

# Employment — the next step after graduation

*Recent high school and college graduates can follow these steps toward bright, productive futures*

Graduation is an exciting time in the lives of students. After years in the classroom preparing for life after school, graduation marks a time when students are finally ready to enter the “real world” and land their first professional job.

The U.S. Bureau of Labor Statistics (BLS) advises that earning a college degree can greatly improve a person’s chance of landing a job. The more education a person receives, the lower his or her prospects of being unemployed become.

The BLS said that, as of 2014, individuals with a bachelor’s degree could earn on average \$1,101 per week, compared to \$668 for persons with high school diplomas. Those with bachelor’s degrees had a 3.5 percent unemployment rate compared to 6 percent for those with only high school diplomas.

The National Center for Education Statistics estimates that roughly two million students earn bachelor’s degrees each year. Many others will go on to earn master’s or doctorates before entering the workforce.

As the economy continues to improve, job prospects follow suit.

According to a job outlook from the National Association of Colleges and Employers, employers had plans to hire 8.3 percent



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**Today’s graduates face an entirely new work force. From applying online to networking via social media, grads need to be tech-savvy and focused on their goals.**

more new college graduates in 2015 than in 2014. The growth of businesses and the rising rate of retiring Baby Boomers has spurred employment prospects.

Landing a job post-graduation requires diligence on the part of new grads, and the following are a handful of ways to make those pursuits more successful.

- Hit the ground running. It’s tempting for recent grads to take the summer

off and have a lax approach to job hunting after all of the hard work they put into their education. But recent grads can get a head start on their competition by beginning their searches immediately after earning their degrees. Create a list of a few target companies you have your eye on, and then tap into your network to find a contact at each company and reach out to that contact directly.

- Focus on a career path. Prospective employers prefer that applicants have some certainty regarding the types of jobs they are looking for. Take a career assessment test or work with a career counselor to narrow down the fields and positions that speak to you. Avoid the “I’m willing to do or learn anything” approach to job applications. Employers may see that as desperation.

- Don’t rely entirely on the Internet. Oftentimes, landing a good job requires reaching out to people in person.

In a MonsterCollege survey, 78 percent of job-seekers said networking was a factor in their job searches.

- Standing out from the crowd may involve physically standing out. Attend conferences or speeches from people who work at the companies you’re inves-

tigating. Don’t be afraid to shake some hands and introduce yourself to others.

- Think about what you can offer to prospective employers. Narrow down your specific skills and customize your resumés or cover letters to the specific talents you can offer each potential employer. Use examples that illustrate these skills from past school courses, volunteerism or part-time jobs.

Your “quirks,” like being the most punctual person in your group of friends, may turn out to be the skill an employer admires the most. Consider developing a career portfolio that highlights your past achievements.

- Do your homework before an interview or networking opportunity. Always be prepared before an interview or when meeting with someone you are soliciting for job help. Research the company and know its background so you have an idea of how the company runs.

Keep a list of questions at the ready. A knowledge of the company can help you stand out from other applicants.

The process may take time, but these steps will ensure that each applicant is prepared for the current conditions of the job market. —Metro

## Prepare for an interview

A job interview can be described as a mutual “exchange of information” because it provides the candidate with an opportunity to both gain information about the department and position, and to discuss his/her own skills, and career goals in relation to the job.

Interviewing helps managers determine three things before they make a hiring decision: can you do the job, are you motivated to do the job and are you a good fit in the organization.

Managers want to know if you possess the necessary knowledge and abilities to successfully perform the duties of the job, if you are interested and if you will do the job with consistent effort and if your work ethic, values and goals are consistent with the organization. This should demonstrate if you will be a team player and how well you will work with the team.

Preparation is an important part of the interview process. The time you spend preparing prior to the interview will be time well spent in your job search process. The following are some tips on what you can do to prepare yourself before, during and after a job interview.

### Before the interview

- Review the job announcement.
- Learn more about the department by visiting its web page and social media sites.
- Review your resumé and be prepared to discuss your relevant skills.
- Decide who your references are. They should be a current or past supervisor, coworker, teacher/professor or associate who has knowl-

edge of your work history, skills, abilities, accomplishments, initiative, education and integrity. Get permission to use their name in advance and collect their current contact information (including email address).

- Be prepared. Bring extra copies of your resumé and a notebook to take notes. Make sure you bring everything they suggest, such as

samples of your work or letters of reference.

- Dress for Success. Appearance should reflect maturity and self-confidence. Be neat, clean and dress in good taste.

- Find out where the interview will be, obtain clear directions and confirm the time.

See **INTERVIEW 4C**



Mail resume and cover letter:

Florence Habitat for Humanity  
Attn: Program and Development Director  
P.O. Box 3302, Florence, Oregon 97439  
Tel/Fax: (541) 902-9227  
Email: ken.florencehabitat@gmail.com  
www.florencehabitat.org

**Job Title:** Full Time Construction Site Supervisor. We will consider 2 part-time Construction Supervisors to share job responsibilities.

#### Job Description:

The construction/repair Site Supervisor(s) will be responsible for coordinating our affiliate’s house building and home repair projects. Reporting to the Program and Development Director, the Construction/Repair Site Supervisor(s) will work closely with the Building Committee and the Neighborhood Revitalization and Home Repair Project Manager to monitor costs, secure building permits, call for inspections, order subcontract work and move each project to completion in a timely, cost-effective manner. The Construction/Repair Site Supervisor(s) will provide on-site supervision for the work crews, maintain records of active volunteers & hours worked, and ensure the implementation of proper safety practices and provide training as needed.

#### Direct Responsibilities:

- \* Serve as responsible managing individual for CCB license.
- \* Oversee and manage the entire building process, which includes, but is not limited to: site evaluation and design, planning and permit acquisition, construction bill of materials and budget, schedule creation, construction lay out for work crews, obtain materials procurement and subcontractors, secure bids for Review Committees.
- \* Supervise on site construction/repair crews and volunteer crew leaders.
- \* Provide training for construction crew leaders and other volunteers as needed.
- \* Attend site and all committee meetings to report on construction/repair projects.
- \* Present information to community organizations to recruit construction sponsors and volunteers.
- \* Attend all required meetings.
- \* Effectively communicate orally and in writing to perform job duties.
- \* Other duties and shared responsibilities as assigned.

#### Professional Requirements:

- \* Minimum of 3-years’ experience in construction supervision, which includes all aspects of building construction, ordering materials, bid solicitation, work site layout and work crew supervision.
- \* Oregon Construction Contractor’s Board (CCB) registration, or qualify as a Renovation Maintenance Improvement (RMI) within 2 months of hire (meeting Oregon CCB requirements for RMI).

E.O.E.

**Building Homes, Community & Hope!**

## CAREERS

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## HELP WANTED

**Sales Representative - Are you outgoing? Do you enjoy working with people?**

The Siuslaw News is looking for a part/full-time sales representative. The candidate will have a variety of media products to sell with an established customer base. In addition, building an additional client base will be necessary to grow market share. If you have sales or customer service experience, can multi-task, and meet a variety of deadlines this position is for you! EOE.

Applications should be emailed to: [jbartlett@thesiuslawnews.com](mailto:jbartlett@thesiuslawnews.com) with Sales Position in the subject line or sent to: Siuslaw News C/O Sales Position P. O. Box 10 Florence, OR 97439

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