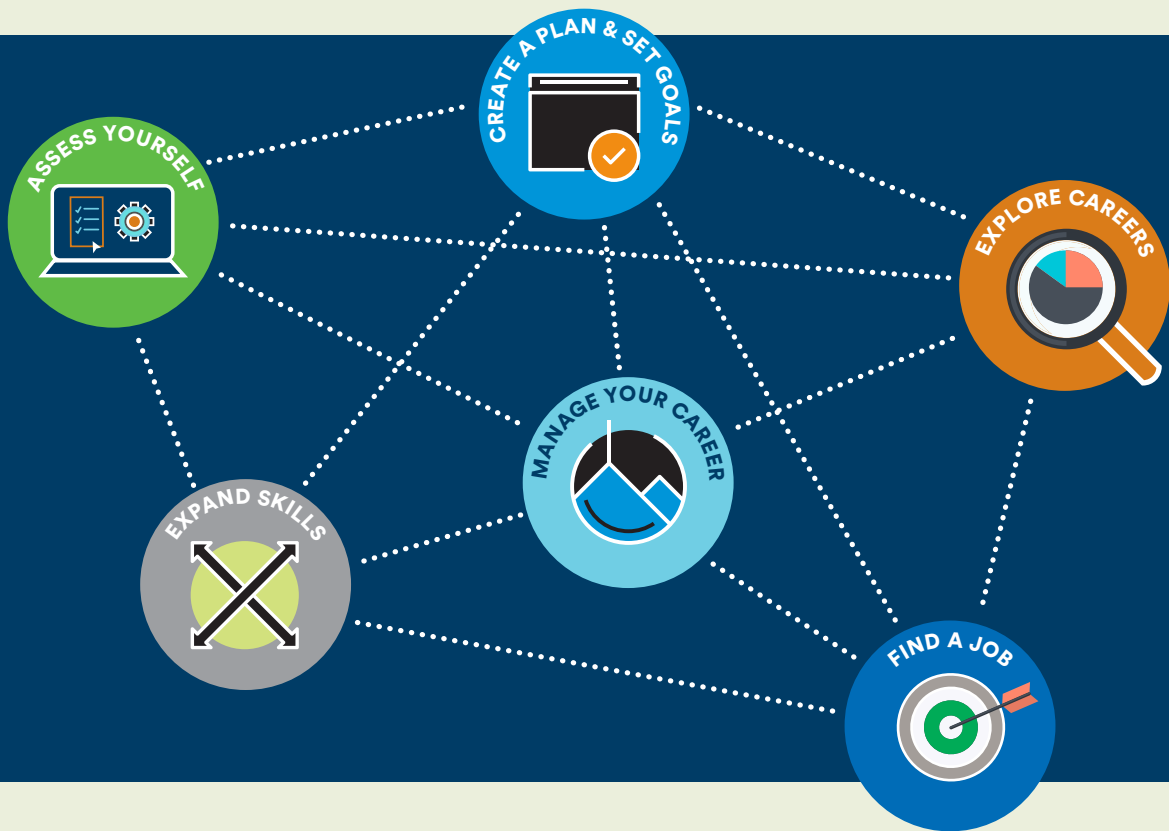


Minnesota State Career Planning Workbook

Find the Right Career for You



Brought to you in partnership by:



ABOUT THIS PUBLICATION

This workbook was created in 2020 through a collaboration with:

- Century College
- Inver Hills Community College
- Minnesota State Career and Technical Education
- Minnesota State CAREERwise
- North Hennepin Community College
- Rochester Community and Technical College
- St. Cloud State University
- Southeast Service Coop

PROVIDE FEEDBACK

To provide feedback about the content in this workbook or to get help contact Minnesota State CAREERwise careerwise.minnstate.edu

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CAREER PLANNING WORKBOOK

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CAREER PLANNING WORKBOOK

INTRODUCTION

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How to Use this Workbook

1. ASSESS YOURSELF

Understand your skills and interests and learn how to match them to careers.

2. CAREER EXPLORATION

Learn about career fields, clusters, and pathways.

3. CREATE A PLAN AND SET GOALS

Find worksheets to help you plan your search and create a schedule of activities.

4. FIND A JOB

Learn how to write a quality resume, answer interview questions, and fill out a job application. Understand some common job search challenges so that you can better prepare for a job interview. Learn the benefits of networking and find ways to connect with employers. Also, find social media tips.

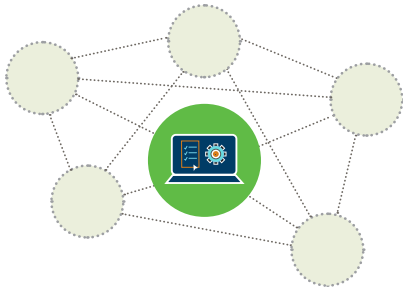
5. MANAGE YOUR CAREER

Learn how to keep your job once you've found it. Find ways to reduce stress, and learn how to leave a job on good terms.

6. APPENDICES

Find job search resources for:

- People with Disabilities
- Military Connected
- People with a Criminal Conviction
- LGBTQ
- International Students



CAREER PLANNING WORKBOOK

ASSESS YOURSELF

SECTION 1:
ASSESS YOURSELF 4

Transferable Skills 5

Matching Interests to Work Options 7

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Occupations that Match Your Assessments 12

People are more successful and satisfied when their interests and skills are a good fit with the job they have.

In this section, you will learn more about your personal skills, interests, strengths, and values so you can choose a job that is a good match for you. Knowing what is important to you will help you find and keep a satisfying job.





Transferable Skills

Directions: Transferable skills are skills that are used in one job and can also be applied to another job. The following are examples of common transferable skills. Give specific examples of how you have used these skills. Consider how you have used them in previous jobs, volunteer work, hobbies, schools, and more.

People skills refer to how one interacts with others. If you have good people skills, you are able to communicate well with others. Give examples of how you have used people skills in the past:

Leadership skills involve taking the lead on a task or managing people or things. Give examples of how you have used leadership skills in the past:

Technical skill are gained by working with specific tools, software, or machinery. For example, if you worked with Microsoft Office in a past job or at school, you have gained a technical skill. Give example:

Continued on next page



Transferable Skills (Continued)

Flexibility skills refer to the ability to adjust to diverse situations and environments. Give examples of how you have used flexibility skills in the past:

Problem-solving involves recognizing a problem and finding a solution. Give examples of how you have used problem-solving skills in the past:



Matching Interests to Work Options Exercise

Understanding your interests is one of the first steps toward choosing a career path. Learning what you enjoy, what you're good at, and what you value most is important to choosing a career that would be a good fit for you. An interest assessment can help you better understand your interests and point you toward a career path that is a good fit for you. When you find a job that matches your interests and the things you like to do, you're more likely to enjoy your job.

This assessment is not a test, and there are no right or wrong answers. You can use the activities below to help match your interests to specific occupations. You will use this list to explore careers in another section.

STEP 1: Take the [interest assessment online](#).

You can also find a link to the assessment in the Assess Yourself section of the workbook: minnstate.edu/careerexploration/interactive.

Record the letters for your top three results:

STEP 2: Below are the descriptions for each interest code. Read the descriptions for the codes in your interest profile. Do they match you?

Realistic people are DOERS.

They are often good at mechanical or athletic jobs. They like to work with things like machines, tools or plants. They like to work with their hands. They are practical and good at solving problems.

Investigative people are

THINKERS. They like to watch, learn and solve problems. They often like to work alone. They tend to be good at math or science, and like analyzing data.

Artistic people are CREATORS.

They like to have the freedom to use their creativity to come up with new ideas. They often enjoy performing (theater or music) and the visual arts.

Social people are HELPERS.

They like to work with people more than with things. They enjoy training, counseling or curing people. They are often good public speakers. They have helpful, empathetic personalities.

Enterprising people are

PERSUADERS. They like to work with other people. They like to influence, lead and perform. They are often assertive and full of energy.

Conventional people are

ORGANIZERS. They are good with details and like to work with data. They have good organizing skills and like working in structured situations. They often work well with numbers. They are also good at following instructions.

Continued on next page



Matching Interests to Work Options Exercise (Continued)

STEP 3: Visit O*NET to find careers that match your interests:

onetonline.org/find/descriptor/browse/Interests.

Select the category link that matches your top interest code. You will then be able to add your three-digit interest code.

Record the occupations you are interested in below.

OCCUPATION TITLE



Strengths

Often an employer will ask you what your strengths are. You may ask yourself, “What are strengths?” Strengths are your positive qualities. Your strengths include your talents and personality traits that come naturally to you, and the skills you have learned. You may feel uncomfortable talking to a potential employer about things that you do well; however, it is important to discuss your strengths in job interviews. Your strengths help you to stand out from other applicants.

Directions: Look at the list of strengths below. Check all the strengths you think apply to you. Include as many as you can. Add any other strengths you think you have.

- | | |
|--|---|
| <input type="checkbox"/> Ability to see alternatives | <input type="checkbox"/> Hard and fast worker |
| <input type="checkbox"/> Accurate, quality work | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Attention to detail | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Can be trusted | <input type="checkbox"/> Learn quickly |
| <input type="checkbox"/> Can use office software | <input type="checkbox"/> Like responsibility |
| <input type="checkbox"/> Can work without constant supervision | <input type="checkbox"/> Multicultural |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Neat appearance |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Positive attitude |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Energetic | <input type="checkbox"/> Productive |
| <input type="checkbox"/> Experience in specific service (i.e. food, cleaning etc.) | <input type="checkbox"/> Punctual |
| <input type="checkbox"/> Experience managing groups, money, time, etc. | <input type="checkbox"/> Rarely get angry |
| <input type="checkbox"/> Experience working with specific tools and equipment | <input type="checkbox"/> Understand plans and strategies |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Willing to learn |
| <input type="checkbox"/> Fluent in more than one language | <input type="checkbox"/> Willing to work overtime |
| <input type="checkbox"/> Follow directions well | <input type="checkbox"/> Work well with others |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Work well under pressure |
| | <input type="checkbox"/> Others: <input style="width: 150px; height: 40px;" type="text"/> |

Continued on next page



Your Strengths Examples

Directions: In the boxes provided below write down three strengths from the previous list that you could share during a job interview. Then briefly explain how you have used or demonstrated each quality. Potential employers want to hear how you have applied and succeeded with your strengths. By giving concrete examples you are showing and demonstrating your character.

