

Great Alternatives to College



Auburn High School
Counseling Department

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College or No College...That Is the Question

Have you ever asked yourself these questions:

- Am I ready for college?
- Do I need college for the job/career I want?
- Do I really want to go to college?
- Am I academically prepared for college?
- What if college just isn't for me?

For many high school students, a college education may be a “not now” or “not ever” prospect, for a variety of reasons, and that’s perfectly okay. Others may give college a try and decide it isn’t a good fit. There are many alternative options out there, and we’ve prepared this guide to provide helpful information and resources to those who would like to enter the workforce directly after high school.



Apprenticeships

An apprenticeship is a legal agreement to work for another person for a specific amount of time in return for instruction in a trade, art, or business.

Apprenticeships offer specific, paid, on-the-job training and relevant instruction to prepare the apprentice for work in the chosen field. Workers who complete an apprenticeship program can earn \$300,000 more over their career than their peers who don't.

Apprenticeship opportunities may be found in a wide variety of job areas and skilled trades, such as:

Able Seaman	Bartender	Brewer's Assistant	Butcher/Meat Cutter	Carpenter
Claims Adjuster	Cruise Ship Staff	Delivery Driver	Dental Assistant	Diesel Technician
Dog Trainer	Electrician	Elevator Installer/Repairer	EMT	Farm Worker
Finishing Trades	Firefighter	Fire Medic	Food Service Worker	General Laborer
Hospitality and Lodging Worker	HVAC Installation Technician	Insurance Agent	Iron/Steel Worker	Machinist / Tool & Die
Maintenance Worker	Mason / Bricklayer	Mechanical Insulation Worker	Musical Instrument Repairer/Tuner	Nurse's Aide
Package Handler	Painter / Plasterer	Pet Groomer	Pharmacy Technician	Pile-Driver Operator
Plumber / Pipefitter	Real Estate Agent	Restaurant Manager	Retail Salesperson	Roofer
Sales Representative	Software Developer	Solar Panel Installer	Tailor	Welder

Next Steps:

1. Think about the type of career or industry in which you'd like to work.
2. Visit <https://apprenticeship.gov/help> for information about apprenticeships.
3. Visit <https://apprenticeship.gov/apprenticeship-finder> to search for local apprenticeship opportunities.

4. Contact local labor unions about their apprenticeship programs.
5. Contact the Manufacturer's Association of CNY (MACNY) for apprenticeship information.

Organization	Contact Information
MACNY	315-474-4201 ext. 18
NYS Dept. of Labor – Finger Lakes Region	585-258-8885 https://labor.ny.gov/pressreleases/apprenticeshiparchive.shtm
Carpenters Local 277	315-455-5797 https://carpenters277.com
Plumbers/Pipefitters Local 267	315-437-7397 www.ualocal267.org
Roofers Local 195	315-699-1808 www.rooferslocal195.com
Ironworkers Local 60	315-422-8200 www.ironworkers60.org
Boilermakers Local 5	315-343-3821 www.boilermakerslocal5.com
Electrical Workers Local	www.ibew.org
Upstate NY Engineers Training Fund	315-299-6104 trainingfund@rochester.twcbc.com
Millwrights Local 1163	315-671-0672 or 315-949-7031 https://local1163.com
Insulators and Allied Workers Local 30	315-475-1246 www.insulators30.org
Teamsters Local 317	315-471-4164 www.teamsterslocal317.org
Plasterers and Cement Masons Local 009	(716) 690-9985 www.opcmia.org
Elevator Constructors Local 62	315-422-5219 www.iuec.org
Construction Craft Laborers	(607) 319-4987 www.liunatraining.org
Painters & Allied Trades DC 4 Local 31	315-471-5874 www.dc4.org
Bricklayers & Allied Craftworkers Local 3	585-641-0750 Rochester 607-634-4230 Ithaca www.baclocal3ny.com

Certificate Programs

Some jobs may require a certificate earned by taking just a few specialty courses either online or at a local community college, rather than a full two or four-year degree program. **Examples of certificate programs offered through SUNY include:**

Accounting	Addictions Counseling	Business Management	Coaching	Coding & Reimbursement Specialist
Computer Support	Court Reporting	Criminal Justice	Dental Assisting	Developmental Disabilities Studies
Early Childcare	Early Childhood Administration	Entrepreneurship	Event Management	Fitness Specialist
General Business	General Education	Gerontology	Golf Management	Health Information Technology
Health Sciences	Histological Technician	Homeland Security	Hospitality Management	Human Services
Individual Studies	Information Technology	IT Help Desk Support	Medical Coding Transcriptionist	Paralegal Studies
Payroll Specialist	Small Business Management	Special Education Assistant	Teaching Assistant	Tourism Management
Worksite Health Promotion				

Certificate programs may be a good way to open up more employment opportunities, without the length and cost of an Associate's or Bachelor's Degree program.

