

Fall 2011

PA CAREERLINK®...LINKING U TO THE FUTURE!

Youth Services Newsletter

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Job Fair 2011 Fall Event

Tuesday, October 18, 2011

12:00 NOON until 6:00 P.M

CROWNE PLAZA READING HOTEL
1741 Papermill Road, Wyomissing, PA

Sponsored by:

PENNSYLVANIA CAREERLINK® BERKS COUNTY,
THE READING EAGLE COMPANY

Free Workshops

Join us for the following workshops

- 11:00 a.m. Job Search Skills for Youth
- 12:00 p.m. Job Application and Interviewing Tips
- 1:00 p.m. Job Search Tips for Veterans
- 2:00 p.m. Social Media & Online Networking
- 3:00 p.m. Civil Service Jobs

2011 Summer Employment Program: Success Stories

NewsFlash!

Youth Binder Updates:

If your school or agency received a copy of the CareerLink® Youth Binder "SOLVING THE CAREER PUZZLE", make sure to contact us for a new updated copy or visit www.bccl.org (click Youth Services) to check out 2011 updates coming soon!



**County of Berks
Agricultural Center**

This summer, I felt very accomplished working at the Ag Center. I also felt like a 'somebody'. While my other friends worked in fast food or the pool, I worked in an office, with a desk and my own computer provided by the County. I dressed in business casual clothing and drove to work with a smile on. If given the opportunity, I would come back to the Ag Center every summer! I am so thankful for all the connections I have made here. When I go to Susquehanna University in the fall, I will feel like I am one step ahead because of this opportunity. - *Viulka Arias*

Pictured Left:

Agricultural Coordinator, Sheila Miller and
Viulka Arias



**City of Reading:
Property
Maintenance
Division**

Pictured above from left to right: Shaneece Tolentino, Katherine Collado, supervisor Erin Overley, and Amarillis Reyes.

What NOT to Say During a Job Interview

You are driving to your interview. You are probably nervous and excited. You really want this job! Here are some things NOT to say in an interview to help you get your dream job!

- ◆ Do not compliment an interviewer's appearance: Do not say "I love your shirt!" to the person that is interviewing you. If you do not maintain a professional appearance and distance, the interviewer may think that you are trying to flirt or that you are insincere by trying to flatter him.
- ◆ Do not cry: When discussing a sensitive issue or something that is personal to you, do not cry! Crying shows weakness to the interviewer. It also shows that you will not be able to perform under high-pressure situations.
- ◆ Do not talk about your illness unless it is relevant: If you have had a gap in your resume because you were ill, then it is relevant. Your interviewer does not need to know everything that is wrong with you. Do not go into detail!
- ◆ Do not talk about problems at another job: Do not complain about your former boss at your interview. If the interviewer asks you if you faced problems at your last job, he wants to know if you can solve problems, not quit on them. Make sure you discuss your problems in a positive light!
- ◆ Do not force small talk: The interviewer does not want to be your best friend. It seems forced if you try to relate things in your life with his. Stick to talking about things like the weather.
- ◆ You must have questions: If the interviewer asks if you have questions, never say no! Always have questions for the interviewer. It shows that you really care about the company and the job. Make sure you do your research on the company before going to the interview!
- ◆ Do not say you were fired from your job: Do not ever say the word "fired." The interviewer will start to focus on things that are bad attributes, instead of focusing on positive ones. Say you were "not a good fit for the company" instead of "I got canned."



"Everyone was friendly and answered all of my questions. I learned something new every day and felt very welcome."

- *Amarillis Reyes*

"This summer I made many new friends and learned many new things. Being here showed me how to work in an office setting. Working here helped me realize that college is important."

- *Shaneece Tolentino*

"I learned how to handle people by observing my co-workers and always asking plenty of questions on how to attend customers. I loved the atmosphere at my job, everyone was really nice and understanding. I can honestly say I learned a lot more than I could have imagined."

- *Katherine E. Collado*

What Employers Expect from Youth

The current job market is hard. Recent statistics show that it is harder for teens and young adults to find jobs. Employers are in a time where they have the opportunity to be more selective with candidates. Whether you are looking for a job or you are employed, it is important to know what skills employers want from youth in order to nail an interview or to keep your job and advance. These are the top skills that employers are looking for in young applicants for employment:

⇒ **Enthusiasm and positive attitude** are important in the interview as well as in your job performance. It is a way to show that you are interested in the job and that you enjoy it. Also, consider that an employer's fear is that you will be bored and you might leave the job. Your appearance and the way you dress are also a part of showing a positive attitude. This is very important because that is how customers will perceive the company, especially first time customers. If your dress is sloppy they will perceive the company negatively.

⇒ **Teamwork.** Employers want a person that will fit well in the organization, a person who is not going to work against it. The thing that separates one person from another frequently is the inability to simply get along with others, which includes teammates and your boss.