Example Answer: *One of my greatest strengths is that I am flexible. I adapt quickly to change and like the challenge of learning something new. For example, at my last company, I was working as a material handler during a time when we were short on employees for the shipping and receiving area. I took the initiative to be cross trained in the shipping and receiving area and would float between positions as needed.*

Example 1

Example 2

Example 3



Work Values

Just like skills and interests, knowing your work values will help you find the career that is right for you. A value is something that is of great importance to you. When the work you are doing matches your values, you're more likely to be satisfied and happy in your job.

In this activity you will rank 20 statements about your work preferences. Based on your answers, you will be able to see which work values are more important to you.

STEP 1: Take the CareerOneStop [Work Values Matcher online](#).

You can also find a link to the CareerOneStop work values matcher in the Assess Yourself section of the workbook:

minnstate.edu/careerexploration/interactive.

STEP 2: Record your score for each of the six work value listed below:

ACHIEVEMENT:

RECOGNITION:

SUPPORT:

INDEPENDENCE:

RELATIONSHIPS:

WORKING
CONDITIONS:

STEP 3: Read the definition for the work values that are most important to you.

Achievement - If this is your highest work value, look for jobs that let you:

- use your best abilities.
- see the results of your efforts.
- get a feeling of accomplishment.

Independence - If this is your highest work value, look for jobs where you:

- are able to do things on your own initiative.
- can make decisions on your own.

Recognition - If this is your highest work value, explore jobs with:

- good possibilities for advancement.
- prestige.
- the potential for leadership.

Relationships - If this is your highest work value, look for jobs where:

- your co-workers are friendly.
- you will be of service to others.
- you do not have to do anything that goes against your sense of right and wrong.

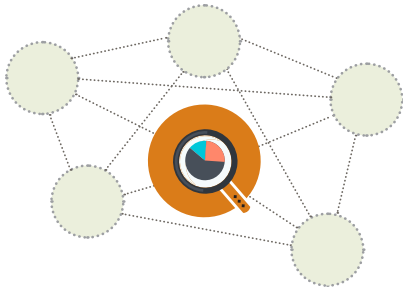
Support - If this is your highest work value, explore work at companies that:

- stands behind their workers.
- have workers who are comfortable with management's style of supervision.
- have a reputation for competent, considerate, and fair management.

Working Conditions - If this is your highest work value, consider:

- pay, job security, and good working conditions.
- work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do.

SOURCES: CAREERONESTOP.ORG AND
[O*NET RESOURCE CENTER](#)



CAREER PLANNING WORKBOOK

EXPLORE CAREERS

SECTION 2: EXPLORE CAREERS 13

Career Fields..... 13
 Career Clusters and Pathways 14



CAREER FIELDS

Career Fields, which are identified in the segmented ring around Foundation Knowledge and Skills on the left, are the organizing structure for the 16 career clusters and 81 pathways. The fields represent the broadest aggregation of careers. Career fields have been identified as:

1. Agriculture, Food, & Natural Resources
2. Arts, Communications & Information Systems
3. Engineering, Manufacturing, & Technology
4. Health Science Technology
5. Human Services
6. Business, Management, & Administration

CAREER CLUSTERS

Career Clusters group occupations and broad industries into a national classification of 16 clusters that are based upon common knowledge and skills. Career clusters include hundreds of occupations that may be grouped into pathways around which educational programs of study can be built.

CAREER PATHWAYS

Career Pathways represent an organization of related occupational areas within a specific career cluster. Each of these pathways has identified knowledge and skills validated by industry from which programs and Programs of Study are developed.

Find the 16 career clusters and their related career pathways in this section on the following pages.



Minnesota Career Fields, Clusters & Pathways

AGRICULTURE, FOOD, AND NATURAL RESOURCES

Agriculture, Food, and Natural Resources

- > Animal Systems
- > Agribusiness Systems
- > Environmental Service Systems
- > Food Products and Processing Systems
- > Natural Resources Systems
- > Plant Systems
- > Power, Structural, and Technical Systems

ARTS, COMMUNICATIONS & INFORMATION SYSTEMS

Audio/Video Technology and Film

- > Journalism and Broadcasting
- > Performing Arts
- > Printing Technology
- > Communications Technology
- > Visual Arts

Information Technology

- > Information Support and Services
- > Network Systems
- > Programming and Software Development
- > Web and Digital Communications

ENGINEERING, MANUFACTURING, & TECHNOLOGY

Architecture and Construction

- > Construction
- > Design/Pre-construction
- > Maintenance/Operations
- > Insurance

ENGINEERING, MANUFACTURING, & TECHNOLOGY (CONTINUED)

Manufacturing

- > Production
- > Manufacturing Production Process Development
- > Maintenance, Installation, and Repair
- > Quality Assurance
- > Logistics and Inventory Control
- > Health, Safety, and Environmental Assurance

Science, Technology, Engineering, and Mathematics

- > Engineering and Technology
- > Science and Mathematics

Energy Systems

Transportation, Distribution, and Logistics

- > Facility and Mobile Equipment Maintenance
- > Health, Safety, and Environmental Management
- > Logistics Planning and Management Services
- > Sales and Services
- > Transportation Operations
- > Transportation Systems/Infrastructure Planning, Management, and Regulation
- > Warehousing and Distribution Center Operations

HEALTH SCIENCE TECHNOLOGY

Health Science

- > Biotechnology Research and Development
- > Diagnostic Services
- > Support Services
- > Health Informatics
- > Therapeutic Services

Continued on next page





Minnesota Career Fields, Clusters & Pathways (Continued)

HUMAN SERVICES

Education and Training

- > Administration and Administrative Support
- > Professional Support Services
- > Teaching/Training

Government and Public Administration

- > Revenue and Taxation
- > Foreign Service
- > Governance
- > National Security
- > Planning
- > Public Management and Administration
- > Regulation

Human Services

- > Consumer Services
- > Counseling and Mental Health Services
- > Early Childhood Development and Services
- > Family and Community Services
- > Personal Care Services

Law, Public Safety, Corrections, and Security

- > Correction Services
- > Emergency and Fire Management Services
- > Law Enforcement Services
- > Legal Services
- > Security and Protective Services

BUSINESS, MANAGEMENT, AND ADMINISTRATION

Business, Management, and Administration

- > Administrative Support
- > Operations Management
- > Business Information Management
- > Human Resources Management
- > General Management

Finance

- > Banking Services
- > Business Finance
- > Securities and Investment
- > Accounting
- > Insurance

Hospitality and Tourism

- > Lodging
- > Recreation, Amusements and Attractions
- > Restaurants and Food/Beverage Services
- > Travel and Tourism

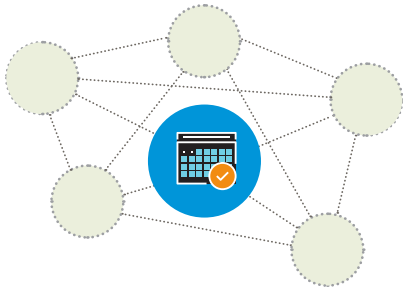
Marketing

- > Merchandising
- > Marketing Management
- > Marketing Communications
- > Marketing Research
- > Professional Sales

Visit CAREERwise to learn about careers in each career cluster or pathway:
careerwise.minnstate.edu/careers/cluster-pathway.html

SOURCES:

MINNESOTA STATE CAREER AND TECHNICAL EDUCATION,
 MINNESOTA DEPARTMENT OF EDUCATION



CREATE A PLAN AND SET GOALS

SECTION 3: CREATE A PLAN AND SET GOALS 16

Employment Planning Worksheet 17
 Job Search Schedule 18

In this section, you will focus on the important details of what you really want when looking for a job and how to use a schedule to benefit your job search. By using these tools, you will be able to organize your search into a step-by-step process and manage your time wisely.

Although you might not use all the suggestions offered, you will get an idea of how your search can be more concentrated.





Employment Planning Worksheet

Date available for work: _____

Three jobs I would like to apply for right away

- 1. _____
- 2. _____
- 3. _____

Cities/locations I am willing to work in:

- 1. _____
- 2. _____

I want (check two):

- Permanent work
- Full-time work
- Temporary work
- Part-time work

Preferred Shifts:

- Days (1st shift)
- Evenings (2nd shift)
- Overnights (3rd Shift)

Minimum acceptable pay: ___ \$ per hour

Do I have a valid driver’s license (circle Yes or No)?

Yes No

Do I have transportation to work (circle Yes or No)?

Yes No

If not, how will I get to and from work?

Benefits I must have:

- Health insurance
- Paid time off
- Life insurance
- Other: _____

Physical limitations (as noted by doctor):

- Lifting restricted to pounds
- Limited sitting or standing
- Low noise level
- Wheelchair accessible
- Clean air (no dust or fumes)
- Other: _____

I want:

- Close Supervision
- Some Supervision
- Little Supervision
- To Supervise Others

I prefer to:

- Work alone
- Work with others

Cultural accommodations needed:



Job Search Schedule

Directions: Plan your job search. Consider including items from the list below.

- Contact your local CareerForce Center
- Search for jobs on the internet
- Attend a job club
- Research employers you are interested in
- Read job postings in newspapers like Employment Guide, JobDig or Star Tribune
- Make new contacts (phone or in-person)
- Attend job search or related trainings
- Update your resume
- Write your cover letter
- Attend a job fair
- Follow-up on job leads
- Fill out ___ number of applications
- Follow-up with employer after interview
- Attend job interview
- Practice interview questions
- Ask permission to use employment references
- Reach out to your network
- Attend professional organization meetings

WEEK 1	TODAY I WILL:	CHECK WHEN DONE
Monday		<input type="checkbox"/>
Tuesday		<input type="checkbox"/>
Wednesday		<input type="checkbox"/>
Thursday		<input type="checkbox"/>
Friday		<input type="checkbox"/>

WEEK 2	TODAY I WILL:	CHECK WHEN DONE
Monday		<input type="checkbox"/>
Tuesday		<input type="checkbox"/>
Wednesday		<input type="checkbox"/>
Thursday		<input type="checkbox"/>
Friday		<input type="checkbox"/>

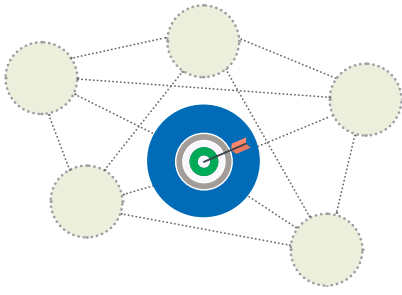
Continued on next page



Job Search Schedule (Continued)

WEEK 3	TODAY I WILL:	CHECK WHEN DONE
Monday		<input type="checkbox"/>
Tuesday		<input type="checkbox"/>
Wednesday		<input type="checkbox"/>
Thursday		<input type="checkbox"/>
Friday		<input type="checkbox"/>
WEEK 4	TODAY I WILL:	CHECK WHEN DONE
Monday		<input type="checkbox"/>
Tuesday		<input type="checkbox"/>
Wednesday		<input type="checkbox"/>
Thursday		<input type="checkbox"/>
Friday		<input type="checkbox"/>
WEEK 5	TODAY I WILL:	CHECK WHEN DONE
Monday		<input type="checkbox"/>
Tuesday		<input type="checkbox"/>
Wednesday		<input type="checkbox"/>
Thursday		<input type="checkbox"/>
Friday		<input type="checkbox"/>





CAREER PLANNING WORKBOOK

FIND A JOB

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In this section you will learn about how to improve skills that are important for obtaining a job.





