



OVERVIEW

PART 1 *Foundations of Career Development*

- 1** Introduction to Career Information, Career Counseling, and Career Development 1
- 2** Theories of Career Choice and Development 20
- 3** Factors Influencing Workers and Their Careers 62

PART 2 *Career Counseling, Appraisal, and Clients with Special Needs*

- 4** Career Counseling: Traditional and Online Approaches 92
- 5** Testing and Assessment in Career Development 126
- 6** Client Groups with Special Needs 161

PART 3 *Career Development Practices*

- 7** Finding and Organizing Career and Labor Market Information 191
- 8** Using Technology: The Internet and Computer-Assisted Career Guidance Systems (CACGS) 231

9 Preparing for Work 257

10 Job Placement, Outplacement, and the Job-Search Process 283

PART 4 *Organizing Career Development Programs*

11 Systematic Career Development Programming in Elementary and Middle Schools 306

12 Career Development Programs in High Schools 335

13 Career Development in Four-Year and Community Colleges and Vocational–Technical Schools 362

PART 5 *Understanding the World of Work*

14 Occupational Structure Today and Tomorrow 382

15 Classifying Occupations 396

PART 6 *Special Settings and Future Possibilities*

16 Career Development in Business and Industry 427

17 Career Counselors in Private Practice 447

18 Trends and Issues in Career Information, Career Counseling, and Career Development Programming 463



CONTENTS

Preface xvii

PART 1 *Foundations of Career Development*

1 Introduction to Career Information, Career Counseling, and Career Development 1

<i>The Need for Career Development Services</i>	1
<i>A Brief History of Career Development</i>	6
<i>The Language of Career Development</i>	7
The Meaning of Work	8
Defining Position, Job, Occupation, Career, and Career Development	14
Career Interventions Defined	15
<i>Organizations and Publications</i>	17
<i>Summary</i>	17
<i>References</i>	18

2 Theories of Career Choice and Development 20

<i>The Purposes and Evaluation of Theory</i>	20
A History of Career Development Theorizing	22
<i>Introduction to the Theories</i>	24
<i>Trait and Factor Theories</i>	25
Holland's Theory of Vocational Choice	25
Theory of Work Adjustment (TWA)	29
<i>Developmental Theories</i>	32

Super's Life-Span, Life-Space Theory	32	
Gottfredson's Theory of Circumscription and Compromise		40
<i>Theories Based in Learning Theory</i>	41	
Krumboltz's Social Learning Theory	42	
<i>Socioeconomic Theories</i>	43	
Status Attainment Theory	44	
Dual Labor Market Theory	44	
Race, Gender, and Career	44	
<i>Recent Theoretical Statements</i>	45	
A Social-Cognitive Perspective	45	
A Career Information–Processing Model of Career Choice		46
The Role of Work and Cultural Values in Occupational Choice		48
Variables That Influence Career Choice and Satisfaction		49
Propositions of Brown's Values-Based Theory	51	
A Contextualist Theory of Career	53	
<i>Theories of Decision Making</i>	55	
<i>Summary</i>	56	
<i>References</i>	57	

3 Factors Influencing Workers and Their Careers 62

<i>Personal Factors</i>	62	
Generic Characteristics	62	
Personal-Psychological Characteristics		66
Personal-Sociological Characteristics		69
<i>External Factors</i>	71	
Work Situation	71	
Sociological Influences	74	
Economic Factors	82	
Legal Factors	87	
<i>Summary</i>	89	
<i>References</i>	89	

Part 2 Career Counseling, Appraisal, and Clients with Special Needs

4 Career Counseling: Traditional and Online Approaches 92

<i>Background</i>	92	
<i>Career Counseling Defined</i>	92	
<i>Career Counseling and Philosophical Issues</i>	95	
An Example of a Postmodern Approach to Career Counseling		96
Logical Positivism and Career Counseling:		
A Values-Based Example	98	

<i>Developing Your Own Theory</i>	101
<i>The Career Counseling Process</i>	107
Relationship/Structure	108
Assessment	109
Goal Setting	110
Intervention	110
<i>Career Counseling Online</i>	116
Using the Internet to Provide Career Counseling	117
Assessment Devices Online	120
<i>Credentialing Career Counselors and Career Development Specialists</i>	122
Summary	124
References	124

