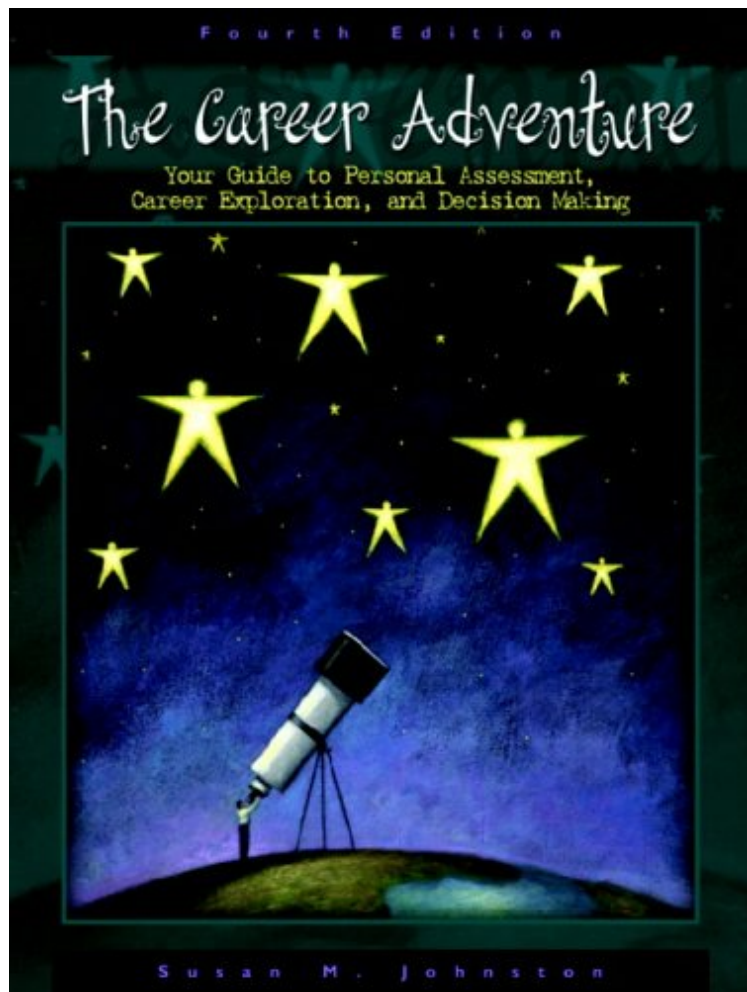


[Library ebook] The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making (4th Edition)

The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making (4th Edition)

Susan M. Johnston

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Susan M. Johnston : The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making (4th Edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making (4th Edition):

0 of 0 people found the following review helpful. Four StarsBy Richard Smithhelps me know who I am0 of 0 people found the following review helpful. Spot on, just what I needed...By Aaron FinleyExactly, what I need for class and a fraction of the price you pay when ordering from the school.0 of 0 people found the following review helpful. Five StarsBy Eric Henderson to the rescue. Exactly what I needed. The material was also received in a timely manner.

Focused solidly on doing rather than on explaining, this book gets right to the heart of career decision making: It will 1) walk you through the process of self-knowledge and self-discovery, 2) encourage you to believe in yourself and in your own ability to influence outcomes and achieve career goals, and 3) guide you in working with various job/career-search and development tools. This edition offers expanded use of electronic and internet resources, an update of Maslow's Hierarchy, and a new perspective on decision-making, as well as covers the topics of self-assessment, exploring the world of work, and organizing the job search. Comprehensive appendices offer sample resumes and cover letters, as well as other job search resources. An excellent and valuable guide for all those involved in a job search or a career change.

