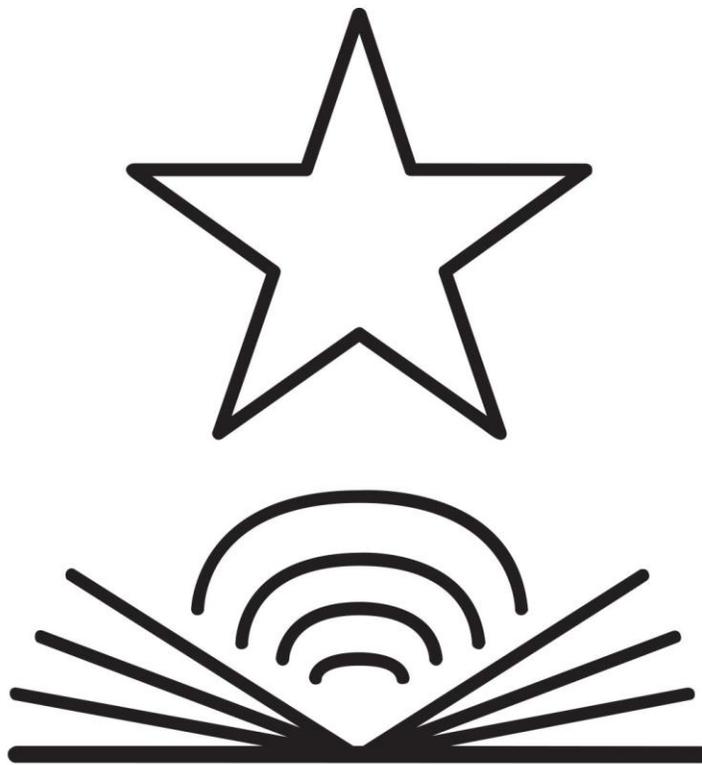


**EMPLOYMENT/  
TRANSITION TO THE WORKFORCE  
BIBLIOGRAPHY**

*Talking Book Program*



**[www.TexasTalkingBooks.org](http://www.TexasTalkingBooks.org)**

**Texas State Library and Archives Commission**

# EMPLOYMENT/TRANSITION TO THE WORKFORCE BIBLIOGRAPHY

## Contents

EMPLOYMENT AND PEOPLE WITH DISABILITIES .....	3
GENERAL EMPLOYMENT AND CAREER TITLES.....	5
EMPLOYMENT AND CAREERS FOR YOUNG ADULTS.....	10
SPANISH.....	14

## Book number legend

BR	Braille book
DB/DBC	Audio-book on digital cartridge and available for download on BARD

## **EMPLOYMENT AND PEOPLE WITH DISABILITIES**

**JOB SEARCH HANDBOOK FOR PEOPLE WITH DISABILITIES** by RYAN, DANIEL J. 2011.

BR 20270 / DB 77534

Comprehensive resource guide to career development for people with disabilities. Covers locating openings, preparing for interviews, writing resumes, using government programs, networking, and succeeding at work. Discusses available accommodations and provides job links from the U.S. Department of Labor Office of Disability Employment Policy. \*This is the third edition of this book.\*

**ILLUSTRATED GUIDE TO ASSISTIVE TECHNOLOGY AND DEVICES: TOOLS AND GADGETS FOR LIVING INDEPENDENTLY** by ROBITAILLE, SUZANNE. 2010.

DB 70279

Guide to the history, use, and acquisition of assistive technologies (AT). Lists devices such as programmable prosthetics and text-to-speech software for individuals with visual, hearing, physical, or cognitive disabilities and learning disorders. Offers strategies for dealing with emotional issues related to AT. Covers the Americans with Disabilities Act.

**LEARNING TO COPE WITH SIGHT LOSS: SIX WEEKS AT A VA BLIND REHABILITATION CENTER** by MCGEE, WILLIAM L. 2010.

DB 71922

Author shares his experiences learning to manage the effects of sight loss with help from the VA Western Blind Rehabilitation Center program. Includes information on living skills, manual skills, computer-access training, therapy, family assistance, and more.

