



INTRODUCTION

“What’s the use of running if you’re not on the right road?”

—German proverb

Preparing for the job hunt

Going to school takes time and energy. Getting a job also takes time and energy. With enough persistence almost anyone can find a job. Do you want just a job or do you want something that may lead you more in the direction of a career? A career is your life work that includes many parts of your personality and experience—your education, interests, and abilities.

Whether you realize it or not, you are constantly making choices that will affect your career decisions a few years from now, so today is not too early to begin planning. How can you go about choosing a career that is “right” for you? The answer is, first, you must know your interests, goals, abilities, and values.

Let’s start now. So you want a job or think you will soon? Wouldn’t it be nice to have a job that really fits, that was an exciting rather than a boring part of your life? Your job should be interesting, challenging, and give you room to grow. It should be a job in which you can use your training, skills, and experience, and allows you to live in a place you like, and be paid enough to meet more than your basic needs.



COLORADO

School-to-Career Partnership

Connecting Communities, Classrooms & Careers



Larry Dreller, Editor

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CAREER QUIZ

**Are you prepared for today's job market?
Take this quiz and find out if you can cope.**

Part I: True or False

1. By the year 2000, almost one third of all jobs will require a college degree. T F
2. Most people find their jobs through the Classifieds. T F
3. There is only one right job for you in terms of you abilities. T F
4. The best way to get a job is to wait until the right opportunity comes along. T F
5. Generally speaking, the more education you have the more likely you will find a job. T F
6. Most jobs in high-tech electronics and computer companies require an electrical engineering background. T F
7. Mailing resumes is the best way to contact a large number of employers. T F
8. Except for the income it provides, your job has little influence on your way of life. T F

Part II: Multiple Choice

9. Which will probably describe the job opportunities ten years from now?
 - a. Most jobs will require four or more years of college.
 - b. There will be a greater number of jobs for unskilled workers.
 - c. There will be a greater number of jobs for those with technical skills acquired beyond high school.
10. Which is the best way to begin planning your career?
 - a. Decide what you think is most important.
 - b. Look at what is available in the job market.
 - c. Take tests to find out what you should do.
11. If you cannot make up your mind about what occupation to go into, first you should:
 - a. Try out as many jobs as you can.
 - b. Find out more about what different occupations are like.
 - c. Try one and if you like it, stick with it.
 - d. Find out if they have any jobs in Iowa.

Answer Key
1.T, 2.F, 3.F, 4.F, 5.T, 6.T, 7.T, 8.F, 9.C, 10.C, 11.B
Scores
7-11 WOW!
3-7 Fair
0-3 Find the Guidance Counselor's Office

YOUR SELF INVENTORY

Make an inventory of your interests. Check the activities or career fields that interest you, whether you know much about them or not. Have someone who knows you well add their opinion about you, too, as a guide.

- | | |
|---|--|
| 1. ___ Work on a farm or help save a rain forest | 36. ___ Keyboard documents into computers |
| 2. ___ Solve complicated math problems | 37. ___ Build a jet aircraft model |
| 3. ___ Act in a movie or play | 38. ___ Use an electronic microscope or a high-tech medical instrument |
| 4. ___ Study social groups in society | 39. ___ Design a line of clothes |
| 5. ___ Interview strangers for the TV news | 40. ___ Read and discuss literature |
| 6. ___ Learn about and study the economy | 41. ___ Debate political and social issues on TV |
| 7. ___ Study "how-to" mechanics manuals | 42. ___ Keep accurate records of a business |
| 8. ___ Perform science lab experiments | 43. ___ Repair a car engine |
| 9. ___ Manage an art gallery | 44. ___ Identify constellations of stars |
| 10. ___ Conduct a religious service | 45. ___ Take pottery classes |
| 11. ___ Bargain at a flea market | 46. ___ Work with senior citizens |
| 12. ___ Write up graphs of charts with statistics | 47. ___ Sell products on commission |
| 13. ___ Build cabinets or furniture | 48. ___ Set up a budget for running a large company or government agency |
| 14. ___ Study nature or trace the effects of pollution on the environment | |
| 15. ___ Write a movie screenplay | |
| 16. ___ Lead a club or scout troop | |
| 17. ___ Buy merchandise for a store | |
| 18. ___ Work nine to five in a corporate office | |
| 19. ___ Operate heavy machines | |
| 20. ___ Play chess | |
| 21. ___ Work on art or music magazine | |
| 22. ___ Get involved in a charity or community organization | |
| 23. ___ Do fast-paced, high-pressure sales work | |
| 24. ___ Design computer games and programs | |
| 25. ___ Work outside in a national park | |
| 26. ___ Research a law case | |
| 27. ___ Play a musical instrument | |
| 28. ___ Work with babies or children | |
| 29. ___ Run for class office | |
| 30. ___ Work after school to save money | |
| 31. ___ Set up a stereo system | |
| 32. ___ Read science fiction | |
| 33. ___ Write a short story, play or novel | |
| 34. ___ Entertain at a party | |
| 35. ___ Work in a politician's office | |

