

# JOB Finder

JUNE 2010- Edition 184



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DAILY HERALD  
*Better than ever!*

# 9 WAYS TO SUCCEED

at Your First Job



Congratulations! You've landed your first real job after school, no small feat in the current economy. Now it's time to apply what you've learned in the classroom and put it to good use in the working world.

But this is the big leagues now. Every day, your skills will be put to the test, and supervisors and other employees will rely on you. Don't let that scare you, though. Follow these lessons and you'll have an easy time climbing the corporate ladder.

**Lesson #1:** Prepare to pay your dues. Yes, that means you may have to go on the occasional coffee run, send out a mass mailing or file till your fingers bleed. Don't worry -- everyone has to do it. Seize menial tasks as an opportunity to learn what goes on behind the scenes or bond with another "newbie."

**Lesson #2:** Listen and absorb. See how the company does its job. Figure out the chain of command and what it takes to get things done.

**Lesson #3:** Dress for the job you want, not for the job you have. In college, you can roll out of bed and head to class in your pajamas, but that isn't quite the best wardrobe strategy in the workplace. Not sure what to wear? Stick with conservative and classic pieces in solid colors. You can also use your boss as a model of how you should dress.

**Lesson #4:** Avoid office politics. It's guaranteed that the office gossip will tell you who's dating whom, or you might hear a few choice words about your boss -- even on your first day. Sure, it's fine to store such information in the back of your head so you can learn about coworkers' personalities, office dynamics, and who's in a bad mood, but don't say anything that can be added to the rumor mill. It's a surefire path to ruining your reputation.

**Lesson #5:** Watch what you say and do. That means you should mind your manners. Leave inappropriate stories and jokes for your social life. Don't use the company e-mail to forward jokes or chain letters to friends; do that on your own time, using your own personal e-mail account.

**Lesson #6:** Ask questions. You're new in your position. so don't be afraid to ask questions. It will help you understand the company, the hierarchy, and what it takes to make the company run.

**Lesson #7:** Find a mentor. Maybe it's someone who has been there years or someone who has the job you want. Find a person who can show you the ropes or tell you how they got started in the business. Some companies even offer formal mentoring programs that involve mentor lunches, meetings and more.

**Lesson #8:** Volunteer for something that's not in your job description. Maybe you are an administrative assistant at a newspaper and the research department needs help fact-checking a story. Or perhaps the legal department at your company needs extra hands. By volunteering for work beyond the scope of your position, you are showing that you are willing to take on anything. But just make sure you don't get so swamped that you can't finish your own assigned tasks first.

**Lesson #9:** Do what you are told. If your supervisor asks you to do something, do it -- with a smile. Sounds simple, right?

## 16 Education

## 163 Professional Training

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10 Saturdays-only course  
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## 173 Industrial/ Trades

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**Publishes Monthly.**

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 Email: [laura.hartcastle@co.bell.tx.us](mailto:laura.hartcastle@co.bell.tx.us)  
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 The candidate must be able to meet deadlines and sell Advertising for multiple products: Newspaper Publications, Direct Mail, Internet, and Commercial Print.  
 Full Time positions include medical insurance, major holidays, vacation and profit sharing. All employees must be able to pass drug test. The Daily Herald is a tobacco free workplace.  
 If you are interested in joining the Killeen Daily Herald:  
 Apply in person:  
**1809 Florence Rd., Killeen, TX**  
 Send resumes to:  
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# IS PART-TIME THE WAY TO GO?

Today almost half (42%) of all households are two-income households. Conventional economic theory and perhaps common sense would say that having a second wage-earner will make the family more resilient in the face of unemployment or unforeseen financial setbacks than a traditional family with only one wage-earner. There's also the idea that two incomes enable a family to save more and have more breathing room with regard to bills.

However, there is an entirely different school of thinking that says the increase in the number of two-income households with both parties working full time is reactionary. It's because families choose not to make it on one salary alone. Or, rather because we've become a society of big wants, we've pushed the tides in the favor of the two-income household. Larger homes, newer cars, child care, and the "keeping up with the Joneses" mindset are contributors to this employment culture.

For families looking to explore all sides of the employment conundrum, working part-time can be factored into the decision-making process, particularly for those who are concerned about living on one salary alone. This opens up more doors for individuals trying to create a better work-family balance.

Families with young children could be those who benefit the most from having one adult work part-time rather than two full-time workers. Let's explore the pluses and minuses to the part-time equation.

## Part-time Work Pros

**1. More time for family:** Fewer days spent working and shorter hours free up more time for home life. That can help reduce stress and lessen feelings of guilt over working rather than sharing time with the kids or spouse.

