Top 10 Career Tips for a Successful Future

* How to Search for a Job
* Job Interviewing
* How to Succeed at Work
* Social Media
* Wage Conversions

# How to Search for a Job

## Consider your interests

Identify activities you like to do and the challenges they offer.

## Assess your skills

Evaluate school, volunteer, work or leisure experiences.

## Research occupations

Develop a list of possible careers based on your particular combination of skills and interests.

## Devote time to your job search

Expect to spend several hours a day looking for a job.

## Be patient finding a job

A thorough job search is hard work. The more money you expect to earn, the longer it will likely take to find a job.

## Involve friends and family

They are a great source for support, assistance and encouragement.

## Conduct field interviews

Meet with people in the field you are interested in pursuing.

## Use the Texas Workforce Commission

* Visit your local Workforce Solutions office.
* Take advantage of training seminars.
* Prepare a résumé and cover letter.
* Consult the online job search and matching system [www.WorkInTexas.com](http://www.workintexas.com/), classified ads, and other nationwide job search websites.

## Organize your job search and resources

Record the places you’ve applied to, people you’ve talked with, and the responses you have received.

## Rejection is part of the process

Stay positive! Your efforts will pay off as you get closer to landing the right job for you.

# Job Interviewing

## Bring a copy of your résumé

## Gather information about the company

## Bring transcripts and references

## Bring a pen and some paper

## Dress for success:

* Conventional two-piece business suit (solid dark blue or gray is best)
* Conventional long sleeve shirt/blouse (white or pastel is best)
* Clean, polished, conventional shoes
* Well-groomed hairstyle
* Clean, trimmed fingernails
* Minimal cologne or perfume
* Empty pockets – no large objects or loose coins
* Light briefcase or portfolio case
* No gum, candy or cigarettes

## Arrive 10 minutes early

## Get a good night’s sleep before an interview

## Eat a small snack before an interview to maintain your energy

Make sure you brush your teeth and freshen your breath afterward.

## Go alone

Do not bring friends or family to an interview.

## Use a firm handshake

# How to Succeed At Work

## Attendance and punctuality

* Be on time and ready to start.
* Call if you cannot keep your appointments.
* Be reasonable and responsible in using your paid time off. Abide by your employer’s policies.

## Work ethic

Time is money. When at work, WORK.

## Meet deadlines

Make sure all work is turned in on time.

## Demonstrate effective oral communication

Speak clearly. Do not use slang.

## Demonstrate self-control

Stay calm under pressure.

## Attention to details/quality

Follow instructions, proof all work, check for mistakes.

## Work well independently

Demonstrate your ability to work with little or no supervision.

## Adapt well to change

Be willing to accept new assignments.

## Respond well to constructive criticism

Take criticism positively, not negatively.

## Team work

Collaborate and get along with co-workers.

# Social Media

## Use social media to follow, friend, and like other professionals.

## Represent yourself honestly on social media.

## Emphasize your unique strengths, knowledge, skills, and abilities in your profile.

## Participate in groups to learn about different career opportunities.

## Follow and like companies for which you would like to work.

## Always represent yourself professionally in comments and photos. Assume anyone can see anything you post, regardless of privacy settings.

## Create a professional email address for employers to contact you.

## Provide a professional voice greeting for employers to receive when they leave you a voicemail.

## Search for yourself online to see what others can learn about you.

## Conduct yourself professionally on social media even after you have been hired.

# Wage Conversions

The following table features wage conversions based on a 40-hour work week, 2,080 hours per year.

| Per Hour | Per Week | Per Month | Per Year |
| --- | --- | --- | --- |
| $7.25 | $290 | $1,257 | $15,080 |
| $8.00 | $320 | $1,387 | $16,640 |
| $9.00 | $360 | $1,560 | $18,720 |
| $10.00 | $400 | $1,733 | $20,800 |
| $11.00 | $440 | $1,907 | $22,880 |
| $12.00 | $480 | $2,080 | $24,960 |
| $13.00 | $520 | $2,253 | $27,040 |
| $14.00 | $560 | $2,426 | $29,120 |
| $15.00 | $600 | $2,600 | $31,200 |
| $16.00 | $640 | $2,773 | $33,280 |
| $17.00 | $680 | $2,946 | $35,360 |
| $18.00 | $720 | $3,120 | $37,440 |
| $19.00 | $760 | $3,293 | $39,520 |
| $20.00 | $800 | $3,466 | $41,600 |
| $21.00 | $840 | $3,640 | $43,680 |
| $22.00 | $880 | $3,813 | $45,760 |
| $23.00 | $920 | $3,986 | $47,840 |
| $24.00 | $960 | $4,160 | $49,920 |
| $25.00 | $1,000 | $4,333 | $52,000 |
| $26.00 | $1,040 | $4,506 | $54,080 |
| $27.00 | $1,080 | $4,680 | $56,160 |
| $28.00 | $1,120 | $4,853 | $58,240 |
| $29.00 | $1,160 | $5,026 | $60,320 |
| $30.00 | $1,200 | $5,200 | $62,400 |

To find a local Workforce Solutions office near you, go to www.texasworkforce.org and click “Find Locations” at the very top.

# Texas Workforce Commission

Labor Market & Career Information Department  
101 East 15th Street, Room 0252  
Austin, Texas 78778-0001  
Phone: 512-936-3200  
Fax: 512-936-3204  
[www.tracer2.com](http://www.tracer2.com)  
[www.texasworkforce.org/lmci](http://www.texasworkforce.org/lmci)  
1-866-938-4444 (toll free)

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).