Networking

Networking is important to your job search. Making connections can not only help you find out about job opportunities, but may connect you to people who can help you get the job. You can use relationships you already have to network, such as friends and family. But it is also important to find other opportunities to network, such as local job clubs. Or by volunteering in your community.

Directions: Fill out the following table with as many people you know who may be able to help you with your job search. Then contact your network for help in your job search. Make sure you let them know what type of work you are looking for.

FAMILY:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

FRIENDS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

VOLUNTEERS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

FIND A JOB



CLASSMATES:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

NEIGHBORS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

CO-WORKERS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

TEACHERS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

FIND A JOB



JOB CLUBS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

PAST EMPLOYERS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

LOCAL BUSINESSES:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

SUPPORT GROUPS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

FIND A JOB



CLUBS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

RELIGIOUS ORGANIZATIONS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

COMMUNITY ORGANIZATIONS:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS

OTHER:

NAME	RELATIONSHIP TO YOU	PHONE NUMBERS	ADDRESS	EMAIL ADDRESS



Is Your Online Profile Hurting Your Career?

Employers often view applicants' Facebook and other social media profiles when making hiring decisions. If the employer finds inappropriate or questionable content on your profile, you may not be considered for hire.

Directions: Answer the following questions by circling "T" for true or "F" for false. If you answered with mostly trues, you will want to edit the content and privacy settings of your social media profiles to be more employer-friendly.

1. My Facebook profile contains a lot of pictures of me drinking. T or F
2. My status updates contain curse words and inappropriate content. T or F
3. My friends post inappropriate pictures and messages on my wall. T or F
4. My profile pictures show off all my tattoos. T or F
5. When I Google my name, links to all my social media profiles show up. T or F
6. People who are not my friends can view my entire Facebook and Twitter profiles. T or F
7. I would not let my grandmother view my Facebook profile. T or F



Employment References

Employment references are people who can talk about the skills and qualifications that you have for the job you are applying for.

Ideally, employment references should be someone:

1. you have known for at least one year, preferably longer.
2. who is able to objectively discuss your strengths and the quality of your work. A past supervisor is best, but a coworker is also a good option.
3. who is not related to you.
4. you have worked with in a professional setting, whether it was paid work or volunteering.
5. who will say good things about your work skills and qualifications.

Examples of people you can use for references are former job supervisors, coworkers, career counselors, and volunteer leaders. Only use people you have a good relationship with. Let people know in advance that you would like to use them as a reference so they can be prepared for calls from your potential employers. Most people will be happy to be a reference for you, so don't feel like it will bother them if you ask.

Thinking about the above criteria, think of at least three references you can use when applying for jobs. Write down their name, relationship to you, phone number and email, and years known. You can use this sheet to refer back to when applying for jobs.

NAME	RELATIONSHIP	PHONE NUMBER	EMAIL ADDRESS	YEARS KNOWN
------	--------------	--------------	---------------	-------------





Application with Errors

Directions: This completed job application contains 20 mistakes. Try to find and correct all of them. An answer key is available at the end of this exercise. Elements of the application are numbered to make it easier for you to use the answer key.

APPLICATION FOR EMPLOYMENT

Answer ALL Questions Completely

1. Last Name: First Name: Middle Name:
2. Have you ever been known by another name or by an alias (Circle One)? Yes No
3. If yes, explain:
4. Current Address:
5. City: State: ZIP Code:
6. Permanent Address:
7. City: State: ZIP Code:
8. Home Phone #: Cell Phone #:
9. Social Security Number:
10. Are you currently licensed (not suspended) to drive in Minnesota or another state (Circle One)? Yes No
11. If yes, provide State and license number:
12. Can you furnish proof that you are at least 18 years of age and eligible to work in the United States (Circle One)? Yes No If no, explain:
13. Position applied for:

Continued on next page



Application with Errors (Continued)

AVAILABILITY

14. Full Time Part Time Temporary Date You Can Start

15. Days Nights Weekends

16. Desired Wages: \$ per hour

17. Have you applied for employment with [COMPANY NAME] before (Circle One)? Yes No
 If yes, when?

18. Have you worked for [COMPANY NAME] before (Circle One)? Yes No
 If yes, when?
 Reason for leaving?

19. How did you first learn about employment with [COMPANY NAME]?

- Minneapolis Star Tribune [COMPANY NAME] Employee Name:
- St. Paul Pioneer Press / Career Builder Radio Station:
- Other: (please specify)

20. Have you served in the Military (Circle One)? Yes No
 If Yes: Branch _____ Rank _____ Dates of Service _____
 Briefly describe your military duties if any may be related to position applied for:

Present Membership in National Guard or Reserves? Yes No

21. EDUCATION

Type of School	Name/Location	# of Years Attended	Graduate? (Circle One)		Major Field(s) of Study
High School	Beaumont High, IL	4	Yes	No	none
Business/Tech School			Yes	No	
Graduate School			Yes	No	
College/University Undergraduate			Yes	No	

Continued on next page





Application with Errors (Continued)

22. EMPLOYMENT EXPERIENCE

List employers during last five years in sequential order, with present or last employer first.

1. Employer Name / Organization:

Address:

Telephone #: Dates Employed (Month/Year):

Duties:

Starting Salary: per hour Ending Salary: per hour

Reason for Leaving:

Supervisor/Manager Name:

2. Employer Name / Organization:

Address:

Telephone #: Dates Employed (Month/Year):

Duties:

Starting Salary: per hour Ending Salary: per hour

Reason for Leaving:

Supervisor/Manager Name:

3. Employer Name / Organization:

Address:

Telephone #: Dates Employed (Month/Year):

Duties:

Starting Salary: per hour Ending Salary: per hour

Reason for Leaving:

Supervisor/Manager Name:

23. May we contact the employers listed above (Circle One)? Yes No If no, please explain below:

Continued on next page



Application with Errors (Continued)

24. Have you ever been discharged by an employer (Circle one)? Yes No
 If yes, please explain:

25. Have you signed any agreements or forms with your previous employer that limits your ability to compete, solicit customers, or use business information (Circle one)? Yes No
 If yes, please copy and explain:

26. List all Periods of Unemployment

From: <input type="text" value="6/19"/>	To: <input type="text" value="8/20"/>
How did you spend this time? <input type="text" value="watching TV, playing video games"/>	
From: <input type="text"/>	To: <input type="text"/>
How did you spend this time? <input type="text"/>	
From: <input type="text"/>	To: <input type="text"/>
How did you spend this time? <input type="text"/>	

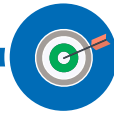
27. REFERENCES

Give the names of three people not related to you, whom you have known at least one year.

1. Name: <input type="text" value="Joe Brown"/>	Relationship to you: <input type="text" value="Landlord"/>
Telephone: <input type="text" value="555-123"/>	# Years Known: <input type="text" value="6 mos"/>
2. Name: <input type="text"/>	Relationship to you: <input type="text"/>
Telephone: <input type="text"/>	# Years Known: <input type="text"/>
3. Name: <input type="text"/>	Relationship to you: <input type="text"/>
Telephone: <input type="text"/>	# Years Known: <input type="text"/>

Continued on next page





Application with Errors (Continued)

ACKNOWLEDGMENT: PLEASE READ AND SIGN (if you agree)

By my signature below, I promise that the information provided in this employment application (and in any related documentation or interview) is true and complete, and I acknowledge that any false or misleading information or significant omission will disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date. I promise to immediately notify [COMPANY NAME] if I should be convicted or plead guilty to any crime during my period of employment if hired.

I authorize any person, school, current employer (except as previously noted), past employer, the State of Minnesota Department of Motor Vehicles, and any other organization named in this application form (or related documentation or interview) to provide [COMPANY NAME] with any information and opinion requested by [COMPANY NAME] in connection with my application, or employment if hired, and I release such persons, schools, current and past employers and organizations and agree to hold them harmless from any legal liability in responding to such requests irrespective of the circumstances or the nature or content of their responses. I understand this application does not create a contract of employment. I understand that, if hired, I will be subject to any and all current and subsequently adopted [COMPANY NAME] policies. I understand and agree, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this employment application or in any offer of employment I may receive, except in a written employment agreement signed by:

28. Applicants Signature:

Date:

Answers on next page





Corrections Application with Errors

- **LINE 3:** Provide your previous name(s). Use language like “married name” or “maiden name” instead of “divorced two times.”
- **LINE 5:** The ZIP Code is incomplete, fill in all five digits.
- **LINE 6:** If your permanent address is the same as your present address, you can write “same.” If you move a lot, list a family member’s address or someone else with stable housing.
- **LINE 8:** Phone Number should include your area code.
- **LINE 9:** Social Security Number is incomplete.
- **LINE 11:** Did not provide state or driver’s license number.
- **LINE 12:** It isn’t clear whether yes or no is selected. An explanation is needed if no is selected
- **LINE 13:** List specific job title or type of position.
- **LINE 14 and 15:** Indicate as many schedule options as possible, including part time.
- **LINE 16 - Wages:** Make sure the wage fits the job and your experience level. Do not list a wage that is too high. You can find salary information on CAREERwise: careerwise.minnstate.edu/jobs/jobSearch (Select the Salary Information tab)
- **LINE 17 and 18:** Be as specific as possible and answer all of the questions about when you applied for and worked for the company before. Use positive terms when explaining termination.
- **LINE 21 - Education:** Did not indicate if graduated high school.
- **LINE 22 - Employment Experience Work:** Did not provide enough detail. Also, did not use positive reason for leaving jobs. Use phrases such as “I wanted to explore other opportunities,” “I wanted a more challenging position,” or “I took time off to determine what career I really want, relating to what I do well.”
- **LINE 23:** Employer Contacts – Should allow them to contact past employers.
- **LINE 24:** Don’t use a negative term to describe reason for termination.
- **LINE 25:** Signed Agreement Forms from Previous Employers – Ask if you do not understand a question. Do not write that you don’t understand.
- **LINE 26:** For periods of unemployment give a positive response.
- **LINE 27:** References – Did not follow the directions. Also, did not complete the phone number
- **LINE 28:** Acknowledgement – Did not sign.
- **LINE 28:** Date – Did not provide a complete date.