Next Steps:

1. Visit the websites of local colleges and check out their certificate programs.
2. Research the educational requirements of jobs you're interested in. The Occupational Outlook Handbook is a good place to start. Visit <https://www.bls.gov/ooh/>.

Civil Service Careers

Civil Service careers are positions in the public sector, such as in local, state or federal governments and municipalities, public school systems, law enforcement agencies, health and human services agencies and correctional facilities.

Some civil service careers are available to high school graduates, while others require education or training beyond high school. Many offer on-the-job training and opportunities for advancement, as well as good benefits and competitive salaries. Positions are listed under the following jurisdictional classes: labor, non-competitive, competitive, and exempt.

Most positions require applicants to sit for a specific civil service exam, which tests your job readiness and related skills. When a job opening becomes available, applicants are chosen from the top scorers on that particular test.

Here are some examples of civil service laborer positions in Cayuga County that have ***no minimum education requirements or require only a high school diploma or equivalency:***

Activities Worker Aide	Aging Services Aide Clerk	Audio-Visual Aide	Bus Driver	Census Taker
Cleaner or Cleaner Aide	Clerical Aide	Computer Aide	Custodial Worker	Data Collector
Day Care Worker	Food Service Aide/Helper	Laborer	Landfill Attendant	Library Aide or Page
Library Clerk	Messenger	Motor Vehicle Operator	Museum Aide	Office Machine Operator
Real Property Appraiser Trainee	Receptionist	Recreation Aide or Assistant	Recycling Attendant	School Bus Attendant
School Crossing Guard	School Lunch Cashier	School Monitor	Summer School Tutor	Supervisor of Attendance
Teacher Aide	Telephone Operator	Transportation Aide	Typist	Wastewater Treatment Trainee
Water Meter Reader	Zoning Enforcement Officer Trainee			

The more employable skills and experience you have, the more opportunities will be available to you in civil service. Additional education and training beyond high school also expands your options.

Here are examples of competitive and non-competitive civil service jobs that ***require a high school diploma and some combination of skills, exam requirements, certifications and/or experience:***

Account Clerk/Clerk Typist	Advanced Life Support Tech	Audio-Visual Repair Person	Audit Clerk	Automotive Mechanic Helper
Building Maintenance Helper	Case Work Aide	Computer Operator	Constable	Cook
Corrections Officer	Court Attendant	Court Clerk	Court Security Officer	Custodian
Custodian/School Bus Driver	Data Collector	Data Entry Machine Operator	Day Care Specialist	Dental Assistant
Deputy Sheriff	Direct Support Assistant	Dog Control Officer	Emergency Medical Technician	Emergency Services Dispatcher
Groundskeeper	Heavy Motor Equipment Operator	Janitor	Lactation Peer Counselor	Library Typist
Lifeguard	Mental Health Therapy Aide	Messenger	Motor Equipment Operator	Navigational Assistant
Park Security Guard	Payroll Clerk	Police Officer	Public Works Utility Worker	Sheriff Custody Officer
Sign Maintenance Person	Stenographer	Student Aide	Senior Typist / Secretary	Village Maintenance Person
Wastewater Treatment Plant Operator	Water Safety Swimming Instructor	Welder	WIC Assistant	Zoning Inspector

Next Steps:

1. Contact the county, state or federal Civil Service Commission.

Cayuga County Civil Service Commission

315-253-1284

<http://www.cayugacounty.us/653/Civil-Service-Commission>

New York State Civil Service

1-877-NYS-JOBS

<https://www.cs.ny.gov/index.cfm>

Federal Civil Service

1-844-USA-GOV1

<https://www.usa.gov/government-jobs>

2. Search for civil service openings on job search websites.
3. Sign up to take civil service exams, if needed.



Entrepreneurship

Entrepreneurship is the process of designing, launching and running a new business, often initially a small business, to generate profit. Although starting a business involves some risk, a well-prepared entrepreneur can be successful. Generally, entrepreneurs must:

- Have a viable idea that meets a public need
- Create a business plan
- Hire personnel if needed
- Acquire financial and material resources
- Provide leadership and management
- Take responsibility for the success or failure of the business
- Avoid unnecessary risks

Although education beyond high school isn't required, it is often very helpful to take courses or training in basic business management and bookkeeping, or to gain experience by working for someone else. There are many resources available to those who would like to start a business, such as:

- Small Business Administration www.sba.gov
- Small Business Development Centers
- SCORE Business Mentoring www.score.org
- Bplans Business Planning www.bplans.com
- IRS Small Business and Self-Employment Tax Center www.irs.gov/businesses/small-businesses-self-employed
- Certificate programs or courses
- Online resources
- Books and how-to manuals

If you'd like to start your own business, consider these tips:

1. Research the market to see if your business would be a good fit and meet a need in the area. For example, you may not want to start a t-shirt printing business if your town already has two or three others.
2. Develop a solid, well-prepared business plan.

3. Be prepared to spend long hours and many months to get a new business off the ground.
4. Ask for help – you cannot do it all on your own.
5. Know your customers and build your business around their needs.
6. Have a strong support system to help you through the ups and downs of starting a business.
7. Find a mentor – someone who has already found success in starting a business.
8. Read, read, read – learn as much as you can about business and entrepreneurship.
9. Find and use existing resources – you don't have to reinvent the wheel.

Check out this article – “21 Success Tips for Young and Aspiring Entrepreneurs”

<https://www.entrepreneur.com/article/247540>



If you would like to start and run your own business, the Young Entrepreneurs Academy is the place for you!

“The Young Entrepreneurs Academy is an amazing class that teaches you how to actually start and run your own REAL business or social movement! It's really cool. You come up with a Big Idea, the instructor will help you discover what are you great at doing, and what do you love to do, and where that intersects with a business opportunity. You create a real business plan, pitch your plan to a panel of investors, get REAL funding, and actually launch your own, REAL, company!

Over 7,700 students have launched more than 5,100 real businesses and non-profits, cool inventions, and fun ideas! YEA! students have been featured in national magazines, TV shows, on the news and in the local papers—this is the real deal! And it's not only about business—YEA! kids are starting organizations that are doing everything from teaching English to kids in foreign countries to reducing our carbon footprint—really world-changing stuff.”

You'll Have The Opportunity To:

- Turn your passions and talents into a real business
- Learn from legendary entrepreneurs
- Perfect your “elevator pitch”
- Develop your brand by creating a company logo and website
- Meet & greet with members of the media (maybe even get on TV!)
- Learn to manage business expenses and income
- Learn about different types of business structures
- Get the real deal on taxes
- Meet a social entrepreneur
- Write a real business plan
- Get a business bank account
- Learn about government resources
- Go on cool business field trips
- Get a professional style makeover
- Learn about franchises
- Learn about the business of sports
- Register your business at the county clerk's office
- Compete for scholarships and prizes at the Saunders Scholars Competition
- Sell your products at a trade show
- Meet other awesome entrepreneurs and network, network, network
- Make a profit!

Contact YEA! At Cayuga Community College

Applications and more information can be found at www.yeausa.org or by contacting Program Manager Pam Heleen at Pamela.Heleen@cayuga-cc.edu.

Gap Year Programs

“A gap year is a semester or year of experiential learning, typically taken after high school and prior to career or post-secondary education, in order to deepen one's practical, professional, and personal awareness. No two gap years are alike: intentionality, deliberately expanding one's comfort zones, having a cross-cultural experience, and reflecting on your experiences are critical components to a quality gap year.” – *Gap Year Association*

Students may consider a gap year for the following reasons:

- Need a break from the academic pressures of school
- Are unsure what they want to do next
- Need time to learn more about themselves
- Want to explore the world, learn a language, volunteer and/or experience new things
- Want to gain practical, real-world skills
- Have a deferred acceptance to college and want to do something meaningful while they wait
- Have been accepted to college but choose to defer their start date to pursue a gap year experience
- Want to strengthen their application to a competitive college or job

Many gap year programs include cross-cultural experiences and travel abroad, but there are also several programs right here in the U.S.A. If you are curious about this unique opportunity, talk to your parents/guardians and do your research. Below are some links to gap year programs and information.