Below, circle every number you check off. For example, if you checked "Work on a farm," circle number 1.

- | | | | | | | | | |
|--------|---|----|----|----|----|----|----|----|
| ___ A. | 1 | 7 | 13 | 19 | 25 | 31 | 37 | 43 |
| ___ B. | 2 | 8 | 14 | 20 | 26 | 32 | 38 | 44 |
| ___ C. | 3 | 9 | 15 | 21 | 27 | 33 | 39 | 45 |
| ___ D. | 4 | 10 | 16 | 22 | 28 | 34 | 40 | 46 |
| ___ E. | 5 | 11 | 17 | 23 | 29 | 35 | 41 | 47 |
| ___ F. | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 |

Evaluate yourself

Next, transfer your total for each line above to the proper spaces below. For example, if your total for line A is 4 items circled, write the number 4 on line A below.

- | | |
|---------------------|----------------------|
| ___ A. DOERS | ___ B. INVESTIGATORS |
| ___ C. ARTISTS | ___ D. HELPERS |
| ___ E. ENTERPRISERS | ___ F. DETAILERS |

In what two personality types did you score in the highest? Write their names in the blank spaces below, then go to the next page.



WHAT CAREER COULD BE FOR YOU?

Are you confused about your future? A job now? You're not alone; you are one of millions contemplating what to do now and after graduation. There are many options to explore before deciding which way to go.

Good job/career planning begins with self-knowledge. Consider what you like to do—your interests, values, abilities, skills and personality.

The Self Inventory quiz you just took should give you a glimmer, especially once you identify things that you naturally enjoy, and perhaps you can relate them to one of the six “career interest” categories below.

Don't worry if your interest lies with more than one career type. Many jobs offer a mix of activities.

Read each statement and decide whether the activity is one you think you would like or dislike, even if you lack the skills to do the activity. **BE HONEST WITH YOURSELF**, this interest inventory will help you to determine a potential career direction.



Career Possibilities

Landscape Architect
Forester
Vocational/Agricultural Teacher
Aircraft Mechanic
Fish and Game Warden
Dental Technician
Electrician
Drafter
Cartographer
Athletic Trainer
Machinist
Carpenter
Engineer
Licensed Practical Nurse
Surveyor
Air Traffic Controller
Archaeologist
Farm Manager
Police Officer
Recreation Administrators
Military Officer
Repair Manager
Mechanic
Hairdresser
Physical Therapist
Construction Worker
Truck Driver
Dressmaker
Firefighter
Locksmith
Computer Repairs/Specialist
Chefs
Caterer
Plumber
X-Ray Technician

Educational Programs

Agricultural Mechanics
Building Trades
Electronic Equipment Repair
Small Engine Repair
Welding
Licensed Practical Nurse
Machine Tooling
Heating and Air Conditioning
Metal Fabrication
Drafting
Truck Driving
Food Service
Plumbing, Pipefitting and Steamfitting
Large Equipment Operation
Agriculture
Horticulture
Fisheries and Wildlife
Industrial Management
Industrial Arts
Geography
Mechanical/Civil Engineering
Forestry
Physical Education
Recreation, Parks Admissions and Tourism
Archaeology

1. DOERS

If you enjoy working with your hands, especially in projects which allow you to be physically active, you may be a doer. Doers are often classified as being practical, stable, self-controlled and independent. Typically, people with these characteristics can often operate tools and machinery, solve electrical problems and build things.



2. INVESTIGATORS

Investigators are observant and curious about things around them. Typically they are inquisitive and intellectually self-confident as well as quite logical. Due to their fiercely independent thinking, some investigators choose to work alone rather than with others.