**ABLE! HOW ONE COMPANY'S DISABLED WORKFORCE BECAME THE KEY TO EXTRAORDINARY SUCCESS** by WURST, NANCY HENDERSON. 2005.

DB 60457

Outlines business practices of Habitat International, Inc.—a Tennessee rug manufacturer with mentally and/or physically challenged employees. Relates father and son Saul and David Morris's initial reluctance to hire such workers, the challenges they faced, and the success they and their employees now enjoy. Includes testimonials from professionals and relatives.

**PERSISTENCE IS POWER! A REAL-WORLD GUIDE FOR THE NEWLY DISABLED EMPLOYEE** by LAZO, JEANNE. 2004.

DB 61175

Provides disabled employees with information about disability insurance, Social Security, and Workers' Compensation. Explains the Americans with Disabilities Act. Offers advice for filing claims and managing paperwork, and provides forms and resources. Addresses emotional, medical, legal, privacy, and monetary issues.

**MAKING SELF-EMPLOYMENT WORK FOR PEOPLE WITH DISABILITIES**

by GRIFFIN, CARY. 2003.

BR 14945 / DB 56855

Experienced vocational counselors offer a practical handbook that provides individuals with disabilities information on how to start and maintain a small business. Includes suggestions on preparing a business plan and market strategies, understanding and using government programs, and finding mentors and useful web sites.

**I'D RATHER BE WORKING: A STEP-BY-STEP GUIDE TO FINANCIAL SELF-SUPPORT FOR PEOPLE WITH CHRONIC ILLNESS** by BACKSTROM, GAYLE. 2002.

DB 61969

Author with fibromyalgia offers a guide to finding a job that can accommodate a chronic illness or disability. Discusses the Americans with Disabilities Act, government programs, education and training, assistive technology, and self-employment opportunities. Provides real-life examples and resources and includes exercises to assess abilities and limitations.

**ADAPTIVE TECHNOLOGIES FOR LEARNING AND WORK ENVIRONMENTS** by LAZZARO, JOSEPH J. 2001.

BR 14560 / DB 55440

Describes, in nontechnical terms, how to increase one's independence by adapting personal computers for sensory, physical, speech, and learning disabilities. Lists assistive equipment available on the market and describes the basics of computer hardware.

**JOB-HUNTING FOR THE SO-CALLED HANDICAPPED OR PEOPLE WHO HAVE DISABILITIES** by BOLLES, RICHARD NELSON; BROWN, DALE S. 2001.

BR 14098 / DB 53895

In this updated edition of the popular guidebook first published in 1991, the authors explain the hiring process in the context of the Americans with Disabilities Act (ADA). They present job-hunting strategies and tips, offer advice for the interviewing process, including research and face-to-face issues, and suggest other resources available.

## GENERAL EMPLOYMENT AND CAREER TITLES

**HAMMER HEAD: THE MAKING OF A CARPENTER** by MACLAUGHLIN, NINA. 2015.

DB 81601

MacLaughlin reflects on her journey from having a career as a journalist to becoming a carpenter. Describes her work history, answering an ad when she had no prior experience, learning from her employer and mentor, Mary, and building bookshelves for her father. Discusses carpentry industry statistics. Strong language.

**I KNOW HOW SHE DOES IT: HOW SUCCESSFUL WOMEN MAKE THE MOST OF THEIR TIME** by VANDERKAM, LAURA. 2015.

DB 82035

Using data collected through the Mosaic Project - a study of 1,001 time diaries by women with at least one minor child at home and earning over \$100,000 - journalist Vanderkam details strategies for maximizing time spent on work, home, and family. Commercial audio book.

**LEAVE YOUR MARK: LAND YOUR DREAM JOB, KILL IT IN YOUR CAREER, ROCK SOCIAL MEDIA** by LICHT, ALIZA. 2015.

DB 81616

Licht, communications executive for fashion house Donna Karan International, shares her experiences identifying the career she wanted to pursue, getting jobs and making connections in the field, and creating a well-known and respected social-media presence. Commercial audio book.

