CAREER PLANNING FOR WOMEN:
A Selective Annotated Bibliography of Sources

Scope: The following represents a broad range of materials touching on the topic of career planning for women. Subjects covered here include:

ROLE MODELS IN NON-TRADITIONAL FIELDS
LIFE-WORK PLANNING
OCCUPATIONAL OUTLOOKS
NON-TRADITIONAL CAREERS
PUBLISHING AND MEDIA CAREERS
WOMEN IN MANAGEMENT AND BUSINESS
CAREER DECISION-MAKING FOR WOMEN
WOMEN IN TRANSITION
CAREER COUNSELING MATERIALS FOR WOMEN

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Subtitled "How to get your first job... How to re-enter the job market... How to fight for your rights in the work world... and more," this book has lots of useful information for women from all backgrounds, including practical advice on writing resumes and using employment agencies. The directory section listing organizations and centers is a bit dated; addresses should be checked before using.


An address book of foundations funding projects in areas such as abortion, abused women, health care, research, minorities and sports. It is indexed by name of foundation. A good supplementary tool to the standard grant and foundations directories.


This is a practical guide for women looking for better jobs at better pay, which in most cases means jobs outside the "female job ghetto." Written in a question and answer format, the book addresses issues of discrimination and how to predict it, tactics for entering male-dominated fields, tactics for promotion, self-employment, blue-collar work, and strategies for fighting discrimination (affirmative action, legal action, and unions). A Resource Section at the end lists publications and organizations which could help in the documentation of discrimination, vocational choice, education and training, job hunting, becoming self-employed, plus a list of feminist consultants and professional organizations for management. Bird--in conjunction with her large staff--interviewed personnel managers, executive recruiters, vocational counselors, government specialists, and legal experts, in addition to several hundred working women in diverse jobs, in preparation for the writing of this book.


This is a book about assertiveness training for women, written by three women who have worked with assertiveness training groups. It serves both as a description of the ideas and process of assertiveness training and as a kind of self-help manual. The authors illustrate most of their points with examples from the groups they've worked with and in some cases with verbatim interactions.
Noting that workers metamorphose into job-hunters and job-hunters into career-changers, Bolles writes a lively job manual. The first eight chapters erase many of the common myths about finding a job covering such recognizable landmarks of job-hunting as screening, recruiters, ads, agencies, how to get in to see the boss, interviews, career and life-planning. There is much here of interest to those thinking of retraining for another career, switching fields, and going back to school. The meatiest sections are the appendices: a bibliography broken into topics—work, job-hunting, vocational counseling, skills, women, with emphasis on the mature woman, executives, mid-life and second careers, and a directory section listing workshops, seminars, agencies, organizations and individuals helpful in the job-finding process. A state by state section lists local resources for women. Bolles has written a practical book that will be useful to women from high school to retirement—entertaining, too.

"This report is an attempt to inform all who are concerned about health care about the relationships between the prejudice that describes women as 'girls,' the effects of that prejudice on women being trained to become physicians, and the inappropriate attitudes and assumptions that color the behavior of many physicians toward their women patients." The author uses her own experiences and data collected from 146 women medical students to address the major issues of institutional discrimination, overt discrimination, subtle discrimination and organizing and surviving as women in medical schools. Especially interesting is the table provided listing individual medical schools, the sexual breakdown of their admissions and identification of their support groups.

A slender, useful volume in the three-part series designed for use in female career counseling (see also Farmer and Backer's New Career Options for Women: A Counselor's Sourcebook and Ann Phelps' New Career Options for Women: A Selected, Annotated Bibliography)], this booklet briefly examines new opportunities for working women as well as the problems which remain; sketches the opportunities for women in crafts, management, and the professions; and discusses laws, misconceptions, sociological issues, planning strategies, training possibilities and information sources dealing with getting a job. Good information on relevant agencies to contact and government publications with current information. Care should be used with names and addresses provided in organizational listings as this type of information dates quickly.
At this time when more women than ever before are needing and demanding work in the paid labor force, it's important to be aware not just of whether they can get it, but also of what they get when they get it. While her focus is not exclusively on women, Barbara Garson is concerned with this question. She set off to interview workers in a variety of occupations to discover how they feel about their work. She spoke with men and women factory workers (at ping pong, tuna fish, cosmetics, auto, lumber, mink and medical factories), with keypunchers, clerical workers and typists. She writes in the afterword of her interviews: "I expected to find resentment, and I found it. I expected to find boredom, and I found it. I expected to find sabotage, and I found it in clever forms that I could never have imagined. But the most dramatic thing I found was quite the opposite of non-co-operation. People passionately want to work." What Garson repeatedly observed were the imaginative strategies devised by workers to enliven jobs that corporate management sought just as energetically to simplify, rationalize, trivialize. Garson is much influenced by another recent, ground-breaking book on work--Harry Braverman's Labor and the Monopoly Capital: The Degradation of Work in the Twentieth Century--and one would do well to read the two together. Braverman's provides a rigorous historical and theoretical framework for Garson's stories, which, in turn, bring to life the abstract arguments of Braverman.

