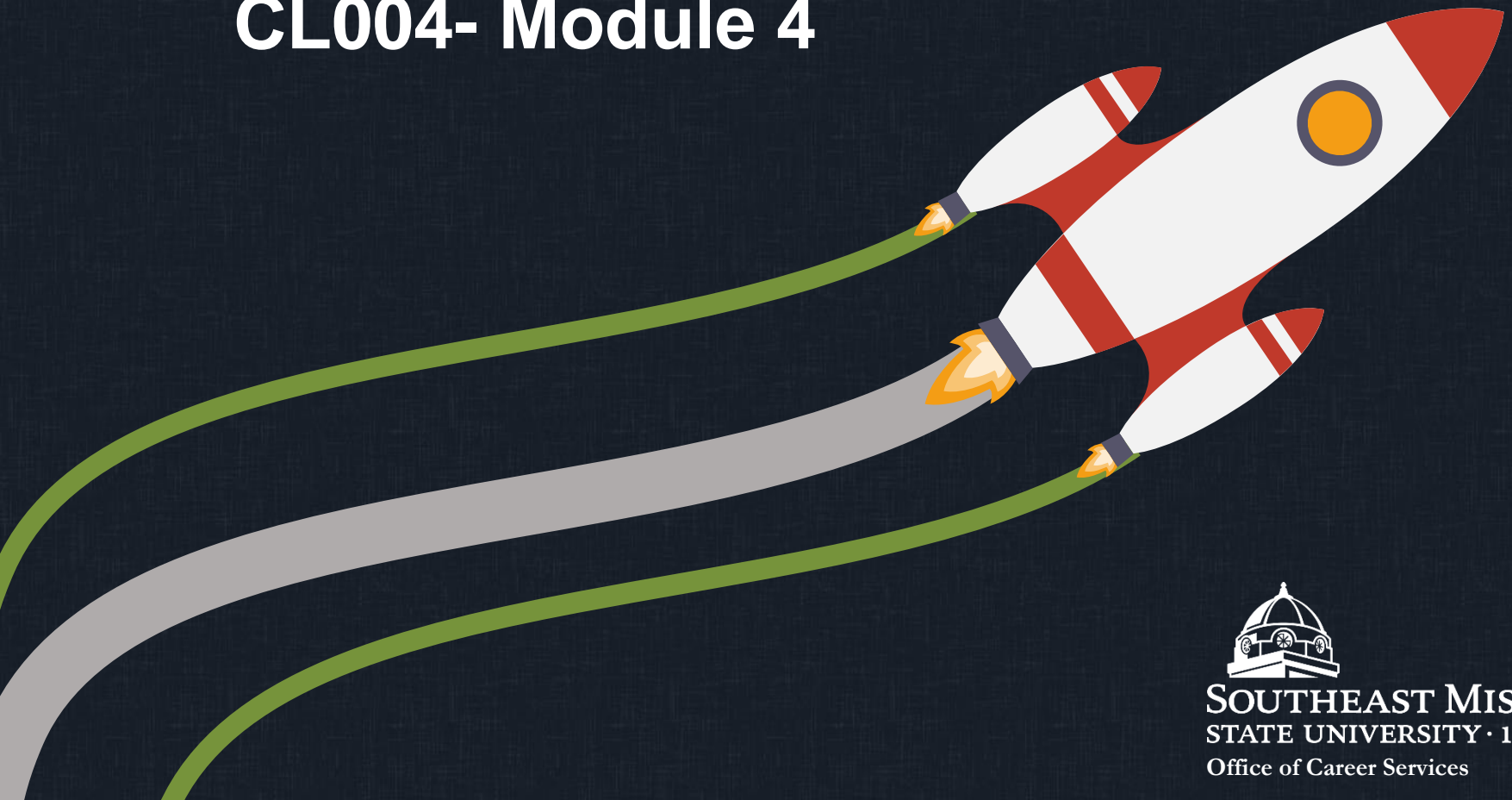


# Transitioning from College to Career

CL004- Module 4



**SOUTHEAST MISSOURI**  
**STATE UNIVERSITY · 1873**  
Office of Career Services



# College to Career

The transition from being a college student to the world of work takes time and preparation. From making your first job count to building a professional wardrobe, this presentation will provide helpful insights, tools and tips for making the most of your first year after college. **Please CLICK on links throughout the presentation as there will be questions from these links on the quiz.**

