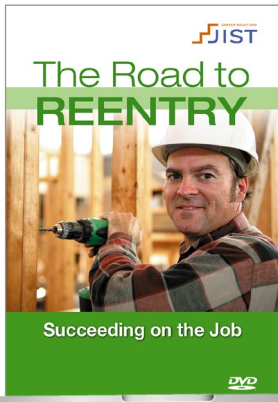
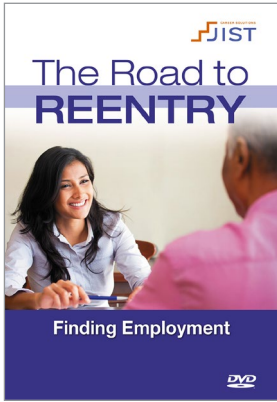
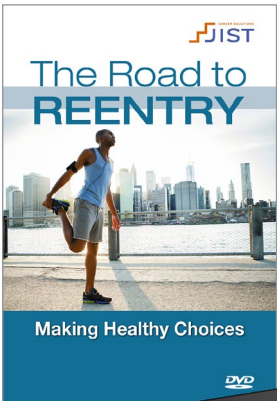
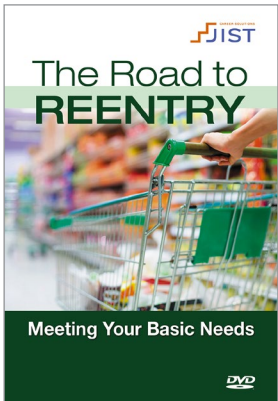
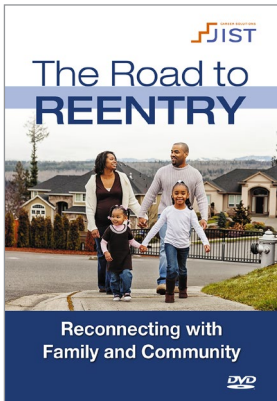


## Job Survival and Success Scale, Second Edition

John J. Liptak, EdD | © 2009

Using this assessment, individuals can identify their most effective and least effective job survival and success skills. This tool contains 60 statements about surviving and succeeding on a job. Each of the statements has been grouped into scales that are representative of a program that teaches job survival and success skills. The scales are Dependability, Responsibility, Human Relations, Ethical Behavior, and Getting Ahead.

Job Survival and Success Scale			
Print (Package of 10)	978-1-59357-734-6	1–9 pkgs 10+ pkgs	\$64.95/pkg \$61.95/pkg



# The Road to Reentry Video Series

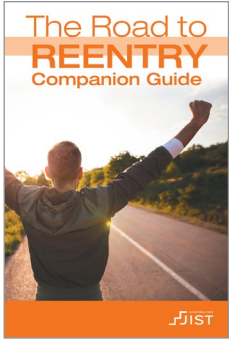
© 2016 | 35 minutes

When transitioning out of incarceration, individuals face many barriers to a successful reentry. This video series guides individuals through the essential steps to overcome challenges and pursue long-term success and fulfillment after their incarceration.

Through a positive, encouraging approach, the program motivates individuals to become self-sufficient and make the right decisions to put themselves on track to a successful reentry. Viewers gain valuable tips and insight from experienced professionals working in reentry programs. The video series also features formerly incarcerated individuals who describe their reentry experiences in candid, honest interviews that will resonate with viewers.

The five programs in this series are available for purchase as a complete set and individually. Visit [JIST.com](http://JIST.com) to view individual program pricing and preview the videos.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).



**Companion Booklet Coming in 2020!**

The Road to Reentry Video Series			
Complete 5-part series on DVDs	978-1-63332-149-6		\$651.95
*Complete 5-part series online	978-1-63332-170-0	1-year license	\$651.95
*1-year license renewal	978-1-63332-171-7	1-year license	\$100.00
*Trial access	JST001139	5-day access	FREE

\*Access code delivered via email.



## Paradigm Gateway

### A complete closed-network learning solution for incarcerated individuals

Technology barriers often hinder incarcerated individuals from accessing up-to-date, high-quality courseware and reentry resources. This can prevent those individuals from developing the skills and knowledge needed to reintegrate effectively after their release, achieve employment, and succeed on the job.

