



## Top 10 Jobs with Most Openings

1. Retail salesperson
2. Cashiers, except gaming
3. Waiters/Waitresses
4. Food preparation and serving workers (including fast food)
5. Registered nurses
6. Laborers and freight, stock, and material movers (hand)
7. Office clerks (general)
8. High school teachers
9. Janitors and cleaners (except maids and household cleaners)
10. Customer service reps

*Source: America's Career InfoNet – Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections*

### Contact us:

Smart Business Resource Center  
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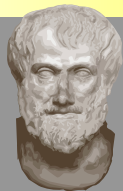
## Finding That Right Job

There are a few things to remember when finding that right job. First, decide what the right job is. If you not sure, it might help to take a career interest examination. Second, find out how to get there. Find out what experience or education you will need. Third, come up with a plan.

Finding the right job can take time, but be patient. Have short and long term goals. For the short term, do what you can to get by, which could include working undesirable jobs. For the long term, fulfill those steps you've outlined in your plan and you will have that chance to get to your goal. The choice is yours.

"Happiness depends upon ourselves."

Aristotle of Greece  
384 BC - 322 BC



## Tips for an Effective Job Search

- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- Apply at the best time. Find out if you're not sure what the best time is.
- Apply at several companies in the same area at the same time.
- Be prepared with a master application when filling out job applications.
- Be honest on your application. A lot of the information can be verified.
- Write down all employers contacted and phone numbers.
- Tell everyone you know that you're looking for a job. Network with as many people as possible.

## Shine at the Interview



You've been on many job interviews and haven't been offered a job. You might have thought you did really well during the interview and that the person you spoke with really liked you. But you never hear from the company again or you receive a "Dear John" letter telling you the job was filled. So what can you do about it?

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## The Youth Program

Are you 19-21 years old and want to work?  
Are you having a hard time finding work?  
You may be eligible for the youth program at the Smart Business Resource Center.

We can help with job leads, paid work experience, GED prep, as well as financial assistance with GED test fees, interview and work clothing, transportation, and more.

For more information and to find out if you are eligible, call Lisa Feliciano at (530) 245-1534, or Becky Tyson at (530) 245-1542.

## CA Minimum Wage History

1920 - \$0.33  
February 8, 1943 - \$0.45  
August 1, 1952 - \$0.75  
August 30, 1963 - \$1.25  
March 4, 1974 - \$2.00  
January 1, 1981 - \$ 3.35  
October 1, 1996 - \$4.75  
January 1, 2002 - \$6.75  
**January 1, 2007 - \$7.50**

\*This list does not include all wage increases

*Source: California Department of Industrial Relations – History of California Minimum Wage*

## The Ask Lisa Corner



### Today's Topic:

#### The First 30 Days on the Job

1. Should I be nervous on the first day?

*Absolutely not. Yes, you'll be in a new environment, but look at it as a new learning experience.*

2. How can I fit in?

*Try to be a part of the team. Speak up and join in when you can. Also, show your interest in the company. That always helps.*

3. Should I talk about my personal life with co-workers?

*This is something that you want to avoid as much as possible. While at work, focus more on the job.*

4. How strict are employers when it comes to calling in sick or asking for days off during the first 30 days?

*Your first 30 days tell the employer a lot. So if you're calling in sick already or asking for days off, you will be sending the wrong message.*

## Why Leave a Two Week Notice?

Remember that old saying, "Don't burn your bridges?" This is very true when it comes to looking for work. On virtually all job applications, you will need to provide references. Former supervisors are among the best to list (get permission first). If you do decide to leave a job, leaving on a good note and with a two week's notice will at least give you the possibility to acquire new references. So don't be that person that walks off a job, you may very well "burn your bridges."

*Page 1 continued (Shine at the Interview)*

Here are some things to keep in mind at your next interview:

- Employers base their hiring decisions on more than qualifications and experience. They have to like you as well. This is especially true if you are competing with many people for one position. All you need to do is show them your real personality. Smiling and having a positive attitude will help.
- Try not to say anything bad about a previous employer, supervisor, or co-worker. You don't want to come across as someone that has nothing good to say. Instead, focus on positive things to say. If you are asked or must speak negatively, then do so properly by also describing what you learned from the experience.
- Unless you feel you have a tremendous amount of experience in the job, it's probably best to ask for the going rate. And if you have no experience, you should probably take what they offer you.
- Look proper for the interview. A general rule to follow is the one step up rule. Dress one step above how you would dress if you were to work in the job you're applying for.
- Practice your responses before an interview. Remember, you are marketing your qualifications.

### Drug Screens are Common

Did you know that 40% of 11<sup>th</sup> graders in California report having used drugs or alcohol at least once? If you are one of the 4 in 10 teens who uses drugs, what does that mean when you are trying to get a job? It could mean the difference between getting a job or not. Many employers now do mandatory drug tests as a condition of employment.

Employers are not only concerned about the job performance of an employee who uses drugs but also how that employee could threaten the safety of other employees and customers. Even with occasional drug use, it could take days to weeks to clear from your body depending on the type of drug used. Not being able to pass a drug test can seriously affect what kind of job you will be able to get both now and in the future.



#### A Word of Safety from Becky

As a youth worker, it's important to stay safe

on the job. That means following all safety rules, asking questions if you have any concerns, and doing whatever it takes to be safe on the job. Check out the website of the Occupational Safety and Health Administration at [www.osha.gov](http://www.osha.gov) for more information.

Education, Training, and Other Web Resources:

Shasta College  
[www.shastacollege.edu](http://www.shastacollege.edu)

Lake College  
[www.lakecollege.edu](http://www.lakecollege.edu)

Shasta Builder's Exchange  
[www.shastabe.com](http://www.shastabe.com)

Shasta-Trinity ROP  
[www.strop.org](http://www.strop.org)

Occupational Information Network (ONET)  
[www.onetcodeconnector.org](http://www.onetcodeconnector.org)