



The Connection

Job Factors to Consider Before Saying, "Yes!"

It doesn't matter which side of the fence you get off on sometimes. What matters most is getting off. You cannot make progress without making decisions.

-Jim Rohn



Determining if a job offer is good for you isn't as simple as it seems. You have to ask yourself what is the perfect job for you. Can you identify the factors you need for that dream job? That's exactly what you need to do when you get an actual job offer. Here's a way to evaluate and organize every offer you receive - before you make that important decision.

Why are you considering the job?

Pure survival
A positive career move

Financial

What does it include for financial incentives?
Gross income, commissions, bonuses, car (s), expense account, retirement plan, stock options, investment plans, profit sharing, severance package, relocation assistance, cost-of-living increases

Insurance

What benefits does it include?
Medical, life, disability, dental, optical, mental, and health.

Career Advancement

What opportunities does it have for advancement?
Pay raise criteria and schedule, frequency of appraisals, and advancement criteria

Environment

Will you like the co-workers?
Will you like the supervisor's style?

Job Security

Is the career field growing?
Are the number of employees growing?
Has the company recently laid off?
Will you need to learn new skills to keep your job?



Job Duties and Responsibilities

Will you enjoy your daily job functions?
Will your level of authority be satisfying for you?
Will you be comfortable reporting to the person who is your supervisor?
How will you be evaluated?
What are the supervisor's biggest problems?

Educational

Are there educational opportunities or tuition reimbursement?
Is there a professional association membership or willingness to send you to seminars?

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Work Habits That Help You Succeed on the Job

Basic Work Skills

There is no such thing as a dead end job
Don't miss work
Be on time
Call if you will be absent or late
Be neat and clean
Find a mentor to help you
Read personnel and procedure manuals
Stay away from problem employees
Keep personal problems at home
Work fast but carefully

Advanced Work Survival Skills

Dress and groom for promotions
Be early; be willing to stay late
Be enthusiastic
Ask for more responsibility on the job
Ask how you can advance on the job
Ask for applicable training
Take on difficult projects
Get measurable results
Don't quit; give notice

Techniques to Help you Advance on the Job

Treat everyone as though they are your best customer
Develop good relationships with co-workers
Meet and exceed your boss's expectations
Develop your communication skills
Build better relationships with difficult people
Motivate others to do their best
Manage your time effectively

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Stress

What are some possible stress factors for you?

Frequency of overtime, frequency of weekend or holiday work, travel demands, environmental issues such as noise, chemicals, heat / cold, etc.

Vacation and Sick Leave

How do you accrue vacation time?

Allowable days per year, when do you take them, and the days of sick leave allowed before disciplinary action.

Other Benefits

What additional benefits are there?

Child care, club memberships, outplacement assistance, company loans / credit unions, and time off for military commitments.

Many of us spend our lives searching for success when it is usually so close that we can reach out and touch it.

-Russel H. Conwell

Acceptable Ways to Spend Time While Unemployed

Aside from defining your reason for the job gap, interviewers often want to know what you did during that period of time. Were you doing things that would help you improve your value as an applicant? Or, did you spend your time on more personal issues: health, family care, etc. If you fall into this category, you may want to talk to a job search

professional or a rehabilitation counselor. Be prepared to talk about why you decided to invest your time this way, focus on how the time spent



will make you a better candidate / worker, and stress that the issues are no longer an employment concern.

Acceptable Ways :

- *Improving job skills or knowledge through school, skills training, seminars.
- *Improving self-knowledge through counseling, self-

assessment, self-help books.

*Selecting your best career through testing, research, experimentation.

*Taking care of yourself through therapy, thinking time, hospitalization.

*Taking care of personal matters, such as home repair, time with kids, time with spouse.

CHECK IT OUT!

Do you have what it takes to be an entrepreneur?
Attend a "**PROJECT GATE II**" orientation session to find out.

<u>Sessions offered each month:</u> (Please call ahead for times)	1st & 3rd Mondays, Duluth WorkForce Center	218-723-4730
	2nd Monday, Virginia WorkForce Center	218-728-2499
	3rd Monday, International Falls WorkForce Center	218-283-9427
	4th Monday, Grand Rapids WorkForce Center	218-327-4480

PROJECT GATE is a program sponsored by **DEED**, the MN Department of Employment and Economic Development, to help dislocated workers 50 years of age and older decide if they want to start a business.



GIVE KIDS A SMILE!!



Friday, February 5th, 2010

Dentists with the Minnesota Dental Association volunteer their services to help kids who don't get regular dental care because of a lack of insurance or other barriers.

Just dial 2-1-1, or 1-800-543-7709 to find a participating dentist near you. Appointments are limited.