Careers that offer clearly defined procedures, research and the chance to explore a wide range of ideas are the best choices for investigating people.

Career Possibilities

Medical Lab Assistant
Pharmacist
Ecologist
Nurse
Biologist
Math Teacher
Medical Technologist
Research Analyst
Surgeon
Dietician
Physician
Police Detective
Veterinarian
Meteorologist
Horticulturist
Dentist
Computer Analyst
Science Teacher
Technical Writer
Science Lab Technician
Computer System Analyst
Engineer
Paralegal
Librarian
Reporter
Military Analyst
College Professor
Lawyer
Consumer Researcher
Astronomer
Computer Security Specialist

Educational Programs

Practical Nursing
Horticulture
Emergency Medical Technology
Respiratory Therapy
Surgical Technology
Dental Assistant
Water and Waste Technology
Computer Languages
Computer Sciences
Economics
Biochemistry
Geology

Food Sciences
Sociology
Business Logistics
Medical Technology
Geography
History
Physics
Statistics
Speech Pathology
Speech Audiology
Science Education
Engineering
Atmospheric Science

3. ARTISTS

Artistic people value creative self expression. Artists tend to be innovative, imaginative and unconventional. They love working freely and often put their emotions into their work. If you are a nonconformist who enjoys creating with words, music, dance, images or ambiguous ideas you may fall into this category.

Career Possibilities

Artist
English Teacher
Drama Coach
Music Teacher
Graphic Designer
Advertising Manager
Writer
Fashion Illustrator
Interior Decorator
Photographer
Journalist
Reporter
Cosmetologist
Librarian
Museum Curator
Cartographer
Dance Instructor
Entertainer
Performer
Architect
Musician
Painter
Florist
Illustrator
Landscape
Recording Technician
Lighting Specialist

Educational Programs

Printing
Marketing Education
Distribution Education
Cosmetology
Commercial Art
Floral Design
Drafting
Architectural Design
Broadcasting
Photography
Journalism
Art Education
Clothing and Textiles
Advertising
Fine Arts
Housing and Interior Design
Foreign Language Education
Speech Communications
Theater
Graphic Arts
Music Education



4. HELPERS

Helpers enjoy jobs that let them interact with people. This may include teaching new skills or helping with personal problems. Helpers are good communicators that love to listen as well as talk. They work well in groups and like to interact with all types of people.

Career Possibilities

Youth Services Worker
Recreation Director
Physical Therapist
Occupational Therapist
Extension Agent
Therapist
Counselor
Teacher
Personnel Director
Funeral Director
Minister
Chamber of Commerce Executive
Athletic Coach
Claims Adjuster
Parole Officer
Attorney
Sales Representative
Fitness Instructor
Cosmetologist
Paramedic
Mental Health Specialist
Social Worker
Nurse
Dietician
Information Clerk
Child Care Worker
Travel Agent
Airline Personnel
Receptionist
Waiter/Waitress
Office Worker
Home Health Aide
Career Counselor

Educational Programs

Cooperative Education
Child Care Aide
Criminal Justice Technology
Child Care Management
Funeral Services
Vocational Home Economics
Nursing
Elementary Education
Secondary Education
Counseling

Psychology
Sociology
Social Work
Speech Pathology
Child Development
Family Development
Personnel Management
Public Administration
Physical Therapy
Occupational Therapy

5. ENTERPRISERS

Enterprisers are most often self-confident, sociable and adventurous people. They enjoy decision making, selling products, leading groups and politics. This type is generally extroverted and will often initiate projects involving many people. If you are good at convincing people to do things your way, consider a career in this category.

Career Possibilities

Banker
Real Estate Appraiser
Florist
Lawyer
TV/Radio Announcer
Branch Manager
Lobbyist
Insurance Manager
Personnel Recruiter
Office Manager
Travel Agent
Advertising Agent
Advertising Executive
Politician
Business Manager

Educational Programs

Food Service Management
Marketing Education
Distributive Education
Cooperative Education
Medical Record Administration
Institutional Home Management
Office Supervision
Funeral Services
General Business
Advertising
Political Science
Finance and Banking
Real Estate
Economics
Public Administration
Journalism
Health Service Management
Park Administration
Hotel Management
Business Administration
Speech/Communications
Tourism
Marketing



6. DETAILERS

Detailers are conventional people who enjoy collecting and organizing. They work well within a system and are efficient and practical. Detailers often like being part of large companies though not necessarily in leadership positions. They enjoy steady routines and following clearly defined procedures.

