

## ***Career and Occupational Literature Reviewer's Rating Form***

Rating: \_\_\_\_\_ Type (Code No): \_\_\_\_\_ Setting/Population: \_\_\_\_\_

### **GENERAL PUBLICATION DATA:**

1 Title:

2. Author(s):

3. Publisher name:

4. Publisher address:

5. Year of publication: \_\_\_\_\_ 6. Number of pages: \_\_\_\_\_ 7. Price: \_\_\_\_\_

### **SETTING/POPULATION(s):**

- |                                                     |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elementary Schools         | <input type="checkbox"/> Employment/Training Programs |
| <input type="checkbox"/> Middle/Junior High Schools | <input type="checkbox"/> Rehabilitation Agencies      |
| <input type="checkbox"/> High Schools               | <input type="checkbox"/> Correctional Institutions    |
| <input type="checkbox"/> Vocational Schools         | <input type="checkbox"/> Libraries                    |
| <input type="checkbox"/> Community Colleges         | <input type="checkbox"/> Other:                       |
| <input type="checkbox"/> Colleges/Universities      |                                                       |

### **TYPE OF PUBLICATION:**

- Vocational
- Occupations
- Trends and Outlook
- Job Training
- Employment Opportunities
  
- Educational
- Status and Trends
- Schools, Colleges
- Scholarships, Fellowships, Grants, and Loans
  
- Career/Personal
- Planning (resume, how to look for a job, career planning, etc.)
- Adjustment
- Theory
- Assessment (Interest, Aptitude testing, etc.)

**CONTENT:****5=Outstanding 4=Good 3=Satisfactory 2=Poor 1=Unsatisfactory 0=Does not apply**

5 4 3 2 1 0	Date of publication is indicated on material
5 4 3 2 1 0	Appropriate credits are given in the material Information accurate, free from distortion
5 4 3 2 1 0	Clear, concise, interesting
5 4 3 2 1 0	Vocabulary appropriate to age group and occupational level
5 4 3 2 1 0	Intended purpose/population/use is clearly identified
5 4 3 2 1 0	Free of bias (racial, sexual, age, physical ability, etc.)
5 4 3 2 1 0	Illustrations/graphic displays are current, enhance material
5 4 3 2 1 0	Duties and nature of work (purpose, activities, skills, etc.)
5 4 3 2 1 0	Conditions of work (work setting, physical activities, environment)
5 4 3 2 1 0	Preparation required (length and kind of training)
5 4 3 2 1 0	Special requirements (license, certification, degrees, memberships, personal/social criteria, etc.)
5 4 3 2 1 0	Methods of entry (typical, preferred, any alternative means)
5 4 3 2 1 0	Earnings and other benefits (figures should be current and represent range)
5 4 3 2 1 0	Usual advancement opportunities (any requirements for advancement)
5 4 3 2 1 0	Employment outlook (current, realistic, short- and long-term)
5 4 3 2 1 0	Opportunities for experience and exploration
5 4 3 2 1 0	Related occupations indicated
5 4 3 2 1 0	Sources of education and training
5 4 3 2 1 0	Sources of additional information

*The following items are applicable only when the publication is a bibliography, directory, or financial assistance publication.*

<b>Bibliography</b>	
5 4 3 2 1 0	Publication date(s) listed
5 4 3 2 1 0	Price(s) available
5 4 3 2 1 0	Reference to author(s)
5 4 3 2 1 0	Annotation of materials
<b>Financial Assistance</b>	
5 4 3 2 1 0	Sources of financial aid
5 4 3 2 1 0	Amount of aid available
5 4 3 2 1 0	Qualification requirements
<b>Directories</b>	
5 4 3 2 1 0	Content
5 4 3 2 1 0	Format
_____ <b>TOTAL SCORE</b>	

**Reviewer's Overall Rating for Listing -- Circle Your Choice**

5 = Outstanding 4 = Good 3=Satisfactory 2 = Poor 1 = Unsatisfactory

**COMMENTS:**

Recommendations and suggestions for the authors/publishers (If there is an apparent discrepancy between the total score and your evaluation, please document your evaluation decision.)

Evaluation prepared by:

**Date:**