

Job Search, 5th Edition
(2nd Book in 2-Book Series)
Author: Robert D. Lock

Focus

- Comprehensive 2 book series; 2nd book: Job Searching
- Briefly mentions theories and refers to Book 1 for more in-depth discussion
- Orientation is practical; incorporates lots of activities and exercises related to job searching

Background

- First published in 1987 and is currently in its 5th edition
- Total of 284 references
- No author information is available in the 2nd Book
- First author has taught the course for the past quarter-century

Content

- Total of 339 pages with no photos
- Assignments/Learning Activities
 - Exercises/Activities: 26
 - Tables/Figures: 43
- Exercises and Activities are incorporated into text
- The text is not broken down into units
- Chapters include: Overview of Job Search; Sources of Job Leads; Using Your Writing Skills to Get a Job: Resumes and Cover Letters; Job Application Forms; Using Your Research Skills to Get a Job: Geographical Areas; Using Your Research Skills to Get a Job: Work Organizations; Using Your Speaking Skills to Get a Job: Interviewing for Information; Using Your Speaking Skills to Get a Job: Interviewing for Jobs; Into the Working World; The Bigger Picture of Work
- Discussion on various assessments, including a section on psychological testing

Instructional Support & Price

- Cost of Book: \$57.95
- Instructor's Manual: available upon adoption
- There appears to be no PowerPoint supplement
- Bundle: Taking Charge of Your Career Direction: Career Planning Guide, Book 1, 5th + Job Search: Career Planning Guide, Book 2, 5th:106.90
- Bundle: Job Search, Book 2, 5th + InfoTrac College Edition: \$43.95
- Additional resources:
 - Brooks/Cole Annual "Clips for Coursework" Video for Helping Professions, 2005
 - Opposing Viewpoints Resource Center (not sold separately)