

RESOURCES FOR CAREER MANAGEMENT

This listing is intended to supply the user with resources that can and should be used to conduct a job search in the chemical sciences.

Any successful job search entails an extensive examination of self, employer, and the market. Job candidates should always research information about prospective companies before any interview. Recruiters are most impressed with candidates who have some prior knowledge of the company. Ironically, this research is most commonly ignored or omitted by candidates preparing for an interview.

Do not allow this list to limit you. It is not an exhaustive list of all resources available, but it is widely used by chemists, chemical engineers, and counselors in search of career-related information.

The American Chemical Society is pleased to provide this information. Questions or comments should be directed to the ACS Department of Career Services, by phone at 800/227-5558 or via e-mail at career@acs.org.

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GENERAL REFERENCES

These reference books are typically used at the beginning of a job search. Most can be found at larger local libraries.

America's Federal Jobs. Published by JIST Works, Inc., 720 N. Park Avenue, Indianapolis, IN 46202-3431. A comprehensive guide to over 300,000 new job openings each year in the federal government.

American Consulting Engineers Council Membership Directory. Published by ACEC, 1015 - 15th Street, N.W., Suite 802, Washington, D.C. 20005. Members of this Council are consulting engineers who run their own business.

Best's Insurance Reports. Published by Best Company, Ambest Road, Oldwick, NJ 08858. Gives in-depth analyses, operating statistics and financial data of over 1,300 major stock and mutual property-casualty insurance companies.

Directory of American Research & Technology. Published by R.R. Bowker, division of Reed Publishing. Lists 13,000 U.S. and Canadian facilities found in corporations, universities, and independent labs active in commercial or applied research.

Directory of Chemical Producers. Published by S.R.I. International, 333 Ravenswood Avenue, Menlo Park, CA 94025. Lists commercial chemical producers with the products and plant location where they are produced

Directory of Directories. Published by Gale Research, Inc., 835 Penobscot Building, Detroit, MI 48226-4094. A guide to over 10,000 business and industrial directories, professional and scientific rosters, directories and databases.

Directory of Executive Recruiters. Published by Kennedy Publications. Provides a list of major recruiters by company specialty.

Encyclopedia of Associations, Vol. I: National Organizations. Published by Gale Research, Inc., 835 Penobscot Building, Detroit, MI 48226-4094. A guide to 14,000 national and international organizations of all types, purposes, and interests.

Job Hunter's Source Book. Published by Gale Research, Inc., 835 Penobscot Building, Detroit, MI

48226-4094. Provides profiles of professions and occupations as well as information about companies.

Million Dollar Directory. Published by Dun & Bradstreet, Inc., 99 Church Street, New York, NY 10007. A one-volume directory consisting of corporations with sales of \$1,000,000 or above.

National Directory of Nonprofit Organizations. Published by The Taft Group, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. Lists more than 167,000 nonprofits in the U.S. with reported annual income of over \$100,000.

National Trade and Professional Associations of the United States. Published by Columbia Books, Inc., 1212 New York Avenue, N.W., Suite 330, Washington, D.C. 20005. A compilation of key, current facts about 7,000 trade associations, labor unions, and professional societies.

Reference Book of Corporate Managements Published by Dun & Bradstreet, Inc., 99 Church Street, New York, NY 10007. Lists directors and selected officers of 24,000 companies with annual sales of \$10 million or more and/or 1,000 or more employees.

Research Centers Directory. Published by Gale Research, Inc., 835 Penobscot Building, Detroit, MI 48226-4094. A guide to over 12,000 university-related and other nonprofit research organizations established on a permanent basis and carrying on continuing research programs.

Standard & Poor's Register of Corporations, Directors and Executives (3 volumes). Published by Standard & Poor's, 25 Broadway, New York, NY 10004. A guide to the business community providing information on public companies of the United States.