Career Possibilities

- Accountant
- Business Teacher
- Bookkeeper
- Personnel Clerk
- Actuary
- Secretary
- Librarian
- Proof Reader
- Administrative Assistant
- Credit Manager
- Estimator
- CAD Operator
- Reservations Agent
- Bank Manager
- Cartographer
- Cost Analyst
- Court Reporter
- Medical Secretary
- Auditor Statistician
- Financial Analyst
- Safety Inspector
- Tax Consultant
- Insurance Underwriter
- Corrections Officer
- Computer Operator
- Paralegal
- Medical Lab Technologist
- Cashier
- Hotel Clerk

Educational Programs

- Accounting
- Bookkeeping
- Typing
- General Office
- Data Processing
- Computer Aided Design
- Secretarial Training
- Computer Operations
- Food Services
- Medical Records Management
- Paralegal Training
- Vocational Business Education
- Banking
- Finance
- Information Science
- Actuarial Science
- Statistics
- Risk and Insurance
- Business Logistics

.....

COME UP WITH ANY IDEAS?

1. _____
2. _____
3. _____



JOB PROSPECTS WITH A FUTURE

Occupations generally requiring a high school diploma

At entry level, these occupations usually can be filled by persons with a high school diploma, with some on-the-job training. However, employers may give preference to those with some formal postsecondary training or work experience.

Home Health Aide	Gardener and Groundskeeper	Bookkeeper and Accounting Clerk
Baker: Breads and Pastry	Travel Agent	Postal Mail Carrier
Correction Officer	Truck Driver	

Occupations requiring postsecondary training

At entry level, these occupations require formal postsecondary training up to and including two-year degrees. Careers marked with an asterisk can also be entered through a four-year program

General Secretary	Medical Records Technician	Medical Secretary
Respiratory Therapist*	Registered Nurse*	Hairdresser and Cosmetologist
Child Care Worker	Automotive Mechanic	

Occupations requiring a college degree

At entry or intermediate levels, these occupations generally require a four-year degree.

Accountant and Auditor	Registered Nurse	Computer Systems Analyst
Social Worker	Elementary Teacher	Financial Analyst
Physical Therapist	Mechanical/Electrical Engineer	

WHERE THE JOBS ARE

Between the fourth quarters of 1991 and 1992 only the services industry and government had substantial employment gains over the year, and even in these areas job growth was much slower than during most of the late 1980s.

The rapidly growing services division will add over 13 million jobs between 1993 and 2005.

Health occupations, business education and engineering and management services will account for about two-thirds of the growth in the services industry division. Social services, legal services, and engineering and management services will be the fastest growing industries in the services division.

Source: U.S. Department of Labor

Fastest-Growing Occupations, 1990-2000 Occupation

Paralegals
Medical Assistants
Home Health Aides
Radiologic Technologists and Technicians
Data Processing Equipment Repairers
Medical Records Technicians
Medical Secretaries
Physical Therapists
Surgical Technologists
Operations Research Analysts
Securities and Financial Services Sales Agents
Travel Agents
Computer Systems Analysts
Physical and Corrective Therapy Assistants
Social Welfare Service Aides
Occupational Therapists
Computer Programmers
Human Services Workers

Nontraditional Careers for Women

Police Officer
Scientist
Architect
Office Equipment Repairer
Construction Worker
Carpenter
Mechanic
Greenskeeper
Engineer
Firefighter
Surveyor
Welder

Nontraditional Careers for Men

Cosmetologist
Elementary School Teacher
Secretary
Dietician
Kindergarten Teacher
Registered Nurse
Child Care Worker
Flight Attendant
Stenographer
Librarian
Therapist
Dental Assistant



GATHERING INFORMATION FOR YOUR CAREER (JOB) PLAN

Here are some suggestions you can use to help develop your career plan:

High School Career Education Classes

Some high schools are offering credit courses in career planning. In these classes you can learn about yourself, where you want to work, your interests, your abilities, planning your career and how to get a job. Check with your school counselor or principal to find out where and when these courses are offered.

High School and Community College Counselors and Teachers

School counselors and teachers have information about careers. They can assist you in your search by offering interest surveys, career guidance and occupational information you need to make decisions about your career choices.