Collection of writings by women anthropologists which explains not only the experience of the researcher, her techniques, the impact of her sex on her role, but also cross-cultural attitudes toward women. Contributors are Peggy Golde, Jean Briggs, Laura Thompson, Laura Nader, Ruth Landes, Helen Codere, Gloria Marshall, Ernestine Friedl, Cora Du Bois, Hazel Hitson Weidman, Ann Fischer and Margaret Mead. Their diverse experiences reflect work in Greece, Brazil, Rwanda and in many other cultures.

Gray gears her approach to older women returning to school. Her first chapter, Today's Unprecedented Opportunity, deals with special programs for returning women, a survey of returning women and the profile of re-entry women. Other chapters: The Difficult Decision to Become a Student; How to Finance Yourself in School; How Women Have Been Socialized to Fail; The Two-Year College; Choosing a Four-Year College; Graduate School; Special Programs for Returning Women; Occupational Outlook for Women College Graduates in the 1980's. Gray's style is simple and direct with much helpful information. She includes appendix materials on academic vocabulary, resource centers for women specializing in educational and career counseling and a bibliography featuring reports, bulletins, directories, newsletters and search services.

A useful source for information on every current women's issue and topic (health and child care, employment, discrimination, women's literature and publishing etc.), this is a book to browse in and to look to for ready reference. Care should be used with addresses as they can be dated. Visually this is an attractive book in Whole Earth Catalog format with interviews, notices of books and periodicals, articles, announcements and lists sprinkled throughout its 15 sections.


Harragan's thesis is that "learning the game skills must come first for ambitious women because mastery of business technical skills is only gained through playing with and against more accomplished players." This is a "how-to" book which plots strategies for getting to "the top of the pyramid." All advice is given in terms of "selling yourself," "scoring," and "tricks." Still this will be useful for women who seek high paying positions in this milieu and who want to fit into the business world as it exists. Harragan covers the terrain in matters of office politics, jargon, salary negotiations, clothing, office protocol, and corporate hierarchical structures.


Hennig and Jardim examine the life and career histories of 25 women who had gained high level management positions in business and industrial sectors of the economy by 1970. Part I explains patterns of difference in the styles of female and male managers. Part II focuses on "Twenty-five women who made it." Essential reading for women interested in management positions. A major thesis of the book: "Unless people not only are, but believe that they are, equally able or competent to compete, they will not willingly or successfully integrate themselves with more powerful individuals and groups."

Louise Howe wanted to deepen her understanding of women's work in the U.S. and felt that the women's movement and the mass media had both emphasized the professional woman and the woman in traditionally "male" occupations to the exclusion of more typical women. Since 1900, over half of women workers have been in occupations in which at least two-thirds of the workforce is female; somewhere between 30-40% have been in occupations in which 80% or more is female. Howe set out to learn from women in traditional "female" occupations how they view their work and their lives and what changes they would like to see. The approach is largely descriptive and anecdotal, based on interviews, but she includes a statistical portrait of the female labor force in an appendix and her bibliog-raphy can refer readers to sources taking different empirical approaches. Howe looks at women beauticians, sales workers, waitresses, office workers and homemakers. Interested readers may also want to look at Studs Terkel's Working: People Talk About What They Do All Day and How They Feel About What They Do (Pantheon Books, 1974).


A comprehensive guide to the women's publishing movement. It lists presses, newspapers, periodicals of all types, archives, libraries and organizations which are feminist, lesbian, and non-sexist. It also describes the kind of work that these publishers are likely to publish for those looking to place their writing.


