

Annotated Web-sites

The following web-sites give teachers and students access to valuable workplace information. Some of the sites were developed to provide specific information and learning activities for the Workplace Readiness Skills course. Many of these sites will also provide students with job requirements and identify the skills necessary for certain careers.

literacy.owcc.net

Contains learning activities and assessments for all benchmarks of the Workplace Readiness Skills course with Internet links for additional information.

www.ajb.dni.us

Contains more than 633,000 job listings and more than 57,000 résumés. Primarily affiliated with library and university computer systems that began as an opportunity for employers to post job openings nationally.

www.aboutwork.com

Includes information on careers, small businesses, job hunting, and working at home. The Birkman Career Style Summary is included to identify interests with links to Career Database profiles to match interests.

www.bridges.com

Provides interest, skills, values, and aptitude survey which links students to fifty possible career choices based on their individual responses. Includes college databases and opportunity to apply on-line.

www.careermag.com

Designed to meet the needs of networked job seekers, but valuable to students exploring careers and job skills. Includes a job openings database, résumé bank, employer profiles, articles, and news.

www.careermosaic.com

Indexes postings from more than twenty newsgroups. Includes international classifieds.

www.careerpath.com

Accesses the help-wanted section of daily newspapers including the *Boston Globe*, *Chicago Tribune*, *Los Angeles Times*, *New York Times*, and the *Washington Post*.

www.celcee.edu

The clearinghouse collects, indexes, abstracts, and disseminates information about entrepreneurship education.

www.futurescan.com

Contains an interactive guide for teenagers that includes career advice and information about becoming an architect, attorney, environmental consultant, or veterinarian.

www.jobdirect.state.fl.us

Lists more than 1,000 employment opportunities throughout the state of Florida.

www.jobdirect.com

Provides opportunity for students to enter their résumés on-line. A database cross-references their qualifications with current positions listed by employers.

www.jobsmart.org

Provides sample cover letters, salaries, career guides, job ads, and counseling.

www.cml.rice.edu

Discusses different careers in cartography and provides links to map-related resources on the Web. Provides an overview of maps, map history, and mathematical concepts related to maps.

www.monster.com

Includes on-line yellow pages and recruitment advertising services. Provides job listings and career information from U.S. and international companies.

www.occ.com

Contains the largest database on Netscape and has been around the longest. Recommended as a starting point for students seeking available job listings.

www.planemath.com

Designed for students interested in aeronautics related careers. Includes lesson plans, interviews with someone in a related field, and on-line activities on plane capacity, time zones, and flight planning.

www.school-to-careers.com

Facilitates the distribution of school-to-work information to educators, students, and businesses. Includes career clusters and curriculum guides developed by the Integrated System for Workforce Education Curricula.

www.selectjobs.com

Based in south Florida, an Internet job bank targets computer professionals and offers want ads on-line.

www.kn.pacbell.com

WebQuest site that explores careers related to professional sports.

www.ttrc.doleta.gov/onestop

Lists of one-stop centers where assistance can be found for unemployment benefit applications, state employment agency registration, free job search assistance, and training program information.

www.atb.mesc.state.mi.us/atb/seeker/index.html

America's Talent Bank, which includes assistance in preparing electronic résumés and posting them at no cost.

www.ericacve.org/docs/tia00068.htm

Discusses career planning on the Internet including trends and issues.

www.ericacve.org/docs/dig172.htm

Provides information on an electronic job search from the Clearinghouse on Adult, Career, and Vocational Education.

www.wa.gov/careerguide/vO/misc/links.html

Provides links to career resources and tools for developing a résumé, completing a job application, and interviewing techniques.

www.goodwillnj.org/vocserv.html

Goodwill Industries Employability Institute main page with links to education, training, and employment services for individuals with disabilities.

www.otan.dni.us/onlineresources/miscres/workforce

Provides occupational and career information with links to America's Job Bank, National Center for Research in Vocational Education, Workforce Development Information Center, and World of Work Directory.

