

How to Research Potential Careers And Potential Employers

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Free, Pima County Public Library resources are a great way to research potential careers and employers, and industries to work in, or types of organizations and business to work at. Free library resources include: print and electronic business directories, newspaper article databases, job and career Internet sites, and more.

Pima County Public Library online
catalog record for the [Occupational Outlook Handbook](#) from:

<http://librarycatalog.pima.gov/>

The Occupational Outlook Handbook is also on the Internet at:

<http://www.bls.gov/oco/home.htm>

Library resources can help you locate information about employment trends for careers, such as salary, educational requirements, and outlook. Business directories and databases can help you find information about potential employers, such as number of employees, year established, corporate ownership (who owns the company) and company histories, and other information such names of key personnel, like high ranking officers (company owners, managers, etc).

Use the following resources to answer complete these exercises:

1.) Occupational Outlook Handbook

The screenshot shows a library catalog interface with a search bar containing "occupational outlook handbook". Below the search bar, there are buttons for "Start Over", "Reserve Item", "Add to Temporary List", "MARC Display", "Return to Results", "Limit/Sort Search", "Search PCC", and "Search UA". A "Search History" dropdown menu is also present. The search results show the title "Occupational outlook handbook / U.S. Department of Labor, U.S. Bureau of Labor Statistics." with publisher "Washington, D.C. : Bureau of Labor Statistics, Library ed." and edition "Library ed.". Below this, there is a table with columns "LOCATION", "CALL #", and "STATUS". The table lists various library locations and their corresponding call numbers and statuses.

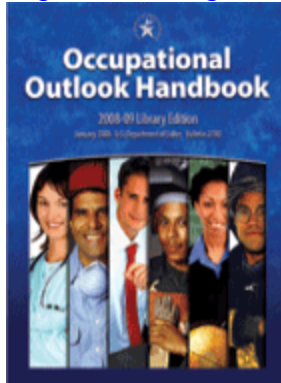
LOCATION	CALL #	STATUS
Joel Valdez Main Library	331.702 Oc17 2008	DUE 04-23-09
Joel Valdez Main BU 3FL	331.702 Oc17 2008	MISSING
Joel Valdez REF DESK 3FL	331.702 Oc17 2008	LIB USE ONLY
Joel Valdez TEEN CTR 2FL	331.702 Oc17 2008	LIB USE ONLY
Caviglia-Arivaca ref	331.702 Oc17 2006	LIB USE ONLY
Dusenberry-River ref Library	331.702 Oc17 2008	LIB USE ONLY
Eckstrom-Columbus Library	331.702 Oc17 2006	DUE 04-29-09
Eckstrom-Columbus ref	331.702 Oc17 2008	LIB USE ONLY
El Pueblo Library	331.702 Oc17 2006	CHECK SHELF
El Pueblo Library ref	331.702 Oc17 2008	LIB USE ONLY

View additional copies or search for a specific volume/copy

- The Occupational Outlook Handbook has information about employment trends for careers, such as salary, educational requirements, and job outlook.

- The Occupational Outlook Handbook is published annually and is available in print as a book at many library locations, call number 331.702 Oc17

- The full-text of Occupational Outlook Handbook book is also available on the Internet at:
<http://www.bls.gov/oco/home.htm>



Pima County Public Library Catalog:
<http://librarycatalog.pima.gov/>

The full-text of this book is also available on the Internet at:
<http://www.bls.gov/oco/home.htm>

Answer these questions using either the print or Internet version of the Occupational Outlook Handbook:

1 a.) Write down at least two jobs or careers that you are interested in:

1 b.) Write down the salary ranges for these types of jobs that you are interested in:

1 c.) What are the educational requirements for these types of jobs that you are interested in?

1 d.) What are the job outlooks for these types of jobs that you are interested in:

2.) *Career Information Center Database*

About the *Career Information Center Database*:

Explore your career options, with job summaries, descriptions, and up-to-date salary information.

The *Career Information Center Database* is available for free at all Pima County Public Library locations, or from your home or office with your Pima County Public Library card. Start with the **Pima County Public Library Internet page** at:

<http://www.library.pima.gov/research/databases/>

Select ***Business*** and then ***Career Information Center Database***.

2 a.) For the careers you have listed above in question A-1 that you are interested in, use the *Career Information Center Database* to locate “Where to go for more information” about these careers:

3.) Which library database would you use to take practice tests to help study for academic tests like the GED, or other professional study exams for various professions or careers?

