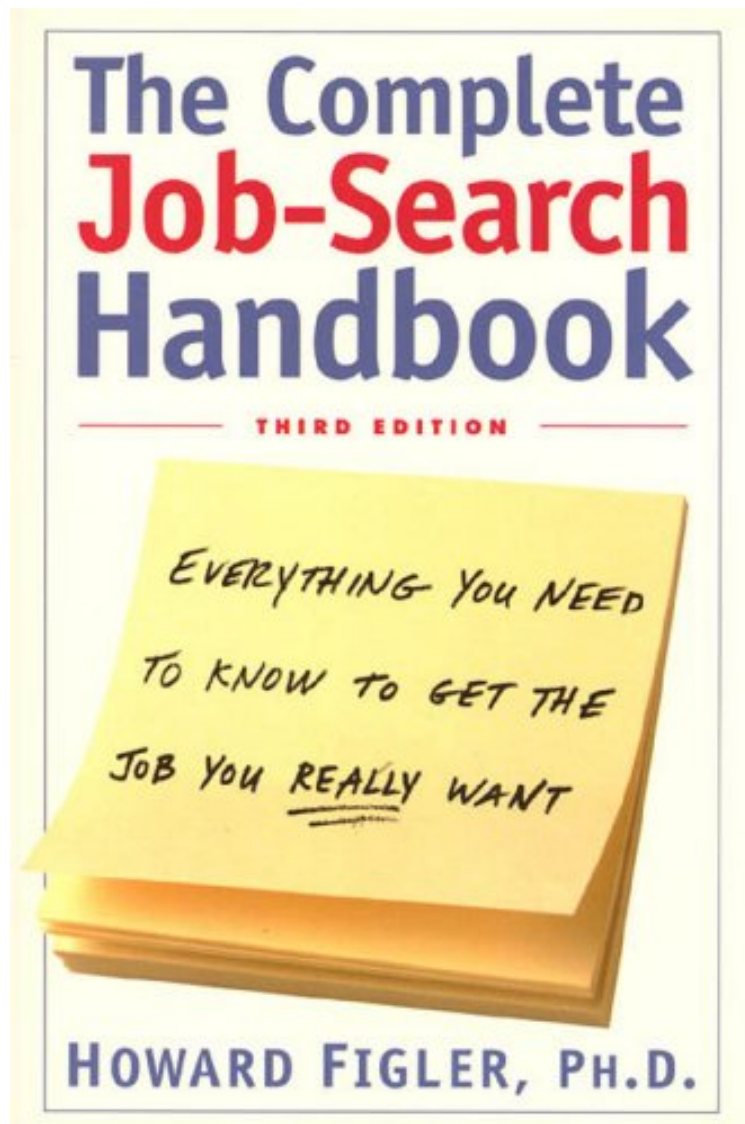


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Complete Job-Search Handbook: Everything You Need To Know To Get The Job You Really Want

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0 of 0 people found the following review helpful. Very Helpful, Fresh and Content Rich for the Job SearcherBy L. M. KeferAfter you have read a few career books, they tend to sound the same. Howard Figler, author and director of

Career Placement at University of Texas at Austin, has fresh insights. He has an engaging and often amusing writing style which will get you to sit up and take notice. He addresses your greatest fears and concerns and mitigates them. This is a lively and entertaining book which will get you to think and act. He just positions the job search in a manner that is positive. In the introduction he outlines the 20 skills needed for the job search. In Part I of this book he covers assessments such as assessing your values, skills, money, creativity, decision making and reality testing. In Part II he introduces the "detective skills" you need in the job search such as creating a prospect list, a personal referral network, learning how to information interview and research. Part III is devoted to communication skills such as listening, questioning, writing etc. Then in Part IV, he advises on how to sell yourself in marketing yourself and interviews. Special Problems and Special Solutions are covered in Part V and in Part VI he discusses Other Perspectives on Liberal Education and Careers and Zen of the Career Search. This book is packed with great content. It was written in 1999 but the lessons are basic and can be transposed to now. You will want to find more current books on LinkedIn networking and resumes, but this is great for how to think of the nuts and bolts of assessing yourself, communication skills, dealing with obstacles and other topics which may be given short shrift in other career books. This book is great for career coaches as you will learn from Figler's experience and for job-searchers themselves. It covers a lot of topics but isn't a surface book. One of its best features is it helps you to think positively about the job search. You may even agree with Figler that it can be fun. I heard Figler speak in a tape in a career class at NYU and found him a delightful speaker. Also enjoyed the book he wrote with Richard Bolles as a handbook for Career Counselors and Coaches. He is an original thinker which comes across in this book. I will be using it in career workshops and will recommend it to job searchers I encounter. 7 of 10 people found the following review helpful. Great at matching skills to jobs By Wayne D. Ford Dr. Figler does a great job in pointing out in easy-to-understand language how to discover your skills and match them with various positions. He then shows you how to find and go after the right career for you. A fine job and a useful book. Wayne D. Ford, Ph.D., author of "The Accelerated Job Search" docwifford@msn.com 8 of 9 people found the following review helpful. Serious Job Seekers By Jill Weissbeck This book is not for those just out causally looking for work nor for those with limited skills. I found the book designed for those who hold advance degrees and lacking advance work search techniques.

Now in its third edition, Howard Figler's classic job-search handbook puts you in the driver's seat, on the road to where the jobs really are. Figler's unique program has been revised and updated to let you not only decide what your ideal job may be, but also discover exactly where that job is. The program has been expanded to describe thirty lifetime job-hunting skills, as well as Twenty Lessons from the Front, a list of potential pitfalls for job seekers to be aware of. This third edition enables you to:- Determine what your true work and life values are- Pinpoint the job skills you already possess, even those you aren't aware of- Find jobs when there seem to be none- Learn how to be at your best in job interviews- Utilize a professional career counselor's advice to troubleshoot potential problems Figler writes for all stages of career development, with action plans for the first-time job seeker, the professional looking for a change, the suddenly laid-off, and the person returning to the workforce after a long absence. Howard Figler knows the right job is out there, and with clarity, humor, and reassuring good sense, he shows you how to find it.

"The book is strongest in guiding readers toward perception of their inner values, feelings, and transferable skills, all of which affect the channeling of career interests; and in advocating the kind of 'creativity' that unites such seemingly diverse elements." - Kirkus From the Back Cover This third, totally updated edition of The Complete Job-Search Handbook puts you in the driver's seat and on the road to where the jobs really are. Here you will find all the practical information you need to get a job, change careers, start anew, or figure out what you want to do with your life. Howard Figler has expanded his unique program to describe the basic lifetime skills that come into play during any job search. He shows you how to recognize the skills most relevant to your own job search, identify the ones you already possess (even those you may not be aware of), and develop the new skills you will need to find the job that is perfect for you. The Complete Job-Search Handbook -- now with many new lessons learned from the front lines of the job hunt -- teaches you to turn job hunting into job finding, covering essential topics such as-- the eight factors of a successful job interview-- making the experience you have fit the experience an employer wants-- taking advantage of interim jobs-- determining how much money is enough money-- tapping the power of intuition-- making job offers come to you This book is written for people in all stages of career development, offering action plans for first-time job seekers, professionals looking for a change, employees suddenly laid off, and people returning to the workforce after a long absence. Howard Figler knows the right job is out there, and with clarity, humor, and reassuring good sense, he shows you how to find and get it. About the Author Howard Figler, Ph.D., provides career workshops, career consultation, and job-search services for businesses, professional associations, government agencies, and universities. He is a nationally known speaker and lives in Orangevale, California.