

## Career Resources

### Assessments

- [www.strengthsfinder.com](http://www.strengthsfinder.com) (must purchase book and enter in code from book to take assessment)
- VIA Signature Strengths: <http://www.authentic happiness.sas.upenn.edu/register.aspx> (measures values)
- Center for Applications of Psychological Type (Myers Briggs): <http://www.capt.org/take-mbti-assessment/mbti.htm> (measures preferences)
- Enneagram <http://www.enneagraminstitute.com/> (fee based)
- 360 degree feedback: [www.theleadershipcircle.com](http://www.theleadershipcircle.com) (fee based)
- Holland's Career Key: [www.careerkey.org](http://www.careerkey.org) (fee based)
- NCSU Learning Styles Inventory: <http://www.engr.ncsu.edu/learningstyles/ilsweb.html>
- Learning Style Questionnaire (Marcia L. Conner): <http://agelesslearner.com/assess/learningstyle.html>
- Motivation Style Questionnaire (Marcia L. Conner): <http://agelesslearner.com/assess/motivationstyle.html>
- Kiersey Temperament Sorter: <http://www.keirsey.com/> (abbreviated MBTI assessment)
- MAPP: [www.assessment.com](http://www.assessment.com) (measures work motivations and matches with job categories)

### Books – Career and Personal Development

#### Assessments

*Gifts Differing-Understanding Personality Type*, Isabel Myers Briggs  
*Wisdom of the Enneagram*, Don Richard Riso and Russ Hudson

#### Career Planning & Development

*Cure for the Common Life - Living in Your Sweet Spot*, Max Lucado  
*Do What You Are-Discovering the Perfect Career for You through the Secrets of Personality Type*, Paul D. Tieger and Barbara Barron  
*The Four Hour Work Week*, Timothy Ferriss  
*Get Hired Now*, CJ Hayden, Frank Traditi  
*Made to Stick*, Chip Heath, Dan Heath  
*What Color is Your Parachute*, Richard Nelson Bolles

#### Change

*Building the Bridge as You Walk On It: A Guide for Leading Change*, Robert E. Quinn  
*Power of TED\* (The Empowerment Dynamic)*, David Emerald  
*Transitions*, William Bridges

#### Inspirational/Creativity/Innovation

*The Dream Giver*, Bruce Wilkinson  
*The Heart Aroused*, David Whyte  
*Whack on the Side of the Head*, Roger von Oech (Whack Pack cards too)  
*What Would Google Do*, Jeff Jarvis

*When the Heart Waits*, Sue Monk Kidd  
*A Whole New Mind*, Daniel Pink

### Leadership

*The Go-Giver: A Little Story About a Powerful Business Idea*, Bob Gurg & John David Mann  
*The Influencer*, Kerry Patterson et al  
*Leadership Challenge*, James M. Kouzes & Barry Z. Posner, PhD  
*Leadership is an Art*, Max DePree  
*Leading at a Higher Level*, Ken Blanchard  
*One Minute Manager*, Ken Blanchard & Spencer Johnson  
*The Extraordinary Leader*, John Zenger & Joseph Folkman  
*You Don't Need a Title to Be a Leader*, Mark Sanborn

### Personal Development/Growth

*A New Earth*, Eckhart Tolle  
*Authentic Happiness*, Martin Seligman, PhD  
*Becoming Real*, Gail Saltz, M.D.  
*Dark Side of the Light Chasers*, Debbie Ford  
*Emotional Intelligence*, Daniel Goleman, PhD  
*Finding Your Own North Star*, Martha Beck, PhD  
*Secret of the Shadow*, Debbie Ford  
*Social Intelligence*, Daniel Goleman, PhD  
*The Road Less Traveled*, M. Scott Peck

### Strengths

*Go, Put Your Strengths to Work*, Marcus Buckingham  
*Now, Discover Your Strengths*, Marcus Buckingham & Donald O. Clifton  
*Strengthsfinder 2.0*, Tom Rath

### Women

*Play Like a Man, Win Like a Woman*, Gail Evans  
*Why Good Girls Don't Get Ahead But Gutsy Girls Do*, Kate White  
*Women & Money: Owning the Power to Control Your Destiny*, Suze Orman

### **Building Alliances (a/k/a Networking)**

#### Books

*How to Win Friends and Influence People*, Dale Carnegie  
*Never Eat Alone and Other Secrets of Success, One Relationship at a Time*, Keith Ferrazzi

#### Online networking

- Riley Guide ([www.rileyguide.com](http://www.rileyguide.com))
- Job Hunter's Bible ([www.jobhuntersbible.com](http://www.jobhuntersbible.com))
- Online Career Resource for Women (<http://www.career-intelligence.com>)
- Manifest Your Potential (<http://www.manifestyourpotential.com>) A site filled with guidebooks,



quizzes, and articles for self-discovery and integration to work.

- US Department of Labor: <http://www.careeronestop.org/>
- US Occupational Information Network: <http://online.onetcenter.org/>
- Workforce<sub>3</sub> One (U.S. Department of Labor/Employment and Training Administration [ETA]): <http://www.workforce3one.org>

## **Resume Writing**

Purdue University Resume Writing Workshop:

<http://owl.english.purdue.edu/workshops/hypertext/ResumeW/index.html>

## **Salary**

[www.salary.com](http://www.salary.com)

[www.salaryexpert.com](http://www.salaryexpert.com)

[www.bls.gov/wages/](http://www.bls.gov/wages/) (Bureau of Labor Statistics –Wages, Earnings and Benefits)

<http://stats.bls.gov/oes/> (Bureau of Labor Statistics – Occupational Employment Statistics)