Thomas' Register of American Manufacturers - (12 volumes). Published by Thomas Publishing Company, 461 Eight Avenue, New York, NY 10001. Useful in locating specific large and small product manufacturers not listed in Dun & Bradstreet or Standard & Poor's

Value Line Investment Survey. Published by Arnold Bernhard & Company, Inc. Provides financial data on 1,700 domestic and foreign companies.

SCIENCE OR CHEMISTRY-SPECIFIC RESOURCES

Fiske, Peter, **To Boldly Go: A Practical Career Guide for Scientists.** Washington, D.C.: AGU, 1996.

Owens, Roger; Uhler, Roger; and Marasco, Corinne, **Careers for Chemists: A World Outside the Lab.** Washington, D.C.: ACS, 1996

Rodmann, Dorothy; Bly, Donald D.; Owens, Fred; and Anderson, Ann-Claire, **Career Transitions for Chemists.** Washington, D.C.: ACS, 1995

Rosen, Stephen and Celia Paul, **Career Renewal: Tools for Scientists and Technical Professionals,** Academic Press, San Diego, 1998

Tobias, Shelia; Chubin, Daryl; and Aylesworth, Kevin, **Rethinking Science as a Career: Perceptions and Realities in the Physical Sciences.** Tucson: Research Corporation, 1995

Committee on Science, Engineering, and Public Policy, **Careers in Science and Engineering: A Student Planning Guide to Grad School and Beyond.** Washington, D.C.: NAS, 1996

OTHER SOURCES

Additional sources which should be investigated for possible job leads are listed below. These sources provide information limited to specific geographic areas or regions. Please note that they are not designed to provide employment information; however, an astute reader may be able to identify companies on the rise or newly formed departments.

Chamber of Commerce Directories

Many Chambers of Commerce publish directories geographically restricted to the areas they serve.

Chemical Abstracts Service Author Index

Lists names of companies and their patents. Recent patents may hint to current research interests and/or future direction.

College Placement Annual Lists of Companies

Provides a description of specialty area and at what degree level hired. Only available through college/university placement centers.

Individual Companies

Call targeted companies to request an annual report or prospective stockholder information.

ORGANIZATIONS FOR EVALUATION OF FOREIGN DEGREES FOR U.S. EQUIVALENCY

These agencies will, for a fee, evaluate the curriculum of educational facilities abroad in order to determine a U.S. equivalent.

Education Credential Evaluators, Inc., P.O. Box 92970, Milwaukee, WI 53202; phone (414) 289-3400

International Consultants of Delaware, Inc., 109 Barksdale Professional Center, Newark, DE 19711; phone (302) 737-8715

International Education Research Foundation Credentials and Evaluation Service, Inc., P.O. Box 24679, Los Angeles, CA 90024; phone (310) 390-6276

The Knowledge Company, Suite 403, 10301 Democrat Lane, Fairfax, VA 22030; Web <http://www2.ari.net/tkc/tkc.html>

World Education Service, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745; phone (212) 966 6311

SOME SUGGESTED RESOURCES FOR INTERNATIONAL EMPLOYMENT OPPORTUNITIES

PUBLICATIONS:

How to get a Job in Europe: The Insider's Guide., by Robert Sanbord, Ed. D

Passport to Overseas Employment: 100,000 Job Opportunities Abroad, by Dale Chambers

Making It Abroad: The International Job Hunting Guide, by Howard Schuman

The Complete Guide to International Jobs & Careers, by Ronald and Caryl Krannich

Directory of American Firms Operating in Foreign Countries, World Trade Academy Press

Key European Executive Search Firms and Their US Links, Kennedy Publications

International Directory of Company Histories

Hoover's Handbook of World Business

International Directory of Corporate Affiliations

A Canadian Guide to Working and Living Overseas, by Jean-Marc Hachey

Overseas Opportunities for Educators (for teaching jobs overseas), U.S. Department of Defense Dependent Schools, Recruitment and Assignments Section, 4040 N. Fairfax Drive, Arlington, VA 22203; phone (703) 696-3067