This handbook on affirmative action is intended both for management of organizations forming affirmative action plans and for women interested in their status in the workplace. The collection goes beyond a narrow, legalistic analysis to affirmative action to consideration of the larger social context of working women. Chapters include: The Organization Woman: Then and Now; Women's Lack of Achievement: Then and Now; Legislation and Litigation: Impact on Working Women; Women in Government and Affirmative Action; Women in Organized Religion; How to Get and Keep a Job; Black Women's A Strategy for Change; The Obstacle to Women in Management; Bank of America's Affirmative Action Seminar; Seminars for Career Women: Combining Awareness Training with Transactional Analysis; What Do I Want to Do Next?; Women in Psychotherapy; and How to Eliminate Sexist Language from Your Writing: Some Guidelines for the Manager and Supervisor.

A condensed review of what the author considers to be the quintessential literature on women's labor force participation, this book also explores the basics of when women work, at what jobs, and under what arrangements. The author states that much more data are needed on the worklives of women in order to assess and have impact upon the equality-of-sexes issue. A bibliography covers materials written mostly before 1970. Chapters include: The Demand for and Supply of Women Workers; A Case in Point: Women in the Academic Profession; and Home and Market Work in Lifetime Perspective.


This is a collection of eight papers on the history of women in paid employment in the U.S., current issues relating to women's employment and questions for the future. The papers served as background material for participants in the American Assembly, which met in the fall of 1975 in Harriman, New York. Among the authors represented here are Juanita Kreps, William Chafe, Karl Taenber, James Sweet, Isabel Sawhill and Martha Griffiths.


[Originally published under the title: Job Ideas for Today's Woman.] Written primarily for those who want to get out of the house or to develop a gainful in-home occupation, this is a cookbook approach with step-by-step recipes for getting jobs: what the job seeker needs (personal traits, materials, education, training), costs, potential earnings, a brief description of such jobs, and how one gets started. Few professions are included, a lack attributed by the author to space limitations, infeasibility for most women, and an already high motivational level that characterizes women seeking a professional position. Examples of real-life women, drawn almost altogether from the East Coast, are included as models. Major fields covered include animal care, health, fashion, education, child care, communications, office, writing, home economics, librarianship, travel and house maintenance. Definitely not a laundry list, but covers most major fields in sufficient depth to provide ideas for the reader who wants to follow through. The appendix of organizations lists over a hundred professional and trade associations ranging from Advocates for Women to Women's Bureau, U.S. Department of Labor. When using address information and salary data, the 1975 publication date should be kept in mind.

Medsger captures the diversity of women's working experience in America in her candid photographic essay about women and the jobs they do. It is a wide range of traditional and non-traditional work experiences that she photographs: acupuncturist, bank officer, cabinetmaker, coal miner, teacher, meat packer, surgeon--to name a few. This book should be available to girls and women in every type of library and career counseling center. Beautiful photographs which attempt to depict human rather than "feminine" qualities.


Although this bibliography is directed to high school teachers and students, the materials annotated here can be used to good advantage by undergraduates and those teaching undergraduates since many students are not exposed to works by and about strong women before their college work. Organized by genres--anthologies, autobiography/biography, drama, novels, short stories and poetry--the annotations are pithy and the number of reading suggestions, manageable. Use is facilitated by a cross-topical index giving access to materials in the areas of adolescence, female sexuality, women in the arts and professions, women in politics, Third-World women, and working-class women.


A compelling book of extremely personal essays about working and lifestyles by women who work because they want to and spiritually need to. Working It Out will be welcomed by women looking for some direction and looking to women who have "made it" to tell them how they have done it. Children, marriage, single-life, the need for workspace, going back to school, coping with sexism in academe: these are among the engrossing issues raised here. The majority of women represented here were born in the '30's and came of age in the traditional '50's; in many ways their stories are of breaking out of old patterns. Among the contributors: Adrienne Rich, Catharine Stimpson, Alice Walker, Miriam Schapiro, Naomi Weisstein, Tillie Olsen. The essays are as diverse as "The Anomaly of a Woman in Physics," to "Learning to Work." Foreward by Adrienne Rich.


This up-to-date directory is divided into four sections: (1) scholarships, fellowships, loans, grants, etc., designed primarily or exclusively for women (includes address, availability, purpose, eligibility, financial data, duration, deadline, number awarded); (2) women's credit unions (lists addresses and phone numbers); (3) state sources of educational benefits (gives addresses, organized by state); and (4) annotated bibliography of general financial aids directories. The over 600 different financial aids described here are indexed by sponsoring organization, by geographic region, and by subject.

