

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
\$8.00	\$320	\$1,387	\$16,640
\$9.00	\$360	\$1,560	\$18,720
\$10.00	\$400	\$1,733	\$20,800
\$11.00	\$440	\$1,907	\$22,880
\$12.00	\$480	\$2,080	\$24,960
\$13.00	\$520	\$2,253	\$27,040
\$14.00	\$560	\$2,426	\$29,120
\$15.00	\$600	\$2,600	\$31,200
\$16.00	\$640	\$2,773	\$33,280
\$17.00	\$680	\$2,946	\$35,360
\$18.00	\$720	\$3,120	\$37,440
\$19.00	\$760	\$3,293	\$39,520
\$20.00	\$800	\$3,466	\$41,600
\$21.00	\$840	\$3,640	\$43,680
\$22.00	\$880	\$3,813	\$45,760
\$23.00	\$920	\$3,986	\$47,840
\$24.00	\$960	\$4,160	\$49,920
\$25.00	\$1,000	\$4,333	\$52,000
\$26.00	\$1,040	\$4,506	\$54,080
\$27.00	\$1,080	\$4,680	\$56,160
\$28.00	\$1,120	\$4,853	\$58,240
\$29.00	\$1,160	\$5,026	\$60,320
\$30.00	\$1,200	\$5,200	\$62,400

To find a local Workforce Solutions office near you, go to www.texasworkforce.org and click "Find Locations" at the very top.

Social Media

1. Use social media to follow, friend, and like other professionals.
2. Represent yourself honestly on social media.
3. Emphasize your unique strengths, knowledge, skills, and abilities in your profile.
4. Participate in groups to learn about different career opportunities.
5. Follow and like companies for which you would like to work.
6. Always represent yourself professionally in comments and photos. Assume anyone can see anything you post, regardless of privacy settings.
7. Create a professional email address for employers to contact you.
8. Provide a professional voice greeting for employers to receive when they leave you a voicemail.
9. Search for yourself online to see what others can learn about you.
10. Conduct yourself professionally on social media even after you have been hired.



Texas Workforce Commission
 Labor Market & Career Information Department
 101 East 15th Street, Room 0252
 Austin, Texas 78778-0001
 Phone: 512-936-3200
 Fax: 512-936-3204
www.tracer2.com
www.texasworkforce.org/lmci
 1-866-938-4444 (toll free)

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 Relay Texas: 800-735-2989 (TTY) and 711 (Voice).

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TOP 10 CAREER TIPS

for a
Successful Future



- How To Search for a Job
- Job Interviewing
- How To Succeed At Work
- Social Media
- Wage Conversions

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

- Visit your local Workforce Solutions office.
- Take advantage of training seminars.
- Prepare a résumé and cover letter.
- Consult www.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

Stay positive! Your efforts will pay off as you get closer to landing the right job for you.

Job Interviewing

1. Bring a copy of your résumé

2. Gather information about the company

3. Bring transcripts and references

4. Bring a pen and some paper

5. Dress for success:

- Conventional two-piece business suit (solid dark blue or gray is best)
- Conventional long sleeve shirt/blouse (white or pastel is best)
- Clean, polished, conventional 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

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 friends or family to an interview.

10. Use a firm handshake

How to Succeed At Work

1. Attendance and punctuality

- Be on time and ready to start.
- Call if you cannot keep your appointments.
- Be reasonable and responsible in using your paid time off. Abide by your employer's policies.

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.