# Are you ready for life after college?

**Next Exit**

**The Real World**

**Click to learn more:**

<http://www.quintcareers.com/college-to-career.html>



# Making your first job count!

1

Think of your career as a series of experiences



Become a lifelong learner to get ahead and succeed

2

Focus on making a big impact immediately



Master your job so that you are given bigger opportunities to prove yourself

3

Take risks early and often



Put yourself in a position to learn, whether you succeed or fail

# Getting ahead in your career

**Spend more time with people than your laptop:**

Networking can happen anywhere, even in purely social situations. Avoid the temptation to let social media become your new best friend!

**Centralize your work profile:**

LinkedIn is a great place to document your duties and early successes. Keep your resume updated and current, it will make your next job search much easier!

**Sacrifice today to position yourself for tomorrow:**

Go the extra mile, work the long hours, and go out of your way to defy the stereotypes that are often given to your generation.

**Find a mentor:**

Click the Link Below to Learn More:

# Personal Finance Tips for New Graduates

## Start investing

Take full advantage of your employer's 401(k) or similar retirement plan. This is a great way to save for the future without having to think about it. Also, don't raid your 401(k) if you switch jobs. It may be tempting to cash out now, but you'll regret it later!

## Build an emergency fund

Set aside 3-6 months worth of living expenses. A money market mutual fund or savings account are smart places for a rainy day fund.

## Pay your bills on time

Not only is it a good habit, it helps you build credit and avoid late fees.

## Steer clear of new debt and reduce your debt as quickly as possible

Debt has a way of limiting your possibilities. Instead, try to pay off student loans quickly to shorten the life of your loans and save you interest.

## Think twice before going to graduate school

Some fields require an advanced degree, and if you're in one of those majors you likely already have a plan. But for most fields, graduate school can wait. Don't accrue additional debt until you're sure, and never go to graduate school to avoid "the real world".

## Learn about personal finance & investing

There are tons of resources geared at teaching young professionals how to manage money and plan for the future. From books to blogs, take the time to educate yourself on this important topic.

## Create and stick to a budget

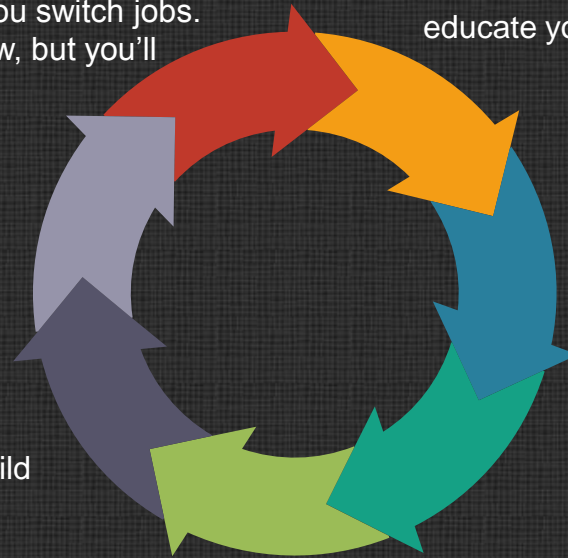
After working for a few months and getting used to the amount of money you take home, map out a budget that supports spending less than you take home each month.

## Keep living costs down

If living with family is an option, consider it only as a way to reduce debt or increase savings. Roommates are a great way to reduce living expenses. Small sacrifices are an investment in your future.

## Splurge on experiences, not stuff

As a young professional, it is an ideal time in life to save for a "once in a lifetime" trip with your single friends. Some things are worth the splurge and too valuable to put a dollar figure on.



