



Phoenix

Central School District

Career Planning Guide



Your Future Starts Here

Dear Student and Parent/Guardian:

We hope you'll find this information helpful. While the prospect of transitioning away from high school can be overwhelming, this document can serve as a guideline.

Should you have further questions, please contact us via email or phone. We look forward to helping make the future a successful one for your student!

Sincerely,
The JCB Business and Student Services Departments



Deb DuFour
Career
Exploration
& Business
Teacher



Ginger Boatman
Business
Teacher



Linda Palmer
Business
Teacher



Nora Germain
Counselor (A-I)



Paul Hurlbutt
Counselor (J-Z)

This career guide was a collaborative effort between the district and Paula Annesi, the Master High School Coordinator for Bryant and Stratton College. We would like to extend our gratitude to everyone who helped develop the information contained in this publication.

Our Mission

The Phoenix Central School District is committed to a challenging educational program that promotes academic and personal growth for all students. Each student will become a confident, productive, responsible individual with a strong academic foundation, and the ability to make positive ethical choices. Our goal is to cultivate a sense of pride, character, and accountability in our students and community. The Board of Education, staff, parents, students, and community share responsibility for this mission.



The Phoenix Central School District is dedicated to educating students to develop desired moral, ethical, and cultural values, to stimulate and expand a continual learning process and to cultivate an understanding and appreciation of the rights and responsibilities of American citizens, which will enable them to function effectively as independent individuals in a democratic society.

- Career Exploration: 695.2244
- Student Services: 695.1645
- Main Office: 695.1631
- Nurse: 695.1634
- Psychologist: 695.1619
- Special Ed: 695.1648

JCB High School
552 Main Street
Phoenix, NY 13135

OPTIONS AFTER HIGH SCHOOL.....	5
EXPLORING CAREERS	6
GETTING THE JOB	7
RESUME TIPS	8
RESUME SAMPLE	9
THE INTERVIEW PROCESS	10-11

Apprenticeship Programs

An apprentice is a person who is

- At least 16 years old,
- Being trained in a particular trade by a skilled worker under a planned program on the job,
- Taking classroom instruction (through adult education, at a community college, or in regular school if in a part-time job), and
- In training anywhere from one to six years (depending upon the trade—averaging three to four years).

Some additional facts

- Employment is based on supply and demand
- The person wanting an apprenticeship may apply to and have a contract with one of the following:
 - An employer in the trade
 - The association of employers
 - The joint apprenticeship committee
 - The organization of employees registered with the apprenticeship council

College/University

There are several types of colleges and universities. The college/career center at your school and your counselors have additional resources to help you choose the right school to pursue your career interests.

Military Training

You can learn about your chances for success in the military by taking the Armed Services Vocational Aptitude Battery (ASVAB). This test is given at local high schools free of charge.

Men and women may enlist in all branches of the military. Enlistment procedures are similar, but the services differ in length of enlistment and opportunities for specific training. Active military enlistments are available in the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.

Trade and Technical Training

Community colleges, adult education, and private schools have trade and technical training programs for people who are no longer in high school. Explore options online at CITI BOCES for Adult Trades and Technology programs (www.citiboces.org) or through OCM BOCES (www.ocmboces.org/adulted)

Work/Postsecondary Education

If you decide to get a job immediately after high school, you should

- Develop some job-finding and job-keeping skills,
- Visit with a career and college research and development teacher in your high school,
- Talk with employers about combining work and a part-time college program, and/or visit the N.Y. Department of Labor (www.labor.ny.gov/home).



Where to Start?

Where are you getting your information on types of careers and related jobs? There are plenty of resources available that will make the search process a bit easier. Whether you are exploring jobs online or interacting with an employment agency, these sources will help you get started!

Online Research

Naviance

The Phoenix Central School District is partnering with Naviance, which is a comprehensive college and career readiness solution that helps students identify strengths and interests to postsecondary action plans.

Naviance's Family Connections portal can be accessed online at any time. **To log in, go to:** connection.naviance.com/jcbhs

Internet Resources

There is a wealth of resources available for free on the Internet. Some websites have comprehensive databases and sortable job listings that can be filtered by location, salary, title and education. Below are three of the most popular resources available to you:

www.monster.com

www.indeed.com

www.linkedin.com

Occupational Outlook Handbook

Keyword search and browse for careers and job titles. This provides current information on salaries, job outlook, education and training. Visit www.bls.gov/ooh/ for more information.