**2. Tax benefits:** Part-time workers will not make as much as full-time counterparts. While that means less of a salary, there will also be fewer taxes taken out of the check. Also, smaller earnings may drop a household into a lower tax bracket. Consider talking with an accountant to see how much you would save if you took a pay cut with a part-time position.

**3. Save money on certain expenses:** Working part-time could enable you to cut back on child care expenses. Today child care costs many families several thousand dollars per year. Many full-time salaries go strictly to transportation costs, clothing, food, and child care. Eliminating some of those expenses could benefit the family.

**4. Stress reduction:** Do you fret over taking a day off when your child is sick? What about if you have an after-school appointment? A flexible part-time schedule can enable you to work around events that may foil a full-time schedule.



## Part-Time Work Cons

**1. Less money:** The first down side to working part time is that you'll earn less money. This will involve taking a look at expenses and making cuts. It may also prevent you from buying "bigger and better," if that is a priority to you.

**2. Passed up at work:** Because of your part-time status, you may be passed up for high-profile assignments or others may give work to those who are around full-time. Others may view you as on the "mommy or daddy track" rather than looking for advancement.

**3. Loss of benefits:** Some companies do not offer health benefits or 401(k) participation for part-time workers. Therefore, you'll have to see if the family can be put on a spouse's plan.

**4. Full-time work, part-time pay:** It can be possible that work responsibilities slowly increase even though you are on part-time status. Therefore, you may end up doing more or putting in a couple of more hours without being reimbursed as a full-time worker.

**5. Child care:** It may be more difficult securing child care on a part-time basis. Some centers or schools have a minimum amount of days or time for students.

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SA-TECH is pursuing the Range Support Contract at Fort Hood, Texas, and searching for individuals with experience providing range operations and maintenance support. The major functional areas supported by this contract include: range operations, maintenance and repair, grounds keeping, inspection, ADPE, DRTSS and A/V repair/replacement services.

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**Full Time positions include medical insurance, major holidays, vacation and profit sharing.**  
 All employees must be able to pass drug test.  
 The Daily Herald is a tobacco free workplace. EOE  
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The Killeen Daily Herald is a quickly growing company that provides Central Texas with daily news stories, photo slideshows, videos and advertisements. We are looking for a candidate that will be willing to produce state-of-the-art websites and technical support for our various departments.

**Required Skills:**  
Strong knowledge of HTML and CSS, Fluent with ASP.NET using C# and VB, as well as an understanding of relational databases. Experienced with SQL Server 2005, Visual Studio 2008, Microsoft Office and the latest Adobe Creative Suite programs. As a plus, knowledge of Flash, SEO, AJAX.NET, and JavaScript.

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# HOW AN ADVANCED DEGREE

## May Not Help in Today's Job Market



Once upon a time an advanced degree guaranteed job seekers an edge over other prospective applicants. Today, however, the benefits are not so black and white. In fact, on-the-job experience might be more attractive to potential employers than an advanced degree.

Most people are aware that the country is in the throes of one of the most challenging job markets seen in the nation's history. Unemployment rates crept over the 10 percent mark to reach all-time highs. Those currently looking for a job may think it's better to set those goals aside and go back to school until the employment prospects are better. But is this a wise idea? Perhaps not.

It all comes down to spending money. Individuals with an advanced degree are generally paid anywhere from 20 to 50 percent more than peers who have lesser degrees. As companies look for any way to cut costs, job applicants who are not so educated may seem the better buy. In fact, those with bachelor's or master's degrees may find they're repeatedly passed over for individuals

with associate's degrees or simple life experience. Companies actually may be turned off by a higher degree.

What about individuals contemplating more schooling to get a more lucrative position in a company? Again, the plan may backfire. Many companies are turning from an education-based advancement program to a performance-based one. That means workers could have all of the degrees in the world and not make more money.

The cost of continued schooling is also something to consider. Many graduates are already facing mounting debt from educational expenses. Adding more debt onto that number can leave many individuals in a deep financial hole, one that is not easily scaled. Employers are cutting back on tuition reimbursement, and higher degrees do not guarantee a job once school is out.

Before advanced schooling is considered, weigh all of the options.

The Daily Herald has an immediate opening for an

### INSIDE SALES AND MARKETING REPRESENTATIVE

This professional and enthusiastic candidate will need:

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- Possess excellent interpersonal and communication skills
- Strong Attention to Detail
- Must be able to type a min. of 40-45 wpm net

Hours: Monday - Friday 8 a.m. - 5 p.m.

**Starting compensation is \$12.00/hour.**

Full Time positions include medical insurance, major holidays, vacation and profit sharing. All employees must be able to pass drug test. The Daily Herald is a tobacco free workplace.

If you are interested in joining the Killeen Daily Herald:

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