**WORK RULES! INSIGHTS FROM INSIDE GOOGLE THAT WILL TRANSFORM HOW YOU LIVE AND LEAD** by BOCK, LASZLO. 2015.

DBC 02783

Laszlo Bock, head of the People Operations at Google, says "We spend more time working than doing anything else in life. It's not right that the experience of work should be so demotivating and dehumanizing." Bock believes in striking a balance between creativity and structure that can lead to success in quality of life as well as market share. He wants people to reawaken the joy in what they do.

**ECONOMY OF YOU: DISCOVER YOUR INNER ENTREPRENEUR AND RECESSION-PROOF YOUR LIFE** by PALMER, KIMBERLY. 2014.

BR 20941

Journalist and entrepreneur describes building her side business of selling printable financial planners on Etsy. Features case studies of other people who developed interests into money-making ventures - including cake decoration, conference organizing, and inventing - and ways to identify and create your own business.

**WHAT COLOR IS YOUR PARACHUTE?: A PRACTICAL MANUAL FOR JOB-HUNTERS AND CAREER-CHANGERS** by BOLLES, RICHARD NELSON.

2014 edition: BR 20222 / DB 77533

2005 edition: BR 16193 / DB 61233

Popular guide for determining job objectives and career goals.

The 2014 version offers advice on social media and search tactics and discusses interviewing, networking, negotiating salary, beginning your own business, changing careers, and dealing with handicaps.

The 2005 version assesses the impact of global outsourcing on job growth as compared to actual job vacancies, which are the product of constant employment turnover.

**THIS IS HOW TO GET YOUR NEXT JOB** by KAY, ANDREA. 2013.

DB 77342

Career consultant and syndicated columnist offers insight for improving your job search and advancing in your profession. Highlights what and what not to do, say, and wear. Discusses characteristics that employers look for and examples from her experiences.

**LIFE AFTER THE MILITARY: A HANDBOOK FOR TRANSITIONING VETERANS** by HILL, JANELLE. 2011.

DB 76698

A guide for veterans leaving the military. Discusses the emotional and psychological challenges of becoming a civilian and ways for families to cope with the change. Includes information on obtaining employment, furthering education, and managing finances. Lists relevant websites.

**YOU, INC.: THE ART OF SELLING YOURSELF** by BECKWITH, HARRY. 2011.

DBC 00207

In *YOU, INC.* Beckwith provides practical tips, anecdotes and insights based on his 30 years of marketing and selling his advertising services. Beckwith learned early on in his career that no matter what product you're selling, the most important component of the product is you. Beckwith relates tantalizing tidbits and real stories of how to harness your enthusiasm with an ability to impress your key accounts. Written in his traditional homespun style, Beckwith offers doses of humor and pithy knowledge to anyone who wants to seal the deal and thrive in business.

**CULINARY CAREERS: HOW TO GET YOUR DREAM JOB IN FOOD, WITH ADVICE FROM TOP CULINARY PROFESSIONALS** by SMILOW, RICK. 2010.

DB 71964

Guide to working in the food industry presented by Smilow, president of the Institute of Culinary Education, and McBride, a professor of food studies. Covers education, apprenticeships, first jobs, and entrepreneurship. Features interviews with eighty-nine professionals.

**TWO HUNDRED BEST JOBS FOR RENEWING AMERICA** by SHATKIN, LAURENCE. 2010.

DB 71327

Guide to identifying and securing jobs in the six industries that are projected to grow under President Obama's 2009 American Recovery and Reinvestment Act: infrastructure, green technologies, education, information technologies, health care, and manufacturing. Lists job descriptions and security; required education, training, and skills; earnings; and growth potential.