SELF EVALUATION

What you need to know about yourself before you choose career path



INTERESTS

*What are your passions?
Hobbies?
Activities?
Favorite subjects?*

SKILLS

*What are you good at?
Best subjects in school?
Talents?
Strengths?*



MOTIVATION

*What are your goals in life?
Financial goals?
Lifestyle dreams?
How do you define success?*

PERSONALITY

*Introvert? Extrovert?
Outward, inward focused?
Details or "big picture"?
Like helping others?*



There are many assessments that can be taken in school or online to help you define each of these.

Networking

While you search for a career, it is important to network with potential employers, community members and key influences in your desired field of work. There are several ways to make valuable connections:

- Job shadowing
- Internships
- Personal Interviews
- Part-Time Jobs
- Family and Friends

Showcase your Strengths

Be your best pitchman and showcase your skills and abilities to employers. Talk about your strengths and what you have to offer. Use examples to reinforce your point.

Employable Skills

Soft Skills

These are character traits and interpersonal skills that help you relate to other people. It's important that you are able to build relationships with people by using these soft skills:

- Communication
- Teamwork
- Leadership
- Problem solving and decision-making
- Financial, information and tech literacy

Also, dependability, responsibility, integrity and common sense are valuable to all employers, regardless of industry.

Use these Skills Together

Hard skills may get you a job interview, but it is the soft skills that will get you the job, keep the job, and allow you to advance in a job and career.

Hard Skills

These include specific, measurable knowledge and teachable abilities that can be clearly defined. Hard skills include:

- Writing
- Typing (words per minute)
- Computer/software knowledge



Anatomy of a Good Cover Letter

- Every resume you send out should come with a cover letter, whether by mail or email. A cover letter offers an introduction to you and your qualifications and describes how the experience you describe in your resume will make a difference for your potential employer.
- Meet and greet (first paragraph). Concisely explain how you found out about this job lead and explain that you would like to apply for the job. Note generally what you do to qualify you for consideration. Be sure to use language that signals you pay attention to details, conveys professionalism, and demonstrates your written communication skills.
- Skills and experience profile (second and third paragraphs). Offer a short profile of your skills and expertise and highlight any accomplishments that would get this employer's attention.
- Reason to Interview (fourth paragraph). Make clear why your particular abilities could make a difference for this company in this position. Show you've done your research into the company in this paragraph and thought how your capabilities are strong match for the job. In short, give this company a reason to call you up for an interview.

June 6, 2017

Mr. Dale Ruff
Human Resource Department
Carrier Corporation
1401 Erie Blvd E
Syracuse, NY 13210

Dear Mr. Ruff:

I am responding to the employment opportunity listed on your website. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) which makes me uniquely qualified for this position.

I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

James Smith
5555 Mill Run Road
Liverpool, NY 13090

*Sample
Cover Letter*

Resume Basics

Your resume provides that all-important first impression to a potential employer. Even one mistake, like a misspelled word or missing punctuation, shows a lack of attention and can decrease your chances of receiving an interview. Review your resume and cover letter carefully before submitting it to the employer.

Be sure to use active voice and include words that pack a verbal punch. Engage your resume reader with vivid language that captures what you do and why you do it well.

Resume Don'ts

- Poor spelling/grammar - Don't depend just on your software's spell-checker. Have someone read through your resume and look for incorrect spelling and grammar. Poor spelling and grammar can land your resume in the electronic trash bin.
- Overstating your experience - Your resume is meant to be a tool to sell yourself. Don't exaggerate your experiences. Exaggerating can set up unreasonable expectations. Although it may get you the interview, overstatement won't get you through the interview.
- Providing too much information - Don't crowd your resume with too much language. A resume choking with words can be the equivalent of someone who can't stop talking. Give your reader room to breathe: Add space to your text and make sentences into scannable bullets as much as possible.
- Being too generic - When it comes to describing yourself and how you're a good fit for the position, be specific. For example, if you're applying at a high-volume restaurant, "customer service experience" is not as good as "managed the rush after home games."