Application for Employment

Directions: Fill out this job application as if you were applying for a job. You can save this form and use it to copy and paste your information into online job applications you fill out. This will save you time. You can access the online interactive version of this job application at:

minnstate.edu/careerexploration/interactive

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ U.S. Citizen (Circle One): Yes No

ID/Driver’s License #: _____ Social Security #: _____

Current Address: _____

City: _____ State: _____ ZIP Code: _____ Length of Time There: _____

Home Phone #: _____ Cell Phone #: _____

Permanent Address (if different from present): _____

City: _____ State: _____ ZIP Code: _____

EDUCATION

Type of School	Name/ Location	# of Years Attended	Graduation Date	Degree(s) or Diploma(s)	Major Field(s) of Study
<i>High School</i>					
<i>Business/Tech School</i>					
<i>Graduate School</i>					
<i>College/University Undergraduate</i>					
<i>Other Training (explain)</i>					

Continued on next page





Application for Employment (Continued)

SKILLS

Languages Spoken / Written: _____

Special Training: _____

Computer Skills: _____

Machines / Equipment you can operate: _____

U.S. MILITARY SERVICE

Branch: _____ Date Entered: _____ Date Discharged: _____

Rank: _____

Special Training / Duties: _____

EMPLOYMENT EXPERIENCE

1. Employer Name / Organization: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Telephone #: _____ Dates Employed (Month/Year): _____ to _____

Job Title: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Supervisor / Manager Name: _____

Is this your current employer (Circle One)? Yes No

May we contact this employer (Circle One)? Yes No

2. Employer Name / Organization: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Telephone #: _____ Dates Employed (Month/Year): _____ to _____

Job Title: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Supervisor/Manager Name: _____

Is this your current employer (Circle One)? Yes No

May we contact this employer (Circle One)? Yes No

Continued on next page





Application for Employment (Continued)

3. Employer Name / Organization: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Telephone #: _____ Dates Employed (Month/Year): _____ to _____

Job Title: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Supervisor / Manager Name: _____

Is this your current employer (Circle One)? Yes No

May we contact this employer (Circle One)? Yes No

4. Employer Name / Organization: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Telephone #: _____ Dates Employed (Month/Year): _____ to _____

Job Title: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Supervisor / Manager Name: _____

Is this your current employer (Circle One)? Yes No

May we contact this employer (Circle One)? Yes No

To practice filling out an online job applications visit CAREERwise:
careerwise.minnstate.edu/jobs/practice-online-job-application.html





Resume and Cover Letter Tips

SKILLS IDENTIFICATION

- Identify your skills.
- Employers want to know what you can do, not just where you have worked.
- Your resume should be an honest presentation of your best qualities.

LANGUAGE

- What you say is important, but how you say it is equally as important. To highlight your skills and qualifications, use action verbs.
- Do not use slang or abbreviations.
- Have someone proofread it for spelling and grammatical errors.

FOCUS

- Keep it brief.
- Target your job search and your resume to your specific job goals.
- Prepare multiple resumes if you are planning to pursue two different occupations.
- Mention the company to which you are applying in the cover letter. Give specific examples of how your skills match the job they have available.

APPEARANCE

- It should be typed.
- It should be neat, organized, and easy to read.
- Do not fold your resume or cover letter.



Continued on next page



Resume and Cover Letter Tips (Continued)

COVER LETTER

Anytime a resume is sent by mail or email, it should be accompanied by a cover letter.

- State the date, your name, and your address at the top of the letter.
- Below your name and address, write the name of the person to whom you are writing. Always address the letter to a specific person by name and title if known. If you do not know the name, simply use a title such as “Office Manager.”
- State your interest in the job for which you are applying.
- Mention your skills, education, special training, and work experience that qualify you for this job.
- Provide a phone number so the employer can reach you.
- Thank the person for taking the time to read your letter.
- Use an appropriate closing such as “Sincerely.”
- Sign the letter; do not just type your name.
- Avoid starting every sentence with the same word.
- Reflect your individuality, but do not try to be humorous, familiar, or cute.
- Use key words from the ad or industry.
- Show your knowledge of the company.
- Proofread the letter several times to catch errors. Give it to someone else to double check. Reading it out aloud can help.



Sample Resumes and Resume Templates

Directions: First, preview the sample resumes to see different approaches for putting together a resume.

Once you have looked at a few sample resumes, select the resume template that works best for you. You can change the actual content and layout to fit you. Not all items are required or necessary. The length of the resume depends on your information. Replace the content descriptions with your information to create your resume.

Links to the sample resumes and resume templates below can be found online in the **Find a Job Worksheets** section of the Career Planning Workbook: minnstate.edu/careerexploration/interactive



SAMPLE RESUMES

- [CareerOneStop Sample Resumes](#)
- [Creative Job Search Sample Resumes](#)

TEMPLATES

You can download these resume templates as Microsoft Word Documents to edit. Alternatively, if you have a Google account, you can Sign In to open this file with Google Docs. In Google Docs you will need to create a copy of the file that can be edited.

A note about addresses:

The templates below include a section for your home address. Traditionally, a home address was standard in a resume. As communication has become more electronic, some modern resume templates only include an email address, not a home address. Either format is correct.

- [Functional or Skills-based Resume Template](#)
This type of resume focuses on skills and strengths that are important to employers. It omits specific dates, names, and places. De-emphasizes a spotty work history.
- [Chronological Resume Template](#)
Chronological resumes list your work history in reverse order, starting with your current or most recent job and working backward.
- [Combination Resume Template](#)
Combination resumes blend the flexibility and strength of both skills-based and chronological resumes.



Job Interview Tips

TIPS FOR BEFORE THE INTERVIEW:

- Research the company you are applying for and the people who will be interviewing you, if you know who they will be. Make sure you know what the company does and what its mission is. This will help you feel confident during the interview, and it may come up in a few of the questions. Knowing about the company will give you the opportunity to show you did your homework. You can use the company's website, social media posts, and news articles about them for your research. This information will provide an understanding of what the company's goals are and how your skills and experience make you a great fit.
- Recruit someone to help you practice interviews. You can use the questions here as a guide. Prepare answers to common questions by using the **STAR** Method.



Situation: What is the context of your story? In setting the situation, you are telling your listener when or where this event took place.

Example: "Our supply room was disorganized. This was resulting in higher costs for the company because duplicate supplies were being ordered."

Task: What was your role in this situation?

Example: "I told my supervisor that I had an idea for organizing the supply room."

Action: What did you do?

Example: "I created a map and labeling system for the supply room. I labeled all of the shelves and created a map to show the staff where to find and return the supplies."

Result: What did your actions lead to?

Example: "My supervisor and co-workers really liked the process. It helped keep the supply room orderly, helped staff find what they were looking for quickly, and saved money by reducing duplicate ordering. The process is still being used."

Continued on next page



Job Interview Tips (Continued)

- Re-read the job description for the position you are interviewing for. You may want to print it out and underline specific skills the employer is looking for. Think about examples from your experience that fit with what they are looking for in the job description.
- Plan to arrive 15 minutes early for your interview. This may mean that you drive to the employer a few days before the interview or practice your bus route to make sure you leave yourself enough time to get there.
- Print copies of your resume to bring to the interview.
- Prepare questions to ask the interviewer. Remember, you need to see if this company would be a good fit for you, too. Questions you can ask include:
 - What do the opportunities for advancement look like for this position?
 - Do you expect the main responsibilities for this position to change in the next six months to a year?
 - What are the most important things you'd like to see someone accomplish in the first 90 days on the job?

TIPS FOR DURING THE INTERVIEW:

- Arrive 15 minutes early.
- Bring copies of your resume.
- Treat everyone you meet with respect. This includes people you might see while walking into the interview and the receptionist. Even if they aren't the hiring manager, they may be asked for their feedback about you.
- Do not speak negatively about previous employers.

Continued on next page



Job Interview Tips (Continued)

- Use appropriate body language. Non-verbal communication is a crucial tool to show that you are interested and engaged in the conversation during a job interview. The acronym **SOLER** can help you remember the different parts of effective body language.
 - **Square:** Face the interviewer squarely. This means to look straight at them, not to the side. This shows that you are involved and interested in the interview.
 - **Open:** Keeping an open posture means not crossing your arms and legs. Open postures make people feel engaged and welcome.
 - **Lean Forward:** Leaning forward indicates to the interviewer that you are interested in the conversation and are listening to what they have to say.
 - **Eye contact:** Using good eye contact shows that you are listening and are not distracted by other things that might be going on around you.
 - **Relax:** It is important to stay calm and relaxed in an interview. Avoid fidgeting. This shows that you are focused.

TIPS FOR AFTER THE INTERVIEW:

- Ask about the next steps. The employer may have other interviews, or they may want you to do a second interview. You need to know about the timeframe.
- Write a personalized thank you note for each of your interviewers. If you know who you are interviewing with, you can write these beforehand. If you don't, bring them with you to the interview and make sure you ask for the business cards of your interviewers. Then, you can fill out the cards after the interview and leave them with reception. If you plan to email your thank you notes, do so within 24 hours of your interview.



21 Sample Job Interview Questions

Directions:

1. Please answer the questions below as you would answer them during an interview.
2. Practice your answers out loud.
3. Pay attention to your body language while you practice.
4. If a friend is available, you can ask them to help you practice.

Question 1: Tell me about yourself.

You need to mention 2 or 3 skills and include a real-life example of them from a previous job.

Question 2: What kind of job are you interested in?

Be specific so that employer can picture you at the job. Research the job before the interview.

Question 3: Why are you interested in working for this company?

Make sure to research the company before the interview and give specific reasons.

Continued on next page





Sample Job Interview Questions (Continued)

Question 4: What experience or training do you have for this position?

Read the job description before the interview. Describe the skills you have that match the job.

Question 5: What are your strengths? *Refer back to your completed “Strengths” worksheet from the Assess Yourself section to answer this question.*

Question 6: What are your weaknesses?

Be brief and general. Start by saying something positive, followed by what your weakness is. End your answer by stating what you are doing to correct that weakness and improve yourself. For example, “I am very ambitious, but sometimes I do so much it is hard to stay organized. However, I now keep a planner, so all my tasks and goals are in order and get accomplished.”

Question 7: What do you like best about your most recent job? Least?

Your answer should relate to the job you are interviewing for.