www.globalx.net/hrd/about/wow.html

Assistance in locating information on research projects, apprenticeships, vocational training, prior learning assessment and recognition.

www.tlc.state.tx.us/research/webguide/labor.html

Directory of websites providing labor statistics with links to Welfare-to-Work page, School-to-Work transition, labor and job training sites.

www.w-o-w.org

Wider Opportunities for Women, national organization seeks to achieve economic independence for women through literacy, career development, and nontraditional skills.

www.ftf.fedworld.gov/pub/jobs/jobs.htm

Lists all files available from the JOBS Library on the FedWorld Information Network. Updated each morning.

www.home.att.net/~truckerschoice/index.html

Places truck drivers with companies whose policies and programs fit the driver's needs and wants.

www.nerdworld.com/jobs.html

Lists full-time opportunities and salaried positions with a competitive salary, health care, and benefits.

www.usapply.com

An on-line application for employment service offers applications, employment, job postings, part-time/full-time, temporary work.

www.jobsontheweb.com

Offers job seekers the opportunity to match their skills to a position by searching through thousands of jobs in professional fields.

www.supremejob.qpg.com

Supreme Job Services finds the best job to fit qualifications.

www.hcjobsonline.com

Find jobs in the Health Care field in every state, from hundreds of different employers and recruiters.

www.safetydocuments.cl1.net

Ready to use workplace safety documents that are industry specific and include company safety manuals, safety meeting/safety training outlines, and safety guides.

www.nsi.org/safety.html

Workplace violence prevention and guidelines, statistics and safety related sites for the retail industry.

www.osha.gov

OSHA Safety and Health, USDOL (U.S. Department of Labor), OSHA home page.

www.nlma.org/whs/nl-whs.htm

Workplace Health & Safety Review discusses recent safety and health information.

www.ntsconsortium.com

Nationwide Testing and Safety Consortium provides information on drug-free workplace programs, safety programs and compliance assistance, and pre-employment background screening service.

www.mova.missouri.org/schwrkpl.htm

Addresses the issues of workplace violence and a school-based anti-violence prevention program.

www.safetybingo.com

Motivational games to increase employee awareness, prevent injuries, improve attendance, and productivity.

www.pages.prodigy.net/askwoody/index.htm

Develops a comprehensive safety and health program with in-depth written programs, regulatory compliance and training to improve awareness of health and safety issues.

www.dtir.qld.gov.au/hs/safesens/ss_ind.html

Program for high school students in workplace health and safety.

www.manta.library.colostate.edu/pers/safety.html

Internet sites featuring Center for Workplace Health and Safety Crime Free Workplace with survival signals that protect us from violence.

www.stats.bls.gov/orersrch/ec/ec950170.htm

Includes data from the National Longitudinal Survey of Youth to analyze the determinants and the consequences of a promotion among young workers.

www.content.monster.com/career/getahead/movingup/

The premier career and jobs Web site, offering over 150,000 job listings free to the job seeker.

www.ecol.webpoint.com/job/gp.htm

Tips for planning and negotiating a promotion in your present company, or getting a higher level job at a different company.

www.juara.com/index.shtml

Promotes artists such as actors, bodybuilders, cartoonists, dancers, fashion designers, film producers, graphic artists, make-up artists, models, musicians, photographers, playwrights, and writers.

www.welltech.com/careercenter/

Lists employment and intern possibilities by region.

www.hamptonroads.webpoint.com/job/gp.htm

Provides a variety of information and alternate menus related to seeking a promotion.

www.bookpage.com/9609bp/readersguide/computerbooks/us

Tips for using the Internet and the World Wide Web for job search including on-line job seeking, recruiting, and career information.

www.jobboard.net/

Job site for computer and technology professionals, offering computer jobs, résumés bank services, high tech career resources including salary surveys, résumé promotion and free on-line résumés .

www.cmtc.net/workpl.html

Program description of a workplace technology program that validates workplace competencies.

www.scans.jhu.edu/workplace.html

Lists SCANS five workplace competencies and three-part foundation of skills and personal qualities needed for solid job performance.