Gap Year Association <https://gapyearassociation.org>

Gap Year Planning Guide

https://gapyearassociation.org/downloads/Planning_Your_Gap_Year.pdf

Gap Year Programs

<https://gapyearassociation.org/providers.php>

Military Service

Military service can provide high school graduates with valuable experience, top-notch technical knowledge and skills, leadership development, personal growth, the opportunity to serve, and even a lifelong career. Many military service members also pursue higher education through the GI Bill.

There are several paths you can take if interested in joining the military. The first step is to research your options so that you are fully aware of what military service will entail. Then, reach out to a recruiter to discuss next steps. You will take a test called the ASVAB, which will measure your skills and aptitudes for various military jobs. Once you know the different jobs for which you are qualified, you can then make the decision on whether or not to enlist.

Below are links to the official websites and local contact numbers for all military branches.

Army	www.goarmy.com	315-252-9548
Army National Guard	www.nationalguard.com	315-255-3117
Army Reserve	www.goarmy.com	315-252-9548
Navy	www.navy.com	315-471-2279
Navy Reserve	www.navy.com/reserve	315-288-0689
Air Force	www.airforce.com	315-342-0380
Air National Guard	www.goang.com	315-233-2532
Air Force Reserve	www.afreserve.com	315-342-0380
Marine Corps	www.marines.com	585-394-0777
Marine Corps Reserve	www.marines.com	315-454-9577
Coast Guard	www.gocoastguard.com	212-514-4500
Coast Guard Reserve	www.gocoastguard.com/reserve-careers	

The United States Merchant Marine is the fleet of ships which carries imports and exports during peacetime and becomes a naval auxiliary during wartime to

deliver troops and war materiel. Mariners can be either civilian or government/military personnel. Merchant Marine officers may also be commissioned as military officers by the Department of Defense. See the links below for more information.

Unlicensed Apprentice Maritime Training

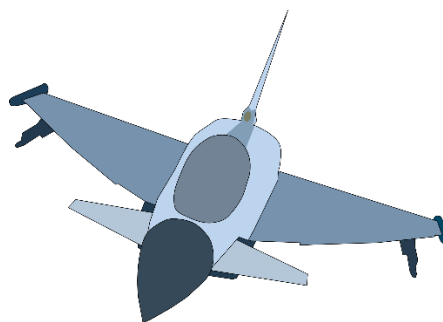
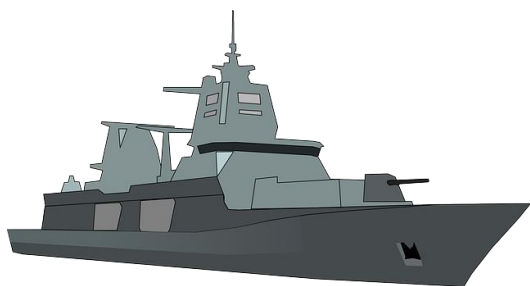
<https://www.edumaritime.net/maryland/paul-hall-center-for-maritime-training-and-education/unlicensed-apprentice-program>

Frequently Asked Questions about the Merchant Marine

<http://www.usmm.org/faq.html#faq14>

Seafarers International Union

<https://www.seafarers.org/training-and-careers/jobs/entry-program/>



On-the-Job Training

There are many jobs that require a high school diploma and little to no experience. Employees are trained on the job, learning as they work. Here are some examples:

Animal Breeder, Trainer or Caretaker	Artist	Assembler / Fabricator	Auto Glass Installer / Repairer	Business Operations Specialist
Childcare Worker	Claims Adjuster, Examiner or Investigator	Commercial Pilot	Construction Equipment Operator	Crane / Material Moving Machine Operator
Customer Service Associate	Delivery Driver	Dental Laboratory Technician	Electrical Power Line Installer and Repairer	Emergency Services Dispatcher
Financial Clerk	Floral Designer	Gaming Services Worker	Gas Plant Operator	Grounds Maintenance Worker
Hospitality Worker	Industrial Machinery Mechanic	Jeweler	Media and Communication Equipment Worker	Nuclear Power Reactor Operator
Occupational Therapy Aide	Ophthalmic Lab Technician	Optician	Orderly	Pest Control Worker
Petroleum Pump System Operator	Physical Therapy Aide	Portrait Photographer	Power Distributor / Dispatchers	Power Plant Operator
Purchasing Agent	Quality Control Inspector	Railroad Worker	Refinery Operator and Gauger	Sales Trainee / Associate
Secretary	Small Engine Mechanic	Subway and Streetcar Operator	Surveyor	Tax Preparer
Transportation Inspector	Umpire or Referee	Vehicle Detailer/Washer	Waiter	Wind Turbine Technician

Next Steps:

- Create a résumé that highlights your skills and experience
- Search job boards for openings
- Fill out applications and/or request interviews
- Research the job prior to interviewing and be prepared to ask questions



Volunteer Experiences Can Lead to Jobs

Many people have had the opportunity to volunteer or perform community service, through school, civic organizations, church, etc. In some cases, your volunteer work could lead to a career, but how?