# Financial Planning Resources

## Budgeting:

<http://www.clearpointcreditcounselingsolutions.org/resource-center/tools/build-a-budget-calculator/>

## Student Loan Calculator:

<http://www.bankrate.com/calculators/college-planning/loan-calculator.aspx?MSA=&MSA=&MSA=>



# 4 Generations in the Workplace

## Traditionals

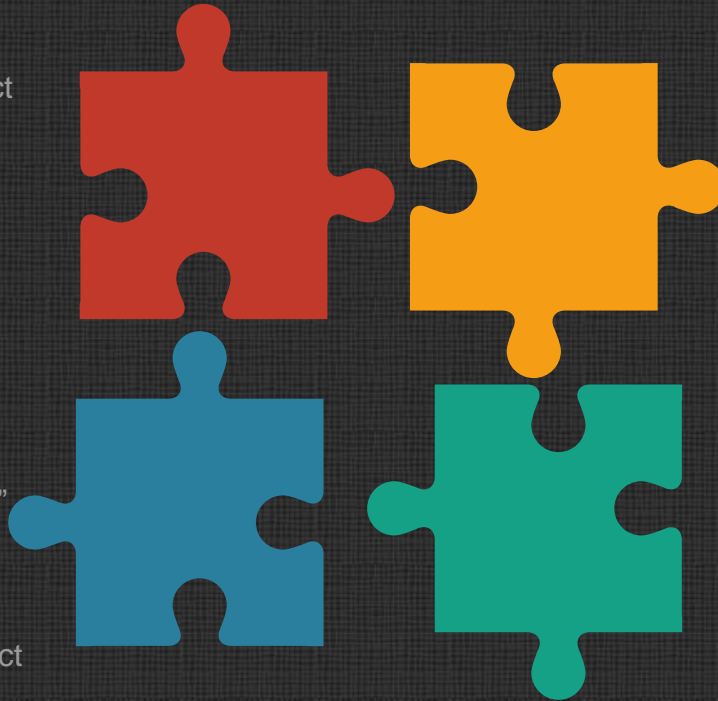
(Born 1922-1945)

- Represent 5% of the work force
- Have a “these are the rules” mentality
- Key values are loyalty and respect for authority
- Have a wealth of knowledge and experience
- Don’t like conflict and can be resistant to change

## Baby Boomers

(Born 1946-1964)

- Represent 37% of the work force
- Have a “let’s talk about the rules” mentality
- Goal oriented and generally very adaptive
- May be uncomfortable with conflict
- Often put the “process” ahead of the “result”



## Generation X

(Born 1965-1980)

- Represent 33% of the work force
- Have a “break all the rules” mentality
- Demand more autonomy and have less respect for authority
- Their independence, adaptability and willingness to change results in greater productivity

## Millennials

(Born 1980-2000)

- Represent 20% of the workforce
- Tech savvy, & have only known a world with instantaneous communication
- Don’t want to sacrifice lifestyle for work
- Need structure and constant feedback
- Are optimistic, great multi-taskers, and have high expectations for reward and recognition

Why does this matter? Check out the video below:

<https://www.youtube.com/watch?v=Dg99LxpLKKU>



# Office Etiquette

## Housekeeping

- Keep your work space tidy and clean.
- Be careful when “personalizing” your work space, it needs to stay looking professional.
- Clean up your messes, both in the breakroom and copier. Don’t expect others to clean up after you.

## Time Management

- You never want to get a reputation for needing to be reminded of deadlines.
- Be on time...always! Whether it’s the start of the day or being on time to meetings and appointments, punctuality is key!



## Telephone

- Most people talk 3 times louder on a cell phone. Be mindful of your volume when on your work or cell phone.
- Respect people’s personal space when they are on the phone.
- Don’t check your phone during meals and meetings, avoid the temptation to multi-task.
- Always keep your phone turned off or on vibrate while at work.