Continued on next page



Sample Job Interview Questions (Continued)

Question 8: How would you handle conflict with your supervisor or co-workers?

You may want to consider delaying your response to the conflict to allow your emotions to calm.

Recognize that you are part of the problem. Own your part and seek a way to improve your relationship by asking what you can do.

Question 9: What hours do you want to work? Are you willing to work weekends?

Be as flexible as possible. Only express limits when absolutely necessary.

Question 10: Tell me a couple of things that are most important to you about a job.

Refer back to the “Work Values” worksheet from the Assess Yourself section to help answer this question.

Question 11: Tell me how you would handle an angry customer.

Stay calm, listen carefully, and manage the situation with confidence and respect.

Continued on next page



Sample Job Interview Questions (Continued)

Question 12: Tell me about an accomplishment you are most proud of.

The answer should be work-related and is an example of going above and beyond expectations. When you explain the story, begin by describing the situation, then describe what you personally did. End your answer by explaining what the end result was.

Question 13: Describe your best boss

Do not use specific names. Instead, describe the positive traits of your best supervisor or your ideal supervisor. For example, you may want a boss who treats his employees fairly.

Question 14: Describe your worst boss.

Do not say anything negative. Pick a work-related characteristic that can be stated in a positive way. For example, "I had a supervisor who was vague when giving assignments. I learned to ask questions so that I knew what was expected".

Continued on next page





Sample Job Interview Questions (Continued)

Question 15: Give me an example of how you solved a problem in the past.

Be specific. Describe the problem in detail, followed by explaining what action you took to solve the problem. Finally, clarify what the outcome of your action was.

Question 16: Where do you see yourself in a year?

The interviewer is checking on your maturity and whether you are someone who likes to grow and learn. Examples might include; learned my job well enough to teach others, looking forward to another year, getting a chance at advancement, etc.

Question 17: Give me an example of a time you showed leadership.

Be specific. Describe the situation, then your action followed by the outcome of your action.

Question 18: Describe a time when you had to ask questions and listen carefully to clarify a customer's problem. Be specific. Describe the situation, then describe your action followed by the outcome.

Continued on next page



21 Sample Job Interview Questions (Continued)

Question 19: Tell me about a time when your job required close attention to detail.

Think of a specific example that required accuracy, special skills, and failure to use these skills would have led to problems from your employer.

Question 20: Describe a work decision you have made that you wish you could do-over.

Be specific, but do not pick anything too negative. Begin by describing something positive you normally do. Then describe a time that you might have done the opposite. Finally, end by saying something positive by explaining what you learned from your mistake.

Question 21: Do you have questions for me?

Always come prepared with at least two questions for the employer. Do not ask questions about salary or benefits. Ask questions such as, "How would you describe a typical day on the job?" "Will there be opportunities for advancement and ongoing training?" and "What kind of person are you looking for?"



How to Describe Gaps in Employment

A gap in employment is a period of months or years in which one was not employed. An employment gap is caused by situations such as the inability to find work or going back to school. It will appear on your resume when you list your job experience. Employment gaps are red flags for employers. If they see one on your resume, they will most likely ask about it during your interview.

Here are some tips on how to minimize the impact of your employment gap:

- **Use a functional resume.** This type of resume highlights skills and accomplishments rather than the chronology of employment. It will help cover up any employment gaps you may have
- **Get creative when you format your resume.** When typing the dates of your past employment, use a smaller font for the dates and do not bold them. Include a summary section or an “other achievements” sections to show what you were doing during your employment gap and draw attention away from your employment dates.
- **Omit a past job on your resume.** You do not have to include your entire employment history on your resume. If there is a large gap between an old job and more recent work experiences, do not include the old job.
- **Explain in the cover letter.** Doing so will prevent you from being screened out before you receive an interview. Be honest. The employer will probably want you to explain further in an interview.
- **Highlight the positive.** When explaining your employment gap during an interview, make sure you explain all the positive things you did during that gap. For example, if it applies to you, tell the employer that you received your GED or learned a new skill while you weren’t working.





What to Wear to a Job Interview

What you wear to a job interview is important. While an employer is going to make decisions based on how well you interview, what you wear also plays a role. An employer is going to form a first impression about you based on how you dressed for the interview. That is why it is always important to dress professionally.

Professional business attire is typically your best option for a job interview, especially if you are interviewing for a job in an office setting. A nice suit with a dress shirt and dress shoes is a great option. If you do not own a suit, nice dress pants, a tucked-in dress shirt, and a jacket is a good option.

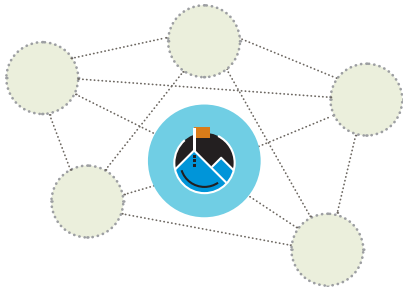


Depending on the job you are interviewing for, business casual clothing could be an option to wear to an interview. Examples are jobs at a warehouse, construction company, or other places that don't typically require you to dress up for work. Business casual attire still needs to look professional. An example is a nice polo shirt or button-down tucked into khaki pants with dress shoes.

Some clothing should always be avoided when dressing for an interview. This includes hoodies/sweatshirts, jeans (especially jeans with holes), t-shirts, sweat-pants, sandals, and tennis shoes. Revealing clothing or clothing that is bright or distracting should also be avoided.

Other interview tips:

- Make sure your clothes are clean and ironed if possible.
- Plan and assemble your interview attire the night before your interview. This will help you pick the perfect outfit, and you won't be rushing before your interview.
- It is important to have good hygiene for your interview. Make sure your hair is well-groomed, and your nails are trimmed and clean.
- Avoid wearing strong-smelling perfume or cologne. It can be distracting, and someone may be allergic.



CAREER PLANNING WORKBOOK

MANAGE YOUR CAREER

SECTION 5: MANAGE YOUR CAREER 50

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How to Leave a Job on Good Terms	57

Managing your career is an ongoing process. In this section, you will find activities to help you succeed once you've landed a new job.





Professionalism

Acting “professional” means following guidelines for expected behavior in the workplace. Professionalism varies some from workplace to workplace. For example, wearing steel-toed boots to work in an office wouldn’t be considered professional, but it’s expected of someone who works on a construction site.

It is important to always consult your employer handbook to learn about specific guidelines of your workplace. While some of the guidelines for professionalism might be written down, most are not. For example: An employer might have rules against saying mean things to coworkers, but the handbook will not state specifically that employees should not use curse words at work.

Though professionalism may look slightly different in various settings, there are some qualities that are expected from nearly all employers. The statements below demonstrate professional behavior. If you haven’t worked before, think about how you would act in a group, class, or volunteer setting. For each statement, select whether you agree or disagree. Be honest!

STATEMENT	AGREE	DISAGREE
I am usually on time for work, appointments or other time commitments.	<input type="checkbox"/>	<input type="checkbox"/>
I am OK with being told what to do by someone in a position of authority, or by someone who has more experience than me.	<input type="checkbox"/>	<input type="checkbox"/>
I ask questions when I’m not sure what to do.	<input type="checkbox"/>	<input type="checkbox"/>
I don’t use my phone when I’m at work or in class, even if it’s slow or if I have downtime.	<input type="checkbox"/>	<input type="checkbox"/>
If a conflict arises with someone, I talk to them calmly and directly, and work with them to solve the problem.	<input type="checkbox"/>	<input type="checkbox"/>
I always try my best to do a good job on any task I’m assigned, even if it is something I don’t enjoy doing.	<input type="checkbox"/>	<input type="checkbox"/>
I follow dress codes and keep good hygiene habits.	<input type="checkbox"/>	<input type="checkbox"/>
I do my best to get along with others and treat everyone with respect.	<input type="checkbox"/>	<input type="checkbox"/>
I communicate in advance if I need to take a day off and give plenty of notice if I am sick.	<input type="checkbox"/>	<input type="checkbox"/>
I try my best to stay busy at work.	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page





Professionalism (Continued)

For the statements that you selected “disagree,” think of ways you could work on improving those behaviors. Write your thoughts about professionalism in the space below.





Sexual Harassment

Did you know that sexual harassment is a form of discrimination? Workplaces take sexual harassment very seriously. Because of that, it is important to know what is considered sexual harassment.

There are two forms of sexual harassment: Quid Pro Quo and Hostile Work Environment.

Quid pro quo means “this for that.” This type of harassment occurs when an employment benefit is offered in exchange for some type of sexual favor. For example, a supervisor might offer a promotion to an employee if they agree to go out with them. Quid pro quo sexual harassment is illegal. It can be the grounds for a lawsuit.

Hostile work environment is the type of sexual harassment that occurs when there is frequent unwanted sexual comments, advances, requests, or other similar conduct. It can also occur when there is other verbal or physical conduct that is sexual in nature. This could include:

- Displays of inappropriate or offensive materials;
- Sexual jokes;
- Interference with someone’s ability to move freely; and
- Persistent, unwanted interactions, such as asking for dates continually.

Is It Sexual Harassment? (Activity)

For each scenario below, decide whether it would qualify as sexual harassment. Circle **Yes** if you believe the statement is sexual harassment, circle **No** if you do not think it is sexual harassment. You will find the answer key on the next page.

1. A manager tells an employee applying for a promotion that the job would be theirs if they just “treated her right.” **Yes or No**
2. One employee experiences repeated advances from another asking them for dates or “just to go out for drinks after work.” The employee says they are not interested, but the co-worker won’t take “no” for an answer. **Yes or No**
3. Two coworkers are telling sexual jokes in the workplace. A third coworker overhears and feels very uncomfortable. They ask them to stop, but they continue to tell the jokes. **Yes or No**
4. An employee asks out a coworker who politely declines. The employee spreads a rumor around the workplace that the coworker won’t go out with them because they are gay. **Yes or No**
5. A manager has a sexually suggestive screen saver on their computer. The computer is in the warehouse where everyone can see it. Employees have mentioned it makes them uncomfortable but the manager won’t change the screen saver. **Yes or No**
6. An employee was out sick and asked a coworker to take notes during an important meeting. When the employee asks the coworker for the notes the next day, the coworker says they will not give them up unless the employee goes on a date with them. **Yes or No**



Is It Sexual Harassment? (Activity - Continued)

Answer Key

- 1. Yes:** This is Quid pro quo harassment. The manager is offering a promotion in exchange for favors from the employee
- 2. Yes:** This is Hostile Work Environment harassment. The coworker continually asks even though the employee has declined, and this creates an uncomfortable environment for the employee.
- 3. Yes:** This is Hostile Work Environment harassment. Though their coworker asks them to stop, they continue to make the jokes, making their coworker uncomfortable.
- 4. Yes:** This is Hostile Work Environment harassment. The employee spreads a rumor about him throughout the office, which creates a hostile work environment.
- 5. Yes:** This is Hostile Work Environment harassment. The manager will not change their screen saver even though it makes employees uncomfortable.
- 6. Yes:** This is Quid pro quo harassment. The coworker is using the meeting notes to get the employee to go out on a date with them.