[ANSWER: LearningExpress]

3 a.) Write down the complete Pima County Public Library Internet web site address you used to access this database:

3 b.) Write down at least two types of academic and/or professional tests that are in this Pima County Public Library database:

4.) Star 200

The Arizona Daily Star newspaper publishes a printed report each year, usually in the month of March, which lists the largest employers of Southern Arizona, ranked by number of employees, payroll, etc., as well by various types of industries, such as “Health Care” and “Resorts” and more.

The Star 200 is also available online at:

<http://azstarnet.com/star200/>

The Star 200 Internet link is also on the Pima County Public Library’s Business Internet page at:

<http://www.library.pima.gov/research/business/>

Also, the Star 200 Internet link is also on the Pima County Public Library’s Jobs Internet page at:

<http://www.library.pima.gov/research/guides/jobs.cfm>

4 a.) Use the Star 200 to find out what organization in Tucson has the most number of employees?

4 b.) What is the name of the second largest organization in terms of employees?

5.) Inside Tucson Business Book of Lists

This book is published annually by the local Tucson business newspaper called Inside Tucson Business. It includes lists of the top 10 or 20 organizations in various categories, ranging from type of business to “Oldest Businesses,” and “Largest Employers in Southern Arizona” and more.

It is available in print only but not online on the Internet. You can access this book at many Pima County Public Library locations, call number 338.09791776 In7

5 a.) Pick at least two organizations in the Inside Tucson Business Book of Lists you are interested in working at. Write down the names of those organizations you are interested in, and the owner or manager of the organizations you selected.

Tip:

Knowing the name of the owner or manager can be helpful when either researching a potential employer or when contacting a potential employer with a job application or resume.

Name of organization:

Name of owner or manager:

5 b.) How long have those companies been in Tucson?

What year were those organizations founded or what year did they arrive or were they established in Tucson?

Name of organization:

Year Established:

5 c.) What is the oldest business in Tucson?

5 d.) What is the number one ranked largest employer in Southern Arizona:

6.) Locate and research potential employers with ReferenceUSA:

About *ReferenceUSA*

Reference USA has a business directory that covers over 14 million companies in the United States. Each company listing includes address, telephone number, key contact, business description, number of employees, and estimated sales volume. Reference USA also includes a residential directory of over 120 million U.S residents.

For job seekers, searches can be created based on type of business, geographic location, number of employees, and other key criteria. Search results can be printed out or downloaded as a computer file. Because of the licensing agreement, there is a limit on the number of company records that can be downloaded at any one time.

Reference USA is available for free at all Pima County Public Library locations, or from your home or office with your Pima County Public Library card. Start with the **Pima County Public Library Internet page at: <http://www.library.pima.gov/research/databases/>**

Select ***Business*** and then ***Reference USA***.

Remote users: at the password prompt enter your library card number with no spaces between the numbers. When using *Reference USA* in the Library, you will not be prompted for a password.

Sample *ReferenceUSA* record:



Exercises:

6 a.) Do a “custom search” in ReferenceUSA by “Geography” (zip code) and “Supermarkets” as type of business. How many supermarkets are in your home zip code?

6 b.) Do a “custom search” by geographic location in ReferenceUSA. Write down how many total organizations (this also includes for-profit businesses, schools, government agencies, non-profits, etc.) are listed in ReferenceUSA in :

6 c.) Your home zip code where you live:?

6 d.) Tucson?

6 e.) Pima County?

6 f.) Arizona?

6 g.) In the United States?

7.) Newsbank newspaper database:

About the Newsbank Newspaper database:

The *Newsbank Newspaper* database has full-text articles from national and Arizona newspapers, including the Arizona Daily Star and the Phoenix Republic. Newspaper articles are a great way to find about regional news events, local people, and to research potential employers that are businesses and other types of organizations such as non-profits, schools, government agencies, etc.

The *Newsbank Newspaper* database is available at all Pima County Public Library locations, or from your home or office with your Pima County Public Library card. Start with the **Pima County Public Library Info Guides Internet page at: <http://www.library.pima.gov/research/databases/>**

Select *Newspapers* and then *Newsbank Newspaper* database.

7 a.) Locate at least two newspaper articles from Arizona newspapers such as the Arizona Republic (Phoenix newspaper) or the Arizona Daily Star about the following Arizona companies that are either headquartered in Arizona or are headquartered somewhere else but employ people in the local area.

7 b.) Write down the title of the article, the name of the newspaper, the date the article was published and page number.

Petsmart (headquartered in Phoenix)

Article title:

Name of newspaper:

Date article was published:

Page number:

Raytheon

Article title:

Name of newspaper:

Date article was published:

Page number:

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