Interest Surveys

Most schools have interest surveys available to students who are trying to determine their career interests. These surveys are designed to help you understand your work interests in a general way, and to show you some kinds of work you might be comfortable in. They do not test your abilities; they show how much your interests are like those typical of people in a variety of occupations. Check with your guidance counselor for the availability of these surveys in your school.

Career Resources Centers

Career Resource Centers are libraries of career information: books, filmstrips, interest tests, etc. Usually career resource centers are part of the school library or counselor office. The Career Resource Center supervisor, school counselor or librarian will assist you with the career materials available in these centers.

Occupational Outlook Handbook

The Occupational Outlook Handbook contains outlines for 700 occupations. Each occupation is outlined according to: its future, nature of work, training required, earnings, and working conditions.

Beware of the word "outlook." A good outlook usually means there will be little competition for openings. A poor outlook usually means there is a lot of competition for openings. If you really want to work at a certain job, don't let the competition scare you.

People on the Job

One of the best ways to learn about a career is to talk to someone who is working in that field. Local people enjoy talking about their jobs and can give you information not found in books or other resources. Some ways to locate these people are through talking to counselors, teachers, librarians, etc., or looking in the Yellow Pages for a place where they might work. Once you have located the person, arrange to meet them. Interview and observe them on the job. You will get new ideas about their career and have many questions answered.

Aptitude Tests

Aptitude tests measure how quickly and easily you can learn to do something. There are many kinds of aptitudes. For example, some can help you understand directions or facts, work with your hands, or see differences in size and shape, others help you to work quickly and accurately. Knowing your aptitudes can help you when you are exploring and planning your career. Check with your guidance counselor or local employment office for the availability of these tests.



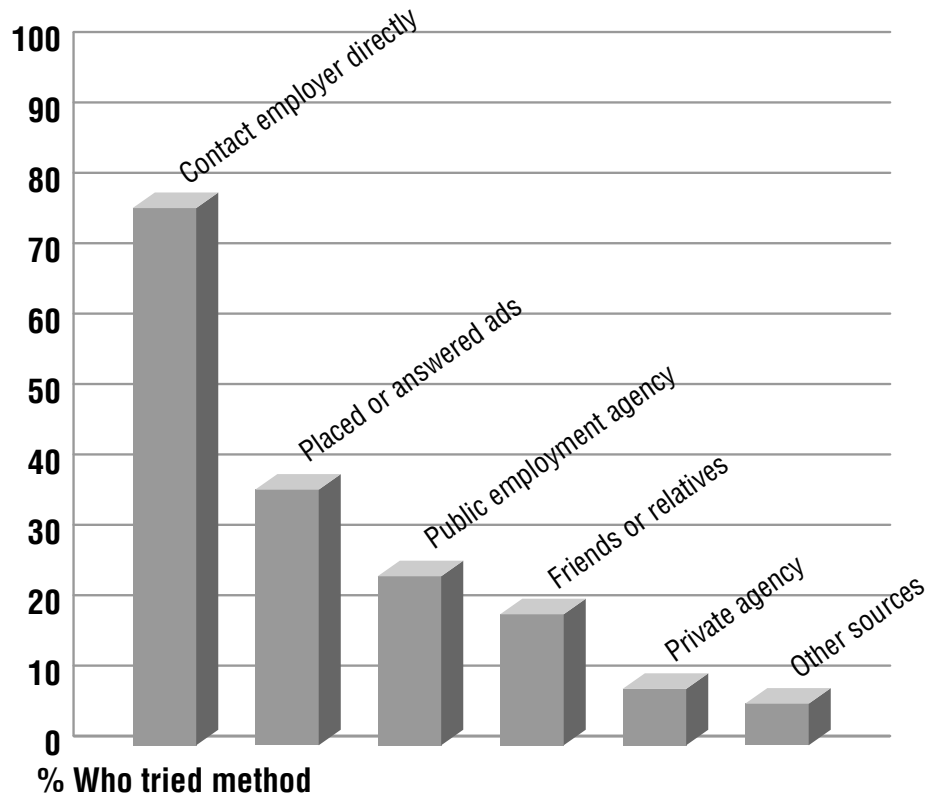
JOB SEARCH

Where to learn about job openings ...