International Employment Gazette, phone (864) 235-4444, fax (864) 235-3369, e-mail Intljobs@aol.com

International Employment Opportunities (biweekly publication), phone (804) 985-6444, fax (804) 985-6828

Peterson's Job Opportunities (for engineering, science and computer graduates), Peterson's Guides, Princeton, NJ; approximately 60% of the jobs are overseas opportunities

Information on International Development Contractors and Grantees, published by Network for International Technical Assistance, Inc., phone (919) 968-8324

INTERNATIONAL EMPLOYMENT RELATED RESOURCES (ELECTRONIC):

<http://recruit.sciencemag.org>

Career Systems International, P.O. Box 15788, Dept 1P-96/32, Philadelphia, PA 19103

Resume Broadcast International, phone (913) 383-8261, fax (913) 383-8028, e-mail 102767.1412@compuserve.com

International Career Information, Inc., Jersey City, NJ; phone (800) 859-8535 (toll-free in the U.S.), e-mail editor@intcareer.com. This full-service publishing and placement service specializes in assisting multinational companies in recruiting

bilingual staff for Japan and some of the fastest growing economies in Asia.

Asian Career Web,
<http://www.intercareer.com/index.html>

OTHER INTERNATIONAL EMPLOYMENT RELATED SITES

In addition to the above sites, **individual chemical company home pages and information about chemical companies** can be located at:

- ◆ <http://pages.prodigy.com/CT/jakiela/chemcomp.html>
- ◆ <http://www.careerosaic.com>

Career Mosaic "Gateway to Opportunities Worldwide" (includes Asia, Australia, Canada, Japan, U.K., Hong Kong, France, Spain),
<http://www.careerosaic.com/cm/gateway/>

Biotechnology companies (including U.S. and international), <http://www.informatik.uni-rostock.de/cgi-bin/companies.pl?search>

The above should not be considered a complete list of resources. Positions in chemistry may not be classified under a separate category. Please check for updates on the above web sites. The location of some web sites may change following this publication.

COMPUTER ASSISTED SEARCHES

E-mail is rapidly expanding as an effective way to communicate with human resources and laboratory managers. Job seekers can send not only a letter of inquiry but also format a resume to send over the Internet. Instead of the resume and cover letter arriving at a company in three to five days, it arrives in less than two minutes.

Information retrieval is another application of the Internet, using the World Wide Web (WWW). The tool most frequently used is a web browser such as Netscape or Internet Explorer. Many job postings and job databases are found on the WWW.

The WWW allows for graphical applications, transfers information quickly, and allows links to Gophers. Currently, career-related information is

extensive on the WWW and is continuing to expand rapidly.

Some users of the Internet, however, are more experienced than others. For users who are new to the Internet and not very familiar with the resources available on the Internet, the following reference materials may help:

Dixon, Pam & Tiersten, Sylvia, **Be Your Own Headhunter On-line**. NY: Random House, 1995

Gonyea, James C., **The Online Job Search Companion**. NY: McGraw-Hill, 1994

Hahn, Harley and Stout, Rick, **The Internet Complete Reference**. Berkeley, CA: Osborne McGraw-Hill.

Kennedy, Joyce Lain. **Hook Up, Get Hired**. NY: Wiley, 1995

Levine, John R. and Baroudi, Carol. **The Internet for Dummies**. San Mateo, CA: IDG Books World Wide, Inc., 1993

Riley, Margaret and Roehm, Frances and Oserman, Steve, **The Guide to Internet Job Searching**, VGM Career Horizons, 1996.

