

Basic Job Skills for Teens: Preparing for the Job

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The transition between adulthood and independence has several steps. The most common step is obtaining a job. Whether a person has looked for the first job while still in high school or prepared for the workforce after graduation, basic job skills are important. Preparation is an important part of this journey.

Money Management

A budget is a list of things you need and how much money you want to or must spend on them. To set up a budget, you need to identify a realistic amount of income you can expect from a job, benefits, student aid if you go to school and continued support from your family. The remainder of your budget will depend on your income.

- Create a budget plan
 - Determine your needs and wants
 - Figure out the cost of your needs,
 - Plan to meet your needs
 - Budget the remaining money for what you want.

Saving Strategy

Example of a budget:

Minimum Wage x Part-Time = Weekly Income

$\$8.25 \times 20 \text{ hours} = \165.00

Saving for shopping

$\$25 \text{ saved weekly} \times 4 \text{ weeks} = \$100 \text{ to go shopping}$

Savings for a car

$\$100 \text{ saved biweekly} \times 12 \text{ months} = \$2,400 \text{ for a car}$

Savings for College

$\$400 \text{ saved monthly} \times 12 \text{ months} = \$4,800 \text{ for tuition}$

Employability Skills

- Practice your communication skills (listening, speaking, and customer service) towards your peers, mentors, and customers.
- Strengthen your interpersonal skills such as your leadership, social, and teamwork skills.
- Create a good sense of work ethic and learn how to manage your work's resources and time.
- Be self-motivated.
- Employability Skills: Useful transferable skills needed by an individual and used in any job, thus making a person "employable". Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want in their employees. Write down all your skills, including leadership, teamwork skills, and social skills.

Example of a list of skills

Critical Thinking / Problem Solving

- Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

Oral/ Written Communication

- Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

Teamwork/Collaboration

- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

Leadership

- Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

Social Media

- Social media has become the most used method of communication among many sectors of society. However, when it comes to job hunting, it is important to keep in mind that potential employers can find your social media profiles.
 - Social media profiles: Be mindful of what you post and how you present yourself online. Often, privacy settings do not block content, as well as you might want them to. Even if your profiles are private, some pages may still show and prevent you from getting or keeping a job.

60% of employers used social media to determine where the candidate meets the job requirements. These social media tools give employers the ability to not only see if you meet the job requirements, but it gives them an opportunity to see who you really are outside of your resume. 33% of employers found information which made employers consider a position for a candidate. Some of the reasons why an employer would hire a candidate after looking through their social media included:

- *The candidate's profile conveying a professional image (43%).*
- *The candidate's profile portraying an individual that would be a match for the company's culture (46%).*
- *The candidate appears to be well rounded (40%). (2016 CareerBuilder)*

Dress to Impress

- Make a good impression when you go for an interview. Simple, classic style, close-toed shoes, neat appearance, and good hygiene will make a good impression.
 - Professional image for interview: You may not have to dress up to do the work but you do need to dress your best when you go for an interview. Dress well. *"I would expect an interviewee to be professionally dressed (at least with a jacket). Please relay that career fairs where students come and speak with representatives are the first brush at interview and we have noticed when students don't take the time to appear clean/neat/presentable. Fitting into a company culture is always a factor in job performance review — whether or not every facet is outlined in a written policy"* (Agricultural Products Company)

For further information

Contact the College of Natural & Applied Sciences, Extension and Outreach at 735-2080 for help or more information. Additional publications can be found on our website at: uog.edu/extension/publications.

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Acknowledgments

Special thanks to Dr. Sereana H. Dresbach of CNAS Extension & Outreach for her significant contributions.

References

The information in this section was adapted from the Purdue Extension Publication on “Take Stock of Family Resources (CFS-704-3-W)” at <https://www.extension.purdue.edu/extmedia/CFS/CFS-704-3-W.pdf>.

Published: March 24, 2021

Published by the College of Natural & Applied Sciences (CNAS), University of Guam, in cooperation with the U.S. Department of Agriculture, under Dr. Lee S. Yudin, Director/Dean, University of Guam, CNAS, UOG Station, Mangilao, Guam 96923. © For reproduction and use permission, contact cnasteam@triton.uog.edu, (671) 735-2080. The University of Guam is an equal opportunity/affirmative action institution providing programs and services to the people of Guam without regard to race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. Find CNAS publications at uog.edu/extension/publications