

WORKFORCE

What is workforce/employment?

Getting a job right after high school means you will be working a job full time, earning money, and are unlikely to be taking classes to expand your knowledge or build skills.

What are the requirements?

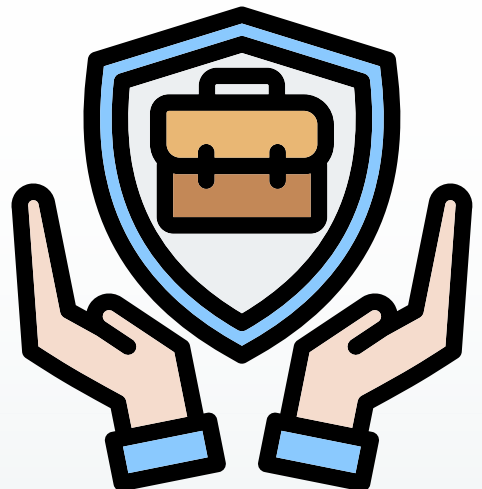
Requirements vary by the job.

What are things to consider?

- What is the pay? (hourly wage or annual salary)
- What are the work culture and conditions like?
- What benefits are available? (health insurance, life insurance, and more)
- What are the chances of getting a raise?
- What are opportunities to get a promotion?

How do I know if this is right for me?

- If you need to earn money right away.
- If you want to build experience and skills.
- If you do not want to continue school for a while.



WORKFORCE CHECKLIST

My job prospects include:

Note: Visit bls.gov/ooh to learn more about educational requirements, pay, and the future of the fields you're considering pursuing after graduation.

Action Steps	Timeline	Done	Notes
Research training required for a job or career field of interest	Fall/Winter		
Research community and technical college options/programs (i.e. licensures and certificates)	Fall/Winter		
Ask people to serve as references	Spring		
Create/Update resume and cover letter	Winter/Spring		
Research job openings	Spring		
Gather documents needed for completing job applications	Winter/Spring		
Apply for jobs	Spring		
Request letters of recommendations	As required for application		
Other:			