ONLINE RESOURCES FOR JOB SEEKERS

CAREER RESOURCES / EMPLOYMENT GUIDES / GATEWAY SITES

Bernard Haldane Associates, <http://www.job-hunting.com>

Career Action Center, <http://www.careeraction.org/>

Career Resource Center, <http://www.careers.org>

Catapult/NACE (site of the National Association of Colleges and Employers, formerly the College Placement Council), <http://www.jobweb.org/>

Gonyed Guide to Online Career & Employment Sites, <http://www.onlinecareerguide.com>

U.S. Dept. of Labor/Employment & Training Administration, <http://safetynet.doleta.gov/opportun.htm>

Job Hunt, <http://www.job-hunt.org>

Riley Guide, <http://www.dbm.com/jobguide>

Student Center, <http://www.campus.monster.com>

USAToday Career Center, <http://www.usatoday.com/careers/ask/ask.htm>

JOB LISTINGS AND/OR RESUME POSTING SITES

Academic Employment Network, <http://www.academply.com/>

Academe This Week (from the *Chronicle of Higher Education*), <http://chronicle.merit.edu>

America's Job Bank, <http://www.ajb.dni.us>

Best Jobs U.S.A., <http://www.bestjobsusa.com>

CareerBuilder, <http://www.careerbuilder.com>

CareerCity, <http://www.careercity.com>

CareerMagazine, <http://www.careermag.com/>

CareerMosaic, <http://www.careermosaic.com>

CareerPath, <http://careerpath.com>

CareerSite, <http://www.careersite.com>

CareerWEB, <http://cweb.com>

Federal Jobs Digest, <http://www.jobsfed.com>

FedWorld, <http://www.fedworld.gov/jobs/jobsearch.html>

4Work, <http://www.4work.com/>

Internet Career Connection, <http://iccweb.com>

JobOptions, <http://www.joboptions.com>

Jobtrak, <http://www.jobtrak.com>

Monster Board, <http://www.monster.com/>

TOPJobs USA, <http://www.topjobsusa.com>

USAJobs, <http://www.usajobs.opm.gov/>

WSJ careers, <http://careers.wsj.com>

Yahoo! Classifieds, <http://classifieds.yahoo.com>

RESUME POSTING SITES/DATABASE RECRUITING

CareerMart, <http://www.careermart.com>

California Career and Employment Center, <http://www.webcom.com/~career/>

SkillSearch, <http://www.skillsearch.com>

RESOURCES FOR RESEARCHING COMPANIES / ACADEMIC INSTITUTIONS

EI Net, <http://galaxy.tradewave.com>

Hoover's Online, <http://hoovers.com/>

Thomas Register, <http://www.thomasregister.com>

List of all colleges/universities and their WWW pages, <http://www.mit.edu:8001/people/cdemello/univ.html>

Polson Enterprises, <http://www.virtualpet.com/industry>

GEOGRAPHIC INFORMATION

Salary Calculation, <http://www.homefair.com/homefair/cmr/salcalc.html>

SCIENCE OR CHEMISTRY-SPECIFIC SITES

ACS Career Services, <http://www.acs.org/careers>

ACS Job Bank, <http://www.acs.org> (access through the ChemCenter home page, via ChemJobs)

ACS ChemCenter, <http://www.acs.org>

Chemical Engineering Opportunities, <http://www.sts-aiche.org>

C & I Job Database, <http://ci.mond.org/jobs/home.html>

Medsearch, <http://www.medsearch.com>

Science (weekly magazine from AAAS, including job listings from the most recent 2 issues), <http://science-mag.aaas.org>

Science a Go Go, <http://www.scienceagogo.com>

Scientific Career Transitions (SCT), <http://www.toa-services.net/sct001.html>

National Academy of Sciences, <http://www4.nationalacademies.org/osep/cpc.nsf>

The World of Chemistry, <http://www.chemsite.com/>

ACS Younger Chemists Committee, <http://www.chem.hawaii.edu/ycc/>

Science's Next Wave, <http://nextwave.sciencemag.org>

JOB SEARCH

Many books have been written on how to find a job. Below is a list of those that have been recommended by employment professionals. These materials outline the multi-step processes involved in finding a job and building an effective network