5 Testing and Assessment in Career Development 126

<i>Types of Assessment</i>	128
<i>Qualitative Assessment and Constructivist Theory</i>	129
Career-O-Grams	130
Role Play	131
Card Sorts	131
Genograms	132
Support for Qualitative Assessment	133
<i>Quantitative and Objective Assessment Devices</i>	133
Self-Efficacy Measurements	133
Support for Self-Efficacy Measures	137
Needs and Values: Five Work Values Inventories	137
Support for Work Values Inventories	140
Interest Inventories	140
Support for Interest Inventories	144
Personality Inventories	146
Support for Personality Inventories	147
Multiple Aptitude Test Batteries	147
Support for Aptitude Test Batteries	148
Diagnostic Inventories	149
Support for Diagnostic Inventories	150
Multipurpose Tests and Inventories	151
Support for Multipurpose Tests and Inventories	152
<i>Selecting Assessment Devices</i>	153
Technical Qualities	153
Gender and Culture Bias	153
Other Issues	155
<i>Interpreting Results</i>	155
Summary	157
References	157

6 Client Groups with Special Needs 161

<i>People Who Have Disabilities or Disadvantages</i>	162
Clients Who Are Physically or Mentally Challenged	162
Clients Who Are Economically Disadvantaged	167
<i>Cultural Minorities</i>	169
African Americans	170
Hispanic Americans	171
Asian Americans	171
Native Americans	172
Gay, Lesbian, and Bisexual Individuals	172
<i>Delayed Entrants into the Work Force</i>	174
Late-Entry and Reentry Women	174
Former Military Personnel	177
Ex-Offenders	178
<i>Midlife Job Changers</i>	179
Voluntary Changers	180
Involuntary Changers	182
<i>Older Workers</i>	183
<i>Summary</i>	186
<i>References</i>	187

PART 3 Career Development Practices**7 Finding and Organizing Career and Labor Market Information 191**

<i>Two Types of Information</i>	192
Subtypes of Information	193
The Pros and Cons of Different Types of Information	194
Occupational Information: Print and Online	197
Educational Information: Print and Online	203
Audiovisual and Programmed Material	205
Games	206
Children's Materials	207
Career Information Delivery Systems (CIDS)	207
Which Approach Is Best?	208
<i>Interviews with Workers</i>	208
Career Day	209
Career Conferences	211
Post-High School Opportunity Programs	212
<i>Simulation of Work Environments</i>	213
<i>Direct Experiences: Job Shadowing, Exploration, and Tryout</i>	214
<i>Career Resource Centers</i>	216

Basic Criteria	216
Operational Decisions	217
<i>Collecting and Evaluating Materials</i>	219
Criteria for Collecting Material	220
Initiating a Collection	222
Managing Materials	224
Filing Educational and Occupational Materials	225
Unbound Occupational Materials	226
Filing Bound Occupational Materials	228
<i>Summary</i>	229
<i>References</i>	229

8 Using Technology: The Internet and Computer-Assisted Career Guidance Systems (CACGS) 231

<i>Basic Technological Competencies</i>	232
<i>The Roles of Computer Technology in Career Development</i>	235
<i>Historical Background of CACGS</i>	236
<i>Why Use CACGS?</i>	238
Who Can Benefit from CACGS?	238
How Effective Are CACGS and What Are Their Benefits?	240
Ethical Considerations and CACGS Usage	240
<i>Which CACGS? Components and Costs</i>	241
Career Information System (CIS)	242
Guidance Information System (GIS)	244
DISCOVER	246
System of Interactive Guidance and Information (SIGI)	249
Other Systems	251
<i>Present Status of CACGS</i>	253
Future Possibilities	254
<i>Summary</i>	254
<i>References</i>	255

9 Preparing for Work 257

<i>High School and Preparation for Work</i>	257
Vocational Education	258
Work Experience Programs	258
Academies	261
<i>Outside the Classroom—No Diploma Required</i>	262
On-the-Job Training	262
Job Training Partnership Act (JTPA)	263
The Job Corps	264
<i>Outside the Classroom—High School Diploma Preferred or Required</i>	265
Apprenticeship Programs	265

Military Training	270	
<i>Postsecondary Nondegree Schools</i>	272	
Trade, Vocational, and Technical Schools	272	
Community Colleges and Junior Colleges	273	
<i>Colleges and Universities</i>	275	
Admissions Requirements	276	
Factors to Consider in Choosing a College	277	
Accreditation	278	
Financial Aid	279	
Sources of Information	280	
Continuing Education	280	
Summary	281	
References	282	
10 Job Placement, Outplacement, and the Job-Search Process		283
<i>Job Placement Services</i>	284	
Public Employment Services	284	
Private Employment Agencies	286	
Secondary and Postsecondary School Placement Services	287	
Online Job Placement Centers	290	
Outplacement Services	291	
<i>Employability Skills</i>	293	
People with Disabilities	294	
<i>Executing the Job Search</i>	295	
Step 1: Taking Inventory of Self and Skills	295	
Step 2: Investigating the Job Market	296	
Step 3: Developing Employability Skills	297	
Summary	304	
References	304	