www.janzengroup.com/

Mediation and arbitration for business and workplace dispute, resolution, negotiation and arbitration services.

www.steelcase.com/knowledge_research/electool.html

Provides electronic tools that aid the workplace from computers to other technical resources.

www.synappscorp.com/

Technology advancements that are now a crucial part of the workplace.

www.steelcase.com/knowledge/

Provides information on products and services that enhance workplace setting including interaction with technology and the office environment.

www.edward.cprost.sfu.ca/453/julian/index.html

Provides information on computerization in the workplace and adjustments that must be made to accommodate the new technology.

Resource Information

The following resources have been either recommended by adult educators or were previewed for their compatibility with reinforcing workplace readiness skills. Many of these materials have been used in classrooms and have proven effective in introducing students to workplace skills. Several of the resources are especially appropriate for use with lower level students.

Contact information is given for these resources. Prices have not been included, but catalogs may be obtained by contacting the companies. It is understood that this is merely a sample and not all inclusive of what is available in the area of workforce education.

Florida Works

An intensive short-term results-oriented curriculum that helps adults set employment goals, apply for jobs, and know what it takes to succeed in the workplace. Curriculum has been correlated to the Workplace Readiness Skills frameworks.

Florida Human Resources Development, Inc.

Phone: (407) 699-9622

Web: www.floridahumanresources.org

The Guide 2001

Booklet available FREE and updated annually giving sample résumés; interest, learning style, and values checklists; occupational information; listings of colleges, universities, vocational, technical, and adult centers throughout Florida; and financial aid information.

Florida Department of Education

Turlington Building

325 West Gaines St.

Tallahassee, FL 32399-0400

Phone: (800) 342-9271

Workplace Essentials Skills Series

A series of 25 half-hour video programs with accompanying workbooks that show how adults use basic skills in reading, writing, math, problem solving, and communication to find a job and how those same skills are used in realistic workplace settings.

KET

Phone: (800) 354-9067

Web: www.ket.org/adulteducation

The following are available from:

New Readers Press

Dept. 500

P.O. Box 888

Syracuse, NY 13210-0888

Phone: (800) 448-8878

Fax: (315) 422-5561

Web: www.newreaderspress.com

Get That Job!

Workbook that includes models for personal assessment, goal setting, résumés, cover letters, networking, and interviewing.

150 Ways to Keep Your Job

Workbook that teaches basic work ethic, handling the first day on the job, dealing with customers, and getting a promotion.

Job Search Education

Text and program guide that covers goal setting, developing job leads, applications, and interviews.

Job Savvy

Curriculum that includes case studies, worksheets, and hands-on activities to develop positive workplace skills.

Workplace Dynamics

Training guide that addresses communication skills, creative problem solving, and team work while improving basic reading and writing skills.

Working

A self-assessment tool based on employer identified workplace competencies and the SCANS report. Includes user guide and application guide with follow-up activities.

English at Work

A multimedia approach that includes a teacher's guide, audio tape, photocopy masters, cartoon cards, photographs, posters, and training video. Covers real world communication situations, health and safety issues, job routines, and work relationships.

More than a Job

Variety of reading selections from short stories to newspaper articles that help students develop analytical skills in the context of work. Photocopy masters and read-a-long tapes are also available.

Job Survival Skills

Workbook that covers communication, cooperation, and dealing with job stress.

The following are available from:

Steck-Vaughn Company

P.O. Box 690789

Orlando, Florida 32819-0789

Phone: (800) 531-5015

Fax: (800) 699-9459

Web: www.steck-vaughn.com

Employability Skills Books

Easy-to-read booklets that provide diagnosis, instruction, and on-going assessment for job-hunting, on-the-job, and life skills.

Workplace Job-Specific Skills Programs

Resource binder with reproducible forms that address marketing your program to employers, assessing needs, program planning, curriculum development, and lesson planning.

Necessary Skills for the Workforce

Two book series based on the SCANS report that includes forms for job applications, workplace vocabulary and job readiness skills including getting and keeping a job, success at work, paychecks and benefits, health care, social security, and discrimination.