Baber, Anne and Waymon, Lynne, **Great Connections: Small Talk and Networking for Businesspeople**. 2nd edition, Impact Publications, 1992

Beatty, Richard H., **The Complete Job Search Book**, John Wiley & Sons, 1988

Beatty, Richard H., **Job Search Networking**, Bob Adams, Inc., 1994

Bird, Caroline, **Second Careers**, Little Brown and Company, Boston, MA, 1992

Birsner, E. Patricia, **Mid-Career Job Hunting**, Prentice Hall General Reference & Travel, 1991

Bolles, Richard Nelson, **The 2000 What Color is Your Parachute?**, Ten Speed Press, 1999

Boufis, Christina and Olsen, Victoria C., **On the Market: Surviving the Academic Job Search**, Riverhead Books, 1997.

Colton, Kitty and Fetterolf, Michele, **The Hidden Job Market**, Peterson's Guides, Inc., 1995

Connor, J. Robert, **Cracking the Over-50 Job Market**, PLUME, Published by the Penguin Group, New York, 1992

Feibelman, Peter J., **A Ph.D. is NOT Enough**, Addison-Wesley Publishing Co., Reading, MA, 1993

Figler, Howard, **The Complete Job-Search Handbook**, Henry Holt & Company, New York, 1988

Heiberger, Mary Morris and Vick, Julia Miller, **The Academic Job Search Handbook**, 2nd edition, University of Pennsylvania Press, 1996.

Irish, Richard, **Go Hire Yourself an Employer**, 3rd edition, Doubleday, 1978.

Kennedy, Joyce Lain and Morrow, Thomas J., **Electronic Job Search Revolution**, John Wiley & Sons, Inc., New York, 1994

Kent, George E., **How To Get Hired Today!**, VGM Career Horizons, a division of NTC Publishing Group, Lincolnwood, IL 1991

Koonce, Richard, **Career Power! 12 Winning habits to Get You from Where You Are to Where You Want to Be**, AMACOM American Management Association, 1994.

Krannich, L. Ronald, **Careering and Recareering for the 1990s**, Impact Publications, 1993

Krannich & Krannich, **New Network Your Way to Job and Career Services**, Impact Publications, 1995

Laplugh, Rick, **Job Search That Works**, Crisp Publications, Inc., Los Altos, CA, 1991

Logue, Charles H., Ph.D., **Outpace Yourself**, Bob Adams, Inc., 1993

Lowstuter, Clyde C. and Robertson, David P., **Network Your Way to Your Next Job Fast**, McGraw-Hill, Inc., 1995.

Matson, Jack V., **Effective Expert Witnessing**, CRC Press, Inc., 1994

Messmer, Max, **Job Hunting for Dummies**, IDG Books, 1995.

Morgan, John, **Getting a Job after 50**, Petrocelli Books, 1987.

National Association of Colleges and Employers, **Job Choices in Science & Engineering, 1998**

Peterson, C.D., **Staying in Demand**, McGraw-Hill, Inc., New York, 1993

Petras, Kathryn and Petras, Ross, **The Over-40 Job Guide**, Simon & Schuster Trade, 1993

Rivera, Miguela, Ph.D., **The Minority Career Book**, Bob Adams, Inc., 1991

Roesch, Roberta, **Smart Talk, The Art of Savvy Business Conversation**, James Peter Associates, Inc., 1989.

Sack, Steven, **Employee Rights Handbook**, Facts on File, Inc., 1993

Stevenson, Ollie, **101 Great Answers to the Toughest Job Search Problems**, Career Press, 1995.

Stoodley, Martha, **Informational Interviewing: What It Is and How to Use It in Your Career**, Garrett Park Press, 1990.

