

Career Management Digest

The Next Step

As we enter the final two months of a school year, many of you are facing changes. If you are a high school graduate, you have been making decisions: Get a job or go to college? (and the related issues of where, when, two year or four year colleges, majors, financial aid, etc.) Perhaps you're about to finish your college education, either as a full-time student or a working student. Your focus is on the next step, too—where to job search, will you move, are there opportunities within your current job and more. No matter what "graduation cap" you will soon be wearing, here is some advice for all of you!

CONGRATULATIONS—YOU'VE EARNED THAT COLLEGE DIPLOMA! NOW WHAT?

Finding a job post-college is daunting, and stepping into the "real world" means you have to be a whole new level of adult, and face more competition in the job market than maybe ever before. In a post on www.businessnewsdaily.com, Jennifer Post shared five tips for graduating college students.

It's a job seeker's market right now, with unemployment around the region at 4%. Job seekers have many opportunities to choose from. Here are a few things you can do right now to make yourself marketable to employers as a recent college graduate.

1. Dig in and get busy with your job search. The most important job search advice for college students is to start early, according to Jason Weingarten, co-founder and CEO of talent acquisition software Yello. "If soon-to-be grads start their job search after they officially graduate, they are already behind. Experts recommend college freshmen should begin building their networks by attending club events, networking with faculty members, securing leadership roles within campus organizations and lining up internships," he said. Another important thing to consider is that you might not find your "dream job" with the first

few interviews. The interview process alone is unbelievably valuable; put yourself out there! See what opportunities are interesting, apply, interview and build



from there.

2. Highlight your experiences. As a recent grad, you are not going to be as experienced as others. Play to your skills—highlight your related work/volunteer experiences and any internships. Relate these to the job you're applying for. Skills can be taught, but life experiences are worth more than you might think.

3. Review your social media accounts. Face it, social media has a major impact on your job search. According to CareerBuilder's 2016 social media recruitment survey, 60 percent of employers use social networking sites to research job candidates, up from 11 percent a decade ago, when the survey was first conducted. "Tools such as Facebook and Twitter enable employers to get a glimpse of who candidates are outside the confines of a résumé or cover letter," points out

Rosemary Haefner, chief human resources officer of CareerBuilder. You should build a strong social media presence to make yourself: 1. Findable 2. Desirable, based on your experiences, education and personality and 3. Worthy of hiring. That means being professional and appropriate.

4. Network. Have an up-to-date resume and business cards handy. Attend workshops and conferences in your field and introduce yourself to people. Have a short list of 3-5 questions that you can ask anyone about their company, industry trends, etc.

5. Know what you want and have a plan on how to get there. Very few go into college knowing exactly what they want their career to be. However, by graduation day, you should have some idea of where you want to go and how you might get there. Do you have a personal road map? If not, create one, but remember—it's ok to take an unplanned right turn.

Remember that your first job is most likely not the only one you will ever have. According to the Bureau of Labor Statistics, the average worker currently holds ten different jobs before age forty, and this number is projected to grow.



ADVICE FOR THE HIGH SCHOOL GRADUATE

Graduation day is finally here! Long nights of study, tests, rough exhausting tests and early wake-ups. Your graduation day seemed like it would never happen, but it has. How do you know you're ready?

1. You'll miss these days. You might be eager to move out and move on, but yes, you will miss what you've experienced and are leaving behind. Treasure the final moments because someday, you will want them back.

2. A four year college degree doesn't guarantee your dream job. Very few hit their target the first time out. If you are going on to a four year school, you will most likely change your major at least once, struggle to meet your GPA, and possibly transfer to a different school. Look at careers that require a one or two-year degree. There are more lucrative careers in that education range than you might think.

3. Adult life is expensive. Whenever you think you have a budget, something will break. That "something" might be expensive. You will eat a lot of macaroni and cheese as you move forward. It's called being an adult—everyone experiences it to some level.

4. You will make new friends and keep some of the old. Over the next few years, you'll learn people will fade in and out of your life. That's okay. Learn to be your own friend and be confident enough to enjoy some of life's moments all by yourself. Learn to appreciate the present and who is with you now.

5. Every choice you make can impact your future. Even insignificant decisions can lead you down a new path. Think through all of your choices and their pros and cons. Trust your gut and don't obsess over them to the point of overwhelming yourself. You will learn valuable lessons from all of these choices. Sometimes, a change in plans is finding your new dream.

6. Listen to your heart. Others will offer suggestions, lean heavily on you to choose a field ("But we always go into accounting!") It's your life and your future. Follow your heart, your interests and your own passion. When you do, it will feel right.

7. And said another way, find what matters to you and don't base your decisions solely on your earning power. Sure, you want to be able to make enough to pay back any loans, start a 401K, have a roof over your head, food to eat and some left over for fun.

Resource: www.huffingtonpost.com 05/13/2017, Ten Things Every High School Graduate Should Know by Lindsey Detwiller

Applying to the State of MN

Applying for State jobs is a little different process, so we wanted to highlight it separately.

The State of MN will be a great place for you to apply. A huge percentage of State workers are over 50, and in certain departments are over 55. They are going to be retiring soon. So, there will be job openings.

This site (<https://statejobs.doer.state.mn.us>) lists all of the openings throughout the State. One tip is to keep your search broad. It's better to have to search through too many openings than to have a narrow search that may not pick up the perfect job for you. And think about it: there are accountants, engineers, and office personnel in many departments within the State system.

The resume that you should put on the State website is different than what you have on other sites. Remember that we talk about having a one- or maybe a two-page resume. On the State site, you should have a five- to seven-page resume. The State does a keyword search of resumes and doesn't have age discrimination. You should list EVERYTHING you did in the past – all of the software you have worked on, the tools you know how to use, etc. We suggest that you complete this resume now, before you want to apply for a job. It will take some time to do it. And now you have a complete resume for your use in the future too.

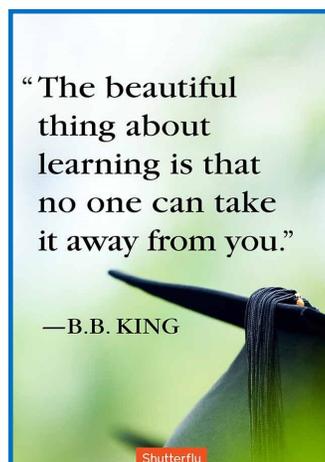
Lastly, use the job search agent. The State is required by law to post openings, but if they expect to get a lot of applicants, they may only post it for a day, or over a weekend. That is where the job search agent comes into play. The agent will email you whenever there is an opening that fits your criteria. This way, you won't miss out on anything.

GOVERNMENT POSITIONS:

State of Minnesota jobs:
<https://mn.gov/mmb/careers/>

County jobs:
www.co.NAME.of.County.mn.us
(ex: www.co.mower.mn.us)

Minnesota Merit System:
<https://agency.governmentjobs.com/mnmeritsystem/default.cfm>



Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider and a proud partner of the American Job Center network. This information is available in alternative formats for people with disabilities by calling 507.292.5180 or by using your preferred relay service.