What to do if you experience sexual harassment in the workplace: First, talk to the other person. Let them know that their behavior makes you uncomfortable and ask them to stop. If they do not stop, report the behavior to your supervisor or human resources. Consult your employee handbook to see if your company has a specific process for reporting sexual harassment. It is against the law for coworkers or other employees to retaliate against you for reporting sexual harassment.



Managing Stress

Directions: Looking for work or keeping your job can be stressful. A certain amount of stress makes life interesting and challenging. However, when there is too much stress or a person is not managing it well, illness can result. Research shows that stress is reduced by adding more things you enjoy doing to your routine.

Review the stress reducers below. Put a check mark in the column “I already use this strategy” if it is something you already do to relieve stress. If it is something you would like to try, put a checkmark in the column “I would like to try this strategy.” If the strategy is not interesting to you, do not put a mark in either column.

STRATEGY	I ALREADY USE THIS STRATEGY	I WOULD LIKE TO TRY THIS STRATEGY OR DEVELOP IT FURTHER
Talking to someone	<input type="checkbox"/>	<input type="checkbox"/>
Using self-talk	<input type="checkbox"/>	<input type="checkbox"/>
Participating in religion or other forms of spirituality	<input type="checkbox"/>	<input type="checkbox"/>
Exercising	<input type="checkbox"/>	<input type="checkbox"/>
Writing in a journal	<input type="checkbox"/>	<input type="checkbox"/>
Listening to music	<input type="checkbox"/>	<input type="checkbox"/>
Artwork	<input type="checkbox"/>	<input type="checkbox"/>
Going for a walk	<input type="checkbox"/>	<input type="checkbox"/>
Reading a book	<input type="checkbox"/>	<input type="checkbox"/>
Watching a funny video	<input type="checkbox"/>	<input type="checkbox"/>
Playing a video game	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page



Managing Stress (Continued)

Next steps: Review the items on the previous page and identify one or two strategies that you would like to try to help relieve stress. Write them in the space below, with a specific detail on how you will try implementing this strategy. *For example: I would like to try reading a book to relieve stress. To do this, I will pick out a book from the library and read it for 10 minutes every night before bed.*

My strategies and how I will add them to my life:



MAKE SURE THAT YOU
RECEIVE A
GOOD REFERENCE
FOR FUTURE JOBS

How to Leave a Job on Good Terms

Directions: You have just received word that you got a new job. It might be the next step on your path to your dream job, or maybe you want to explore other opportunities. You might be wondering how to break the news to your current employer. The following steps will help you leave a job properly in order to make sure that you receive a good reference for future jobs.

Check off the items below as you complete them.

- Give at least two weeks' notice.** Be sure to tell your boss you are leaving before you tell any of your coworkers. Find out if Human Resources have a procedure to follow.
- Tell your coworkers.** Make sure they are prepared for your leaving. It is good to provide your contact information so your boss or coworkers can get in touch with you in the future if needed or desired.
- Complete all your work.** Finish all the projects you have been working on. This will help the person who replaces you as well as help you maintain a good reputation.
- Ask for an exit interview.** During this interview, thank your boss for all the opportunities the company has given you. Discuss what you have learned and how it will help you in the future.



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People with Disabilities

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Do you have a disability that affects your ability to perform specific job functions? Or has a disability impacted your job search? Remember, not all disabilities are visible - some are “hidden” and do not show physical traits. The Americans with Disabilities Act (ADA) of 1990 defines a disability as a physical or mental impairment that substantially limits an individual from one or more major life activities. No matter what your disability, there are job accommodations and support services to help you.

Use the resources below to understand why, when, and how to disclose a disability to a potential employer. Find information about job accommodations, see where to get help with your job search, and discover employers who have made a commitment to disability inclusion in their workplace. Learn how federal and state law protects employees with disabilities from discrimination.

CAMPUS RESOURCES

If you are currently a student, make sure that you connect with your college or university’s disability services and their career services. You will find experienced, caring professionals who can guide you to the resources and information you need to make a successful career plan. Reach out early. There are resources available for every point of your career journey.

DISCLOSING A DISABILITY TO AN EMPLOYER

- **Disclosure Decisions: To Get the Job Fact Sheet**
Virginia Commonwealth University
tinyurl.com/disclosure-decisions

This worksheet walks you through the considerations involved in whether to disclose a disability to an employer. Determine whether there is a need for disclosure, as well as when and how to communicate your disability with your employer.

Continued on next page

People with Disabilities (Continued)

JOB ACCOMMODATIONS

- **Job Accommodation Network (JAN)**

askjan.org

JAN provides free one-on-one consultation for people with disabilities who need workplace accommodations. Learn about the accommodation process. Get help identifying an accommodation solution, including information about product vendors. JAN consultants can answer questions about the Americans with Disabilities Act (ADA). Support is available through live chat on the JAN website or by phone. JAN also offers an online searchable database of job accommodations.

1-800-526-7234 (V) in the United States

1-877-781-9403 (TTY)

1-304-216-8189 via Text

janconsultants via Skype

- **Reasonable Accommodations**

Minnesota Department of Human Rights (MDHR)

tinyurl.com/mdhr-accommodations

Find detailed information about the reasonable accommodations Minnesota employers are required to make for an employee with a disability in order to prevent discrimination against anyone with a physical or mental disability.

- **Job Applicants and the ADA**

U.S. Equal Employment Opportunity Commission (EEOC)

tinyurl.com/job-applicants-ada

This online fact sheet helps job seekers understand the Americans with Disability Act (ADA). From asking for a reasonable accommodation to discussing your disability with an employer, learn what the law requires.

EMPLOYMENT SUPPORT SERVICES FOR PEOPLE WITH DISABILITIES

- **Vocational Rehabilitation Services (VRS)**

Minnesota offers **specialized career planning services**, including skills development, to youth and adults with disabilities through VRS. Adults can find a VRS counselor through CareerForce [careerforcemn.com]. High school students can find the VRS counselor for their high school [careerforcemn.com/youth-disabilities]. You can also contact VRS by email [VRS.CustomerService@state.mn.us].

- **Disability Hub | Work**

disabilityhubmn.org

Disability Hub provides a free help desk to help you navigate issues related to living with a disability, including issues related to work. Get advice to help you explore careers, understand your rights, learn about workplace accommodations, understand benefits, and find a job.

You can contact Disability Hub representative by chat or e-mail on their website or by phone at 1-866-333-2466.

Continued on next page

People with Disabilities (Continued)

- **Deaf and Hard of Hearing Services Division**

Minnesota Department of Human Services

mn.gov/deaf-hard-of-hearing

Companies benefit from the skills and experiences deaf, deafblind, or hard of hearing people bring to the workplace. However, people with these disabilities may face challenges, both in the workplace and in finding employment. The Deaf and Hard of Hearing Services division offers employment services for deaf, deafblind, hard of hearing people.

- **State Services for the Blind (SSB)**

Minnesota Department of Employment and Economic Development

mn.gov/deed/ssb

Minnesotans who are blind, have significant vision loss, or are deafblind may be eligible for counseling, training, job skills, and job placement services. Contact SSB at 651-539-2373.

RESEARCH EMPLOYERS

- **Connect 700**

tinyurl.com/j2g2kma

The State of Minnesota is a significant employer, with many different types of jobs available. Minnesota aspires to be a leader in employing individuals with disabilities. Sometimes, traditional applicant assessment and hiring practices do not accurately measure whether someone with a disability can do a job. The Connect 700 program can help you demonstrate your ability to do a job offered by the State of Minnesota.

- **Disability:IN**

The Minnesota Chapter of Disability:IN offers a job board [di-mn.org/job-board] that uses AI technology to help job seekers with disabilities showcase their skills and find a job. They also host the annual INclusive Career Fair [di-mn.org/inclusive-career-fair] for job seekers with disabilities.

Disability:IN produces a Disability Equity Index [disabilityin.org/what-we-do/disability-equality-index]. Download this report to understand company practices that impact people with disabilities and see which employers scored highly for their employment inclusion practices.

- **The Valuable 500**

thevaluable500.com

The Valuable 500 is a global community of companies whose leadership has committed to disability inclusion in their workplace. Visit this website to see which companies are committing to improving the business, social, and economic lives of people with disabilities.

Continued on next page

People with Disabilities (Continued)

LEGAL HELP FOR PEOPLE WITH DISABILITIES

- **Disability Discrimination (EEOC)**
[eeoc.gov/disability-discrimination](https://www.eeoc.gov/disability-discrimination)
Federal law does not allow employment discrimination against anyone covered by the Americans with Disabilities Act (ADA). Learn about how this law impacts the job application process and find many resources to help you understand your rights.
- **LawHelpMN | Disability**
[lawhelpmn.org/self-help-library/disability](https://www.lawhelpmn.org/self-help-library/disability)
This **online self-help library** provides information on topics related to having a disability. Find information about assistive technology, discrimination, the Americans with Disabilities Act (ADA), Vocational Rehabilitation Services (VRS), and much more.
- **Minnesota Disability Law Center (MDLC)**
[mylegalaid.org](https://www.mylegalaid.org)
MDLC offers free legal help to people with disabilities statewide for issues related to having a disability, including employment issues. You can reach the MDLC intake line at 612-334-5970 or 800-292-4150.

OTHER RESOURCES FOR PEOPLE WITH DISABILITIES

- **Alphabetical Resources | Minnesota Council on Disabilities**
tinyurl.com/disability-resources-mn
A comprehensive list of disability resources and organizations maintained by the Minnesota Council on Disabilities.
- **Disability Benefits 101**
mn.db101.org
Disability Benefits 101 has online tools to calculate how income from working or going to school impacts disability benefits. Also, find information about work incentive rules that help people with disabilities who receive public benefits. And learn about programs to help you save and manage your money.

Phone, email, and chat support are available. Get answers to all your questions about disability benefits.
- **Work Incentives Connection**
Goodwill-Easter Seals Minnesota
goodwilleasterseals.org/services/staging/work-incentives-connection
The Work Incentives Connection program is for people ages 16-64 who receive SSDI or SSI benefits. Program participants undergo a benefits analysis and receive information about their available options, including information about health care options. Call phone support at 1-800-976-6728 (toll-free) or 651-632-5113 (MN Relay – 711).

