Help Launch Your Career

Whether you have 5 minutes or 5 hours, there are online courses and books available to you that meet your needs on a wide range of topics in SkillSoft and Books24/7. These can be found on “myCUinfo” under the Student tab, towards the bottom of the page.

### Job Hunting, Interviewing & Getting the Job

**Career Match: Connecting Who You Are with What You’ll Love to Do** by Shoya Zichy and Ann Bidou
This book includes in-depth chapters for each personality type, detailed explanations of career options, and real-life stories of people who have found fulfillment in work.

**Job Hunting For Dummies, 2nd Edition** by Max Messmer
Packed with job search tips and tactics.

**Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job** by Tony Beshara
Packed with more than 450 sample questions, this no-nonsense guide to interview success takes readers through the entire process and provides job-seekers the guidance they need to get the job they want.

**The Definitive Job Book: Rules from the Recruitment Insiders** by Anne Watson
Whether you are a graduate just starting out, or a senior executive seeking a change, this concise book covers the full job-searching, application, interview and negotiation process.

### Career Development & Management

**The Authentic Career: Following the Path of Self-Discovery to Professional Fulfillment** by Maggie Craddock
The author of this promising text outlines a therapeutic process that carefully separates what the reader wants and needs from the often frustrating demands of family and work.
SkillSoft Courses & Books 24/7

Idea for Career Services

Career Development & Management Cont.

**Career Choice and Development, Fourth Edition** by Duane Brown
This edition brings together the most current ideas of the recognized authorities in the field of career development.

**Managing Your Career For Dummies** by Max Messmer
Learn how to become the CEO of your own career.

**Market Yourself and Your Career** by Jeff Davidson
A hands-on, practical guide to becoming your own career coach, this book lays out a comprehensive approach to help you progress in your career, generate visibility both within your organization and in your industry, and increase your career skills.

**Effective Succession Planning: Ensuring Leadership Continuity and Building Talent from Within, Fourth Edition** by William J. Rothwell
Reflecting the latest trends and best practices, this authoritative book provides you with the tools and guidance to revamp your succession strategy, create and implement a new one, and arm yourself against the trauma of personnel shakeups.

Some examples of the good Skillsoft Interactive Courses Located in Catalog -> Business Skills Curricula -> Personal Development Curriculum, such as career management and interviewing. There are other relevant SkillSoft courses available in the Catalog.

Login at: [http://oit.colorado.edu/skillsoft](http://oit.colorado.edu/skillsoft)