1. Think about an organization or **cause you are interested in** and passionate about.
2. Think about what **skills** you'd like to develop or improve, what **knowledge** you'd like to gain, or what **careers** you want to explore.
3. **Reach out** to your organization of interest, express your desire to volunteer, and tell them what kind of work you'd like to do for them.

If you are doing volunteer work and love the organization, what can you do next?

1. **Show your work ethic** and passion by doing your best work, even though you're not getting paid.
2. **Have a positive attitude** and be willing to take on new tasks or responsibilities.
3. **Take every opportunity to learn** from others and learn about the organization.
4. **Be humble** – do not act like you are better than anyone else or above the job you're asked to do.
5. **Be passionate** – choose an organization or cause to which you are committed and supportive. Let your volunteer coordinator know that you'd be interested in a paid position in the organization.
6. **Be patient** and make the most of your volunteering time. It may take a long time for a job to become available, but your patience and ongoing commitment will stand out to the employer.
7. **Be professional** - treat your volunteer position like a job and take it seriously. Show up on time, and consistently produce high-quality work. Putting effort and passion into every task is the only way you will get noticed by the organization's employers.
8. **Take on responsibility** and look for ways to increase your value to the organization. Offer assistance to others, especially in areas you'd like to work. Look for opportunities to take on leadership roles or work alongside the managers.

9. **Build relationships** and network, with your fellow volunteers and the company's employees. Be someone that others are happy to work with. Talk to the managers and ask about the company's mission and goals. Learn the culture, the daily operations of the organization. The less you'd have to learn as a potential new hire, the better.

National Volunteer Service Organizations

Service organizations offer opportunities for members to serve their communities and affect real change while gaining experiential knowledge, specialized training, travel, networking and the opportunity for personal and professional growth and fulfillment.

Americorps <https://www.nationalservice.gov/programs/amicorps>

Eligibility requirements:

- Be 17 years or older (no upper age limit)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident Aliens

AmeriCorps State and National Interest Areas:

- Community and Nonprofit Development
- Disaster Services
- Economic and Workforce Development
- Education
- Energy and Conservation
- Health and Nutrition
- Legal Assistance
- Tribes and Native American Affairs
- Veterans and Military Families
- Youth Development and Mentoring

Other Opportunities:

Serve - Sign up to volunteer and create projects. Tool kits are available to help develop your ideas into projects. <https://www.nationalservice.gov/serve>

PeaceCorps - Volunteer abroad. Work within communities to improve education, health, the environment, and more. **Note:** Most opportunities do require a college degree. <https://www.peacecorps.gov/volunteer/>

CitizenCorps - Get training in first aid and emergency skills. Volunteer to support local emergency responders and disaster relief efforts. <https://www.ready.gov/volunteer>

Volunteer - Volunteer in American's public lands, including our national parks. <https://www.volunteer.gov/>

Volunteer VA - Volunteer at a Veterans Affairs (VA) facility in your area. <https://www.volunteer.va.gov/>

Earth Team Volunteers - Work to improve soil and air quality on private lands. Conserve water and enhance wildlife habitat on private lands. <https://www.nrcs.usda.gov/wps/portal/nrcs/main/ny/people/volunteers/>

U.S. Forest Service Volunteers – improve forests and grasslands, learn natural and cultural conservation <https://www.fs.usda.gov/working-with-us/volunteers>



Hard Skills and Soft Skills – What Employers Need From You

Hard skills refer to the particular abilities and knowledge needed to do a job or task. These skills are teachable and can be demonstrated, i.e. being able to use power tools, file documents accurately, or operate a cash register. Hard skills help you physically or mentally do the job successfully. They are learned through formal education, technical programs and on-the-job training.