Math Skills for the Workforce

Four book series that develops math skills in a workplace context.

Workforce: Building Success

Six book series that encourages students to examine their strengths and weaknesses in the areas of communication, customer service, personal development, problem solving, time management, and writing.

The following are available from:

Cambridge Education

4350 Equity Drive

P.O. Box 2649

Columbus, Ohio 43216

Phone: (800) 238-5833

Fax: (800) 393-3156

Getting a Job and Keeping It

Workbook covers making a good first impression, preparing questions and answers for interviews, knowing when to ask for help, and tips for surviving the first days on the job.

Read to Work

Teaches basic reading strategies essential to success in the workplace and familiarizes adults with the type of reading they will be doing on the job.

Success on the Job

Workbook addresses communication skills, relationships with co-workers, customer service, personal issues in the workplace, managing time, and improving job skills. Basic math, language arts, and reading skills are applied.

The Career Box

Provides 56 cards that describe job opportunities in the areas of transportation and travel, sales and retail services, construction, health services, mechanics, and administrative support services. Reproducible worksheets available.

The Job Box

Provides 56 illustrated booklets describing the knowledge and training required for entry-level jobs, wages to expect, where jobs are located, and how to get more information. Reproducible worksheets available.

Workplace Success Series

Workbook series teaches basic writing and math skills in the context of business and industry, encourages critical thinking, and problem solving skills.

The following are available from:

Center on Education and Work

964 Educational Sciences Building

1025 W. Johnson Street

Madison, WI 53706-1796

Phone: (800) 446-0399

Fax: (608) 262-9197

Career Development Guides for Women

Provides background information, handout and activities to address issues confronting African American, American Indian, Hmong, and Latina women at work.

Occupational Cluster Videos

Designed to introduce specific professional, service, and technical occupations based on occupations in demand. Includes curriculum guides.

Occupational Outlook Handbook

Updated every two years; features 200 jobs divided into 19 occupational clusters. Job descriptions include nature of work, required skills, working conditions, employment opportunities, training and advancement, earnings, and related occupations.

Personal and Career Development

Workbook helps students understand the process of values clarification and decision-making based on school survival skills that translate to college, the military, and daily living situations.

100+ Ways to Start the Day

Booklet provides 15 minute lessons on self-awareness, career awareness, exploration and preparation, and survival skills.

Women in Nontraditional Careers

Video series that explores work talk, math at work, and women in the fields of construction, dentistry, engineering, firefighting, machining, policing, and welding.

E-mail: cewmail@education.wisc.edu

Web: www.cew.wisc.edu

The following are available from:

Jist Publishing

8902 Otis Ave.

Indianapolis, IN. 46216-1033

Phone: (800) 648-JIST

Fax: (800) JIST-FAX

E-mail: info@jist.com

Web: www.jist.com

The Career Game

Workbook that shows students how to convert hobbies, heroes, and personal favorites into a career profile.

Red Hot Jobs

Workbook matches personality and interests to fast-growing jobs giving predicted rate of growth, number of new openings, and specific information for each job.

Dream Catchers

A classroom text introduces career concepts and meets national career development guidelines. Includes instructional aids and reproducible activities.

Pathfinder

High interest workbook includes a career assessment section and teacher resources.

The Right Job for You

An interactive career planning guide contains case studies, worksheets and charts, details on hundreds of jobs.

The following are available from:

Lakeshore Basics & Beyond

2695 E. Dominguez Street

P.O. Box 6261

Carson, Ca 90749

Phone: (800) 421-5354

Fax: (310) 537-5403

Web: www.basicsandbeyond.com

Getting the Job You Really Want

Workbook helps students identify their most valuable job skills, write winning résumés, and interview successfully.

Job Search Video Library

Videos including job search methods, organizing your job search, identifying your skills, effective interviewing skills, and getting the job you really want. Includes workbook with sample résumés, forms, and tips.