By adopting Paradigm Gateway, correctional institutions can overcome technology barriers to foster their students' skills in the areas of:

- Microsoft Office applications
- Digital literacy
- Accounting and financial literacy
- Reentry preparation and life skills
- Career exploration and job seeking
- Soft skills for the workplace

### How does Paradigm Gateway work?

We provide correctional institutions with notebook devices that are **pre-populated with course content and resources**, such as:

- Fun, interactive tutorials
- Video programs
- eBooks
- Watch and Learn lessons
- Data files for Microsoft Office
- Exams and quizzes

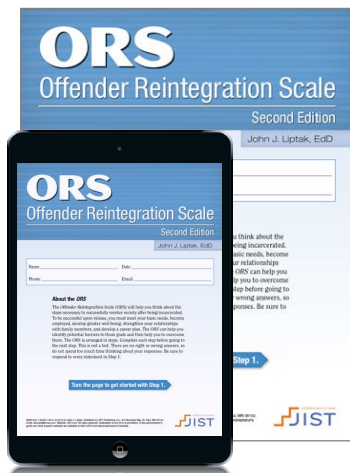


## Key features

- No Internet access needed—each notebook device is secure and offers out-of-the-box functionality
- Pre-populated notebook devices allow incarcerated individuals to learn beyond computer labs and classrooms
- ADA compliant, easy-to-use course content and resources which are ideal for individuals with special needs and limited literacy skills
- Complimentary instructor resources to help educators administer Paradigm Gateway effectively and help incarcerated individuals achieve their learning or reentry goals
- Professional development training, onboarding preparation, and technical support

Request more information. Contact your account manager.  
Find yours at [JIST.com/Contact/Account-Manager](https://www.jist.com/Contact/Account-Manager).





## Offender Reintegration Scale, Second Edition

John J. Liptak, EdD  
© 2016

Use this assessment to identify the common obstacles offenders face upon release and reentry into society and to help prevent recidivism.

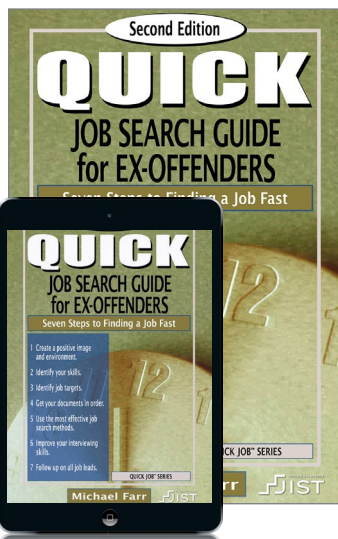
To be successful upon release, individuals must meet their basic needs, become employed, develop good life skills, strengthen their relationships with family members, and develop career plans. The *ORS* helps individuals identify and overcome the barriers that stand in the way of achieving these goals.

The *ORS* can be used as both a prerelease and postrelease measure.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Offender Reintegration Scale			
Print (Package of 25)	978-1-63332-135-9	1–9 pkgs	\$61.95/pkg
		10+ pkgs	\$58.95/pkg
*Online	978-1-63332-137-3	25 attempts	\$61.95
Print sample	978-1-63332-134-2	Single copy	FREE
*Online sample	JST001077	Single attempt	FREE

\*Access code delivered via email.



## Quick Job Search Guide for Ex-Offenders, Second Edition

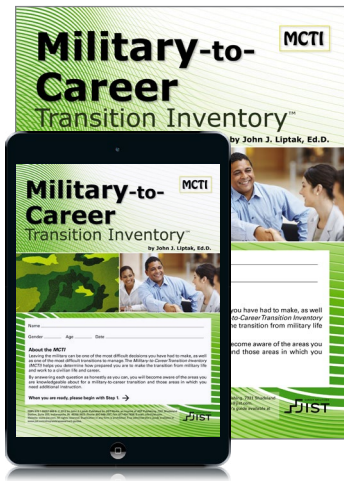
Michael Farr  
© 2015 | 68 pages

Individuals transitioning out of incarceration must overcome a number of barriers to achieve employment. This guide is packed with information and guidance to help ex-offenders get hired and reintegrate into society successfully.