Soft skills, often called people skills, are the personal attributes, personality traits, social skills and communication abilities needed for success on the job. Soft skills characterize how a person interacts in his or her relationships with others. They are not taught in a classroom, but are more inherently part of who you are. Soft skills complement hard skills and are transferable to any situation or work setting. For employers, soft skills are critically important to the success of their business. It doesn't matter how well someone can do the work if they can't get along with their coworkers or customers.

Examples of Soft Skills Employers Look For in Potential Employees

Adaptability – can accept change positively, handle different work flows, try new things

Communication - able to communicate effectively with employees, managers, and customers in person, online, in writing, and on the phone

Conflict Resolution – can recognize a problem between people, actively listen, show empathy, be fair, refrain from taking sides, facilitate conversations, brainstorm solutions, and manage own emotions

Creative Thinking - can come up with new ideas, think outside the box, see things from different perspectives

Critical Thinking – can draw reasonable conclusions from a set of information, and discriminate between useful and less useful details to solve problems or make decisions

Decision-Making – can define a problem or challenge, think of several possible responses, generate a list of pros and cons, choose and implement an effective solution

Empathy for the Customer – can provide a positive experience for the customer by responding to individual needs, showing respect, paying attention, helping to solve problems, and making the customer feel heard and appreciated

Flexibility – can respond to changing expectations and circumstances readily, is willing to step outside their job description to help get things done

Interest in Learning – is willing to learn new tasks, step outside comfort zone, take on new challenges, improve skills

Interpersonal Skills – can communicate and interact well with other people, demonstrates respect, empathy, patience, and a positive attitude

Motivation – can encourage and empower others to reach goals, contribute to positive and comfortable work environment, reward effort, appreciate others' work, listen to others' concerns without judgement, mentor new employees

Networking – can interact with others to exchange information and develop professional relationships or partnerships

Positive Attitude – approaches work and people with a positive outlook, avoids complaining, is helpful and kind to others, avoids negative thinking and people

Problem-Solving – can analyze the causes of a problem, come up with ideas or interventions to address the problem, implement a plan and assess its effectiveness

Respect for the Workplace – is punctual, reliable, understands the goals and expectations of the employer, treats others with respect, avoids gossip and time wasting, helps out when needed, uses appropriate language, dresses neatly and appropriately

Teamwork – can collaborate effectively with others, listen, show respect for others' ideas, communicate own needs and ideas, and be a reliable member of a team

Time Management – can prioritize tasks, manage workload, work efficiently, avoid procrastination, follow a schedule, eliminate time wasters and distractions

Work Ethic – shows willingness to work hard, come to work on time, be flexible and open to learning new things, and is committed to doing their best in all situations

Next Steps:

1. Take every opportunity to learn and improve the hard skills of your chosen field.
2. Evaluate your soft skills – which ones do you already have and which ones could you work on developing?
3. Highlight your hard and soft skills on job applications and in interviews.



Preparing Yourself for the Workplace

Get Ready!

Getting ready for the workplace involves a lot more than just filling out applications. Here are some tips for preparing yourself for the world of work:

1. **Create a professional résumé** or online employee profile – highlight your education, experiences, skills you’ve developed through work and volunteering, and soft and hard skills you can bring to a job. Our Naviance program here at school can help you get started, or there are tons of free résumé building programs online.
2. **Search job postings and fill out applications.** Make sure any paper applications are neat, clean, and free of cross-outs, misspellings, etc... Many applications these days are digital and can be completed online, but spelling and capitalization still count.
3. **Figure out your transportation** – how will you get to work? Is your mode of transportation reliable every day?
4. **Be persistent** – job hunting takes time, energy, patience and follow-up. After an interview, send a thank-you note or email to the manager. If you don’t get a particular job, ask what you could have improved to make yourself a better candidate.
5. **Have a worker’s mindset** – your job must be a high priority. Be prepared to go to work on time every day and put in your best effort. Your social life, hobbies, etc...should not be more important than your job.
6. **Be drug free** – many employers drug test, and all employers want healthy, competent, safe, mentally sharp workers.
7. **Make a good first impression** – be sure you are neat, clean and professional. The effort you put into your appearance tells the employer a lot about how committed and serious you are.
8. **Limit your cell phone use** – when at work, you are on company time and should not be on your cell phone for unnecessary personal reasons.

