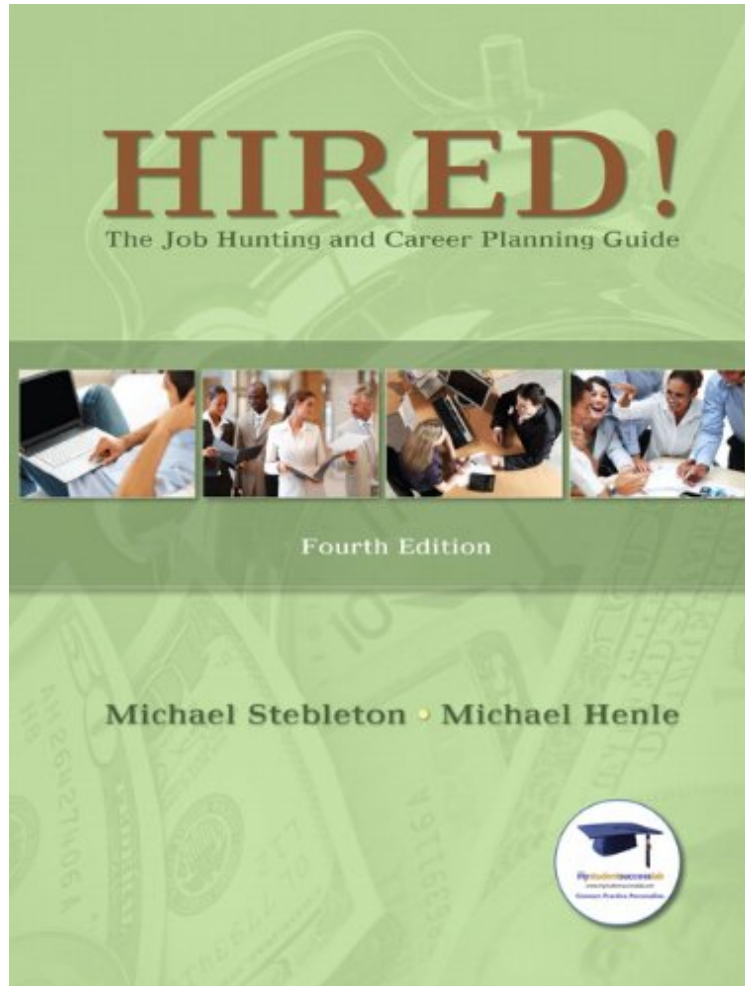


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a single event but a life-long process. You are in charge of your career and your success. HIRED ! helps you discover your own career philosophy. This book will walk you through discovering your authentic self, creating opportunities, selling your talents, and balancing your career and personal life. Students and career seekers alike are taught how to develop an ongoing, flexible portfolio of information about themselves and their work to prepare them for satisfying and productive lives in an ever-changing world. The workbook approach and step-by-step exercises will keep you focused on the critical issues--self-developed goals, action plans, and execution of those plans. At the same time, various goal-setting techniques will help convey the importance of planning to overcome career obstacles--and increase the likelihood of career success.

From the Back Cover HIRED! The Job-Hunting/Career-Planning Guide, 4e Michael Stebleton, University of Minnesota, Twin Cities Michael Henle, The College of William and Mary Career choice is not a single event it's a life-long process! For a student taking a career development course, or a career seeker actively looking for placement the fourth edition of Hired! remains a practical, life-career planning guide designed to reach a variety of audiences. However, unlike other textbooks, Hired! focuses on helping students develop an ongoing, flexible portfolio about themselves and their work--to prepare them for satisfying and productive lives in our ever-changing world. The writing activities encourage students to take a proactive role in creating their own career philosophy and their futures. The workbook approach and step-by-step exercises keep students focused on the critical issues--self-developed goals and action plans--and the execution of those plans. At the same time, various goal-setting and planning techniques will help job seekers overcome career obstacles and increase the likelihood of career success. New to this edition The theme of goal setting is woven throughout the book. The role of online social networking in the career planning, networking, and job search process is addressed. The financial planning chapter (ch. 12) has been expanded and focuses on practical issues faced by traditional and nontraditional students. Each chapter now includes: 1) A profile of a traditional and non-traditional student, providing students a profile of someone to whom they can relate. 2) A Do You Measure Up? or Are You Prepared? goal-setting activity. These features emphasize specific self-assessment and goal-setting activities that the student completes for implementation in their plan. 3) A What Employers Want workplace information feature. The workplace information helps students develop greater understanding of the workplace and keys to success in their career plan, job search or workplace activities. Start strong. Finish stronger. www.MyStudentSuccessLab.com About the Author Mike Henle is Associate Director of MBA Career Services at The College of William and Mary's Mason School of Business. Previous to this role he held various staff and faculty positions at the University of Minnesota's Carlson School of Management including Director of the Undergraduate Business Career Center. Additionally, he served in a faculty position at St. Mary's University Minnesota and adjunct faculty positions in several community colleges. Possessing an MBA in finance, an MA in educational psychology, and a BA in psychology, Mike has over 20 years of experience in the areas of leadership, professional development and corporate finance. He has made presentations at numerous national and regional conferences. Mike Stebleton, Ph.D., is a faculty member in the Department of Postsecondary Teaching and Learning in the College of Education and Human Development at the University of Minnesota-Twin Cities. He recently held adjunct faculty positions at St. Mary's University of Minnesota and Metropolitan State University in St. Paul, MN. Additionally, Stebleton worked as a counseling faculty member at a community college for over three years. His research interests include: narrative approaches to career development, the role of media on career-decision making, and multicultural influences impacting career. Mike is one of the authors of a textbook titled: Hired: The Job Hunting/Career-Planning Guide , 3 ed., published by Prentice-Hall (2006). He has presented at numerous state and national career development conferences.