PART 4 Organizing Career Development Programs

11 Systematic Career Development Programming in Elementary and Middle Schools		306
<i>Historical Background</i>	306	
<i>Programming for Career Development</i>	308	
Program Development and Change	309	
Conceptualizing Career Development Programs	310	
Developing a Program Philosophy	310	
Establishing Needs	311	
After the Needs Assessment	313	

Writing Goals and Objectives, and Establishing Criteria for Successes	313
Program Evaluation	315
Program Implementation	319
<i>The Institutions</i>	321
The Students: Elementary School	322
The Students: Middle School	325
<i>Role Relationships</i>	330
<i>Helping Parents Understand and Accept Their Role in Career Development</i>	330
<i>Summary</i>	332
<i>References</i>	333

12 Career Development Programs in High Schools 335

<i>Background</i>	335
<i>High School Students</i>	339
<i>The Institution</i>	340
<i>Developing the Program</i>	340
<i>Delivery Mechanisms</i>	342
Classrooms and Groups	342
Small Groups	346
Life Planning Classes and Groups	348
<i>Resources for Classes and Groups</i>	348
Publications	348
School Resources	349
Community Resources	350
Internships and Youth Apprenticeships	351
<i>Other Interventions</i>	351
Career Counseling	351
Involving Parents	352
Programs for Special Students	355
Part-Time Job Placement	358
Assessment	358
Consultation	359
<i>Summary</i>	359
<i>References</i>	360

13 Career Development in Four-Year and Community Colleges and Vocational-Technical Schools 362

<i>The Students</i>	363
<i>The Institutions</i>	364
<i>Career Development Programs</i>	365
Developing the Program	366
<i>Specific Activities</i>	370

- Advising 370
- Courses 371
- Brief Interventions 372
- Self-Directed Activities 373
- Information 374
- Consultation 374
- Career Counseling 374
- Career Resource Centers 376
- Major Fairs 377
- Peer Counseling Programs 377
- Assessment 378
- Program Evaluation* 378
- Summary* 379
- References* 379

PART 5 *Understanding the World of Work*

14 Occupational Structure Today and Tomorrow 382

- Causes of Long-Term Trends* 383
 - Population Factors 383
 - Sociological Factors 385
 - Economic Factors 386
 - Technological Factors 386
- Causes of Short-Term Trends* 387
- The Occupational World through 2008* 388
 - Industrial Grouping 389
 - Predictions for the Future 389
 - Practical Implications 392
- Sources of Information on Change and Structure* 393
- Summary* 395
- References* 395

15 Classifying Occupations 396

- Dictionary of Occupational Titles* 397
- Guide for Occupational Exploration* 397
- O*NET and the Future of the DOT* 400
 - The Content Model: Definitions 401
 - Development of the Classification System 403
 - Assigning Occupational Unit (OU) Codes 403
 - Development and Presentation of the Database 404
 - Using the O*NET Database 409

<i>Alternative Classification Systems</i>	409	
Roe's Field and Level Classification System		410
Holland's Classification System	413	
The World-of-Work Map	415	
Standard Occupational Classification (SOC)		418
North American Industry Classification System (NAICS)		422
<i>Summary</i>	425	
<i>References</i>	425	

PART 6 *Special Settings and Future Possibilities*

16 Career Development in Business and Industry 427

<i>Programming for Career Development</i>	428
Rationale	429
<i>Initiating the Program</i>	430
Early Steps	430
Needs Assessment	431
<i>Designing the Program</i>	436
The Essential Components	437
Integration with HRD	442
<i>Program Implementation</i>	443
<i>Benefits</i>	444
<i>Summary</i>	445
<i>References</i>	445

17 Career Counselors in Private Practice 447

<i>Qualifications</i>	447
<i>Guidelines for Consumers</i>	448
<i>Establishing a Private Practice</i>	449
Types of Services	450
Location of the Office	451
Services to Be Offered	452
Marketing the Service	453
<i>Budgeting</i>	456
Fees	458
Billing	460
Other Business Details	461
<i>Summary</i>	462
<i>References</i>	462

**18 Trends and Issues in Career Information, Career Counseling,
and Career Development Programming 463**

Trends: Career Information 465
Trends: The Job Hunt 467
Trends: Career Counseling 468
Trends: Career Development Programming 470
Summary 470
References 471

Name Index 473

Subject Index 480