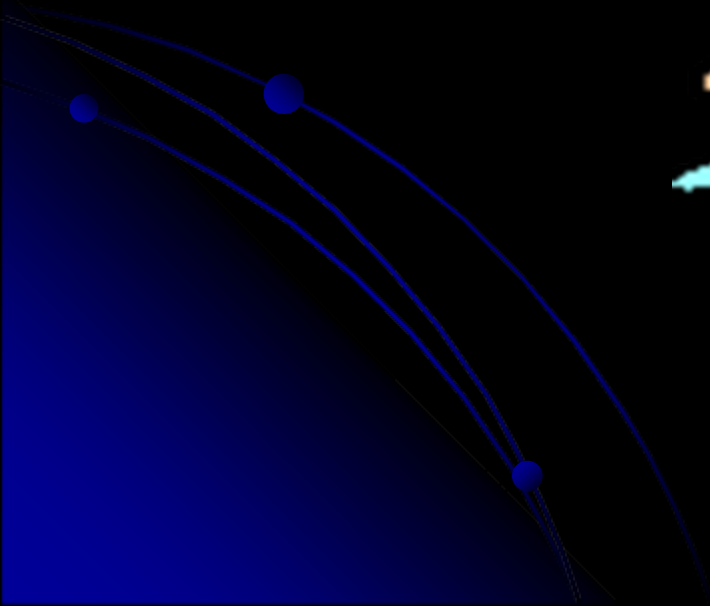


Finding Your First Job



How People Find Jobs

Heard about opening from someone	35%
Contacted employer directly	30%
Referred by employment or state agency	14%
Answered want ads	11%
Took civil service (government) test	2%
Other methods	8%

1 10 20 30 40 50 60 70 80 90 100



Career development is a journey.

**The average person will work six-seven
different jobs in their lifetime.**

What's your next step?

Be a Student Forever

A high school diploma is no longer enough. Attitude, willingness to learn, ongoing skill development and flexibility are essential to getting a job and keeping a job.

DOL study based on full time employment, year round, ages 25-64

Education Level	Hourly	Lifetime Earnings
Some high school, no diploma	\$7.75	\$1 million
High school graduate	\$11.81	\$1.2 million
Some college, technical degree	\$17.50	\$1.5 million
College graduate	\$18.00	\$2.1 million
Masters degree	\$21.00	\$2.5 million



Step One

Discover what you like to do, enjoy, are good at:

For example: caring for children, building furniture, using the computer, creating pottery, playing basketball, decorating cakes, taking digital pictures, studying bugs, working with animals, etc

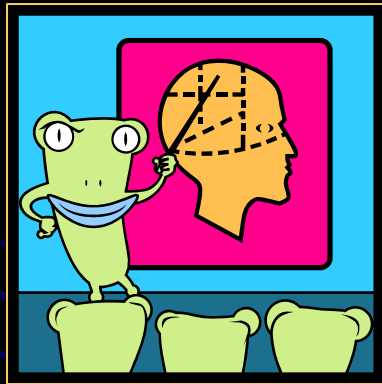
COULD IT BE A JOB OR A POSSIBLE CAREER?

(average 40 hours of 168 hours per week)

OR WILL IT BE A HOBBY OR LEISURE ACTIVITY?

Step Two **Z**

Discover what you don't like to do:



Being in an office or cubicle

Working solo or in teams

Indoors or outdoors

Work mostly with animals, the planet or people

Public speaking or designing presentations

Problem solving or writing

3 Step Three

Discover what you need and what is important to you:

Lots of money or just enough to get by

To accomplish great things

Variety or stability

Status and recognition

Travel


Change and excitement

Large city or small town



How Do You Do This?

Volunteer, join clubs and activities, tour businesses, ask questions of adults around you, try new experiences, explore on the internet, read books, take a few career assessments such as the PLAN, Myers Briggs, Hollands, DISC and StrengthQuest, take on a part time job, do an internship, job shadow



4 Step Four

Identify your "VISA"

V alues

I nterests

S kills and

A bilities

**Match your "VISA" to
real possibilities**

Plan it out!

**Write your ideas
down, and share it
with others**

Define your dreams

Be who you are

Be what you love

Match plans to life circumstances

Step Five 5

Learn about the “World of Work”

What does a _____ do? What is it like to be a _____ ?