⇒ **Initiative.** This skill makes young people stand out. Ask questions, participate, and anticipate the next thing that needs to be done within your responsibilities. This will show an employer that you are a real asset to the company.

⇒ **Communication skills.** Employers want employees that are able to communicate orally and in writing. Employers want employees that are able to have a conversation with their supervisor, co-workers, and customers. Written communication is also crucial. Employees must be able to write correctly without spelling and grammar errors.

⇒ **Ability to learn and problem solve.**

Employers want employees that are willing to learn and improve themselves. If there is something that you do not understand, you may want to do

some research about it to gain more knowledge. In addition, if there is problem that needs to be solved, you must be able to ask questions if you do not understand.

⇒ **Work Ethics.** Employers want employees that are punctual, honest and have appropriate behavior and presentation. Getting to work on time is essential because your work forms an important part to reach the company's goals. You must also keep in mind that your work environment is not your home environment. You need to be professional in your work place at all times.

Having the skills mentioned above will set you apart from other employees or candidates. It will prove to an employer that, in addition to your qualifications for a job or promotion, you have the right attitude. Employers can train a person to do a job, but they cannot train a person to have soft skills. This is something that we must have as we enter the workforce.



Staying in School is the Right Thing



Have you ever thought to yourself, “Why do I have to go to high school?” Graduating from high school really does have a positive impact on your life. According to Advanced Academics, here are ten reasons why it is important to graduate from high school:

1. Students who learn more, earn more!

The United States (U.S.) Census Bureau estimates a person with a high school diploma will earn \$9,634 more per year than a high school drop-out.

2. You are less likely to be unemployed!

People who complete high school are less likely to be unemployed than those who have dropped out of high school.

3. You will open up your mind to new things!

By completing high school, you open your mind to discover more opportunities in your life that you would have never known existed.

4. College is suddenly within your reach!

Almost all post-secondary colleges and universities require a high school diploma or GED.

5. You will feel better around yourself.

Research has shown that confidence and self-esteem are linked to your education level. People with a high school diploma were shown to have a higher level of self-esteem than those who did not graduate.

6. Chances are you will get a better job!

Many employers want to fill their open positions with people who are educated and qualified.

7. You will contribute more to your community!

As a graduate, you will be able to make a greater contribution to local, state, and federal taxes than dropouts.

8. You will be setting a positive example!

You will be setting an example for younger siblings and family members.

9. You will increase your knowledge!

Learning more information about math, science, history, English, among other subjects, will make you more aware of the world around you.

10. It is your time to shine!

It is your time to feel proud and know you have accomplished a huge step in life, and you will also have a great future ahead of you because of graduating.

Keep Learning to Keep Earning

Based on the United State Census Bureau (September, 2011), the following are the median earnings by educational level and full time work. The data was obtained from the Multiyear American Community Survey from 2006 to 2008:

Less than a High School Diploma	\$27,470
High School Diploma	\$34,197
Some College	\$40,556
Associates Degree	\$44,086
Bachelor's Degree	\$57,026
Master's Degree	\$69,958
Doctorate Degree	\$88,867

To learn and earn is a fundamental connection between education and employment (Arizona Minority Education Policy Analysis Center, 2010). Statistics show that people who prepare themselves by obtaining post-secondary education have more probability of finding a job with a higher salary than those with less education. In addition, many of the semi- and high-skilled occupations require higher education.

A high school diploma secures you an entry level position in today's job market. Competitiveness is high because jobs that have higher salaries require high-skilled workers. As a result, people with only a high school diploma have less economic security for themselves and their family. For example, many of the low skilled manufacturing jobs have disappeared because machines have replaced people in the work process. Therefore, manufacturers today need workers that are able to learn and utilized computer-based programs to operate machines and apply high-skilled techniques.

So, if you are starting a new job or have a job, it is important to define your goals and what steps you

must take to reach them. You may start with a high school diploma at minimum wage and think about where do you see yourself in the next two or three years and what steps will be needed to reach those goals. If you want a promotion, you will have to gain more knowledge and expertise to reach that position. There are ways to keep yourself knowledgeable so you are able to advance. For example, you can learn through workshops, on-the-job training, independent study, apprenticeships and work readiness programs. Your employer may have training available, or may have tuition reimbursement to go to post-secondary education.

A high school diploma will open the door to higher education and employment in comparison to those that do not have one. You must also consider that people with higher education advance and make more money than those with less education. When you learn, it provides you with a competitive edge to reach your career goals and become an expert in your field, and earn as you are able to advance to your next challenge.

Networking: More Than Clicking The Like Button



If, when you hear the word “networking,” you immediately think of Facebook and My Space, you

might be missing an important aspect of making and maintaining social contacts for potential referrals. Networking, in the realm of job seeking, refers to contacting individuals who can help you in your job search either as a referral or by suggesting job leads. In the academic world, networking can also help a student secure an internship or work-study arrangement to get hands-on experience in a chosen career.

