



# The Career Fitness Program: Exercising Your Options, Seventh Edition

*By Diane J. Sukiennik, William Bendat, Lisa Raufman*

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For Career Development, Job Search, and Career/Life Planning courses/workshops. Designed to help students choose, change, or confirm career choices, this best-selling text/workbook is firmly focused on today's career realities and economy-with sufficient breadth to encourage change and growth for students of all ages, backgrounds, and circumstances. Exceptionally "user-friendly," it offers a "holistic" approach to career development, emphasizes the importance of attitude in the process and follows the standard sequence of career search and decision-making issues-Self-Assessment, The Job Market, Decision Making, and The Job Search. Every section is filled with positive-yet pragmatic-discussions, relevant exercises, and real-life examples of resources and techniques.

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**The Career Fitness Program: Exercising Your Options, Seventh Edition** By Diane J. Sukiennik, William Bendat, Lisa Raufman **Bibliography**

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## **Editorial Review**

From the Back Cover

What makes *The Career Fitness Program* the best-selling undergraduate textbook for career development?

*The Career Fitness Program* has guided thousands of students through the critical processes of self-assessment, career exploration, and job search. Noted for its thorough coverage, *The Career Fitness Program* offers students practical advice and information coupled with hands-on activities, exercises, charts, and graphs.

### **Proven strengths include:**

- Offers comprehensive treatment of personal assessment and job search/interview strategies.
- Explores the role of positive attitude, confidence, and emotional intelligence in the discovery process.
- Connects skills with the SCANS Report.
- Explains how electronic resources are helpful in the career process.
- Offers practical, concrete help with goal setting and decision making.
- Investigates the world of work as it relates to job seekers and current statistics related to workplace trends.

### **New and expanded features include:**

- Real-life stories in each chapter with critical thinking questions help readers link the concepts to their own lives.
- Facts and figures are made relevant to students through reflective questions.
- Companion Website at [www.prenhall.com/sukiennik](http://www.prenhall.com/sukiennik) has been expanded and reinforces the chapter concepts.
- 26-part Career Telecourse is available through RMI Media.
- Success strategies are featured in every chapter.

### **About the Author**

**Dr. Diane Sukiennik** is a career counselor; a licensed marriage, family, and child therapist; and a nationally recognized lecturer and workshop facilitator. She holds an advanced degree from Columbia University and has extensive postgraduate training in industrial psychology, management, and organizational development. Currently Dr. Sukiennik is on the faculty of Moorpark College in California, where her areas of expertise are career development, personal and professional presentational skills, and managerial effectiveness. She is a consultant, has a private practice, and has contributed to the development of a nationally distributed telecourse on career and life development called "Career Advantage" distributed by PBS.

**Dr. William Bendat** is a recognized leader and innovator in career development theory. While serving as Dean of Student Services at Moorpark College, he managed the award-winning counseling and career programs that gained both California and national eminence. His advanced degrees in counseling psychology, with emphasis in decision making and self-concept, have enriched the material within the text of *The Career Fitness Program*. Dr. Bendat is the Director of Careerscope, offering specialized career workshops to public and private agencies. He is also a licensed therapist, past President of the California

Managers of Counseling, and a contributor to numerous workshops and professional journals.

**Dr. Lisa Raufman** has been Dean of Counseling and Career Center Coordinator at El Camino College in Torrance, California. She is a career counselor and consultant, as well as a licensed marriage, family, and child therapist. Her master's degree is in counseling with a specialization in the community college and vocational rehabilitation. Her doctoral degree from University of California at Los Angeles focused on higher education, work, and adult development. Previously Dr. Raufman coordinated the Career Transfer Center at Moorpark College. She is past president of the Los Padres chapter of the American Society for Training and Development (ASTD) and the California Community College Counselors Association. For the past decade, Dr. Raufman has been a member of the California Community College Chancellors Office State Advisory on Career Development.

