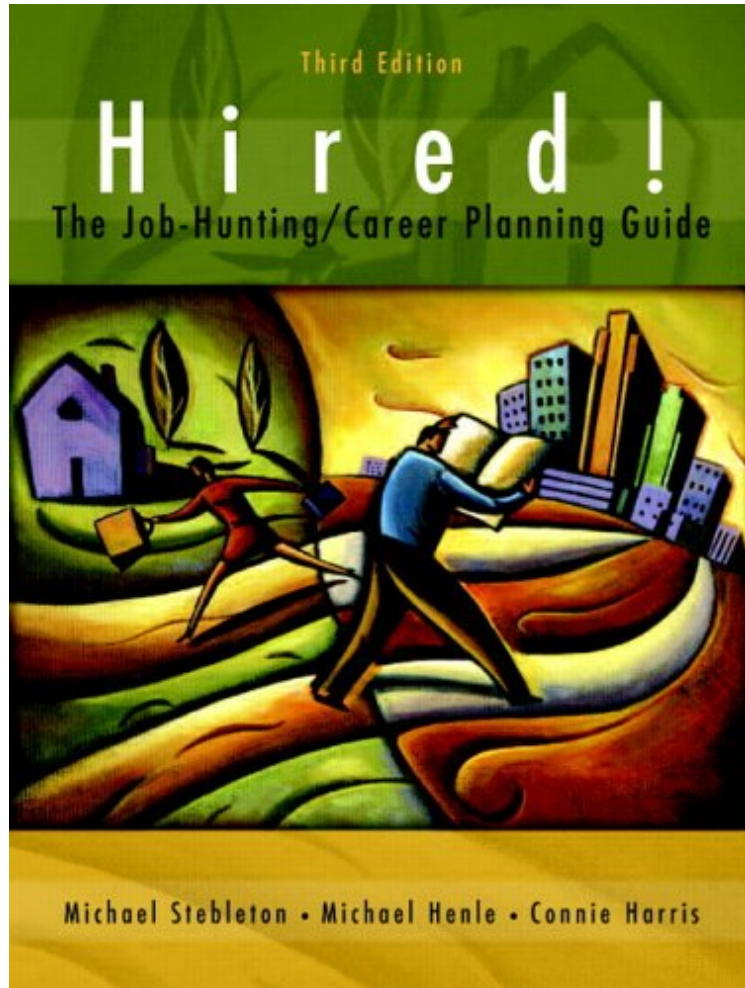


(Download) Hired! The Job-Hunting/Career-Planning Guide (3rd Edition)

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Michael Stebleton, Michael Henle, Connie Harris
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Michael Stebleton, Michael Henle, Connie Harris : Hired! The Job-Hunting/Career-Planning Guide (3rd Edition) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Hired! The Job-Hunting/Career-Planning Guide (3rd Edition):

1 of 1 people found the following review helpful. school book By rquilesit was a book needed for school, and I hate sallie mae or i guess paying for my never ending school loan. 0 of 2 people found the following review helpful. You don't need help By DB9 you don't need this book to get a job. You need a skill set and confidence in that skill set. There, that is more useful than the contents of this book. You're Welcome. 0 of 0 people found the following review helpful. Offers a concise career-planning overview By Nathan L. As the title of this book suggested, "Hired!" clearly and concisely touches upon each of the key components in the job-hunting and career-planning fields to help prepare those entering the workforce. From self-analysis, to career research, portfolio production, networking, marketing, interviewing, cover letters, resumes, and more, this book does a great job at providing easy-to-read guidelines and

examples to aid in one's endeavor to securing a job. The all-blue colors used throughout the book can get a bit 'blah,' but that certainly doesn't take away from its content which is both educational and enjoyable to read. I felt that a few other career-related areas could've been touched upon to a greater degree--such as business attire and proper business meal etiquette, but overall it does a good job. Throughout each chapter, there are also many exercises which will help polish your understanding of the material presented while also building up your own career-related portfolio. I learned a lot from this book and would recommend it to recent graduates and jobseekers.