**CAREER CHRONICLES: AN INSIDER'S GUIDE TO WHAT JOBS ARE REALLY LIKE; THE GOOD, THE BAD, AND THE UGLY FROM OVER SEVEN HUNDRED FIFTY PROFESSIONALS** by GREGORY, MICHAEL. 2008.

DB 68211

A former lawyer offers college students and young adults an overview of various professions. Discusses opportunities and includes comments from practitioners in medical, legal, financial, computer, sales, and media fields, among others.

**BASIC BLACK: THE ESSENTIAL GUIDE FOR GETTING AHEAD AT WORK (AND IN LIFE)** by BLACK, CATHIE. 2007.

DB 65201

Female president of Hearst Magazines offers advice on achieving career success and personal contentment. Black highlights her rise in the media industry, including becoming the first woman publisher of a weekly magazine and building USA Today from an upstart to a widely read newspaper. Commercial audio book.

**ENCORE: FINDING WORK THAT MATTERS IN THE SECOND HALF OF LIFE** by FREEDMAN, MARC. 2007.

DB 69748

Suggests that having an "encore career" offers those of retirement age or retiring early the freedom to work in more meaningful and flexible ways. Recounts the experiences of second-career pioneers, who put fulfilling their personal desires and contributing to society ahead of income.

**WORK 101: LEARNING THE ROPES OF THE WORKPLACE WITHOUT HANGING YOURSELF** by FREEDMAN, ELIZABETH. 2007.

DB 67206

Corporate career consultant presents her office rules for the novice professional. Covers many aspects of work conduct, including building relationships with coworkers and supervisors, showcasing strengths in meetings, mastering communication, and handling promotions and resignations. Explains e-mail pitfalls and dress codes.

**CAREER COMEBACK: EIGHT STEPS TO GETTING BACK ON YOUR FEET WHEN YOU'RE FIRED, LAID OFF, OR YOUR BUSINESS VENTURE HAS FAILED - AND FINDING MORE JOB SATISFACTION THAN EVER** by RICHARDSON, BRADLEY G. 2004.

DB 59630

Columnist provides an action plan for a professional and emotional comeback from a job loss. Includes handling the initial crisis, learning from experience, creating support systems, and finding employment that is more satisfying.

**MONSTER CAREERS: HOW TO LAND THE JOB OF YOUR LIFE** by TAYLOR, JEFF. 2004.

DB 60010

Step-by-step guidebook with updated basics of job searching for first-timers, career changers, and those over fifty. Topics include the right attitude, your job-search portfolio, the resume that sells, and best-deal negotiation. Discusses networking, interviewing, and defining what you want to do.

**SMALL TIME OPERATOR: HOW TO START YOUR OWN BUSINESS, KEEP YOUR BOOKS, PAY YOUR TAXES, AND STAY OUT OF TROUBLE!**

by KAMOROFF, BERNARD B. 2002.

DB 54744

A step-by-step guide for the small-business owner to start and operate an endeavor, from location, financing, licenses, and plans to bookkeeping, partnerships, taxes, and more. Includes information on home-based businesses and use of the Internet.

**WHAT SHOULD I DO WITH MY LIFE?** by BRONSON, PO. 2002.

BR 14701 / DB 55873

Bronson presents about fifty accounts of individuals who "dared to be honest with themselves" and risk major change in this book that grew out of a transition point in his own life. Traveling across the U.S., he collected material from ordinary people of all ages and professions. Bestseller.

**ONE HUNDRED AND ONE BEST HOME BUSINESSES** by RAMSEY, DAN. 2001.

DB 56215

Brief suggestions on businesses that can be operated out of one's own home. Discusses basic job descriptions, skills and equipment needed, target audiences, and money matters. Includes examples and case studies.

**HOME-BASED BUSINESS FOR DUMMIES** by EDWARDS, PAUL. 2000.

DB 60139

Self-employment and business experts offer practical advice for launching and managing a business from your home. Includes tips on starting from scratch or buying a franchise, marketing, pricing, avoiding scams, setting up an office, choosing healthcare coverage, utilizing the Internet, and more. Also discusses legal, financial, and tax concerns.