Does it pay well? Will there be a job in this field ten years from now?

What education (certificate or degree) is needed?



Career paths – how do I get started?

Education or training needed?

Do your research and learn job trends (LMI)

21st Century Jobs

The world of work is changing:

20 years ago

Farmer
Teacher
Doctor
Nurse
Politician
Mortician

Today

Robot Mechanic
Quarantine Enforcer
Teleport Specialist
Space Tour Guide
System Engineer
Electronics Technician
Sustainability
Administrator

20 years from now

????



Step Six



Take a look in the mirror:

What do they see? What do you want them to see?
First Impressions – Market Yourself

**Prepare to share and demonstrate
your talents and knowledge**

- **Appearance (image)**
- **Attitude**
- **Qualities and “fit”**
- **Skills, experiences and training**
- **Written materials**



7 Step Seven

Tap into resources that can help:

Parents / Family

**Guidance counselors or
mentors**

State or Federal Programs

**Books or
newspapers**

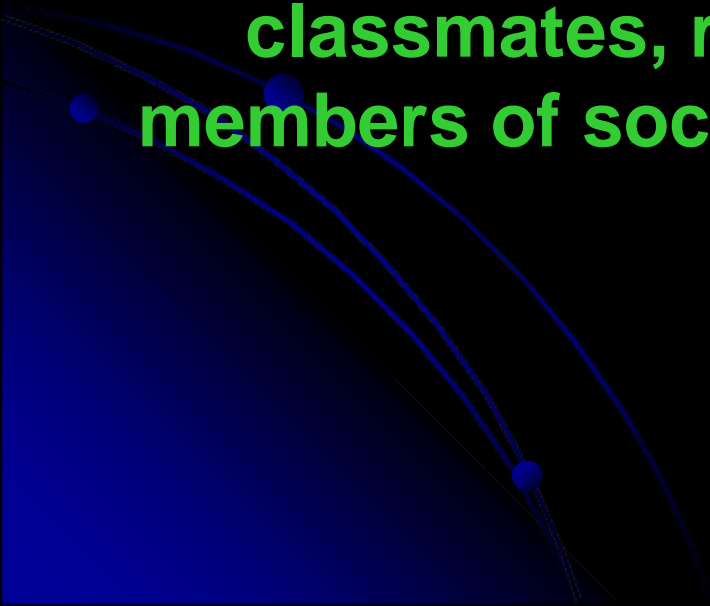
Career Fairs

Internet

Adults / Community Members

Your Network

friends, family, friends of family, teachers, counselors, former co-workers, members of community organizations, neighbors, classmates, relatives, service providers, members of social clubs, internet buddies, etc





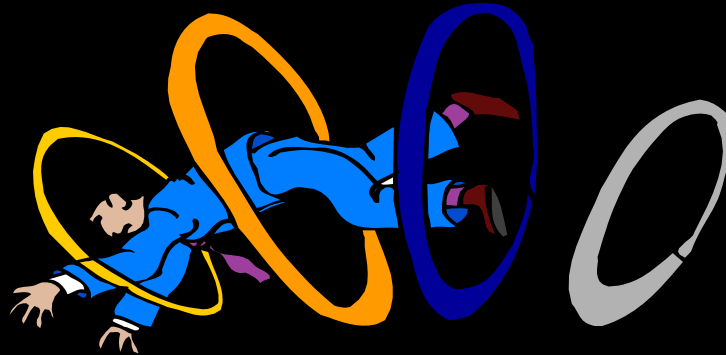
Step Eight

Portfolio - get prepared - pay attention to the details.