Check out this article: *“Tomorrow’s Workforce: What Students Need”*

https://www.educationworld.com/a_admin/tomorrows-workforce-what-students-need.shtml

Helpful Links

Cayuga County Employment and Training Department

<https://www.cayugacounty.us/429/Employment-Training>

Cayuga Works Career Center

<https://www.cayugacounty.us/1550/Cayuga-Works-Career-Center>

New York State Department of Labor

<https://www.labor.ny.gov/home/>

The Balance Careers (job/career information and resources)

<https://www.thebalancecareers.com/>

Cayuga County Civil Service Commission

<http://www.cayugacounty.us/653/Civil-Service-Commission>

New York State Civil Service

<https://www.cs.ny.gov/index.cfm>

Federal Civil Service

<https://www.usa.gov/government-jobs>

Occupational Outlook Handbook (excellent descriptions of thousands of jobs/careers)

<https://www.bls.gov/ooh/>

How to Write a High School Student Résumé

<https://www.thebalancecareers.com/high-school-student-resume-example-2063279>

Popular Job Search Sites

Career Builder <https://www.careerbuilder.com/>

Facebook Jobs <https://www.facebook.com/jobs/>

Indeed <https://www.indeed.com/>

Job.com <https://www.job.com/>

LinkUp

<https://www.linkup.com/>

Monster

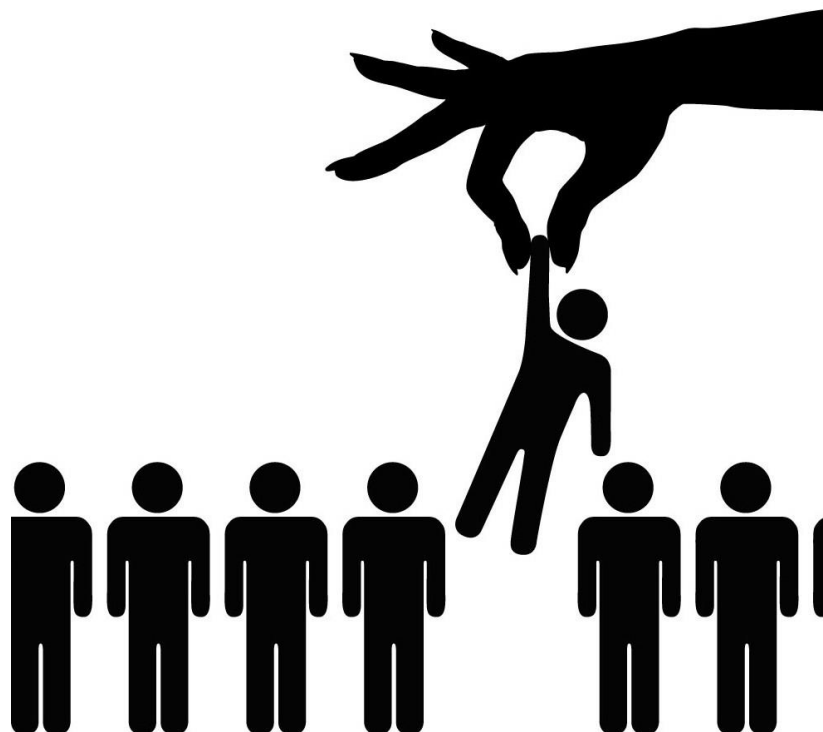
<https://www.monster.com/jobs>

USAJobs

<https://www.usajobs.gov/>

ZipRecruiter

<https://www.ziprecruiter.com/jobs/search>



Planning Tools

The next pages are tools to help you gather information and begin planning for the workforce after graduation. Take the time to think about what you want and plan the steps you'll take to get there – thinking ahead will benefit you greatly.

Goals:

What would I like to be doing one year from now? _____

Where do I see myself in five years? _____

Do I have a long-term career I'd like to pursue? What is it? _____

My Next Steps:

- 1.
- 2.
- 3.
- 4.
- 5.

What Are My Skills?

List the skills you currently have and ones you'd like to develop.

My hard skills now – (ex: know how to use Microsoft Office, proficient with construction tools, etc...)

- 1.
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10.

Hard skills I'd like to learn: (ex. to drive a tractor trailer)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

My soft skills now: (ex. I'm always on time, I like learning new things, etc...)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Soft skills I'd like to develop: (ex. improve my communication skills)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Congratulations! You now have information and resources that will help you embark on your best path after high school graduation. While all decisions are yours, remember that the AHS Counseling Office staff members are happy to answer questions and help you on your way.