A primer for women who want to find meaningful work while juggling domestic responsibilities, this book has much useful information on locating a job: letter-writing, interview techniques, résumé preparation and an excellent career Baedeker describing occupations alphabetically, from accountant to vocational guidance counselor, with useful information on the field, training, earnings, opportunities and part-time possibilities. Addresses for additional information and suggestions for further reading are listed. The approach is geared toward women who may have to overcome resistance at home to their seeking employment and who may be lacking self-confidence to initiate a job search. No index.


A section on women handles ERA, federal action, court decisions, academic discrimination, and discrimination cases among other issues. Useful graphs and tables such as "Employment by Occupation Group & Sex," and "Number of Women Candidates for Public Office and Women Elected Officials: 1972 and 1974."


This is principally an analysis of cross-sectional demographic data from the 1960 United States Census of Population; specifically it is based on a sample of married women under the age of 60 who are living with their husbands, who do not live on farms and who are not members of secondary families. The following variables were evaluated: labor force participation, family composition, family history, economic status, and a group of "other" variables, including age. A review of the literature on factors influencing the employment of wives is included in chapter one, pp. 5-31. White/non-white differences are discussed in chapter three in the context of the relationship of labor force activity to family composition and age of the woman. A background in statistics will help the reader better understand chapter four, a multivariate analysis of employment status in relation to the family status variables, education, family economic pressure, and age. Also, some aspects of marital and fertility history are examined in relation to current employment. Chapter five is concerned with the interactions between economic characteristics and family life cycle in their effects on current employment. The author concludes that in developing a theory of labor force participation of wives and designing policies related to the employment of women, it is important to examine the interactions of family status, family income adequacy, and education and to include stage in the family life cycle in any model of the employment of wives. A bibliography is included. The methodology used by Mr. Sweet may provide ideas for researchers who wish to analyze data that are more recent than those in this study.
The tone of this book of readings is set early on by a quotation of Julia Ward Howe's: "The professions indeed supply the keystone to the arch of woman's liberty." Fifty-two readings are included under these rubrics: The Sexual Freedom of Professions; Cultural Definitions of the Female Professional; Career Choice Processes; Adult Socialization and Career Commitment; Career Patterns and Marriage; The Marginal Professional; and Female Professionalism and Social Change. In the introductory section, Theodore provides an overview ("The Professional Woman: Trends and Prospects") of the book's major subject headings. In her concluding remarks for that preview (pp. 32-35), she cites declining female participation at professional levels, and concludes that it is too early to judge from recent changes whether the trend might be reversed. She suggests that additional research concerning the husbands of "achieving women" might improve understanding of whether the dynamics of female motivation might change the existing situation. She states that women who consider work to be equal or superior to family endeavors are too few to effect changes that would lead to economic equality. Yet, she is optimistic that the recent resurgence of a social movement to establish economic equality between the sexes offers hope for improving the lot of professional women.


The barring of women from mainstream politics is part of the story told by the Tolchins. The better part of the tale is the "coming of age of women in politics," an emergence which the authors attribute to an amalgam of political and social upheavals: Watergate, women's liberation, the McGovern campaign, the peace movement, and increased education for women. The authors believe that the political sphere is open to women and the only true guarantor of improved status for women. The people they acknowledge for assistance in research reads like a who's who of the women's political vanguard. Among the many recognizable names who appear often in the book are Bella Abzug, Sissy Farenthold, Shirley Maclaine, Gloria Steinem and Patricia Schroeder. Among the interesting appendices are Patricia Schroeder's speech on political clout, "You Can Do It," and "Tips on Running for Public Office," from the Office of Women's Activities, Democratic National Committee, Washington, D.C.


Conversations brings together transcribed interviews of 22 women in "non-traditional" or "male" occupations. Among the occupations represented here are: butcher, grain elevator manager, welder, truckdriver, mill supervisor, dairy officer, law school dean, top fuel race car driver, pesticides inspector, and neuropathic physician. The conversations range over topics such as the women ended up in their particular jobs, what they actually do on the job, problems they face as women, and their family situations. Each interview is prefaced by a brief introduction written by Wetherby.