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Welcome to the Seventh Edition of *The Career Fitness Program: Exercising Your Options*. As authors, we are immensely gratified by the positive feedback from the field, which tells us that we continue to make a contribution to the quality of life for the thousands of students who use our book. We say "use our book" rather than "read our book" because the process of career planning is action oriented at its base. We have attempted to balance the text with a variety of exercises to encourage our users to "get into the process" and allow the process to unfold in the many unexpected ways that careers do take shape. We are committed to the process of career planning, which is part science and part art, part logic and part intuition, part inspiration and part perspiration. We recognize the critical role of the teacher/counselor/coach in this process as the voice of experience, reassurance, validation, and wisdom. Just as a personal trainer keeps a well-intentioned exerciser on track, so too, does the teacher keep students on track and moving forward in a process that all too often seems circuitous and convoluted rather than linear and straightforward.

Our book attempts to be a comprehensive and current compendium of the best art and science in the field of career planning. As such, the Seventh Edition has more fully incorporated the electronic medium into the text and exercises without implying that the Internet is the only or even preeminent tool in the process. In this edition, as in previous ones, we have updated the facts and figures and have added topics that have become relevant to the subject, such as a discussion of multiple intelligences and the role of benefits in a salary negotiation. We have also expanded real-life stories in each chapter and added critical-thinking questions to each chapter.

Of particular note is this book's usefulness to the undecided and the liberal arts-oriented students. These students have heard all too often that technology is the promise of the future, and while that may be true, they need the latitude to explore other career avenues that may be more compatible with who they are. We encourage and support them in this exploration.

## **Companion Website: A Virtual Learning Environment**

Technology is a constantly growing and changing aspect of our field that is creating a need for content and resources. To address this need, we have significantly revised the Companion Website for the Seventh Edition. Moreover, to better facilitate student learning and comprehension of chapter content, we have integrated the Companion Website into the text. In creating a Companion Website, our goal is to build on and enhance what the textbook already offers.

The Companion Website, located at [www.prenhall.com/sukiennik](http://www.prenhall.com/sukiennik), is a valuable resource for both the professor and the student.

- **For the Professor**—Every Companion Website integrates Syllabus Manager™, an online syllabus creation and management utility that allows instructors to create and customize syllabi online. Your completed syllabus is hosted on our servers, allowing convenient updates from any computer on the Internet. Changes you make to your syllabus are immediately available to your students at their next logon.
- **For the Student**—The Companion Website helps students gauge their understanding of chapter content through the use of chapter objectives, reflection questions that connect chapter content to the "Real Stories" and "Facts and Figures" features in the text, and interactive self-assessments. It also provides web links mentioned in the text and a variety of other online resources (such as articles that relate to chapter content), as well as WWWebwise Activities at the end of chapters and chapter summary exercises.

## **Users Review**

### **From reader reviews:**

#### **Christopher Olsen:**

Book is to be different for each grade. Book for children till adult are different content. As you may know that book is very important for us. The book The Career Fitness Program: Exercising Your Options, Seventh Edition had been making you to know about other information and of course you can take more information. It is quite advantages for you. The publication The Career Fitness Program: Exercising Your Options, Seventh Edition is not only giving you more new information but also to become your friend when you really feel bored. You can spend your own spend time to read your e-book. Try to make relationship while using book The Career Fitness Program: Exercising Your Options, Seventh Edition. You never sense lose out for everything in the event you read some books.

#### **Dorothy Frazier:**

In this period globalization it is important to someone to get information. The information will make you to definitely understand the condition of the world. The healthiness of the world makes the information simpler to share. You can find a lot of sources to get information example: internet, magazine, book, and soon. You can view that now, a lot of publisher which print many kinds of book. The actual book that recommended to you is The Career Fitness Program: Exercising Your Options, Seventh Edition this publication consist a lot of the information of the condition of this world now. This specific book was represented how does the world has grown up. The dialect styles that writer make usage of to explain it is easy to understand. Often the writer made some investigation when he makes this book. Here is why this book acceptable all of you.

#### **Wendy Miller:**

This The Career Fitness Program: Exercising Your Options, Seventh Edition is brand-new way for you who has interest to look for some information because it relief your hunger info. Getting deeper you upon it getting knowledge more you know or else you who still having tiny amount of digest in reading this The Career Fitness Program: Exercising Your Options, Seventh Edition can be the light food for you personally because the information inside this particular book is easy to get through anyone. These books create itself in the form which can be reachable by anyone, that's why I mean in the e-book application form. People who think that in publication form make them feel drowsy even dizzy this reserve is the answer. So there is no in reading a e-book especially this one. You can find what you are looking for. It should be here for you

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**Timothy Williams:**

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