Hired! is a practical, life-career planning guide designed to reach a variety of audiences. It is a resource that can be used in life-career decision making courses in any setting. This edition enables readers to actively explore how to thrive in today's fluid and dynamic working environments. Unlike other books, Hired! focuses on helping readers develop an ongoing, flexible portfolio of information about themselves and work in order to prepare them for satisfying and productive lives in an ever-changing world. The exercises and writing activities encourage readers to take a proactive role in creating their futures, motivating them to become personally responsible for their life and to become an active participant in its process. This third edition focuses on the changing nature of work including trends in the marketplace and a turbulent post 9/11 world. Other main topics include portfolio development, resume writing, and developing decision-making, job search, self-assessment, and interview skills. For training professionals, facilitators, and others in business, industry, and nonprofit organizations.

From the Back Cover Offer your students a streamlined career development handbook that meets the diverse needs of your audience in various settings, with a holistic approach to career-life planning. Within its pages you will find... Updated examples of job search tools Revised chapter on portfolio development Action steps for each chapter Focus on diversity issues and working in a global economy As a student taking a career development course, or a career seeker actively looking for placement... This goal-oriented text shows you that career choice is not a single event but a life-long process. Individuals are in charge of their careers and their success - which is empowering! Through practical application and personalized theory, the third edition of Hired! helps you discover your own career philosophy. Students and career seekers alike are taught how to develop an ongoing, flexible portfolio of information about themselves and their work to prepare them for satisfying and productive lives in an ever-changing world. Additional Support - in and out of the classroom... For instructors and students alike, we encourage you to visit our Student Success Supersite. This valuable resource is at www.prenhall.com/success. Features include: Majors Exploration Career Advice Web Links Tips from Successful Students Student Bulletin Boards Faculty Resources Excerpt. Reprinted by permission. All rights reserved. Hired!, Third Edition, is based on a holistic approach to career-life planning. Incorporating life-planning issues with the techniques of the job search process, Hired! is a resource that can be used in multiple settings with diverse audiences. Students in career planning courses at a variety of institutions (community colleges, technical programs, four-year degree-granting institutions) will benefit from this comprehensive and practical guide. Due to the wide scope of the audience, the authors have used a variety of examples that reflect the breadth of career areas that students might pursue. Additionally, Hired! can also be used by individuals who are not enrolled in an academic institution, but who are eager to engage in the process of career-life decision making. Finally, Hired! can be used in nonacademic programs by training professionals, facilitators, and others in business, industry, and nonprofit organizations. Hired! focuses on helping students develop an ongoing, flexible portfolio of information about themselves and their work to prepare them for satisfying and productive lives in an ever-changing world. The third edition provides information on the changing nature of work including trends in the marketplace and a turbulent post 9/11 world and enables individuals to actively explore how to thrive in these fluid and dynamic environments. Students graduating in the twenty-first century will likely be affiliated with multiple work situations throughout their lives. Many workers will "job hop" frequently in order to seek out new and rewarding opportunities. In fact, the average amount of time spent with a current employer for workers ages 25 to 34 is less than three years. The days of the traditional, loyal employee staying with one equally loyal employer are long gone. You are in charge of your own career. Although estimates vary, many career experts contend that the average young American beginning his or her career today will hold seven to eight different jobs between the ages of 18 and 30, and one in four young workers has more than 10 different jobs during this period. Other predictions indicate that individuals will have three or more careers before they retire if they retire at all. Clearly, change and transition will become commonplace as people plan their work in the future. Hired! is designed to help individuals prosper in these turbulent times. Readers will learn how to develop their own portfolios to help them organize information about themselves and the world of work as they manage work-life transitions in the future. Hired! allows readers to actively prepare themselves to confidently take advantage of these changes in work. This textbook is filled with exercises and examples to assist students in their journeys. The exercises build knowledge and skills through doing. In turn, this "doing" through writing activities leads to greater understanding. One of the goals of Hired! is to motivate you to become personally responsible for your life and to become an active participant in its process. This textbook is a hands-on manual combined with a portfolio that you create, which provides for the ongoing task of organization for job hunting and life

