

JOB SEARCHING DATABASES FOR GRAPEVINE PUBLIC LIBRARY CARDHOLDERS:

- A to Z Databases Job postings from thousands of employers and comprehensive employer business profiles. Access resume templates, personality tests and interview prep guides.
- Reference USA Access 56 million US businesses. Use state-of-the-art mapping tools and view results with detailed business profiles.

To Access A to Z or Reference USA :

- Go to **Grapevine Public Library's website.** <http://library.grapevinetexas.gov/>
 - Click **Online Resources** button
 - Choose **Job Hunting & Education**
 - Click on **AtoZ databases** or **ReferenceUSA**
 - Type in the barcode on the back of your library card.
 - Type in your PIN Number (last 4 digits of your home phone #)
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- Learning Express Apply for jobs, build resumes, improve workplace skills and more.
- Vocational and Career Collection Full-text coverage for more than 340 trade and industry related periodicals.

To Access Learning Express or Vocational and Career Collection :

- Go to **Grapevine Public Library's website.** <http://library.grapevinetexas.gov/>
- Click **Online Resources** button
- Choose **Job Hunting & Education**
- Click on **Learning Express** or **Vocational and Career Collection**
- Choose Grapevine Public Library from drop down menu.
- Enter Password: TX76051

LIBRARIAN SELECTED JOB SEARCH TOOLS AVAILABLE ON THE WEB

NO LIBRARY CARD REQUIRED

- Go to **Grapevine Public Library's website**. <http://library.grapevinetexas.gov/>
- Click **Online Resources** button
- Choose **Job Hunting & Education**
- Choose Selected Links and access a variety of websites.

Examples:

1. **DFWJobs.com** for jobs in the North Central Texas region
2. **GlassDoor.com** peer into salaries, reviews & interviews of thousands of companies posted anonymously by employees
3. **Indeed.com** search job sites, newspapers, associations & company career pages
4. **Occupational Outlook Handbook** search occupations by salary, includes data on all types of jobs.
5. **Texas Job Search Page Website** for the Texas Workforce Commission

E-BOOKS ON OVERDRIVE FOR GRAPEVINE PUBLIC LIBRARY CARDHOLDERS

For computer, Kindle, Nook, smartphone, tablet, iPad and other devices.

- Go to **Grapevine Public Library's website**. <http://library.grapevinetexas.gov/>
- Click **Online Resources** option
- Choose **E-books and Audiobooks**
- Click on **Overdrive – ebooks and Audiobooks**
- Download free **Overdrive App** or **Libby App**. (See Tutorial on website and in-house flier for instructions or ask Staff for assistance.)
- Do a “subject search” for “Careers.”

EBSCOHOST E-BOOKS FOR GRAPEVINE PUBLIC LIBRARY CARDHOLDERS.

Available for viewing on a computer

- Go to **Grapevine Public Library's website**. <http://library.grapevinetexas.gov/>
- Click **Online Resources** button
- Choose **e-books and Audiobooks**
- Click on **EBSCOHost e-books**
- If prompted a Patron ID, type in the barcode on the back of your library card.
- Set up an account with a username and password, and sign in.
- Do a Keyword Search, or Click on dropdown menu for "Subject" on left side of page to access career-related full-text titles.

- Go to **Grapevine Public Library's website**: <http://library.grapevintexas.gov/>
- Click the **Account & Catalog** button.
- Choose **"Subject"** (or **"All Fields"** for a broader search) from the drop down menu.
- You may limit search to a particular format (Books only, eBooks only etc.) or a specific collection (Adult Collection) from the dropdown menu.
- Type in these or other search terms "Resumes", "Employment", "job hunting", "career development", "job satisfaction" - to access a list of books.
- Use the **"Sort By"** feature to get new book results at the top of the list.
- Books check out for 3 weeks and will be renewed if not requested by another patron.

Examples of books that may be available for checkout:

1. 50 ways to get a job: customize your quest to find work you love - Aujla, Dev (2018) 650.14 AUJ
2. What color is your parachute? : a practical manual for job-hunters and career-changers - Bolles, Richard Nelson (2018) 650.1 BOL
3. The new rules of work : the modern playbook for navigating your career - Cavoulacos, Alexandra (2017) 650.14 CAV
4. The genius habit: how one habit can radically change your work and your life - Garnett, Laura (2019) 650.1 GAR
5. Great jobs for everyone 50+ : finding work that keeps you happy and healthy-- and pays the bills - Hannon, Kerry (2018) 331.7 HAN
6. When to jump: if the job you have isn't the life you want - Lewis, Mike (Michael C.) 650.1 LEW
7. Find the fire: ignite your inspiration--and make work exciting again - Mautz, Scott (2018)
8. Fearless and free: how smart women pivot and relaunch their careers - Sachs, Wendy (2017) 650.1 SAC
9. Operation job search : a guide for military veterans transitioning to civilian careers - Weiss, John Henry (2016) 650.14 WEI
10. Moving forward in mid-career : a guide to rebuilding your career after being fired or laid off Weiss, John Henry (2018) 650.14 WEI
11. Knock em' dead : the ultimate job search guide - Yate, Martin John (2017) 650.14 YAT