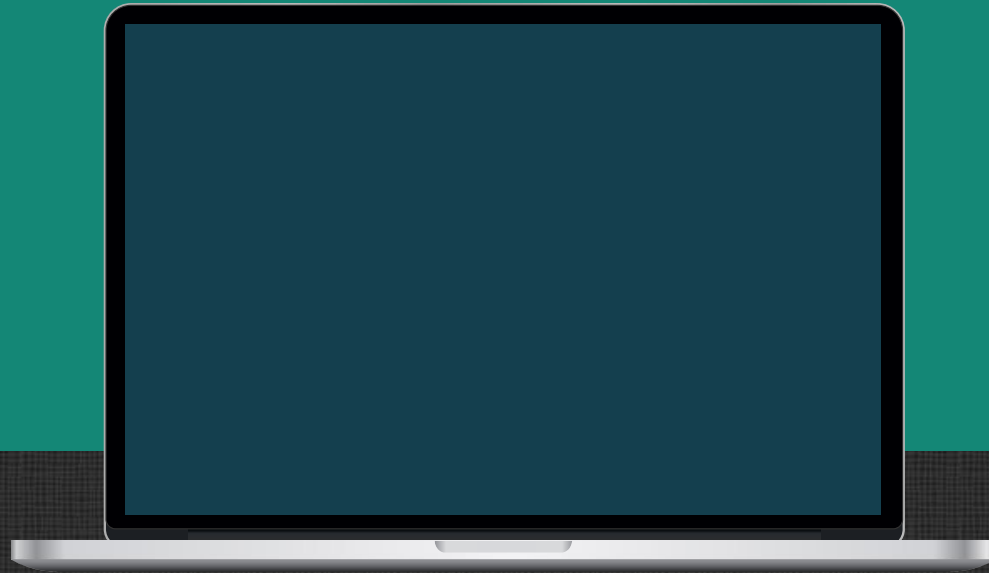
## Co-Workers

- Don’t “borrow” from other people’s desks/offices without asking.
- Don’t gossip or over-share about your personal life.
- Don’t sink to the standards of others. Just because co-workers behave badly is not a reason for you to follow.
- Be cautious when socializing with co-workers outside of work. You don’t want to become the topic of conversation at work for negative reasons.

## Common Courtesy

- Stay at home when you’re sick.
- Eat lunch in the break room, avoid eating at your desk.
- Avoid wearing strong perfume or cologne.
- Don’t use a plug-in air freshener that others may find offensive.
- Watch this video:  
<https://www.youtube.com/watch?v=MjDKfkxjbKc>

# Before you hit “send”



**Check out the video link below:**

<https://www.youtube.com/watch?v=MHuBrsPRUI8>



# Transitioning your Wardrobe From College to Career

## Start Preparing Before Graduation

- Do your research! Definitions of office-appropriate can vary widely between industries and geographic location.
- Don't assume you know what will be acceptable, find out what is expected before buying an entire new wardrobe.
- Not every profession requires a suit, but it makes sense to have one in your closet for interviews and important meetings.

**Click below to learn more about  
buying your first (men's) suit:**

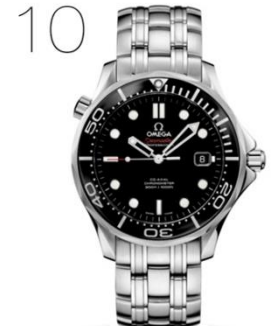
<https://www.youtube.com/watch?v=2KaasWD3Z1g>

## Invest in Quality Classic Staples

- Don't buy anything (for work) in a relaxed fit that will make your clothes look baggy or sloppy.
- Women: avoid the temptation to buy overly tight skirts and blouses.
- Always try on different sizes to get the right fit, not the size you think you wear.
- Focus on building a base wardrobe of neutral colors and cuts.
- For men: assemble a collection of shirts in blue and white and slacks in navy, gray, khaki and black.
- For women: look for basics like silk shells, knee-length skirts in taupe, black, cream or navy.

# 10 Starter Staples for Men

1. Dark Suit
2. Khaki Chinos
3. Dark Jeans
4. White Dress Shirt
5. Patterned Dress Shirt
6. Casual Dress Shoes
7. Dress Shoes
8. Cardigan Sweater
9. Tie(s)
10. Watch



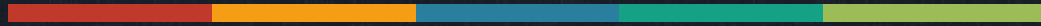
# Starter Staples for Women

1. Black Pants
2. White Blouse
3. Black Pumps
4. Day Dress
5. Black Suit

6. Ballet Flats
7. Dressy Jacket
8. Leather Handbag
9. Pencil Skirt
10. Patterned Blouse



# Need more information?



## Contact

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