Who is your network? Your network can consist of teachers, friends, family, or social contacts from school, church, a sports team, or work. The idea behind networking is that you are taking the time to speak to people around you regarding potential jobs or internships. Remember to be polite to anyone you speak with. Even if they do not have any immediate insight, they might become an invaluable referral at a later date. Do not ask your network contacts to find you a job or internship. Simply ask them if they know of any openings or opportunities. Offer your contacts a copy of your resume so they can, perhaps, match your

skills with a potential job or internship. How do I network? In simple words, networking is just talking to people who you meet or already know in order to form a relationship with the individual. To get the best outcome with networking, you must be clear about your goal. If you are looking for an internship, be specific about the type of experience you would like to have. For instance, if you are seeking an internship as a paralegal in a law firm, tell your contacts this is what you are looking for. Do not say that you just want to “work with a lawyer.” Similarly, if you are looking for a job, mention the type of work you are seeking.

Once you start the job or the internship, keep in mind you can continue to build networking contacts. If you do a good job at an internship, you could ask for a letter of recommendation or if the company might be hiring for a similar position. Keep in touch with these contacts on a regular basis. This way, if an appropriate position becomes available, your contact can easily let you know.

Networking is simple if you are clear about what you are looking for and take the time to make personal contacts with the people you know. Take the time to speak with people around you. If you present yourself well and are courteous, your contacts will be willing to help you reach your goal.

You Got Your First Job, What To Do Not To Lose It!

Congratulations! You got the phone call you were waiting for, you are hired! Now, your biggest worry is getting fired! Here are some useful tips on how not to get fired from your new job!

- 1) Be on time! - Make sure that you are showing up for work on time everyday. Not showing up on time tells your boss that you really do not care about your job!
- 2) Call in if you are going to be late or absent! - Your boss does not want to have to worry about where you are. They also do not want to have to try to find a replacement for you at the last minute either!
- 3) Go to your boss with any problems you are having!- Going to your boss shows that you care and want to do your job correctly.
- 4) Show a positive attitude! -

Do not go into work grumpy because you had to wake up early. Also, try to be nice to your co-workers even if you do not like them.

- 5) Avoid office gossip- Do not talk about your co-workers behind their back.
- 6) Do not criticize your boss- Do not talk about your boss behind his back! You never know who may be listening!
- 7) Do not use facebook or twitter at work- I know it is tempting, but looking at facebook all day is slowing down your work!
- 8) Be a good team member- Show your boss that you care about your work and you want to do it well! It also shows that you can work with others!
- 9) Do not ever say, "that's not my job!" - We all have had to do things that are not in our job description. If you are



willing to do anything, it shows that you are willing to go out of your way for your job!

- 10) Follow the rules! - Make sure that you are not doing anything to get yourself fired! Read your employee handbook cover to cover!

That is it! That is all you need to know for your new job! Enjoy!

Did you know about the 2011 Student *Health Care Hero* Contest?

The local Berks County Workforce Investment Board (WIB), together with PA CareerLink® Berks County will, honor Berks County students in grades 9-12 who are contributing to the health care field through volunteer service or paid, part-time work in a health care setting. Students can either nominate themselves or be nominated by a teacher, guidance counselor, agency and/or employer. Contest winners will receive monetary prizes of \$200 for the 1st place, \$100 for 2nd place, and \$50 for 3rd place. Nominations deadline is **Friday, October 21st by 4:30PM**. Please contact your local school, agency, or local Health Careers Week Coordinator Glenda Lopez-Rodriguez at 610-988-1317; E-Mail: glopez@pa.gov to receive more information!

Pennsylvania CareerLink

BERKS COUNTY

Need Help Job Searching? Check out the new CWDS updates!!

What better way to start your job search? Find local and statewide jobs using CWDS (Commonwealth Workforce Development System), PA CareerLink's online job search engine! Check out new job postings and some of the employers connected to our system. Also, find and sign up for free job readiness workshops available, and view labor market information and other job/career related information you may find useful as a student or as a job seeker. CWDS can also help you build your first Resume if you don't have one simply by registering and creating a profile.

Commonwealth Workforce Development System

Pennsylvania PA PA STATE AGENCIES ONLINE SERVICES

Individuals

- Find a job
- Get vocational rehabilitation
- Create a résumé
- Research careers
- Find training

Employers

- Find skilled workers
- Post job openings
- Screen applicants
- Research labor market

Service Providers

- Training
- Child care, transport, etc.
- Medical, psychological services
- Vocational testing
- Assistive devices, technology

Keystone Key What's this? Keystone ID: Password: Login

New user? Trouble Logging In? Forgot Your Password?

PA CareerLink users visiting the CWDS web site for the first time should go to the Existing PA CareerLink User

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