- State Employment Service Offices
 - Civil Service Announcements
 - Classified Ads—local and out of town newspapers
 - Professional Journals and Trade Magazines
 - Labor Unions
 - Professional Associations
 - Libraries and Community Centers
 - Women's Counseling and Employment Programs
 - Youth Programs
 - School or College Placement Services
 - Private Employment Agencies and Career Consultants
 - Employers
 - Parents, Friends and Neighbors
 - Yellow Pages
- There are also agencies to help handicapped, blind and minorities.
-



MOST USED JOB SEARCH METHODS



Source: Bureau of the Census, 1993



SAMPLE RESUME

Daryl deBeck

27 Costa Mesa Circle
Castillo, CO 80023
(390) 246-3111

Employment Objective: Seeking an entry-level, on-the-job training position in computer programming.

Education: El Castillo High School, Castillo, Colorado
High School Diploma, June 1994.

Skills and Abilities: Member, two years of National Honorary Society in mathematics and science.
Editor of yearbook.
Track and field team, three years.

Work Experience: Summers, 1992–1994, fulltime, Assistant Manager of Paradise Drive-in; all duties of Manager and Assistant Manager of high-volume fast-food establishment.

Personal Information: Accomplished 35mm photographer.
Assistant coach of Castillo boys' softball team.
Published writer of short stories and essays.
Eagle Scout.

References: Furnished upon request.

What doesn't go into a resume

- ▶ Age and sex
- ▶ Marital status
- ▶ Height and weight
- ▶ Race or religion

REFERENCES: You should have at least three personal references—people who know your character and your work. An excellent way to make your references work for you is to have them write letters of recommendation.



JOB APPLICATION “POINTERS”

Remember, when filling out a job application you are selling yourself. You are the product and even a fine product can be poorly displayed, poorly packaged and remain on the shelf. To better sell yourself on application, use the following suggestions:

- 1** **Read over the entire application** before you begin writing! This helps eliminate errors and gives you an overview of what is asked for on the application.
- 2** **Fill out the application in ink**, or use a typewriter. Never use a pencil or mix ink colors—stick to blue or black.
- 3** **Some employers will allow you to complete the application at home.** If you do take it with you, be prompt in returning your completed application. Don't have someone else deliver your application for you. Return it personally, and when you do, be prepared for a possible on-the-spot interview.
- 4** **Answer every question that applies to you.** If a question does not apply, use “N/A” which means not applicable. If a section of the application does not apply to you, using one “N/A” in the first question of that section will get your point across. Don't overuse N/A, but don't leave any important questions unanswered, either.
- 5** You can do a better job of completing your application by **first writing your answers out** on a blank sheet of paper or an extra application form. Be sure to ask or call someone if you don't understand a question on the form.
- 6** **Spell correctly.** If you don't know how to spell a word, use another one that means the same thing. Your resume can help when spelling names and words you are not sure of.
- 7** When asked “job preference” or “position applied for” do not answer “anything” no matter how desperate you may be. An employer may feel you are unsure of yourself or your goals. Be as **specific as you can about the type of work you want.** If you have two choices, write them both. If you are willing to start “at the bottom” answer “entry-level job.”
- 8** **Be as neat as possible.** Avoid erasures, and if you have to erase, do it very neatly so it won't be the first thing the employer will notice on your application form.
- 9** **Before you use people as references, ask their permission.** Be prepared to give information about at least three references on the job application. You will need to know their complete name, address and occupation. Incomplete reference information has sent applications to the top ... of the rejection pile.
- 10** **Double-check your application** before giving it to the employer. If you have taken it home, have someone you know check it over.
- 11** Try to always **leave your application with the person who does the hiring.** Ask when they will be making their decision and/or when you may call or come in for an interview.



WORDS THAT CAN APPEAR ON APPLICATION FORMS

People sometimes have trouble with the words below when they try to fill out application forms. Study these words until you know the meaning of each. Later you can use this list if you forget the meaning of a word.

Likely to appear in the personal information section of an application form are:

arrested: Seized by police officers for breaking the law; taken to jail.

citizen: A person who is a member of a nation; as in, “Are you a citizen of the United States?”

convicted: Proven or declared guilty; as in, “Have you been convicted of a crime?” The correct answer to this question is “no” if a person has been arrested but never found guilty.

dependent: Someone who needs another person for financial support; as “How many dependents do you have?”

felony: A serious crime, one for which the punishment may be imprisonment for more than one year; as in, “Please explain any felony convictions you have had.”

marital status: Whether you are married, single, widowed, separated, or divorced; as in, “What is your marital status?”

misdemeanor: A less serious crime than a felony; as in, “Have you ever been convicted of a misdemeanor?”

previous address: Where you used to live.

present address: Where you live now.