Witt, Melanie Astaire, **Job Strategies for People with Disabilities**, Peterson's Guides, Princeton, NJ, 1992

Wendleton, Kate, **Through the Brick Wall: How to Job Hunt in a Tight Market**, Random House, 1992

Yate, Martin, **Knock 'Em Dead: The Ultimate Job-Seeker's Handbook**, Adams Publishing, Holbrook, MA, 1996

Zink, Richard M., **Government Jobs: The New Employment Manual**, Zinks International Career Guidance, 1994

SELF ASSESSMENT

These books are designed to give the reader an understanding of the collection of skills one has acquired from experiences since childhood and the values that influence decision-making. By examining these skills and values, the reader may be able to make decisions that will lead to greater career satisfaction.

Bolles, Richard Nelson, **The 2000 What Color is Your Parachute?**, Ten Speed Press, Berkeley, CA

Career Inventory.

<http://www.cweb.com/inventory/welcome.html>

Covey, Stephen R, **The 7 Habits of Highly Effective People**, Simon & Schuster Trade, 1989

Feibelman, Peter J., **A Ph.D. is NOT Enough**, Addison-Wesley Publishing Co., Reading, MA, 1993

Koonce, Richard, **Career Power**, AMACOM, New York, 1994

Morrissey, George L, **Creating Your Future**, Berrett-Koehler Publishers, San Francisco, 1992

Rivera, Miguela, Ph.D., **The Minority Career Book**, Bob Adams, Inc., 1991

Stumpf, Stephen A., and DeLuca, Joel R., **Learning to Use What You Already Know**, Berrett-Koehler Publishers, San Francisco, 1994

Tieger, Paul D., and Barron-Tieger, Barbara, **Do What You Are**, Barbara Little Brown & Co., 1992

RESUME WRITING

These books define resume types, tell when and where they are best used, and provide examples. Some titles discuss writing cover letters (letters of application) which accompany the resume.

Anthony, Rebecca and Roe, Gerald, **The Curriculum Vitae Handbook: Using Your C.V. to Present and Promote Your Academic Career**, Rudi Publishing, 1994

Jackson, Tom and Jackson, Ellen, **Perfect Resume Strategies**, Doubleday, 1992

Jackson, Tom and Jackson, Ellen, **The New Perfect Resume**, Doubleday, 1996

Kennedy, Joyce Lain, **Resumes for Dummies: A Reference for the Rest of Us!** IDG Books Worldwide, Inc., 1996

Kennedy, Joyce Lain and Morrow, Thomas J., **Electronic Resume Revolution**, John Wiley & Sons, Inc., 1994

Krannich, Ronald L. and Krannich, Caryl Rae, **201 Dynamite Job Search Letters**, Impact Publications, 1997

Lewis, Adele and Grappo, Gary Joseph, **How to Write Better Resumes**, 4th edition, Barron's Educational Series, Inc., 1993

Lewis, Adele and Moore, David J., **Best Resumes for Scientists and Engineers**, 2nd edition, John Wiley & Sons, Inc., 1993

Marino, Kim, **Just Resumes**, 2nd edition, John Wiley & Sons, Inc., 1997

Parker, Yana, **The Resume Catalog: 200 Damn Good Examples**, Ten Speed Press, Berkeley, CA, 1988

Potter, Ray, **Electronic Resumes that Get Jobs**, Macmillan General Reference Co., 1996

VGM Career Horizons, **Resumes for Mid-Career Job Changes: With Sample Cover Letters**, NTC Publishing Group, Lincolnwood, IL, 1995

Weddle, Peter D., **Electronic Resumes for the New Job Market: Resumes that Work for You 24 Hours a Day**, Impact Publications, 1995

Yate, Martin, **Resumes that Knock 'Em Dead**, Bob Adams, Inc., Holbrook, MA, 1988

Yate, Martin, **Cover Letters that Knock Em Dead**, Bob Adams, Inc., Holbrook, MA, 1992

INTERVIEWING

The following are books which help the reader understand the many variables that are at play during an interview. A well-prepared candidate has a better opportunity for a successful interview.