Ex-offenders will learn how to use community resources to meet their basic needs, establish support networks, leverage their transferable skills, provide evidence of rehabilitation, and take advantage of federal hiring initiatives. In addition, they will learn when and how to address their incarceration circumstances in resumes, cover letters, applications, and interviews.

Quick Job Guide Search for Ex-Offenders			
Print (Package of 10)	978-1-59357-984-5	1–9 pkgs	\$64.95/pkg
		10+ pkgs	\$61.95/pkg
*eBook	978-1-63332-222-6	1-year access per user	\$7.95
Print sample	JST000826	Single copy	FREE
*eBook sample	JST001220	5-day access	FREE

\*Access code delivered via email.



## Military-to-Career Transition Inventory

John J. Liptak, EdD  
© 2012

This assessment is designed to help recent veterans make a successful career transition, which is often difficult as they struggle to overcome personal, psychological, and other barriers to their successful reintegration into civilian society.

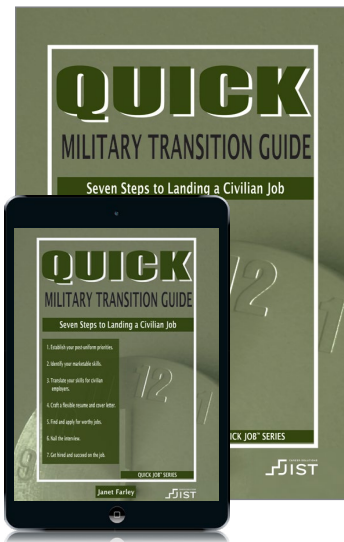
This 60-item assessment features six scales that cover transition management, veterans' benefits, career transition skills, job search basics, resumes and cover letters, and interviewing and negotiating.

The assessment takes about 25 minutes to complete, offers strategies for career development and employability, and includes a worksheet for setting goals. It can be given to groups or to individuals.

### Military-to-Career Transition Inventory

Print (Package of 25)	978-1-59357-868-8	1-9 pkgs	\$69.95/pkg
		10+ pkgs	\$66.95/pkg
*Online	978-1-63332-219-6	25 attempts	\$69.95
Print sample	JST000716	Single copy	FREE
*Online sample	JST001213	Single attempt	FREE

\*Access code delivered via email.



## Quick Military Transition Guide

Janet Farley  
© 2013 | 68 pages

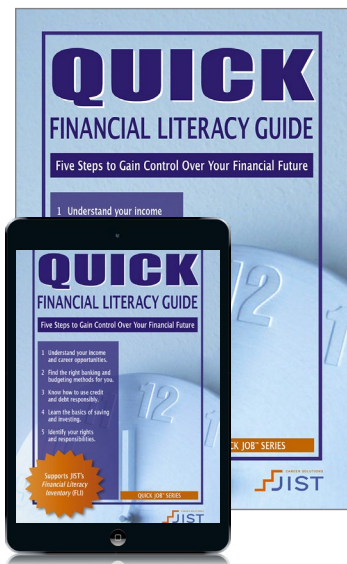
As part of our *Quick Series* of booklets, this resource provides essential job search information about writing resumes and cover letters, finding jobs, and interviewing while focusing on issues specific to transitioning service members. For example, the guide discusses how to address employers' potential military stereotypes and how to market military skills and accomplishments in civilian terms.

Worksheets, checklists, and information about additional resources are also included.

### Quick Military Transition Guide

Print (Package of 10)	978-1-59357-923-4	1-9 pkgs	\$64.95/pkg
		10+ pkgs	\$61.95/pkg
*eBook	978-1-63332-223-3	1-year access per user	\$7.95
*eBook sample	JST001222	5-day access	FREE

\*Access code delivered via email.