From the Back Cover The Career Adventure captures the excitement of career planning in a step-by-step process of self-assessment and decision making. The text encourages students to be autonomous and use self-exploration as a means to success. This edition offers an expanded use of electronic and Internet resources, an update of Maslow's hierarchy, and exercises that relate all facets of the job search to students' larger career goals. Important features of this edition include: Integrated Exercises Case Studies Portfolios Visit our Student Success Supersite at www.prenhall.com/success Features include: Majors Exploration Career Advice Web Links Tips from Successful Students Student Bulletin Boards Faculty Resources About the Author With approximately 20 years of experience in career development and counseling, Susan M. Johnston has had the opportunity to work closely with hundreds of students and clients who have chosen to take on the challenge of career planning. As an instructor in career planning and a private practice career advisor, she has guided individuals through the process of self-assessment, career exploration, and decision making to achieve their career goals. Prior to her classroom and private practice experience, she held positions at Sinclair Community College in the area of Cooperative Education and with the Career Planning and Placement Center. In addition to her teaching and counseling services, she is currently providing career planning consulting services to secondary schools seeking to update and implement career development programs. Susan graduated summa cum laude from Wright State University with a B.A. in Communications and holds an M.S.Ed. in Counseling from the University of Dayton. In past positions, she has been on assignment with the State Department in India for the U.S. Information Agency, and prior to her experience as an educator, she was a contract negotiator for the U.S. Air Force. She is an active member of the American Counseling Association, the National Career Development Association, and the Ohio Counseling Association. She has also written a number of articles and presented workshops in the areas of career planning and balancing roles. Currently, Susan is pursuing a doctoral degree in Workforce Development at The Ohio State University. Susan is a pacifist whose oldest son, Charles, is a second lieutenant in the United States Marine Corps of whom she is insufferably proud. Susan's middle son, Mitch, is an honors student majoring in international business and Italian at The Ohio State University. Her youngest son, Russ, applies his 6'3", 250-pound frame to the offensive line on his high school football team. Excerpt. Reprinted by permission. All rights reserved. Choosing a career is an exciting process of self-discovery. It draws you out into the world to explore careers, and sets your path with decisions that will result in insight, growth, and reward. This journey is most fulfilling when undertaken with a belief in yourself, a willingness to risk, and a sense of humor! The adventure does not end when a career is chosen; the career is always a work in progress and continues to change as the adventurer grows and changes. The most important resource in any career adventure is you—the person who explores new vistas and makes the career choice. The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making, Third Edition, is designed to actively engage readers in planning their own careers. The exercises and activities found throughout the book make the adventure an interactive one; you are encouraged to consider thoughtfully each step of the journey, building confidence as you see your decisions yield results. The book is divided into three parts. Part I, "Self-Assessment: Learning About Yourself," focuses on self-knowledge and discovery. Students explore career dreams, motivations, values, life stages, abilities and skills, personality, and interests. Examining these areas begins the process of discernment that is critical to making a meaningful career choice. Part II, "Career Exploration: Learning About the World of Work," guides you through the career market and trends and investigates government resources and other publications. Important discussions of networking and decision making, accompanied by practical exercises, help readers set goals and then formulate plans and develop skills to achieve those goals. Part III, "The Job Campaign: Organizing Your Search," looks at the job search, examining the details of resume writing, interviewing and marketing skills, and how to gain hands-on experience through internships and volunteer work. You will have an immediate opportunity to apply new skills when working through the exercises. Even students who do not plan to enter the full-time job market immediately will benefit greatly from the information in Part III. This third edition of The Career Adventure takes a fresh look at the adventure of career planning and the influence of information technology on the process and landscape of career development. Perhaps no field has been influenced as profoundly by the explosion of information as has career planning. Finding information is easy. Indeed, we're buried in data. Chapter 4, Exploring the World of Work, seeks to simplify and focus the process of gathering data by offering guidelines for productive use of the Internet. Along with Web sites of proven value (at the end of each chapter and in Appendix 2), I recommend search techniques that minimize "Web wandering." These techniques make the Internet the valued tool it should be,

instead of a maze of career cul-de-sacs. Additionally, the infusion of technology into the workplace spurred explosive growth during the 1990s. While growth has leveled, we are still likely to find ourselves on an economic roller coaster as we cope with energy needs and extend the infrastructure of technology to every corner of our culture. This edition emphasizes steady, step-by-step progression toward goals that flow from your growth and your ability to calmly go with that flow, without being at the mercy of economic trends. Suggestions for group discussions appear throughout the book, giving you the opportunity to interact with peers, instructors, administrators, and the community. Internet resources and pertinent Web sites are offered throughout the book to expand your information base and help you become familiar with using electronic resources, necessary skills in today's career/job marketplace. This real-world exchange connects the classroom to the larger world, in preparation for the actual job campaign. The world around us plays a dramatic and constantly changing role in our career adventures. However, it is the adventurer who guides the journey and determines the outcome. Recognizing what information is needed, knowing how and where it can be found, and understanding what can be done with it are the keys to achieving any and every goal. The Career Adventure was written to help you acquire the skill and confidence to see the goal and achieve it!

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