Beatty, Richard H., **The Interview Kit**, John Wiley & Sons, Inc., 1995

Corcodilos, Nick A., **Ask the Headhunter: Re-inventing the Interview to Win the Job**, Penguin Putnam, 1997.

Drake, John D., **The Perfect Interview**, AMACOM, 1991

Fry, Ronald, **101 Great Answers to Toughest Interview Questions**, Career Press Inc., 1995

Hirsch, Adele S., **National Business Employment Weekly: Interviewing**, 2nd edition, John Wiley & Sons, Inc., 1996

Krannich, Caryl Rae and Krannich, Ronald L., **201 Dynamite Answers to Interview Questions**, Impact Publications, 1994

Medley, H. Anthony, **Sweaty Palms**, Ten Speed Press, Berkeley, CA, 1992

Wilson, Robert F. and Rambusch, Erik H., **Conquer Interview Objections**, John Wiley & sons, Inc., 1994

Yate, Martin. **Knock 'Em Dead with Great Answers to Tough Interview Questions**. Bob Adams, Inc., Holbrook, MA, 1994

Yeager, Neil and Hough, Lee, **Power Interviews: Job-Winning Tactic from Fortune 500 Recruiters**, John Wiley & Sons, 1990

CONSULTING

Discussed in these books are topics ranging from defining your business, to identifying opportunities, to fee structure, proposals and contracts.

Block, Peter, **Flawless Consulting**, Pfeiffer & Company, San Diego, CA, 1981

Kaye, Harvey, **Inside the Technical Consulting Business**, John Wiley & Sons, Inc., New York, 1994

Sodano, Charles S. and Sturmer, David M., **Trends in Chemical Consulting**, American Chemical Society, Washington, DC, 1991

Tepper, Ron, **The Consultant's Proposal, Fee, and Contract Problem-Solver**, John Wiley & Sons, Inc., New York, 1993

ACS CAREER SERVICES

The ACS Department of Career Services offers these programs, services, workshops, and videotapes to ACS members at minimal or no cost. Workshops can be tailored to meet the needs of specific groups such as chemical technicians, graduate students, and those involved in downsizings or layoffs. For further information, contact the ACS Department of Career Services, by phone at (800) 227-5558 or with e-mail at career@acs.org.

EXPERT CAREER ASSISTANCE

Career Consultant Program—volunteer consultants are available to assist you with various aspects of employment and career development (e.g., resume preparation, career transitioning, interviewing).

Resume Review and Career Assistance—expert consultants provide one-on-one assistance to members to review their resumes and discuss various issues concerning their careers.

Telephone Assistance—at your fingertips, access information about salaries and employment trends.

EMPLOYMENT SERVICES

ACS Job Bank—puts many weekly postings at your fingertips, including the previous and current weeks' postings from *C&EN*. Simply surf the net-- key in <http://www.acs.org/ChemJobs>. The ACS Job Bank is hot linked to CareerPath, a searchable data base of job listings from various major metropolitan newspapers throughout the country.

C&EN Situation Wanted Ads—employed ACS members and affiliates may place ads at \$6.60 a line, per insertion, in the weekly magazine. Unemployed ACS members, affiliates, and retired members may place free situation wanted ads.

Mock Interview Sessions—provides an opportunity at ACS national meetings to be videotaped in a practice interview and receive feedback from personnel professionals.

National Employment Clearing House (NECH)—on-site opportunities at ACS national meetings to interview with employer representatives for actual positions available. Also conducted at regional meetings (RECH).

Online Professional Data Bank (PDB)—a computerized registry which matches qualified candidates to specific job requirements for individual employers.

Simply surf the net-- key in <http://www.acs.org/careers.html> and click on "Programs and Information for Job Seekers".

PUBLICATIONS

All the following publications can be ordered from the ACS Office of Society Services, (800) 227-5558.