planning. HIREd! encourages readers to view the term career holistically. Often, career is looked at as paid employment only. We all play multiple roles in our lives, and paid work is just one of those roles. HIREd! invites readers to explore those other roles in life. Additionally, HIREd! promotes balance and harmony in the various components of your life. With the whole-life approach, you can use the past to help you make well-informed decisions about life in the present and the future. Career decision-making is a lifelong process, not a single event. HIREd! gives readers an ongoing system that works throughout this process. HIREd!'s four units—Discovering Your Authentic Self, Creating Opportunities, Selling Your Talents, and Balancing Your Career and Personal Life—are designed to build on and interact with one another. Each unit allows you to practice what you have learned in the preceding unit. Each includes personal think pieces that will provide you with the opportunity to think critically about the issues presented. Finally, each unit serves to build expression, inspiration, and direction. The third edition of HIREd! will continue to be holistic in nature, with an emphasis on life and career planning in a changing world of work. Additionally, the tone of the textbook will be interactive—including a workbook approach with numerous exercises for the reader to complete. There are several significant changes to the third edition: First, the edition will introduce a fictitious college student, Mai, who is a 19-year-old sophomore in college. Mai will be introduced in the first chapter and readers will journey along with Mai throughout her career decision-making process through her senior year. Most of the chapters will include a segment that briefly describes Mai in relation to the topic of the corresponding chapter. The readers will have the opportunity to respond to questions and action exercises that are relevant to career decision-making. Additional student profiles have been added throughout the textbook. Second, "action" step exercises have been added at the conclusion of most chapters. The objective behind the action step exercises is to give readers the opportunity to proactively begin to take their next steps towards implementation of a plan. Revisions and omissions of many exercises were made in this third edition of HIREd!. Third, updates on job search skills, including new examples of resume writing and interviewing, are included. Advances in technology that relate to the job search process will be included (e.g., Internet resources, electronic approaches, and others). Fourth, updated information on resources, websites, statistics, diversity, post 9/11 changes, and other trends in the workplace are included. Fifth, a stream-lined and re-packaged table of contents (i.e., presentation of topics) was made for this edition. All chapters were revised and updated. Finally, a newly revised chapter on Portfolio development and how to use a portfolio was created for the third edition. The goals of Unit I, Discovering Your Authentic Self, are awareness and direction (knowing what you want to do, what you have to offer, and where you want to go with your life-career planning). As you complete the exercises in this unit, you will be motivated to move into the detailed work of the next unit. The goals of Unit II, Creating Opportunities, are expression and creation (capturing who you are and your experiences on paper). Completion of this unit prepares you for the action of Unit III. The goals of Unit III, Selling Your Talents, are implementation and realization (planning and executing the step-by-step job-hunting process). Once you have achieved these goals, you will be on your way to realizing the career and life-fulfillment goals presented in Unit IV. The goals of the final unit, Balancing Your Career and Personal Life, are growth and harmony (continuous learning and wholeness). Establishing balance and harmony throughout your life brings you back, full circle, to Unit I, Discover. As you begin your journey into HIREd!, relax and enjoy the creative energy and awareness found by doing the exercises. Apply the new knowledge and skills to all areas of your career and life. Enjoy the journey!

The HIREd! System
JOB-HUNTING SUCCESS IS NOT A SECRET IT IS A PROACTIVE, ORGANIZED APPROACH TO FINDING REWARDING WORK.

The steps of the system—Discover, Create, Sell, and Balance—build on and interact with one another. No one part stands alone. You stand in the center and are the "manager" of the system. You are the manager of your career and life. HIREd! and the Portfolio

The portfolio (to be discussed in chapter 5) that you will create drives the HIREd! system. This portfolio is flexible, expandable, and portable. It meets the needs you have for career-life planning, including job hunting. There are numerous exercises and documents. These activities will allow you to record a wide range of personal and professional information that will help you in your career and job search. The documents you collect will complement the other reflective activities that you will include in your portfolio of information.