GENERAL BOOKS


Creating You & Co.: Learn to Think Like the CEO of Your Own Career by William Bridges. Reading, MA: Perseus Books. (HF 5382.5 U5 B72 1997)


CAREER MANAGEMENT


A Quality of Life Approach to Career Development by Geoffrey S. Peruniak. Toronto, ON: University of Toronto Press. (HD 6955 P477 2010)


GENERAL DVDS

D033 The Third Option Rocks: Faces of Success (DVD, 240 minutes) Explains the wide range of job options and rewarding careers available in British Columbia via non-university pathways. (Business Council of B.C.) (HF 5382.5 C2 T456 2005)

CAREER MANAGEMENT FOR CORRECTIONS - BOOKS


The Effective Correctional Officer. Laurel, MD: American Correctional Association. (HV 8665 E343 1992)

CAREER MANAGEMENT FOR COURT SERVICE - BOOKS


CAREER MANAGEMENT FOR FIRE - BOOKS

The Aspiring Firefighter's 2 Year Plan: The Complete Road Map to Becoming a Firefighter by Paul S. Lepore. San Clemente, CA: Freespool Publications. (TH 9119 L472 2012)

**Becoming a Firefighter.** New York, NY: LearningExpress. (TH 9119 B43 2008)

**Chief Officer: Principles and Practice** by David J. Purchase. Burlington, MA: Jones & Bartlett Learning. (TH 9119 P87 2016)


**The Complete Guide to Becoming a Firefighter** by Kory Pearn. Markham, ON: Fitzhenry & Whiteside. (TH 9119 P43 2011)


**Facing the Promotional Interview** by John Mittendorf. Tulsa, OK: PennWell. (TH 9157 M577 2003)

**Fire and Emergency Services Company Officer.** Stillwater, OK: Fire Protection Publications, Oklahoma State University. (TH 9145 F523 2014)


**Fire Department Interview Tactics** by Gene Mahoney. Clifton Park, NY: Thomson Delmar Learning. (TH 9119 M335 2007)

**Fire Officer: Principles and Practice.** Sudbury, MA: Jones and Bartlett Publishers. (TH 9119 F568 2010) (Shelved in Course Reserves section, Reference. For Library use only.)


**IAFC Officer Development Handbook.** Fairfax, VA: International Association of Fire Chiefs. (TH 9123 I343 2010)


Mastering the Fire Service Assessment Center by Anthony Kastros. Tulsa, OK: PennWell Corporation. (TH 9119 K37 2018)

The New Company Officer by Jason Hoevelmann. Tulsa, OK: PennWell. (TH 9158 H64 2018)


Smoke Your Firefighter Interview by Paul S. Lepore. San Juan Capistrano, CA: Freespool Publications. (TH 9157 L598 2011)

Smoke Your Firefighter Written Exam by Paul S. Lepore. San Juan Capistrano, CA: Freespool Publications. (TH 9157 L598 2007)

The Station-Ready Rookie: Firefighter Preparation Beyond the State Skills Test by Collin S. Blasingame, Justin C. Dickstein, and John E. Gomez. Tulsa, OK: PennWell Corporation. (TH 9120 B55 2016)


CAREER MANAGEMENT FOR FIRE – AUDIO CDs

Smoke Your Firefighter Interview by Paul Lepore. San Juan Capistrano, CA: Freespool Publications. (TH 9157 L598 2006)

Solid advice on how to prepare for, and do well in, the oral interview portion of the entry-level firefighter testing process. Contains valuable tips and candidate-tested suggestions for knowing individual strengths and weaknesses and being well prepared. Also contains suggested responses, and the reasoning and concepts behind why an answer is appropriate.
CAREER MANAGEMENT FOR FIRE – DVDs

D301 American Heat, September 2006: Legacy Wisdom: Tricks of the Trade (DVD, 30 minutes)

Professional development is a fundamental element to consider when mapping out a successful fire service career. This program is designed to provide the firefighter with a good foundation of how to build a great fire career. It discusses “10 pillars” of personal assessment and career mapping and describes ways new firefighters can use listening skills to improve their status within an organization and ways that burning bridges with employers can hamper your career. (Trinity Workplace Learning) (TH 9310.5 A443 2006)

D928 Mastering the Fire Service Assessment Center (DVD, 44 minutes)