Military Connected

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Are you looking to transition your military skills to a civilian career? The resources below can help you know your options and get help. Military spouses will also find tools to help them highlight their unique, valuable skills.



GET HELP AND PLAN YOUR CAREER

- **Minnesota Veteran Employment Representatives**
CareerForce
careerforcemn.com/dedicated-veterans-employment-team
CareerForce representatives are available in every region to help current and former military members who are looking for work. Representatives are also available to work specifically with Native American Veterans and Justice-Involved Veterans.
651-259-7501
careerforce@state.mn.us
- **Veteran and Military Transition Center**
CareerOneStop
careeronestop.org/Veterans
Visit this national tool to explore civilian careers, learn about going to school, search for a job, and find out about benefits and assistance available for veterans and military members.
- **Vet & Service Member Roadmap**
Hiring Our Heroes & George W. Bush Institute
vetroadmap.org
This comprehensive tool provides transitioning veterans and service members resources to navigate the employment landscape and succeed in the civilian workforce.

Continued on next page

Military Connected (Continued)

- **Military Skills Translator**
Military.com
military.com/veteran-jobs/skills-translator
Match your military experience to civilian jobs.
- **Disabled Veterans**
Employer Assistance and Resource Network on Disability Inclusion
askearn.org/topics/recruitment-hiring/disabled-veterans
Find FAQs to help veterans with service-connected disabilities connect to employment after leaving the military.
- **Apprenticeships for Servicemen and Veterans**
U.S. Department of Labor
apprenticeship.gov/service-members-and-veterans
Find apprenticeship opportunities for active-duty service members, transitioning members and veterans who are looking for civilian careers.

PAY FOR TRAINING

- **How to use your GI Bill benefits**
U. S. Department of Veterans Affairs
va.gov/education/about-gi-bill-benefits/how-to-use-benefits
Learn how to use your benefits to advance your education and training.

WRITE A RESUME

- **Verification of Military Experience and Training (VMET)**
tinyurl.com/milconnectVMET
All Department of Defense Service members and veterans can request a VMET which describes their Service occupation and contains training and experience records. Use this record to prepare your resume and apply for a job.
- **Request Military Service Records**
archives.gov/veterans/military-service-records
Most veterans can obtain free copies of the Report of Separation (DD Form 214) and other military service records. Visit this site to learn how to request your records.
- **Resume Engine**
Hiring Our Heroes – U.S. Chamber of Commerce Foundation
resumeengine.org
Resume Engine helps service members and veterans translate their military record into a skills-based resume designed for civilian employers.

Continued on next page

Military Connected (Continued)

FIND A JOB

- **Veteran Employment Center**
The American Legion and Military.com
legion.monster.com
Use this search tool to find jobs that are open now. You will also find tools to help you translate your military skills to a civilian career, learn about your military benefits, and find career advice.
- **The Veterans Employment Initiative**
fedshirevets.gov
Many federal agencies have initiatives to promote hiring of veterans within their agencies. Visit this site to learn about the federal employment process and find featured jobs.

TOOLS FOR MILITARY SPOUSES

- **My Career Advancement Account (for military spouses)**
Department of Defense (DoD)
mycaa.militaryonesource.mil/mycaa
This scholarship program for military spouses provides financial assistance for licenses, certifications, or an Associate's degree.
- **Career Spark**
Hiring Our Heroes – U.S. Chamber of Commerce Foundation
mycareerspark.org
Career Spark is specifically designed to help military spouses create a skills-based resume.
- **Military Spouse Employment Partnership**
Department of Defense (DoD)
myseco.militaryonesource.mil/portal/msep/jobsearch
Search for jobs on this tool specifically designed for military spouses.

OTHER RESOURCES FOR MILITARY CONNECTED

- **Veterans Crisis Line 24/7**
veteranscrisisline.net | 1-800-273-8255 (Press 1)
The crisis line offers phone, chat, or email help 24/7 for Service Members, Veterans, National Guard and Reserve and their family members and friends.

Continued on next page

Military Connected (Continued)

- **ESGR**

Department of Defense (DoD)

esgr.mil

This DoD program helps Reserve Service members and their civilian employers resolve conflicts that arise from a Service members military commitment. A no-cost customer support center is available to answer questions and refer cases to a trained ombudsman for mediation assistance if needed. Submit requests for help online or call 800.336.4590 (Option 1).

- **Minnesota Association of County Veterans Service Officers (MACVSO)**

macvso.org

A county Veterans Service Officer can help you understand and obtain your benefits. Contact your local Officer to get help with VA healthcare, disability compensation, education benefits, job placement, and more.

- **Minnesota Assistance Council for Veterans (MACV)**

mac-v.org

MACV helps veterans and families who are homeless or at risk of becoming homeless. MACV also has employment specialists to help veterans transition to civilian jobs.

- **Minnesota Department of Veterans Affairs**

mn.gov/mdva

Find information about benefits and resources. Also connect to the LinkVet.org Support site.

People With a Criminal Convictions

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Are you worried that your past might get in the way of your job search? Understanding how your criminal record impacts each step of the hiring process will build your confidence and help you overcome roadblocks. Don't let fear keep you from applying for a job. Remember, even though some employers will say no - others will say yes. It takes time and effort to find both the right job and the right employer. The resources in this section can help you:

- understand how a conviction may impact your options
- know when and how to disclose your conviction to an employer
- find career counselors, community organizations, and programs to help you through the process



CRIMINAL RECORDS AND THE HIRING PROCESS

- **Who Hires People with a Criminal Conviction**
CareerOneStop
tinyurl.com/ycr89p6y
 Some employers hire many people with criminal records. Other employers may be more hesitant. Visit this website to find tips to help improve your chances of getting hired.
- **Collateral Consequences Inventory**
tinyurl.com/ybh8krod
 Created by the American Bar Association, this website shows how different types of criminal convictions affect employment. After you enter the website, select Minnesota on the map and search for consequences on “employment.”
- **Criminal Records and Your Job Search**
Minnesota State CAREERwise
tinyurl.com/y955cftd
 Employers do background checks on all potential employees. You should know what is on your record before you apply for a job. Visit this page to find detailed information about requesting a copy of your background record. You'll also learn about expungement and other ways you may be able to change your record. And learn about all of the types of background checks an employer does.

Continued on next page

People With a Criminal Conviction (Continued)

JOB APPLICATIONS

- **Filling Out Job Applications (Ban the Box)**

Minnesota State CAREERwise

tinyurl.com/y3mq8sst

In most cases, Minnesota employers won't ask you about your criminal record on a job application because of the "Ban the Box" law. Visit this webpage to learn more about the Ban the Box law and find information about filling out job applications. You will also find a link to an online practice job application [tinyurl.com/yazrd7b2] that can help you prepare.

SUCCESSFUL JOB INTERVIEWS

- **Discussing Your Conviction Record**

Minnesota State CAREERwise

tinyurl.com/y5eumcuv

This two-page worksheet helps you practice how to disclose your criminal background to a potential employer during an interview.

- **Employer Incentives: Work Opportunity Tax Credit and Minnesota Federal Bonding Program**

Minnesota State CAREERwise

tinyurl.com/yy25lumv

Use this worksheet to understand incentives employers can get if they hire someone with a criminal conviction. This worksheet prepares a job seeker to talk about incentive programs with an employer during an interview.

GET HELP AND FIND RESOURCES

- **CareerForce**

careerforcemn.com

CareerForce offices are located across the state and provide free career counseling services. Virtual services are available from their website. Get one-on-one help with your job search, learn about training options, and locate helpful career planning workshops.

CareerForce offers **New Leaf** workshops specifically designed to help people with criminal convictions overcome barriers and succeed in their job search. Visit the CareerForce events page [careerforcemn.com/events] and search for "New Leaf" to find the next scheduled workshop.

- **Community Resources for People with a Criminal Conviction**

Minnesota State CAREERwise

tinyurl.com/y4oqajp4

Minnesotans can find providers and services to help with employment, transportation, housing, child care, healthcare, or legal services. You will also find links to information about disability services in Minnesota.

Use the State Resource Finder [tinyurl.com/ybg5l6hc] from CareerOneStop to find service providers outside of Minnesota.

LGBTQ Career Planning Resources

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Other Community Resources 71

Are you unsure whether or how to disclose your gender or sexual identity during your job search? Or are you concerned that you will experience discrimination in your new workplace? In this section, you will find resources and organizations that support lesbian, gay, bisexual, transgender, and queer (LGBTQ) individuals with their job search, including resources that will help you understand issues around disclosure and discrimination. You will also learn about employers and find supportive professional networks.



UNDERSTANDING DISCLOSURE

- **GenEQ Guide to Entering the Workforce**
Human Rights Campaign
tinyurl.com/yy3uzpzh

This guide is for LGBT people who are transitioning to the workplace. The guide helps job seekers understand the considerations around disclosing gender identity and/or sexual orientation during the job search process and after starting a new job.

It also offers detailed information and links to help job seekers understand employment laws, employer non-discrimination policies, and how to evaluate employer benefits.

- **LGBTQ Vocabulary: Pronouns**
Mossier
mossier.org/lgbtq-vocabulary-pronouns

A person’s identity doesn’t always fit into binary gender descriptions. Use the correct personal pronouns to create an inclusive workplace. This resource discusses why pronouns are important and offers examples of how to share personal pronouns in a professional setting.

Continued on next page

LGBTQ Career Planning Resources (Continued)

NETWORKING AND EMPLOYERS

- **Proud to Work Career Fair**

Mossier

mossier.org/proud-to-work

Attending a career/job fair is a great way to learn about the workplace culture of employers who are hiring. The Proud to Work Career Fair is a free annual event in October that features employers who are actively prioritizing the inclusion of LGBTQ talent.

- **Twin Cities Quorum**

twincitiesquorum.com

Quorum is Minnesota's LGBTQ+ and Allied Chamber of Commerce. Members include businesses, corporations, nonprofits and professionals throughout the state of Minnesota. Memberships are available for young professionals and other individuals.

- **Corporate Equality Index**

Human Rights Campaign

hrc.org/resources/corporate-equality-index

This national benchmarking tool measures policies, practices, and benefits that impact on LGBTQ people in the workplace for LGBTQ people. An employer search is available. Download the report document to see top ranked employers. You will also find information about nondiscrimination policies and equal benefits that can help you evaluate an employment offer.

