

Additional Resources

Here are links to important sources of information related to each chapter of *Job Savvy*. You can find more information about job search and success at <https://JIST.com>.

Chapter 1: Your Employment Relationship

Education Resources Information Center (ERIC)

<http://www.eric.ed.gov/>

O*NET

<http://www.onetcenter.org>

Partnership for 21st Century Skills

<http://www.p21.org>

US Department of Labor: Career Outlook

<http://www.bls.gov/opub/ooq/home.htm>

US Department of Labor: *Employment Law Guide*

<http://www.dol.gov/compliance/guide/index.htm>

US Department of Labor: Employment Projections

<http://www.bls.gov/emp>

US Department of Labor: Secretary's Commission on Achieving Necessary Skills

<http://wdr.doleta.gov/SCANS/whatwork/>

US Department of Labor: Monthly Labor Review

<http://www.bls.gov/mlr>

US Department of Labor: Occupational Outlook Handbook

<http://www.bls.gov/ooh>

US Department of Labor: State Labor Offices

http://www.dol.gov/whd/contacts/state_of.htm

Chapter 2: Avoiding the New-Job Blues

Chief Learning Officer

<http://clomedia.com>

Entrepreneur.com (*Entrepreneur* Magazine)

<http://www.entrepreneur.com>

FindLaw for Small Business: Wages and Benefits

<http://smallbusiness.findlaw.com/employment-law-and-human-resources/wages-and-benefits>

IRS Withholding Calculator

<https://www.irs.gov/individuals/irs-withholding-calculator>

US Department of Labor: *Employment Law Guide*

<https://webapps.dol.gov/elaws/elg/>

US House of Representatives: Small Business Committee

<https://smallbusiness.house.gov/>

Chapter 3: Making a Good Impression

Career Gear (for Men)

<http://www.careergear.org/>

Career Builder

<http://www.careerbuilder.com>

Dress for Success (for Women)

<http://www.dressforsuccess.org>

ISHN.com (*ISHN [Industrial Safety and Hygiene News] Magazine*)

<http://www.ishn.com>

Society for Human Resource Management

<http://www.shrm.org>

US Department of Labor: Recommended Practices for Safety and Health Programs

www.osha.gov/shpguidelines/

Chapter 4: Being There . . . On Time!

Center for Disease Control Foundation

<http://www.cdcfoundation.org>

Child Care and Additional Resources

<http://www.usa.gov/Topics/Parents-Care.shtml>

ebn.com (*Employee Benefit News*)
<http://ebn.benefitnews.com>

Franklin Covey
<http://www.franklincovey.com>

GALLUP®
<http://www.gallup.com>

National Heart Lung and Blood Institute: “Sleep Science and Sleep Disorders”
<https://www.nhlbi.nih.gov/science/sleep-science-and-sleep-disorders>

Success.com (*Success Magazine*)
<http://www.success.com>

Time Thoughts: Resources for Personal & Career Success
<http://www.timethoughts.com>

Chapter 5: Communicating in the Workplace

The Balance Careers: Workplace Communication Resources
http://humanresources.about.com/od/interpersonalcommunication/Communication_Email_Newsletters_Meetings_Presentations.htm

Effective Workplace Communication, Third Edition (JIST Publishing, Inc.)
<http://jist.emcp.com/effective-workplace-communication.html>

English Grammar
<https://www.englishgrammar.org/>

Express Yourself to Success: Interpersonal Communication Articles
<http://www.expressyourselftosuccess.com/tag/interpersonal-communication-articles>

The Balance Careers: “How to Understand Your Coworker’s Nonverbal Communication”
http://humanresources.about.com/od/interpersonalcommunication1/a/nonverbal_com.htm

The New York Times: “Young Workers: U Nd 2 Improve Ur Writing Skills”
<http://www.nytimes.com/2007/08/26/business/yourmoney/26count.html?ex=1345780800&en=381237836cc9dfc6&ei=5088&partner=rssnyt&emc=rss>

Chapter 6: Learning—What’s It’s All About

Academic Earth (Free and Low-Cost College Courses)
<http://academicearth.org/>

Free Training (Safety Training)
<http://www.free-training.com/>

Index of Learning Styles Questionnaire
<https://www.webtools.ncsu.edu/learningstyles/>

The Keirsey Group: What is Your Temperament Questionnaire
<http://www.keirsey.com>

National Center for Education Statistics
<http://nces.ed.gov>

Microsoft Training Center (Free Training Resource for Students and Instructors)
<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