Attention-Grabbing Resume Words

Assist	Encourage	Influenced	Planned	Specified
Able	Earned	Launched	Prepared	Spearheaded
Action	Enhance	Lobbied	Presented	Standardized
Analysis	Evaluate	Maintained	Promoted	Strengthened
Achievement	Examined	Managed	Provided	Structured
Accomplished	Extended	Marketed	Published	Suggested
Advanced	Facilitate	Maximized	Pursued	Superseded
Conduct	Formulate	Mediated	Quantified	Supervised
Consult	Fulfilled	Modernized	Ranked	Targeted
Committed	Forecasted	Motivated	Received	Taught
Conducted	Generated	Negotiated	Recommended	Tested
Contributed	Gained	Observed	Redesigned	Trained
Coordinated	Gathered	Obtained	Reengineered	Transformed
Develop	Gave	Operated	Reorganized	Transcended
Deliver	Headed	Organized	Represented	Unified
Design	Hosted	Originated	Restructured	Upgraded
Defined	Identified	Oversaw	Revised	Utilized
Diversified	Implemented	Participated	Safeguarded	Validated
Devoted	Improved	Performed	Secured	Valued
Distinguished	Improvvised	Pioneered	Selected	Wrote

Your Resume

The goal of the resume is to get the job interview. Therefore, it highlights your experience and skills. Cite your relevant work experience that will make you marketable to the specific employer.

Tracy Crawford
552 Main Street
Phoenix, NY 13135
tcrawford@gmail.com
Phone: 315-695-1234

Assistant Clerk

Contributed to a widely-praised and money-saving records reorganization during a three-month period as Assistant Systems Clerk at the Phoenix Blood Center. Frequently recognized for excellent organizational and problem-solving skills (such as streamlining folder organization and naming conventions).

EXPERIENCE AND ACCOMPLISHMENTS

Troubleshooting and problem-solving skills

- Investigated and resolved visitors' computer problems at the Phoenix Public Library.
- Winner of the DMC Programming Contest, 2017.

Excellent organizational skills

- Awarded "Volunteer of the Year" by the Phoenix Public Library in 2017 for noted organizational skills.
- Helped reorganized records system, saving the American Red Blood Center \$15,000 per year.
- Organized various events for the Phoenix High School Math Club.

Strong computer skills

- Earned "A" or "A+" in all computer classes.
- Built personal computer from scratch.

VOLUNTEER HISTORY

- Phoenix Public Library, Phoenix, NY-Computer Assistant- Summer 2016, Summer 2017
- American Red Cross, Liverpool, NY-Relief volunteer- Spring 2017
- Phoenix Blood Center, Phoenix, NY-Assistant Systems Clerk- Summer 2017

SCHOOL ORGANIZATIONS

- Phoenix High School Math Club - 2015 - 2017, Vice-president - 2017
- National Honor Society - 2014 - 2017
- EID Middle School Library - 2012 - 2013, Student Librarian

EDUCATION

- Phoenix High School, Phoenix, NY-2014 - 2017, Graduation Date: 2017
- EID Middle School, 2011 - 2013

Preparing for Interviews

Brush up on the company: Research the organization

- Use tools like Vault, CareerSearch or The Riley Guide for an overview of the organization and its industry profile.
- Visit the organization's website to ensure that you understand the breadth of what they do.
- Review the organization's background and mission statement.
- Assess their products, services and client-base.
- Develop a question list. Prepare to ask about the organization/position based on your research.

Compare your skills and qualifications to the Job requirements

- Analyze the job description. Outline the knowledge, skills and abilities required.
- Examine the hierarchy. Determine where the position fits within the organization.

Dress for Success: Making a positive first impression

- It takes 7 seconds to make a first impression -- make it a positive one.
- Appropriate attire shows you are serious about the interview process and understand the nature of your selected industry. Dress relative to the company's business profile.
- In some industries, your attire will be judged more critically, especially where customer contact and image presented to the customer matters.
- Your attire should be noticed as appropriate and well fitting, but you want the interviewer's main attention focused on you-not your outfit.

Plan what to bring

- Extra copies of your resume on quality paper.
- A notepad or professional binder and pen.
- A list of references.
- Information you might need to complete an application.