SS. no.: Social Security number; as in “What is your Social Security number?”

Selective Service classification: How the government classifies young men to tell if they have been in the armed forces or if they may be in the future; as in, “My Selective Service Classification is 1C.”

discharge: To be let go or dismissed; as in, “What kind of military discharge do you have?” or “Have you ever been discharged or dismissed from a job?”

references: References are people who can tell an employer what kind of person you are and what kind of a worker you will be; as in give three personal references such as a guidance counselor, teacher or minister.”

In the section on your education, you may find such words as:

certificate: A document proving that you have completed training in a certain skill or trade; as in, “I received a certificate after I took an auto mechanics course.”

degree: A title you earn when you graduate from a college or school; as in, “I have a college degree in speech therapy.”

extracurricular activities: Hobbies and clubs you are a member of; as in, “My extracurricular activities are sewing and needlepoint, and I am the captain of the volleyball team.”



HOW TO KEEP A JOB

Your first day on the job and all of the days thereafter require you to use many of the same skills and traits you have used to get the job—dependability, initiative, organization, honesty, and getting along with people. Here are a few more things to keep in mind after you are employed.

- ▶ When starting a job, your first responsibility is to get to work on time every day. You have agreed to be there and your employer is depending on you. Remember: to your employer, time is money.
- ▶ Your first job is the first rung on the ladder to your career goal. You can expect to run errands, empty garbage, chase after left-handed monkey wrenches, keys to locks. In short, you will probably be doing the jobs no one else will want to do. If you do these jobs to the best of your ability, you will move up the company ladder more quickly.
- ▶ In starting a new job, your first day may be difficult. You have to learn both the general routine and what is expected of you. Few people may have time to help you or talk long with you.
- ▶ From your first day on, listen carefully to instructions, and ask questions if you don't understand.
- ▶ Expect to work by the rules. Employers depend on you to do your job—if you don't, you could be fired. There are very few employers who are as tolerant as schools.
- ▶ Your attitude is the biggest single factor which affects your job performance.
- ▶ Learn to take criticism in stride. Everyone makes mistakes; it's natural when starting out. When you have made a mistake, don't try to hide it. Instead, admit you don't know everything and try to do better next time.
- ▶ Be polite and show your sense of humor. Work is easier when everyone is pleasant and cooperative.
- ▶ Show some initiative! Don't always wait to be asked to do something. Demonstrate your willingness to do a good job by asking for additional work or doing what needs to be done.
- ▶ For a day's pay, an employer deserves a good day's work. This means completing all the assigned tasks even the unpleasant ones.
- ▶ If you think your job is boring, first be certain you have done all of your assigned work, look around for other things to do and do it.
- ▶ Employers will appreciate a complete job. Always complete one task before going on to another.
- ▶ Learn company policies that affect you and your job.
- ▶ You are there first and foremost to get the job done, not to win friends or influence fellow employees.
- ▶ In getting the job done, a vital thing to remember is that your work may be interrupted by customers or the boss.
- ▶ Try to be good in your work. This means continually putting forth your best effort.