Have a master application ready

Academic records and references

Get organized with things like your social security number, physical exam records, etc



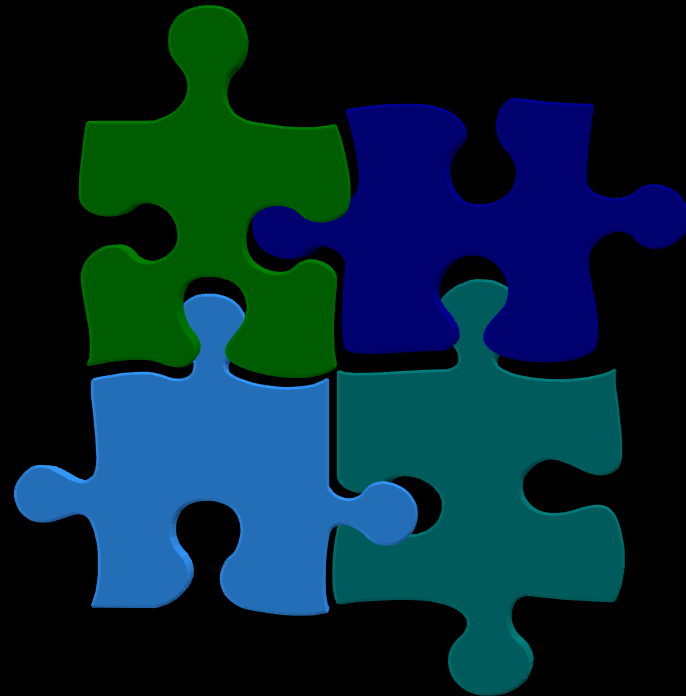
Consider interview clothes

Think about logistics: transportation, daycare, hours, parking, etc

9 Step Nine

Putting it all together:

- Identify employers, colleges, military or training
- Research and prepare
- **Fill out applications**
- **Consider your “image”**
- Sell yourself
- **Accept interviews**
- Send thank you note



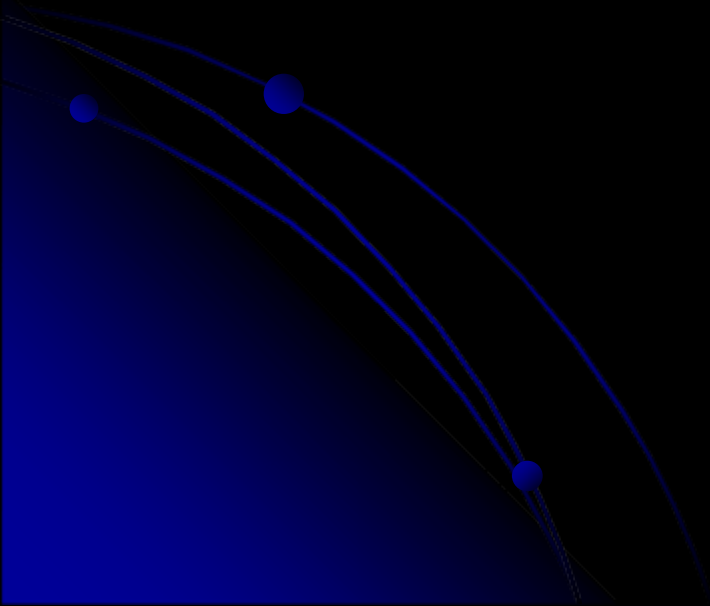
And lastly...

Network...Circulate...“Get out there”

**FACT: 82% of jobs
were discovered by
connecting with people
who are working**

**Play nice! Every
contact counts!**

**Find the Hidden Job Market
– network with people to
learn of jobs before they
exist or are posted**



Start all over:

Repeat as often as needed as life presents changes and options

Ask for help



Enjoy the journey!



What Do Employers Want?

Communication Skills (verbal and written)

Honesty / Integrity

Interpersonal Skills

Strong Work Ethic

Life-Long Commitment to Learning

Independent and Team Player

Analytical or Problem Solving Skills

Detail Oriented

Motivation / Initiative / Ambition

Flexibility / Adaptability

Technology Skills

Leadership Skills

Source: Job Outlook 2007, National Association of Colleges and Employers

Occupational Training Options

You have choices:

- ❑ **Trades - Union Apprenticeships**
- ❑ **Adult and Alternative Education, BOCES**
- ❑ **Community Colleges**
- ❑ **Co-Op - Co-operative Education or Internships**
- ❑ **Vocational and Technical Schools**
- ❑ **Military (Enlist or Reserves)**
- ❑ **Blended On-Line College**
- ❑ **Self Employment and Entrepreneurship**
- ❑ **Private Lessons, Seminars and Conventions**

Thank you!

Amy Brown

**Tompkins Workforce New York
for the use of this PowerPoint**