## **EMPLOYMENT AND CAREERS FOR YOUNG ADULTS**

**LAND YOUR DREAM CAREER: ELEVEN STEPS TO TAKE IN COLLEGE** by TERHUNE, TORI RANDOLPH. 2013.

DB 77469

A guide for college students to help them take charge of their employment futures while still in school. Provides eleven strategies for use in and out of the classroom. Includes advice on developing a professional image, using social media, networking, and optimizing other career development tools. Young adult appeal.

**AMERICANS WITH DISABILITIES ACT** by GOLD, SUSAN DUDLEY. 2011.

BR 19318 / DB 73034

Discusses the Americans with Disabilities Act and profiles its proponents and opponents. Examines the impact of the 1990 law on public policy protecting the rights of individuals with disabilities in the fields of employment, housing, public facilities and transportation, and communications systems. For grades 6-9 and older readers.

**LIFE AFTER HIGH SCHOOL: A GUIDE FOR STUDENTS WITH DISABILITIES AND THEIR FAMILIES** by YELLIN, SUSAN. 2010.

BR 19191 / DB 72383

Guide for high school students with disabilities and the adults in their lives provides advice on transitioning from teen years to adulthood and from high school to college or the workplace. Covers handling medical issues without parental assistance and creating a paper trail to document the disability.

**CAN I WEAR MY NOSE RING TO THE INTERVIEW? THE CRASH COURSE: FINDING, LANDING, AND KEEPING YOUR FIRST REAL JOB** by REEVES, ELLEN GORDON. 2009.

BR 18515 / DB 69746

Provides tips for applying and interviewing for jobs and suggests involvement in networking and mentoring to discover potential employers. Addresses attention-grabbing cover letters, resume structure, interview basics, and physical preparation. Also answers frequently asked questions and discusses office etiquette. For senior-high and older readers.

**CAREERS IN RENEWABLE ENERGY: GET A GREEN ENERGY JOB** by MCNAMEE, GREGORY. 2008.

DB 68195

An overview of various forms of renewable energy - solar, wind, geothermal, hydroelectric, hydrogen, and bioenergy - and the career opportunities in this growing field. Discusses "green" jobs in building, management, and transportation. Details salaries, required education, and other employment criteria. For senior-high readers.

**ANIMAL CARE.** 2006.

DB 63612

Guide to careers dealing with both wild and domesticated animals. Discusses job duties, salary ranges, work environment, and required education level for such occupations as animal trainer and shelter employee, naturalist, park ranger, pet groomer, veterinarian, veterinary technician, zookeeper, and more. For senior high and older readers.

**SOCIAL WORK.** 2006.

DB 63463

Guide to careers in social services. Discusses job duties, salary ranges, work environment, required education, related coursework, and necessary certifications for such professions as adult day care coordinator, drug abuse counselor, grief therapist, hospice worker, occupational therapist, mobility specialist, psychologist, and more. For senior-high and older readers.

**WHAT COLOR IS YOUR PARACHUTE? FOR TEENS: DISCOVERING YOURSELF, DEFINING YOUR FUTURE** by BOLLES, RICHARD NELSON; CHRISTEN, CAROL; BLOMQUIST, JEAN M. 2006.

DB 62321

Career guide helps adolescents assess personal abilities, interests, and long-term goals and land their dream job. Offers tips on employment searches and interviews. Examines the option of continuing education after high school or not. Includes resources and profiles of successful young adults. For senior-high and older readers.

**AMERICA'S TOP ONE HUNDRED JOBS FOR PEOPLE WITHOUT A FOUR-YEAR DEGREE: GREAT JOBS WITH A PROMISING FUTURE** by KRANNICH, RONALD L. 2004.

DB 59966

Former university professors and authors of career books present a guide to finding secure positions with opportunities for advancement. Covers nine major fields, including medicine, computers, science, construction, sports, and travel. Profiles the salary, nature of work, and working conditions for each category. For senior high and older readers.