10 Minute Job Interviews

Workbook that addresses researching potential employers, dressing to impress, overcoming common interview hazards, answering challenging questions, and writing a thank-you note.

Top Jobs Without a Degree

Book that describes over 150 jobs including working conditions, skills required, growth projections, and related jobs.

You're Hired!

Workbook that teaches students how to assess skills, evaluate interests, find job openings, write a résumé and cover letter, and increase interview skills.

The following are available from:

Meridian Education Corporation

90 MacCorkle Ave. SW

Dept. MS1

South Charleston, WV 25303

Phone: (800) 727-5507

Web: www.meridianeducation.com

Careers in Action Poster Pak

Each poster describes nature of the work, training and education, earnings, employment outlook, and related occupations for a variety of occupations.

Casual Success: Clothing for Work and Leisure

Video that reviews dress requirements for work and options for leisure wear with suggestions for purchasing clothing for both on a limited budget.

Enter Here

One hundred videos that explore entry level careers featuring employees at their work site. Student and teacher guides available with SCANS correlation charts.

Feedback on the Job: Accepting Criticism

Video that provides workers with appropriate responses to feedback in different work situations to build confidence and separate feelings from reactions.

How to Handle Difficult People

Video that teaches how to overcome stressful personality conflicts, recognize the control we have over ourselves, and develop better business relationships.

I Can't Believe I Said That: Interview Tips

CD-ROM that addresses interview etiquette, dressing properly, and the typical interview process.

Not for Sale: Ethics in the Workplace

Video that teaches skills and values necessary for success in the workplace by following four new employees through their first few days on the job.

Résumé Express

CD-ROM that teaches about résumé writing and provides a step-by-step guide to developing your own résumé .

Take This Job and Love It

Video that addresses how knowing what to wear, interacting with co-workers and bosses, learning correct office procedure, and knowing expected skills all impact how effectively you adapt to a new job situation.

Teens for Hire

Video that follows teens on the job and explores demands of keeping up with schoolwork, responsibilities at home and on the job.

Wacky Job Search Posters

Bright and humorous, these inspirational posters are a hit.

The following are available from:

The Princess Co.

Dept. C110

P.O. Box 7716

Jackson, WY 83002

Phone; (800) 543-0998

Fax: (800) 518-2514

Web: www.schoolco.com

Access Unlimited

Video series that explores job search tactics, job interviewing, résumés, and applications for people with disabilities.

Awareness of Culture in the Workplace

Video series that discusses cultural myths and stereotypes as well as specific communication skills to increase understanding among Hispanics, African Americans, Arab Americans, Native Americans, and Asian Americans.

Best 10 Tips for Basic Work Habits

Video series that includes tips for developing awesome work habits, tips for driving co-workers crazy, and tips for getting along with weird bosses.

Career Planning Poster Set

Unique and inspirational posters that address exploring opportunities, creating your own dream, and planning for success.

CD-ROM Version of Occupational Outlook Handbook

Includes a 31 question inventory that relates educational and extra-curricular interests to specific jobs and an audible guided tour of over 300 careers.

Dynamite Cover Letters

Book that shows how to produce powerful letters that lead to interviews and job offers.

Interview for Success

Book that is a practical guide to increasing job interviews, offers, and salaries.

Interview Skills for the Future

Video series that addresses the basics of interview preparation, interview skills in action, and special interview challenges for minorities, women, and people with disabilities.

Job Skills for Career Success

Video series that includes advertising tricks without gimmicks, introduction to desktop publishing, entrepreneurs for the future, telephone skills, basics of office procedure, basics of word processing, and introduction to filing and records management.

Job Success Without a College Degree

Video series that includes selling yourself without a college degree, finding a job when your past is not so hot, getting basic work habits without college training, places to look for work, and getting back into the swing of things, returning to school.

Successful Work Habits

Video series that includes work habits for the beginner, safety at the workplace, entrepreneuring, life after prison, and harassment at work.

Sure-Hire Resumes

Book that includes 25 résumé make-overs to show how to improve a weak résumé .