### Wage Conversions

Conversions based on a 40-hour work week, 2,080 hours per year.

<table>
<thead>
<tr>
<th>Per Hour</th>
<th>Per Week</th>
<th>Per Month</th>
<th>Per Year</th>
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### Social Media

1. Use social media to follow, friend, and like other professionals.
2. Represent yourself honestly on social media.
3. Emphasize your unique strengths, knowledge, skills, and abilities in your profile.
4. Participate in groups to learn about different career opportunities.
5. Follow and like companies for which you would like to work.
6. Always represent yourself professionally in comments and photos. Assume anyone can see anything you post, regardless of privacy settings.
7. Create a professional email address for employers to contact you.
8. Provide a professional voice greeting for employers to receive when they leave you a voicemail.
9. Search for yourself online to see what others can learn about you.
10. Conduct yourself professionally on social media even after you have been hired.
1. Consider your interests
   Identify activities you like to do and the challenges they offer.

2. Assess your skills
   Evaluate school, volunteer, work or leisure experiences.

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

4. Devote time to your job search
   Expect to spend several hours a day looking for a job.

5. 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.

6. Involve friends and family
   They are a great source for support, assistance and encouragement.

7. Conduct field interviews
   Meet with people in the field you are interested in pursuing.

8. Use the Texas Workforce Commission
   - Visit your local Workforce Solutions office.
   - Take advantage of training seminars.
   - Prepare a résumé and cover letter.
   - Consult www.WorkInTexas.com, classified ads, and other nationwide job search websites.

9. Organize your job search and resources
   Record the places you’ve applied to, people you’ve talked with, and the responses you have received.

10. Rejection is part of the process
    Stay positive! Your efforts will pay off as you get closer to landing the right job for you.

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1. Bring a copy of your résumé

2. Gather information about the company

3. Bring transcripts and references

4. Bring a pen and some paper

5. 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

6. Arrive 10 minutes early

7. Get a good night’s sleep before an interview

8. Eat a small snack before an interview to maintain your energy
   Make sure you brush your teeth and freshen your breath afterward.

9. Go alone
   Do not bring friends or family to an interview.

10. Use a firm handshake

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1. 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.

2. Work ethic
   Time is money. When at work, WORK.

3. Meet deadlines
   Make sure all work is turned in on time.

4. Demonstrate effective oral communication
   Speak clearly. Do not use slang.

5. Demonstrate self-control
   Stay calm under pressure.

6. Attention to details/quality
   Follow instructions, proof all work, check for mistakes.

7. Work well independently
   Demonstrate your ability to work with little or no supervision.

8. Adapt well to change
   Be willing to accept new assignments.

9. Respond well to constructive criticism
   Take criticism positively, not negatively.

10. Team work
    Collaborate and get along with co-workers.