EMPLOYMENT DISCRIMINATION

- **Employment and Rights in the Workplace**

Lamda Legal

tinyurl.com/y5jssoxw

In June 2020, the United States Supreme Court [tinyurl.com/y6z28gly] decided that the 1964 Civil Rights Act protects gay, lesbian, and transgender employees from discrimination. This blog topic covers current legal issues, like the June 2020 decision, that impact LGBTQ workplace rights.

- **LGBTQ Friendly Attorneys | Employment & Discrimination**

OutFront Minnesota

tinyurl.com/y4kxfmte

Find LGBTQ friendly attorneys in Minnesota. Look for the category Employment & Discrimination to find those that have expertise with workplace discrimination.

- **Legal Help Desk**

Lamda Legal

lambdalegal.org/helpdesk | 312-663-4413

Get confidential online or phone help related to discrimination based on sexual orientation, gender identity/expression, and HIV status. You will also find a list of crisis hotline numbers on this page.

Continued on next page

LGBTQ Career Planning Resources (Continued)

- Lesbian, Gay, Bisexual, and Transgender (LGBT) Law**
Minnesota State Law Library
tinyurl.com/yxqpdhwn
 The Minnesota Human Rights Statute includes protections from discrimination on the basis of sexual orientation. The language in the statute includes protections for transgender people. Find links to specific sections of the statute related to employment and education.
- What You Should Know: The EEOC and Protections for LGBT Workers**
U.S. Equal Employment Opportunity Commission
eoc.gov/laws/guidance/what-you-should-know-eecoc-and-protections-lgbt-workers
 Find information about the enforcement of Title VII of the Civil Rights Act against sex discrimination for LGBTQ people. In addition to information about Title VII you will find contact information for starting the complaint process if your rights have been violated.

IDENTITY DOCUMENTS

Federal and state legal identity documents can be updated to show your correct name and gender information. The process for updating documents differs in each state and may take time. Use the resources below to learn the steps needed to fix documents you will use when applying for a job.

- Birth Certificates**
OutFront Minnesota
outfront.org/birth-certificates
 Learn how to amend sex information and name on a Minnesota birth record.
- Identity Documents**
Transgender Law Center
transgenderlawcenter.org/resources/id
 Detailed information about the process and issues around amending the name and gender associated with both federal and state identity documents.

OTHER COMMUNITY RESOURCES

- LGBTQ Community**
National Alliance on Mental Illness (NAMI) Minnesota
namimn.org/education-and-public-awareness/nami-resources-lgbtq-community
 A successful job search requires that you take care of yourself physically and emotionally. NAMI offers information about LGBTQ community resources, including local support groups that you can connect with.
- LGBTQIA Resources**
Gender and Sexuality Center for Queer and Trans Life, University of Minnesota
gsc.umn.edu/resources/campus
 The Gender and Sexuality Center for Queer and Trans Life at the University of Minnesota keeps a comprehensive listing of community resources for lesbian, gay, bisexual, transgender, queer, intersex, and allied or asexual (LGBTQIA) people.

Continued on next page

LGBTQ Career Planning Resources (Continued)

- **JustUs Behavioral Health Clinic**

justushealth.org

JustUs Health works to provide equitable health care access and outcomes. Services offered include individual and group therapy as well as chemical health services.

1000 University Avenue West #20, St Paul, MN

612-373-9160

clinic@justushealth.org

Teletherapy options are available.

- **LGBTQ Health**

Family Tree Clinic

familytreeclinic.org/services/lgbtq-health

Family Tree Clinic is a non-profit clinic that provides outreach, education, and clinic services, including sexual health services and specialized care for LGBTQ individuals.

1619 Dayton Ave #205, St Paul, MN

651-645-0478

Telehealth appointments are available.

International Students

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As an international student, you have a lot to offer an employer. Your unique experiences and knowledge are valuable to employers. Even so, you should expect the job market to be competitive after you graduate. Consider being flexible when creating your career plan; you may not end up with a job in the first country you choose.



NETWORKING

Take advantage of as many opportunities as possible to network. Networking is not only an opportunity for you to meet peers and mentors; it also gives you a chance to practice language and communication skills and learn about cultures in different countries. Use the **Networking** activity in the **Find a Job** section of this workbook to help create your plan. Consider the list below when creating your networking plan.

- **International program or student services** at your school often host social events that are valuable for networking.
- The **multi-cultural center** at your campus offers the opportunity to meet students from different countries.
- Find out if your school provides networking opportunities with **international alumni**.
- Professional international student associations related to your area of study can help you network globally. An example is NAFSA nafsa.org, an association of international educators. Talk to your faculty or counselors to find associations that will fit your career goals.

Continued on next page

International Students (Continued)

GAIN EXPERIENCE WHILE YOU ARE STUDYING

If your student visa allows you to gain experience while you are in school, take advantage of that. In the United States, some of the most common ways of gaining experience are:

- **Optional Practical Training (for F-1 visa holders)**
tinyurl.com/y625w96k
- **STEM Optional Practical Training Extension (for F-1 visa holders)**
tinyurl.com/y92hgrch
- **Curricular Practical Training (for F-1 visa holders)**
tinyurl.com/ydhdvhx9
- **Practical Training (for M-1 visa holders)**
tinyurl.com/yatwzo2h

IMPROVE YOUR LANGUAGE AND COMMUNICATION SKILLS

Your campus will have resources to help you learn English and improve your communication skills. The community organizations and schools listed below also offer resources for English Language Learners and others wishing to improve their communication skills.

- **Literacy Minnesota**
literacymn.org
Find Free English as a Second Language (ESL) classes for adults.
- **Toastmasters International**
toastmasters.org
Toastmasters teaches public speaking and leadership skills. Visit the Toastmaster website to find Toastmasters clubs in a city near you. Many clubs offer online meetings.

APPLYING FOR A JOB

Resume styles, interviewing, and communication vary by country. The resources below can help you understand those differences.

- **Writing a US Style Resume**
Berkeley University of California Career Center
career.berkeley.edu/IntnlStudents/IS-resume
Visit this site to find an easy to understand table showing what's included and excluded from a U.S. style resume.

Continued on next page

International Students (Continued)

- **Cultural Differences in the Job Search**

University of Minnesota

tinyurl.com/yyadawdp

This 2-page handout contrasts common U.S. employer cultural job search expectations with those common in other countries. Understanding the differences will help you better prepare for your job interview.

- **Goin Global Blog**

blog.goinglobal.com

Follow or search this blog to find career news, including CV/resume and interview tips and information about cultural etiquette for more than 25 different countries. Remember, cultural norms for applying for a job differ from country to country. Researching the etiquette for the countries where you plan to apply for a job will help you avoid mistakes.

LEGAL REQUIREMENTS FOR WORKING IN THE UNITED STATES

- **Working in the United States**

Study in the States, Department of Homeland Security

studyinthestates.dhs.gov/students/working-united-states

International students with F-1 or M-1 visas can find information about working in the United States, including:

- Eligibility requirements for on-campus or off-campus employment
- How and when to obtain a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- Optical Practical Training (OPT), Curricular Practical Training (CPT), and other allowed on-the-job training

- **Temporary (Nonimmigrant) Worker Classification**

U.S. Citizenship and Immigration Services

uscis.gov/working-in-the-united-states/temporary-nonimmigrant-workers

Find information about the types of employment-based visas available after you graduate and complete any practical training associated with your student visa. In most cases, an employer must sponsor your employment-based visa.

- **Employment-Based Visa Categories in the United States**

American Immigration Council

americanimmigrationcouncil.org/research/employment-based-visa-categories-united-states

This fact sheet offers recent immigration trends and common temporary and permanent employment-based visa categories in the United States. The American Immigration Council also provides a blog and newsletter to help you keep up to date on employment-related immigration rules and law changes.

Continued on next page

International Students (Continued)

- **ID Cards - Social Security and entering the United States of America**

Social Security Administration

ssa.gov/people/immigrants

You will need a social security number to work in the United States. Find links to publications to help you understand how to apply for a social security number. Scroll to the heading “Students” to find a publication specifically for international students [ssa.gov/pubs/EN-05-10181.pdf].

- **Legal Help**

Get legal help with your immigration questions.

- **American Immigration Lawyers Association**

ailalawyer.com

- **Mid-Minnesota Legal Aid**

Legal help for people with low income.

mylegalaid.org

- **Immigrant Law Center of Minnesota**

ilcm.org

The Immigrant Law Center of Minnesota (ILCM) is a nonprofit immigration legal service that provides direct legal services and advocacy for immigrants and refugees in Minnesota.

JOB BOARDS AND EMPLOYERS

If you are looking for a job, start with your college or university career center or international services to learn about employers that they know about who have previously hired international students. Also, use the job boards below to find U.S. employers who have previously sponsored H1B visas or green cards and search for jobs worldwide. You will also find links to help you detect employment scams that target college students.

- **[MyVisaJobs.com](https://myvisajobs.com)**

Search this database to find employers in the U.S. and worldwide who have previously hired international students. In addition to employer information, you will find information about applying for a green card or temporary work visa.

- **AIESEC**

aiesec.org

AIESEC is a global organization of students and recent graduates who are interested in world issues, leadership, and management. Find volunteer, internships, and teaching opportunities around the world.

- **Uniworld Online**

uniworldonline.com/search

Use the Uniworld Online search to find contact information for multinational companies.

- **World Association of Non-Governmental Organizations (WANGO)**

wango.org

Search for non-governmental organizations worldwide.

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International Students (Continued)

- **International job boards**
Visit these international job boards to find jobs, internships, and volunteer opportunities worldwide.
 - **CareerBuilder International**
[careerbuilder.com/international](https://www.careerbuilder.com/international)
 - **Idealist**
[idealist.org](https://www.idealist.org)
 - **Indeed Worldwide**
[indeed.com/worldwide](https://www.indeed.com/worldwide)
 - **International Jobs**
[internationaljobs.com](https://www.internationaljobs.com)
 - **International Student Job Search**
[internationalstudent.com/jobsearch](https://www.internationalstudent.com/jobsearch)
 - **Monster Worldwide Job Search**
[monster.com/geo/siteselection](https://www.monster.com/geo/siteselection)

ABOUT MINNESOTA STATE

With 26 community and technical colleges and seven state universities, Minnesota State is the largest provider of higher education in the state of Minnesota. Fifty-eight percent of the state's undergraduate students attend a Minnesota State college or university. It is the third-largest system of higher education in the country.

Minnesota State is comprised of 54 campuses, conveniently located in 47 Minnesota communities, serving over 340,000 students annually, with 109,000 students taking non-credit courses and 13,500 taking customized training and continuing education programs. Overall, Minnesota State awards 38,000 degrees, certificates, and diplomas each year, with over 89 percent job placement in a related field.





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