Academic Professional Guidelines—deals with the obligations and responsibilities of individual students, professors, and administrators. *Free*

Career Transitions for Chemists—for anyone facing a career change. Discusses personal assessment, salaries, resumes, and networking. Also provides information on laboratory and non-laboratory careers. *Paperback; \$14.95, plus applicable tax, shipping & handling*

Careers for Chemists: A World Outside the Lab—a companion guide to *Career Transitions for Chemists*. This book presents over 80 profiles of people who are using their training in chemistry in a variety of creative ways. These profiles highlight the paths people have taken and the factors that contributed to their career decisions, as well as a summary of the skills and characteristics needed for each of the 20 career fields covered. Cost is *Paperback; \$15.00, plus applicable tax, shipping & handling*

Chemist Code of Conduct—defines a chemist's ethical standards, plus obligations to the public, science, and the profession. *Free*

Coping with Job Loss—considers the painful anxiety and identity crisis that occurs during the period of unemployment. Offers helpful suggestions

for dealing effectively with the trauma of job loss.
Free

The Interview Handbook—discusses techniques for a successful interview. *Free*

Professional Employment Guidelines—an in-depth treatment recommending both employer and employee fair employment practices as the basis of sound professional relations. *Free*

Targeting the Job Market—provides the step-by-step process for a successful job search. *Free*

Teaching Chemistry to Students with Disabilities—developed to help professors accommodate the needs of students with disabilities in chemistry classes and labs. *Free*

Tips on Resume Preparation—discusses successful types of resumes and offers samples of each. Also includes information on preparation of a c.v. *Free*

“What a Chemist Should Consider” brochures—these *free* brochures discuss issues to consider before accepting an offer, including compensation, benefits, and career growth:

- ◆ What a Chemist Should Consider Before Accepting a Government Position
- ◆ What a BS/BA Chemist Should Consider Before Accepting an Industrial Position
- ◆ What a MS/MA Chemist Should Consider Before Accepting an Industrial Position
- ◆ What a Ph.D. Chemist Should Consider Before Accepting an Academic Position
- ◆ What a Ph.D. Chemist Should Consider Before Accepting an Industrial Position
- ◆ What a Chemist Should Consider Before Becoming a Consultant

Younger Chemists Committee Newsletter - Features articles on career development, job search, and career opportunities concerning members age 35 and younger. *Free*

WORKFORCE ANALYSIS

Current Trends—the big picture on technology, business, economic, R&D, and hiring trends in the corporate, government, and academic worlds. Updated every five years. *Free*

Salary Survey—analyzes the employment and salaries of ACS members who have been employed

for two or more years. *\$150, plus applicable tax, shipping & handling*

Starting Salary Survey—analyzes the employment and salaries of new chemistry and chemical engineering graduates, provides education data and reviews job search techniques. *\$29.95 plus applicable tax, shipping & handling*

Women Chemists—a supplemental report on the economic status of women members at five year intervals. Reports available from 1985, 1990, and 1995. *\$39.95 plus applicable tax, shipping & handling*

Professional and Workforce News—addresses topics of interest to the scientific professional, including providing current data on degrees and employment in the chemistry labor force. *Free*

WORKSHOPS & PRESENTATIONS

Provided at ACS national meetings and regional and local section meetings by request.

Effective Job Searching and Career

Transitioning—explores successful job search strategies, resumes, interviews, and winning techniques to transition within and outside of chemistry. Sub-topics can be offered in 2 or 4 hour modules. Topics are: resume preparation, interviewing, targeting the market, and career transitioning.

Employment Outlook and Job Security—covers the industry employment outlook and how chemists can take control of their careers.

Recruiters Panel—recruiters from different areas of chemistry discuss hiring trends and what they look for in candidates.

VIDEOTAPES

All the following videotapes can be ordered from the ACS Office of Society Services, (800) 227-5558.

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