Provides fire service personnel with the key knowledge, skills and abilities (KSAs) needed to succeed in the assessment center promotional process. Includes three simulations of various scenarios. (Annex Bookstore) (TH 9119 K37 2008)

D1010 So You Want to Be a Firefighter (DVD, 28 minutes)

In addition to showing what the Delta Fire Department looks for in a firefighter, this video summarizes the screening and training components of the Justice Institute Fire Academy’s Fire Fighter Recruit Program. (Delta Cablevision) (TH 9127 C26 S683 1996)

CAREER MANAGEMENT FOR PARAMEDICS - BOOKS

“Successful Job Campaign” chapter in Medic Life: Creating Success in EMS by John Becknell. St. Louis, MO: Mosby Lifeline. (RA 645.5 B43 1995)

CAREER MANAGEMENT FOR POLICE - BOOKS


Life After Policing: Road Map to Retirement Happiness by Alan Roadburg. Thornhill, ON: Second Career Program. (HV 8143 R625 2006)

Mentoring in the Criminal Justice Professions: Conveyance of the Craft by Frank A. Colaprete. Springfield, IL: Charles C Thomas. (HV 9950 C57 2009)

CAREER MANAGEMENT


CAREER MANAGEMENT FOR POLICE - DVDs

D1717 Policing as a Career (DVD, 24 minutes)
This video provides an historical perspective on the role of a police officer, differentiates between media portrayals of police work and reality, considers the attributes of a good police officer, discusses some frustrating and rewarding aspects of a police officer’s duties, and outlines the steps involved in becoming a police officer. (Justice Institute of British Columbia, Police Academy) (HV 7936 R5 P643 1989)

(See also related bibliography: Preparing for Promotion)

INTERVIEWS - BOOKS

101 Great Answers to the Toughest Interview Questions by Ron Fry. Wayne, NJ: Career Press, Inc. (HF 5549.5 I6 F75 2016)

101 Smart Questions to Ask on Your Interview by Ron Fry. Wayne, NJ: Career Press, Inc. (HF 5549.5 I6 F757 2016)


Competency-Based Interviews: How to Master the Tough Interview Style Used by the Fortune 500s by Robin Kessler. Pompton Plains, NJ: Career Press. (HF 5549.5 I6 K47 2012)

CAREER MANAGEMENT


Great Answers to Tough Interview Questions by Martin John Yate. London, ENG: Kogan Page. (HF 5549.5 I6 Y27 2017)


Last Minute Interview Tips by Brandon Toropov. Franklin Lakes, NJ: Career Press. (HF 5549.5 I6 T67 1996)

The Perfect Interview: How to Get the Job You Really Want by John D. Drake. New York, NY: AMACOM. (HF 5549.5 I6 D74 1997)


INTERVIEWS – AUDIO CDs

25 Things to Say to the Interviewer, to Get the Job You Want by Dexter Hawk. Ashland, OR: Blackstone Audiobooks. (HF 5549.5 I6 H298)

This program is designed for people who are looking for a job that lets them do what they're good at, and pays them what they're worth. It teaches how to get past the interviewers and also teaches life lessons for career, business and life success.

INTERVIEWS - DVDs

D741 Behavioural Interviewing (DVD, 21 minutes)

This program explores a method of job interviewing. Interviews are based on previous experiences of the applicant, combined with scenarios and examples that predict future behaviour. Employers can avoid the potentially nebulous strengths and weaknesses questions in order to focus on actual behaviours exhibited and the way an individual adapts to particular situations. The program discusses how behavioural interviewing in job interviews is different from traditional interviews, why it is used by employers, behavioral interviewing and competencies, responding to questions, and preparing for the interview. (Distribution Access) (HF 5549.5 I6 B443 2005)

D998 Behavioural Interviewing: Taking the Guesswork Out of Recruitment (DVD, 25 minutes)

This program shows how to conduct an effective interview, and demonstrates that past behaviour is the key to predicting future performance. A candidate’s qualifications, experiences, past positions, level of responsibilities taken are all important details that you need to know. But the unanswered question is "how will they actually perform in the precise job you’re advertising?” Because behavioural interviewing is a technique that is so important, so effective and successful, it needs to be used consciously and systematically in every selection interview. This program will also show the importance of conducting a thorough review of the job requirements, drawing up a list of interview questions, getting behavioural examples in the interview, and then rating the interviewee’s skills against the job specification. (RG Training Resources) (HF 5549.5 I6 B39 2006)
D803  **Interviewing Panels**  (DVD, 11 minutes)
Learn more about interview panels and how to prepare for an interview so each panelist is ready to perform well. Find out the essential DOs and DON'Ts for an effective panel interview and the benefits of having varied opinions to make a quality decision. Tips for effective assessment discussions are provided along with a case study of one panel.  (International Tele-Film)  (HF 5549.5 I6 I586 2008)