Workforce®
<http://www.workforce.com>

Chapter 7: Knowing Yourself

Career Key®: “7 Ways to Be Job and Work Skills Smart”
http://www.careerkey.org/asp/your_personality/identify_your_skills.asp

PsychTests: Test Yourself
<http://testyourself.psychtests.com/>

Talent Development Resources
<http://talentdevelop.com/>

US Labor Department: *Mastering Soft Skills for Workplace Success*, “Enthusiasm and Attitude”
<https://www.dol.gov/odep/topics/youth/softskills/Enthusiasm.pdf>

Chapter 8: Getting Along with Your Supervisor

Manufacturing Stories®
<https://manufacturingstories.com/>

Berkley Human Resources: Skill Development
<https://hr.berkeley.edu/development/career-development/skill-development/resources-supervisors>

Chron.com: “What Do You Do When You Don't Click With Your Boss?”
<https://work.chron.com/dont-boss-22366.html>

Chapter 9: Getting Along with Coworkers

Psychology Today: “Characteristics of Good Work Team Members”

<https://www.psychologytoday.com/us/blog/cutting-edge-leadership/201301/characteristics-good-work-team-members>

Minnesota Department of Labor and Industry: *Workplace Violence Prevention*

<http://www.mn.gov>

Team Building Activities to Develop Positivity at Workplace

<https://www.proofhub.com/articles/team-building-activities-for-workplace>

US Equal Employment Opportunity Commission

<http://www.eeoc.gov>

The Balance Careers: “10 Tips for Better Teamwork”

<https://www.thebalancecareers.com/tips-for-better-teamwork-1919225>

Chapter 10 Meeting the Customer’s Expectations

Business Training Works®: Telephone Customer Service Training

<http://www.businesstrainingworks.com/Customer-Service/Telephone-Customer-Service-Training.html>

Business Training Works®: Customer and Client Service Resources

<https://www.businesstrainingworks.com/training-resource/five-free-customer-service-training-games/>

The Institute of Customer Service

<http://www.instituteofcustomerservice.com/>

Technology Services Industry Association: Support Services

http://www.tsia.com/support_services.html

Chapter 11: Problem-Solving Skills

ASQ (formerly known as the American Society for Quality)

<http://asq.org/index.aspx>

Creative Education Foundation

<http://www.creativeeducationfoundation.org>

iSixSigma.com: Total Quality Management (TQM)

<http://www.isixsigma.com/methodology/total-quality-management-tqm>

MindTools®: Problem-Solving Tools

http://www.mindtools.com/pages/main/newMN_TMC.htm

Minnesota Office of Continuous Improvement: *Problem Solving: Solving Problems Isn't Always Elementary*

https://mn.gov/admin/assets/Problem%20Solving%20Handbook_tcm36-68605.pdf

Chapter 12: Doing the Right Thing

Ethics & Compliance Initiative™

<http://www.ethics.org>

Substance Abuse and Mental Health Services Administration (SAMHSA): Drug-Free Workplace Programs

<https://www.samhsa.gov/workplace>

Free Management Library: “Managing Ethics in the Workplace”

<https://managementhelp.org/freebusinessstraining/ethics.htm>

Baylor Business: Workplace Ethics Questionnaire

<https://www.baylor.edu/business/ethics/index.php?id=87726>

Chapter 13: Getting Ahead on the Job

The Balance Careers: “How to Quit Your Job”

<http://jobsearch.about.com/cs/careerresources/a/resign.htm>

Indeed: Job Listings

www.indeed.com

Jobs for the Future (JFF)

<https://www.jff.org/>

***Job Survival*, Third Edition (JIST Publishing, Inc.)**

<http://jist.emcpublishingllc.com/job-survival.html>

MDRC: Job Retention and Advancement

<http://www.mdrc.org/issue/focus/job-retention-and-advancement>

Monster: Job Listings, Company Profiles, and Career Resources

www.monster.com

O*NET Skills Search

<http://www.onetonline.org/skills/>

Planning Your School-to-Career Transition (JIST Publishing, Inc.)

<http://jist.emcp.com/planning-your-school-to-career-transition.html>

Résumé Magic, Fourth Edition (JIST Publishing, Inc.)

<http://jist.emcpublishingllc.com/resume-magic.html>

USAJobs® (a US Office of Personnel Management website): Federal Government Jobs

www.usajobs.gov