

Postgraduate School

BOOKS ON CAREER PLANNING AVAILABLE IN THE UFS LIBRARY

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Bolles, R.N. 2010. *What color is your parachute? : a practical manual for job-hunters and career-changers*. Berkeley, Calif. : Ten Speed. **(650.14 BOL)**. In this edition of the job-search guide the author explains that job seekers will have the most success if they undertake a "life-changing job hunt": taking a thorough personal inventory of what one enjoys, brainstorming of job environments where one will use these skills and interests, and planning to contact individuals who can help find jobs that offer opportunities to use these skills and interest.

Briscoe, J.P., D.T. Hall & W. Mayrhofer (eds). 2012. *Careers around the world: individual and contextual perspectives*. New York, N.Y. : Routledge. **(331.702 CAR)**. The goal of this book is to develop new understandings of career from the vantage point of those who live in diverse cultures, and who belong to different generations. *Careers Around the World* explores the very meaning of what a career for individuals is in different countries, cultures, professions and age groups. What does career success mean for people around the world? What are key career transitions, and how are they best managed in different cultures? As those questions have not yet been investigated in the literature of careers across cultures and generations, the authors have taken an approach that led to hearing the answers directly from working people around the globe. This book presents the answers to these questions from each of the seven major cultural regions of the world and the practical implications of these differences for those who manage human resources in organizations that cross national boundaries, as well as those who advise on careers.

Buller, J.L. 2010. *The Essential College Professor : a practical guide to an academic career*. San Francisco, Calif. : Jossey-Bass. **(378.120073 BUL)**. This book is about the "how" and "why" of being a faculty member today. Based on

the author's series of highly successful faculty development workshops, each chapter deals concisely with the most important information college professors need at their fingertips when confronted by a particular challenge or faced with an exciting opportunity. Written both as a comprehensive guide to an academic career and as a ready reference to be consulted whenever needed, The book emphasizes proven solutions over untested theories and stresses what faculty members have to know now in order to be successful in their careers. Each chapter is concluded by a short exercise that faculty members can perform to help them, for instance, completely revise a course by restructuring the syllabus and course materials, bring new life to a research project by reframing it as a book proposal or grant application, and so on.

Colley, N. 2011. *Choose the right career: a practical guide for school leavers*. Welgemoed, South Africa: Metz Press. **(371.425 COL)**. This book will assist school leavers and young adults in choosing the right career. It includes relevant information on current study and career choices. It also contains many practical exercises that can be completed individually or discussed in a group forum. The book was written from a South African context. However, it is recognised that we enter a global job market when we leave school. Therefore, the principles and exercises in this book will apply to school leavers all over the world. The contents cover values and interests; personality, attitudes and special talents; opportunities in the current job market; entrepreneurship -- starting your own business; gathering more information about job fields; The Gap Year; choosing the correct study institution; and entering the world of work.

Cutler, D. 2010. *The savvy musician: building a career, earning a living & making a difference*. Pittsburgh, Penn. : Helius Press. **(780.23 CUT)**. This text is a comprehensive and engaging how-to book tailored to encourage musicians, eager or reluctant to take the next big step. But it is also a realistic look at the business, in a format that does not sugar-coat the truth. The author gives detailed sources of potential income streams for maintaining a career in the music field, including areas that musicians might not have considered. These include educational workshops, summer camps, sales through the merchandising of CDs, grants and fellowships, part-time jobs, and maintaining finances.

Denicolo, P. 2014. *Developing transferable skills: enhancing your research and employment potential*. Los Angeles [Calif.]: SAGE. **(378.365 DEN)**. This book provides a succinct guide for doctoral and early career researchers about the nature of transferable skills, why they are needed and how they can be

acquired, evidenced and marketed. The competitive economic climate makes it more important that doctoral graduates and early career researchers can convince prospective employers of both their specialist and generic skills. Institutions are also required to provide well organized, relevant training in skills development if they are to attract and retain doctoral candidates.

Gatherer, J. & D. Craig. 2010. *I am talent: a comprehensive guide to optimise your potential and achieve your personal and career aspirations*. Randburg: [South Africa]. **(158.1 GAT)**. This book will guide and assist you in exploring the following critical questions: What are the drivers in the world of work? What are your options to create value? How can you find out who you are, what you want and how to optimise your personal effectiveness for a fulfilling life? What are organisations looking for when they search for talent? How can you build your distinctive value and personal brand? How can you maximise your performance? How can you fast-track your development? What competencies are core to becoming the best you can be? How can you make the best career choices and make the most of transitions?

Greenhaus, J.H., G.A. Callahan and V.M. Godshalk. 2010. *Career management*. 4th ed. Thousand Oaks: Sage Publications. **(650.14 GRE)**. This book blends theory, practical recommendations, and case studies to help students develop the necessary skills to manage their own careers or to act as a human resource manager assisting others as they develop their careers.