D800  **Job Interviewing: No Surprises**  (DVD, 12 minutes)
This program provides tips to help ensure you have no surprises at your next interview. Learn what to expect in today's job interviews from types of interviews and questions to work tests and presentations. An ideal program for young jobseekers with no experience, unemployed people lacking confidence or anyone who wants to improve their chances for success.  (International Tele-Film)  (HF 5549.5 I6 J635 2008)

D797  **Landing the Job: The interview**  (DVD, 17 minutes)
Dramatizes the personal journey that we all must go through at some point in life: finding a good job. Shot in "first person" style, character John Trey records each step as he seeks advice and tips on what makes a successful interview, as well as the preparation and follow-up.  (Advanced Education Media Acquisitions Centre)  (HF 5382.7 L265 2007 v.3)

D1820  **More than a Gut Feeling IV**  (DVD, 27 minutes)
Choosing the right candidate for the job must be based on "more than a gut feeling." This fully revised and updated program educates interviewers on how to make the right hiring decisions by using Dr. Paul Green's behavior-based interviewing (BBI) strategy. Employers are shown how to prepare interview questions to gain specific examples of what a person has done in the past in order to help predict what a person will do in the future. A variety of how-to techniques for successful interviewing are demonstrated.  (CRM Learning)  (HF 5549.5 I6 M67 2013)

D1396  **The Panel Interview**  (DVD, 16 minutes)
Intended to assist job candidates in the panel interview process, this video covers the following topics: describes the roles of panel members and the chairperson; identifies the steps involved in the panel interview process; offers suggestions for making a positive impression at a job interview, including preparation for the interview and conduct during the interview.  (Justice Institute of B.C. Courts Academy)  (HF 5549.5 I6 P255 1991)

D802  **Question Types in Interviews**  (DVD, 10 minutes)
Questions can be powerful when used appropriately. Find out about the use of open and closed questions and learn how to use situational, behavioural interviewing and probing questions. Find out which questions are problematic and should be avoided.  (International Tele-Film)  (HF 5549.5 I6 P255 1991)

D801  **Reference Check**  (DVD, 8 minutes)
Handle well, reference checks can save employers from costly hiring mistakes and shed light on how best to manage potential employees. Avoid common mistakes when contacting referees by learning the key requirements for a good quality reference check. This program provides an excellent checklist for reference checks.   (International Tele-Film)  (HF 5549.5 I6 R443 2008)
Skills for Answering Questions (DVD, minutes 16)
Job interviews are based on a range of questions. Learn how to give winning responses in 13 different situations. Create opportunities to sell yourself. Hear some good answers to difficult questions, including behavioural based scenario questions. (International Tele-Film) (HF 5549.5 I6 S553 2008)

JOB HUNTING - BOOKS


JOB HUNTING - DVDs

Landing the Job: The Search (DVD, 19 minutes)
Dramatizes the personal journey that we all must go through at some point in life: finding a good job. Shot in “first person” style, character John Trey records each step as he learns the strategies, secrets and pitfalls of various types of job searches. (Advanced Education Media Acquisitions Centre) (HF 5382.7 L265 2007 v.1)

RESUMES - BOOKS


Knock 'em Dead Cover Letters: Cover Letters and Strategies to Get the Job You Want by Martin Yate. Avon, MA: Adams Media. (HF 5383 Y378 2016)


RESUMES - DVDs

D796 Landing the Job: Resumes & Cover Letters (DVD, 21 minutes) Dramatizes the personal journey that we all must go through at some point in life: finding a good job. Shot in “first person” style, character John Trey records each step as he learns how to write resumes and cover letters that sets him apart from the pack, and why these papers are so important to the job search process. Get the do's and don'ts of resumes and cover letters from the folks who know best: the people who read them. (Advanced Education Media Acquisitions Centre) (HF 5382.7 L265 2007 v.2)

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