

Wage Conversions

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 |
| \$7.50 | \$300 | \$1,300 | \$15,600 |
| \$8.00 | \$320 | \$1,387 | \$16,640 |
| \$8.50 | \$340 | \$1,473 | \$17,680 |
| \$9.00 | \$360 | \$1,560 | \$18,720 |
| \$9.50 | \$380 | \$1,647 | \$19,760 |
| \$10.00 | \$400 | \$1,733 | \$20,800 |
| \$10.50 | \$420 | \$1,820 | \$21,840 |
| \$11.00 | \$440 | \$1,907 | \$22,880 |
| \$11.50 | \$460 | \$1,993 | \$23,920 |
| \$12.00 | \$480 | \$2,080 | \$24,960 |
| \$12.50 | \$500 | \$2,167 | \$26,000 |
| \$13.00 | \$520 | \$2,253 | \$27,040 |
| \$13.50 | \$540 | \$2,340 | \$28,080 |
| \$14.00 | \$560 | \$2,427 | \$29,120 |
| \$14.50 | \$580 | \$2,513 | \$30,160 |
| \$15.00 | \$600 | \$2,600 | \$31,200 |
| \$16.00 | \$640 | \$2,773 | \$33,280 |
| \$17.00 | \$680 | \$2,947 | \$35,360 |
| \$18.00 | \$720 | \$3,120 | \$37,440 |
| \$19.00 | \$760 | \$3,293 | \$39,520 |
| \$20.00 | \$800 | \$3,467 | \$41,600 |
| \$21.00 | \$840 | \$3,640 | \$43,680 |
| \$22.00 | \$880 | \$3,813 | \$45,760 |

Labor Market & Career Information
Texas Workforce Commission
 101 East 15th St. Rm 252
 Austin, Texas 78778
www.lmci.state.tx.us
 1-800-822-7526



Counselors!
 Each of the panels
 in this brochure
 is available as an
 18" x 24" poster!

TOP 10 CAREER TIPS

for a
**SUCCESSFUL
 FUTURE**

- * How To Search for a Job
- * Job Interviewing
- * How To Earn Good Money From Your Employer
- * Wage Conversions



TEXAS



How to Search for a Job

- 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**
 - Register with your local Workforce Center.
 - Take advantage of training seminars.
 - Prepare a resume and cover letter.
 - Consult 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**
Maintain a positive, optimistic attitude. Your efforts will pay off as you get closer to landing your "ideal job".

Job Interviewing

- 1. Bring a copy of your resume**
- 2. Gather information about the company**
- 3. Bring transcripts and references**
- 4. Bring a pen and some paper**
- 5. Dress for success:**
 - Conservative two-piece business suit (solid dark blue or gray is best)
 - Conservative long sleeve shirt/blouse (white or pastel is best)
 - Clean, polished, conservative 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
 - No visible body piercing (nose rings, eyebrow rings, etc.)
- 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 children to an interview
- 10. Use a firm handshake**

How to Earn Good Money From Your Employer

- 1. Attendance and punctuality**
 - Do not take off work unless absolutely necessary.
 - Be on time and ready to start.
 - Call if you can not keep your appointments.
- 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.