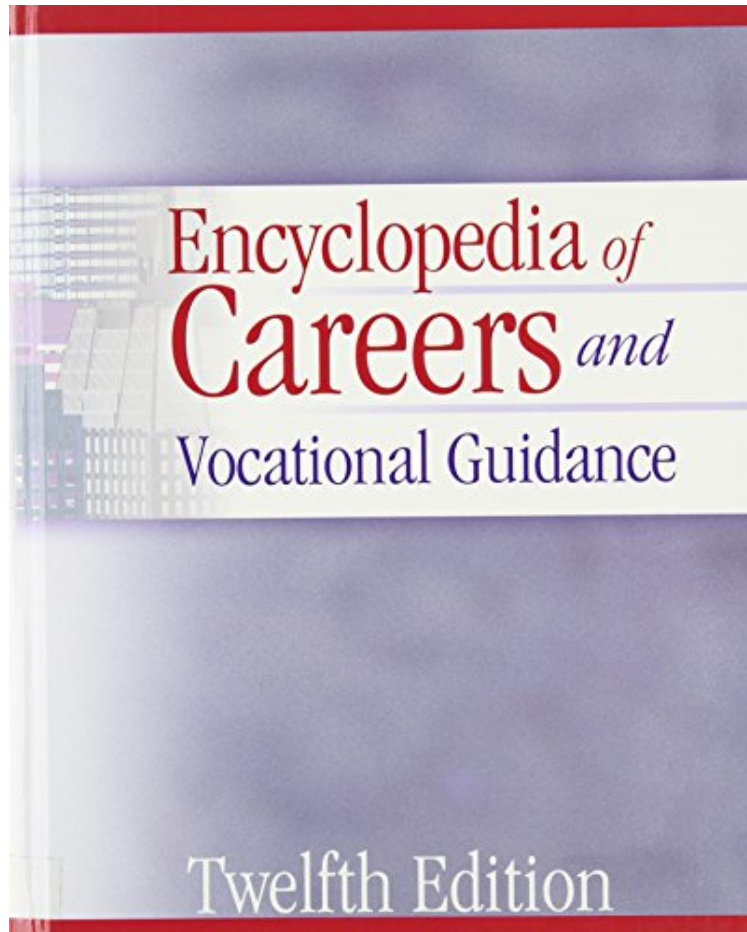


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## **Encyclopedia of Careers and Vocational Guidance (Encyclopedia of Careers and Vocational Guidance, 12th Ed) Four volume set.**

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**Ferguson : Encyclopedia of Careers and Vocational Guidance (Encyclopedia of Careers and Vocational Guidance, 12th Ed) Four volume set.** before purchasing it in order to gage whether or not it would be worth my time, and all praised Encyclopedia of Careers and Vocational Guidance (Encyclopedia of Careers and Vocational Guidance, 12th Ed) Four volume set.:

This four-volume encyclopaedia is designed to be of use to school libraries, career centres, guidance offices and other agencies involved with career exploration. More than 700 articles have been revised and updated to reflect accurate, up-to-date career information. Included in this edition are 50 new career articles and more than 90 new photographs.

Each article offers expanded career information, a bibliography, sidebars and other user-friendly features, as well as an extended profile of an industry professional. Spotlights are the top ten fastest growing careers and the top ten careers that experts predict will add the greatest number of positions up to the year 2010.

From Booklist One need only consider recent swings in the airline and Internet industries, not to mention the stock market, to understand the need for libraries to have up-to-date career guides. Now in its twelfth edition, *Encyclopedia of Careers and Vocational Guidance* is, like that other standard of the career reference section, the *Occupational Outlook Handbook* (U.S. Bureau of Labor Statistics, annual), essential. Volume 1 devotes 71 pages to career guidance topics and more than 375 pages to overviews of 93 career fields (similar to the industry profiles of earlier editions), while volumes 2 through 4 cover the essentials of some 677 careers, alphabetically arranged. With some 3,200 pages of up-to-date information engagingly presented, this is truly a one-stop source. The opening section on career guidance is organized into four areas: "Preparing for Your Career," "Finding a Job," "Applying for a Job," and "You're Hired!" Along the way is practical advice on choosing a career, networking, resumes and cover letters, interviewing, salaries and wages, and employment laws. Each of these and other topics are accompanied by a well-annotated list of Web sites to consult for further information. The next section profiles 449 career fields. Each profile looks at the background, structure, and employment outlook of the field and offers sources of further information (with address, phone number, and Web address); references to related articles; a glossary; one or more black-and-white photographs; and the occasional interesting sidebar. Volume 1 concludes with appendixes on career resources for those with disabilities and information on internships, apprenticeships, and training programs and indexes to various job classification systems (such as the *Dictionary of Occupational Titles* and the *Guide for Occupational Exploration*), organizations and Web sites, and job titles. Volumes 2 through 4 profile specific careers. For each, there is an overview followed by sections on history, description of the job, requirements, earnings, work environment, outlook, and more. Each profile also offers sources for further information, and, usually, a photograph. Often there is a bibliography or an interesting sidebar; the article on home health-care aides, for instance, provides an interview with a home health physical therapist. Volumes 2 through 4 contain an identical job title index. This resource continues to be a key library resource, highly recommended for high-school, public, and academic libraries. RBBCopyright American Library Association. All rights reserved