**REAL U GUIDE TO YOUR FIRST JOB** by HASSELL, MEAGAN. 2004.

BR 15937

Advice for the recent graduate on finding a job. Covers writing resumes, interviewing, networking, and keeping a position. For senior high and older readers.

**YOUNG ADULT'S GUIDE TO BUSINESS COMMUNICATIONS** by THOMASON-CARROLL, KRISTI L. 2004.

DB 58626

Outlines the interpersonal skills a new graduate needs for success in the workplace. Covers applying for a job, interviewing, making a good first impression, and using proper written and verbal communication. Includes sample resumes and letters. For senior-high and older readers.

**YOUNG ADULT'S GUIDE TO A BUSINESS CAREER** by GILES, M.J. 2003.

DB 58693

Guide for students who are choosing a career. Gives examples of jobs in a variety of fields, highlighting both positive and negative aspects and listing skills and education needed. Profiles include work in computers, accounting, finance, management, and marketing. For senior high and older readers.

**CAREERS FOR HOMEBODIES AND OTHER INDEPENDENT SOULS** by GOLDBERG, JAN. 2001.

DB 56180

Describes career possibilities for those who want to work independently from home. Includes options such as operating small businesses or franchises, consulting, and writing, along with other possibilities made available through advances in technology. Emphasizes the pros and cons and necessary skills. For junior and senior high and older readers.

**CAREERS FOR SCHOLARS AND OTHER DEEP THINKERS** by CAMENSON, BLYTHE. 2001.

DB 55913

Highlights careers for those who love research and teaching, including job opportunities in universities, libraries, museums, and laboratories. Also details the duties of a librarian, psychologist, botanical specialist, and animal behaviorist. For junior and senior high and older readers.

**CAREERS FOR PERSUASIVE TYPES AND OTHERS WHO WON'T TAKE NO FOR AN ANSWER** by GOLDBERG, JAN. 2000.

DB 51195

Describes career possibilities for those with persuasive personalities, including sales, public relations and fundraising, marketing and advertising, politics, law, and education. Emphasizes the training necessary, the salaries, and the job outlooks. For junior and senior high and older readers.

**CAREERS FOR SCIENTIFIC TYPES AND OTHERS WITH INQUIRING MINDS**

by GOLDBERG, JAN. 2000.

DB 51196

Describes the attributes and education necessary to become employed in the sciences. Analyzes various careers available in biology and medicine, the physical sciences such as chemistry and meteorology, agriculture, engineering, computers, or mathematics. Also considers salaries and job outlooks. For junior and senior high and older readers.

## **SPANISH**

**CONSIGA UN TRABAJO HOY (GET A JOB TODAY)** by CORTES, LUIS, REVEREND. 2007.

DB 62970

The director of Esperanza USA, the nation's largest faith-based Hispanic community-development corporation, provides step-by-step procedures on locating and applying for jobs, evaluating your skills, writing your resume, preparing for interviews, and taking advantage of employment benefits. Spanish language.

El director de Esperanza USA, la mayor corporación hispana de orientación religiosa para el desarrollo comunitario, ofrece los pasos necesarios para encontrar empleo en los Estados Unidos. Abarca la búsqueda y la solicitud de empleo, el conocimiento de sus destrezas, la preparación de su hoja de vida, la preparación para la entrevista, y la consolidación de los beneficios del empleo.



**1-800-252-9605**

**Talking Book Program  
Texas State Library and Archives Commission  
512-463-5458 (Austin area)  
tbp.services@tsl.texas.gov (e-mail)  
512-936-0685 (fax)  
PO Box 12927  
Austin TX 78711-2927**



Copies of this publication are available in alternative format upon request.

Published by the  
Texas State Library and Archives Commission,  
September 2016

Comments or complaints regarding programs and services  
of the Texas State Library and Archives Commission  
may be addressed to:

Director and Librarian  
PO Box 12927  
Austin TX 78711-2927