## Quick Financial Literacy Guide

© 2018 | 68 pages

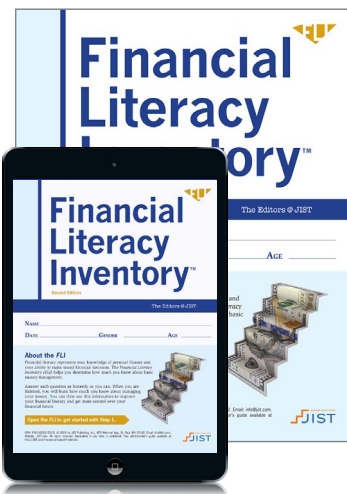
The five steps in this booklet help individuals understand financial terms and concepts, giving them the literacy they need for financial success.

Your clients will learn the most effective steps for gaining control over their financial future. They will discover what some people take a lifetime of trial-and-error to grasp: how to improve their financial literacy and get the financial stability and freedom they deserve. The practical advice, real-world examples, and helpful worksheets in this booklet will show your clients how to:

- learn the basics of earning, borrowing, saving, and managing money.
- know where their money comes from and the “fair wage” for their work.
- understand their personal finances, including how credit and debt work.
- improve their ability to make sound financial decisions.
- discover methods to improve their financial situation.

Quick Financial Literacy Guide			
Print (Package of 10)	978-1-63332-252-3	1–9 pkgs	\$64.95/pkg
		10+ pkgs	\$61.95/pkg
*eBook	978-1-63332-251-6	1-year access per user	\$7.95
*eBook sample	JST001273	5-day access	FREE

\*Access code delivered via email.



## Financial Literacy Inventory, Second Edition

The Editors at JIST | © 2018

This assessment gives counselors, coaches, and educators the chance to step in and alleviate key financial hurdles that block their clients’ success.

Based on national standards created by the JumpStart Coalition for Personal Financial Literacy, the Institute for Financial Literacy, and the FDIC’s Money Smarts program, the *FLI* is designed to measure a person’s basic knowledge about money management and personal finance. This 60-item assessment feeds into five scales: income and careers, banking and budgeting, credit and debt, savings and investing, and rights and risks.

A free instructor’s guide is available at [JIST.com/resources](http://JIST.com/resources).

Aligns with the **Quick Financial Literacy Guide** (see above).

Financial Literacy Inventory			
Print (Package of 25)	978-1-63332-233-2	1–9 pkgs	\$62.95/pkg
		10+ pkgs	\$59.95/pkg
*Online	978-1-63332-227-1	25 attempts	\$62.95
Print sample	978-1-63332-232-5	Single copy	FREE
*Online sample	JST001234	Single attempt	FREE

\*Access code delivered via email.





## Life Skills Inventory

John J. Liptak, EdD | © 2017

Life skills are the skills individuals rely on to manage their personal relationships and career development. The effective use of daily life skills can help individuals live a better quality of life, accomplish their dreams and ambitions, and live to their full capacity. This assessment helps individuals identify life skills they may need to develop to become healthier and more productive and provides a wealth of suggestions for improving these skills. The assessment addresses communication, stress management, anger management, money management, time management, and career development skills.

A free instructor's guide is available at [JIST.com/resources](http://JIST.com/resources).

Life Skills Inventory			
Print (Package of 25)	978-1-63332-118-2	1-9 pkgs	\$66.95/pkg
		10+ pkgs	\$63.95/pkg
*Online	978-1-63332-120-5	25 attempts	\$66.95
Print sample	978-1-63332-117-5	Single copy	FREE
*Online sample	978-1-63332-119-9	Single attempt	FREE

\*Access code delivered via email.



## Life Skills for Success Video Series

© 2018 | Programs range from 28 to 32 minutes

This four-part video series helps individuals identify essential life skills for their professional and personal success and implement techniques to improve those skills. Each program features an engaging mix of narration, scripted vignettes, and candid insight from real-world hiring professionals.

Educators and professionals showing the videos to students or clients have flexibility to show or assign the programs in whichever order they prefer. Each program also includes an instructor's guide that provides critical-thinking questions, a quiz, and activities to reinforce video concepts.