Harvard business review on managing your career in tough times. Boston, Mass. : Harvard Business School Pub., 2010. **(650.1 HAR)**. Managing your career is always important, but it's especially difficult and front-of-mind when times are tough. This collection of Harvard Business Review articles addresses the top skills, strategies and perspectives you need to thrive, whatever comes your way.

Kuther, T.L. & R.D. Morgan. 2007. *Careers in psychology: opportunities in a changing world*. 2nd ed. Belmont, Calif. : Thomson/Wadsworth. **(150.23 KUT)**. This book gives readers exposure to careers in each of the areas of psychology and prompts you to explore whether or not a major and career in psychology is a good fit for you. Salary and career information, advice on getting a job after graduation, and information on applying to graduate school in psychology help you make decisions about the career that is right for you.

Ludlow, C.L. & R. D. Kent. 2011. *Building a research career*. San Diego, Calif. : Plural Pub. **(001.4023 LUD)**. This book outlines guides to success in critical

areas of a scientific career, including designing research, developing research programs, obtaining research grants, publishing in top journals, making sense of impact scores, grant writing do's and don'ts, applying for patents, and how to become a leader in a scientific field. The authors cover the As to Zs of career-building strategies toward a rewarding life in academia and science. Within each of the 11 chapters these authors share their and others' experience about how to navigate science and academia.

Palau, S.M. and M. Meltzer. 2007. *Learning strategies for health careers students*. Rev. ed. St. Louis: Saunders Elsevier. **(610.7370711 PAL)**. Dozens of step-by-step strategies help you improve your skills in areas such as reading comprehension, writing, math, and studying. With this book, you'll build your vocabulary, understand basic mathematics and solve word problems, take effective notes, manage study time, and raise your test scores. You'll also learn to organize your ideas so you can write more clearly and effectively for school and work-related reports.

Schreuder, A.M.G. & M. Coetzee. 2011. *Careers: an organisational perspective*. 4th ed. Claremont: Juta. **(331.702 SCH)**. The fourth edition of this textbook has been substantially revised and updated with new material that reflects contemporary research and trends in the careers field, and real-life South African case scenarios. *Careers: an organisational perspective* offers an accessible and engaging examination of a range of career aspects which are significant for the individual and the organisation in today's world of work. The pervasive theme of the book continues to be change in organisations, in the labour force and in people's lives.

Teichler, U. (ed). 2007. *Careers of university graduates: views and experiences in comparative perspectives*. Dordrecht: Springer. **(331.114235 CAR)**. Graduates from institutions of Higher Education do not only hope to get employed and be better paid. Study can also have an impact on employment and work in many respects: facilitating transition to employment, opening up opportunities for demanding, interesting and responsible professional assignments, increasing remuneration and job security, providing opportunities for continuing learning and leading the way to international mobility and visibly international assignments. The book provides a series of detailed analyses of graduate employment and work in comparative perspective. It draws from the survey of graduates from 11 European countries and Japan first published in H. Schomburg and U. Teichler "Higher Education and Graduate Employment and Work" (Dordrecht: Springer 2006). In this volume, scholars from twelve countries show how transition to employment, job assignments, employment assessments of the quality of employment and

work vary by the graduates' socio-biographic and educational background. It also focuses on experiences during the course of study and competences acquired, international experience, regional background and regions of employment. It demonstrates more substantial differences of the relationships between study and subsequent employment between various countries than previous debates and analyses have suggested.

Wang, M., D.A. Olson & K.S. Schultz. 2013. *Mid and late career issues: an integrative perspective*. New York, N.Y. : Routledge. **(650.1 WAN)**. This book looks at the unique career issues faced by those workers in their mid and late career stages, particularly with regard to the psychosocial dynamics of mid and late careers. With the growth in aging workers worldwide, we need a deeper understanding of the unique challenges and issues as well as the practical implications related to the shifting demographics to an older workforce, particularly the aging of the baby boom generation. This book reviews, summarizes and integrates the literature on a wide variety of issues and organizational realities related to these workers. Numerous case studies based on one-on-one interviews with older workers and recent retirees provides illustrative examples of the key concepts discussed in each chapter. Students, researchers, and professionals in industrial organizational psychology, human resource management, developmental psychology, vocational psychology and gerontology will find this authoritative book of interest.

Weeks, Z.R. & M. Abbott. 2007. *Opportunities in occupational therapy careers*. New York: McGraw-Hill. **(615.8515023 WEE)**. The book offers job seekers essential information about a variety of careers in the field of occupational therapy. The book includes training and education requirements, salary statistics, and professional and Internet resources.

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