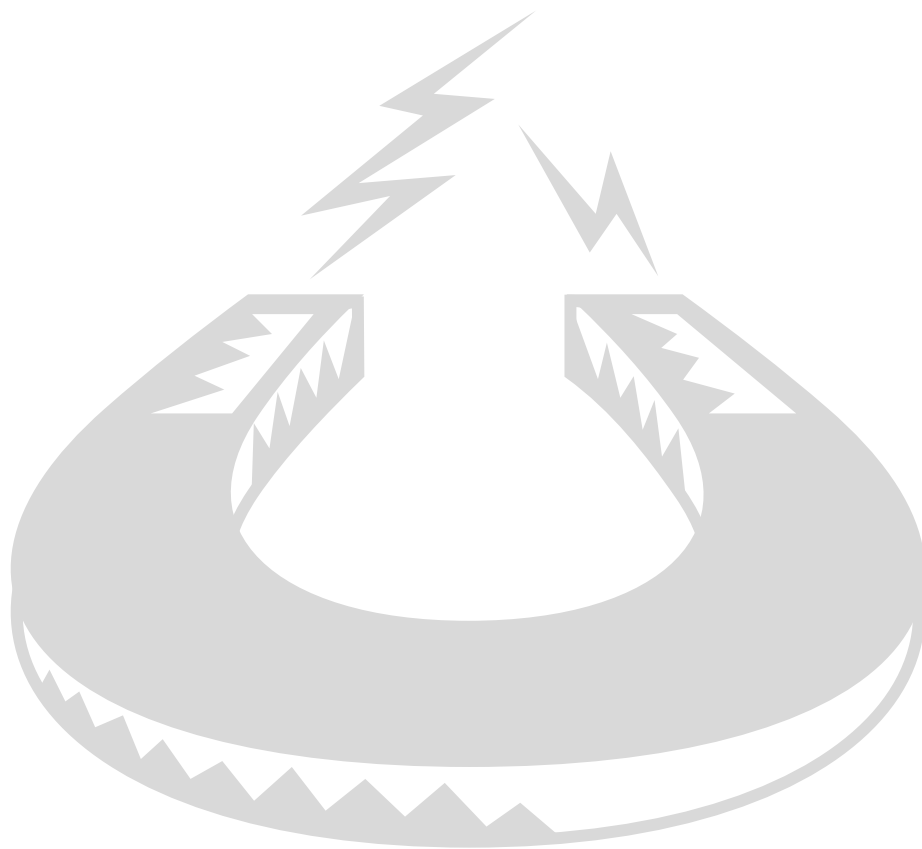
REMEMBER ... A POSITIVE ATTITUDE IS EVERYTHING!

Positive attitudes and negative attitudes are both magnets; they attract the same thing, *or*

*positive attitudes invite positive results;
negative attitudes invite negative results.*

Points to remember

- ▶ Your attitude is the way you think
- ▶ Your attitude is like a magnet
- ▶ Your attitude could be the most important thing about you
- ▶ With a positive attitude, maybe you can do anything.
(Keep trying until you achieve your goal.)
- ▶ Enthusiasm is a great attitude
- ▶ A good attitude can/will lead to success
- ▶ Your attitude can determine the direction in which your life goes
- ▶ Believe you can do it
- ▶ Try again and again



THE BASIC SKILLS EMPLOYERS WANT

No matter what kind of job you're talking about, you can count on any employer looking for a basic list of abilities that are going to set you apart from the average employee. These things listed below are some of the crucial skills that make up an excellent employee. Consider them one by one. How do you think you rate?

Learning to learn

How well will you be able to take on a new environment? Be able to take on new demands, grasp the basics of a workplace and know what it takes for you to conform to it. Versatility is a commodity you can't do without.

Reading, Writing and Computation Skills

These are the basics that you've been picking up in school for years. If you thought up to this point that they don't have any real application, think again. People who are weak in this department tend to have trouble when it comes to taking on bigger responsibilities (and bigger paychecks).

Communication Skills

This is more than just talking and listening. It's *how* you talk and listen, and understanding how others do the same. Communicating effectively makes for a smoother ride at your job. Grasping what other people say helps do your job better.

Problem-solving and creative Thinking

Being a valuable employee means being able to handle peculiar problems when they arise—and they do arise. Can you use logic to follow a problem through, or come up with inventive approaches when other ways aren't working? Thinking your way around a problem, logically or creatively, makes you the kind of prospect that employers love to get their hands on.

Group Effectiveness Skills

If you're doing anything important on the job, you're going to be doing it around other people. Knowing how to work with others, negotiate your way around with fellow workers, and understand the needs of the people around you is crucial to being able to deal with a group. The person who can do this builds morale in the workplace and helps things run smoothly.

Personal Management Skills

Being a person who is self-motivated and confident in his or her own abilities makes for the best kind of employee. If you have faith in yourself, your employer will ultimately have faith in you. The better you manage yourself, the less others will need to try and manage you. People with these kinds of abilities make the best leaders.

Source: The American Society for Training and Development



NOTES/NOTES/NOTES

The amount of time you will spend working is a good reason to give careful consideration to your career. People who work full-time for 40 years, averaging 40 hours a week for 50 weeks a year, will spend 80,000 hours of their lives on the job. Compare that with the 17,000 hours you will have spent in school by the time you graduate from high school!



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