- A portfolio with samples of your work, if relevant.

Project confidence. Smile, establish eye contact and use a firm handshake

- Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping.
- Do not stare, but maintain good eye contact.
- Respect their space. Do not place anything on their desk.
- Facial expressions provide clues to your feelings. Project a positive image.

Follow up

- Send a thank you letter as soon as you get home.

June 21, 2017

Mr. Dale Ruff
Human Resources Department
Carrier Corporation
1401 Erie Blvd E
Syracuse, NY 13210

*Sample
Thank You
Note*

Dear Mr. Ruff:

I want to thank you for interviewing me yesterday for the position in the Service Department. I was very impressed with the description you provided of your organization, and I am excited about the prospect of working for you.

My qualifications are well-matched with the position we discussed, and I have a real interest in this area of work. My experience specifically with refrigeration and the good interpersonal skills I possess are among my strongest attributes. They would certainly enable me to make a valuable contribution to Carrier Corporation.

Again, thank you for the interview and your consideration. I am eager to have an opportunity of working on your staff. I look forward to hearing from you soon. Please feel free to call me at 315-695-1234 if you have any further questions.

Sincerely,

James Smith
5555 Mill Run Road
Liverpool, NY 13090

1 What is your greatest strength?

This is one of the questions that employers almost always ask. When you are asked about your greatest strengths, it's important to discuss the attributes that will qualify you for the specific job and set you apart from the other candidates.

2 Greatest weakness?

Another typical question interviewers will ask is about your weaknesses. Do your best to frame your answers around positive aspects of your skills and abilities as an employee.

3 Tell me about yourself.

Here's how to answer questions about you without giving out too much - or too little - personal information. Start by sharing some of your personal interests, which do not relate directly to work.

4 Why should we hire you?

Are you the best candidate for the job? Be prepared to say why. Make your response a concise sales pitch that explains what you have to offer the employer, and why you should get the job.

5 What are your salary expectations?

What are you looking for in terms of salary? It seems like a simple question, but your answer can knock you out of content for

the job if you overprice yourself.

6 Why are you leaving or have left your job?

When asked about why you are moving on, stick with the facts, be direct and focus your interview answer on the future, especially if your leaving wasn't under the best of circumstances.

7 Why do you want this job?

This question gives you an opportunity to show the interviewer what you know about the job and the company. Be specific about what makes you a good fit for this role, and mention aspects of the company and position that appeal to you.

8 How do you handle stress and pressure?

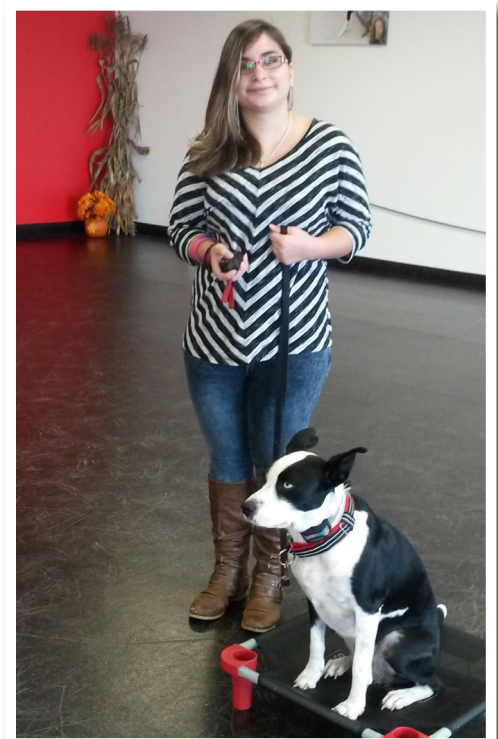
What do you do when things don't go smoothly at work? The best way to respond to this question is to give an example of how you have handled stress in a previous job.

9 Describe a difficult work situation / project and how you overcame it.

The interviewer wants to know what you do when you face a difficult decision. As with the question about stress, be prepared to share an example of what you did in a tough situation.

10 What are your goals for the future?

This question is designed to find out if you're going to stick around or move on as soon as you find a better opportunity. Keep your answer focused on the job and the company you're interviewing with.





Phoenix Central School District

116 Volney Street
Phoenix, NY 13135
www.phoenixcsd.org