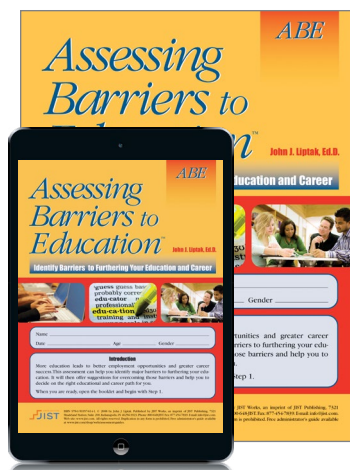
Programs in this series include:

- *Communication Skills*
- *Stress and Anger Management Skills*
- *Time and Money Management Skills*
- *Career Management Skills*

Visit [JIST.com](http://JIST.com) to view individual program pricing.

Life Skills for Success Video Series			
Complete 4-part series on DVDs	978-1-63332-298-1		\$508.95
*Complete 4-part series online	978-1-63332-300-1	1-year license	\$508.95
*1-year license renewal	978-1-63332-301-8	1-year license	\$75.00
*Trial access	JST001359	5-day access	FREE

\*Access code delivered via email.



## Assessing Barriers to Education

John J. Liptak, EdD | © 2008

Using this assessment, you can help your clients identify the primary barriers preventing them from continuing their educations, including:

- situational barriers
- attitudinal barriers
- emotional barriers
- material barriers

In addition, your clients will gain strategies for overcoming those barriers and insight about the options available to them. The assessment will prompt your clients to identify the postsecondary opportunities most readily accessible to them, from apprenticeships to graduate degrees.

A free instructor's guide is available at [jist.com/resources](http://jist.com/resources).

### Assessing Barriers to Education

Print (Package of 25)	978-1-59357-614-1	1-9 pkgs 10+ pkgs	\$63.95/pkg \$60.95/pkg
*Online	978-1-63332-230-1	25 attempts	\$63.95
Print sample	ABESAM	Single copy	FREE
*Online sample	JST001239	Single attempt	FREE

\*Access code delivered via email.



## College Majors Scorecard

Neeta P. Fogg, PhD; Paul E. Harrington, EdD; and Thomas F. Harrington, PhD  
© 2008

This assessment is designed to help aspiring and current college students identify the college major that is the right fit for them. Individuals taking the assessment will evaluate 147 items that link directly to the 49 majors that are most common at colleges across the country. Based on the kinds of work activities that each major is most likely to lead to, the CMS helps students pick a major by making a connection between their knowledge and abilities, their choice of major, and their future career options.

A free instructor's guide is available at [jist.com/resources](http://jist.com/resources).

### College Majors Scorecard

Print (Package of 25)	978-1-59357-467-3	1-9 pkgs 10+ pkgs	\$72.95/pkg \$69.95/pkg
*Online	978-1-63332-229-5	25 attempts	\$72.95
Print sample	CMSSAM	Single copy	FREE
*Online sample	JST001237	Single attempt	FREE

\*Access code delivered via email.



Paradigm Education Solutions'  
career development brand

## Place orders and request samples

We are committed to providing you with the highest level of customer support to ensure your complete satisfaction with our resources and service.

Our customer service representatives can provide additional information about our learning solutions and assist with all phases of the order process. Our representatives are available Monday through Friday from 8 a.m. to 4:30 p.m. (CST).

### Four easy ways to order:



[JIST.com](http://JIST.com)



800-535-6865

Monday–Friday

8 a.m.–4:30 p.m. (CST)



800-328-4564



[service@JIST.com](mailto:service@JIST.com)

### Additional information

For complete customer service, visit: [JIST.com/contact/customer-service](http://JIST.com/contact/customer-service)

### Your account manager

To identify your Account Manager and contact them directly, visit:  
[JIST.com/contact/account-manager](http://JIST.com/contact/account-manager)

### Let's connect!

Follow us on your favorite social media sites to stay up-to-date on new releases, special offers, contests, industry news, and more.





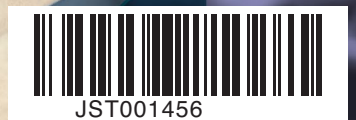
7900 Xerxes Avenue S STE 310  
Minneapolis MN 55431-1118

PSRT STD  
U.S. POSTAGE  
PAID  
TWIN CITIES, MN  
PERMIT NO. 8903

Together, we can put  
individuals on pathways  
to employment success.



JIST.com 800-535-6865



Paradigm Education Solutions' career development brand