

Wage Conversions

† Conversions based on a 40 hour work week, 2080 hours per year.

<u>Per Hour</u>	<u>Per Week</u>	<u>Per Month</u>	<u>Per Year</u>
\$ 5.15	\$206	\$ 893	\$10,712
\$ 5.50	\$220	\$ 953	\$11,440
\$ 6.00	\$240	\$1,040	\$12,480
\$ 6.50	\$260	\$1,127	\$13,520
\$ 7.00	\$280	\$1,213	\$14,560
\$ 7.50	\$300	\$1,300	\$15,600
\$ 8.00	\$320	\$1,387	\$16,640
\$ 8.50	\$340	\$1,473	\$17,680
\$ 9.00	\$360	\$1,560	\$18,720
\$ 9.50	\$380	\$1,647	\$19,760
\$10.00	\$400	\$1,733	\$20,800
\$10.50	\$420	\$1,820	\$21,840
\$11.00	\$440	\$1,907	\$22,880
\$11.50	\$460	\$1,993	\$23,920
\$12.00	\$480	\$2,080	\$24,960
\$12.50	\$500	\$2,167	\$26,000
\$13.00	\$520	\$2,253	\$27,040
\$13.50	\$540	\$2,340	\$28,080
\$14.00	\$560	\$2,427	\$29,120
\$14.50	\$580	\$2,513	\$30,160
\$15.00	\$600	\$2,600	\$31,200
\$16.00	\$640	\$2,773	\$33,280
\$17.00	\$680	\$2,947	\$35,360
\$18.00	\$720	\$3,120	\$37,440
\$19.00	\$760	\$3,293	\$39,520
\$20.00	\$800	\$3,467	\$41,600

† The information in this publication is available as posters. Contact LMI for ordering information.

The Labor Market Information is a member of the Texas Workforce Network, an equal opportunity employer/programs. Auxiliary aid and services are available upon request to individuals with disabilities. Contact Relay Texas @ 7-1-1 and on the web at www.texasworkforce.org/lmi.

Texas Workforce Commission
Labor Market Information



Career Tips for a Successful Future How to Search for a Job

1. **Consider your interests**
 - Identify activities you like to do and the challenges they offer.
2. **Assess your skills**
 - Evaluate school, volunteer, work or leisure experiences.
3. **Research occupations**
 - Based on your skills and interests determine a relationship between skills and interests and match them with possible careers.
4. **Devote time to your job search**
 - Expect to spend several hours a day looking for a job.
5. **Be patient finding a job**
 - A thorough job search is hard work. Don't expect to find a job in a few days or weeks.
6. **Involve friends and family**
 - They are a great source for support, assistance and encouragement.
7. **Conduct field interviews**
 - Meet with people in the field you are interested in pursuing.
8. **Use the Texas Workforce Commission**
 - Register with your local Workforce center.
 - Take advantage of Training seminars.
 - Prepare a resume and cover letter.
 - Consult the Governor's Job Bank, Texas' Job Bank, Hire Texas, classified ads, and other nationwide job search web-sites.
9. **Organize your job search and resources**
 - Record places you've applied to, people you've talked to, and the responses you received.
10. **Rejection is part of the process**
 - Maintain a positive, optimistic attitude, your efforts will pay off as you get closer to landing your "ideal job".

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Job Interviewing



1. ☐ **Bring a copy of your resume**
2. ☐ **Gather information about the company**
3. ☐ **Bring transcripts and references**
4. ☐ **Bring a pen and some paper**
5. ☐ **Dress for success:**
 - ☐ - Conservative two-piece business suit (solid dark blue or gray is best)
 - ☐ - Conservative long sleeve shirt/blouse (white or pastel is best)
 - ☐ - Clean, polished conservative shoes
 - ☐ - Well-groomed hairstyle
 - ☐ - Clean, trimmed fingernails
 - ☐ - Minimal cologne or perfume
 - ☐ - Empty pockets-no large objects or loose coins
 - ☐ - Light briefcase or portfolio case
 - ☐ - No gum, candy or cigarettes
 - ☐ - No visible body piercing (nose rings, eyebrow rings, etc.)
6. ☐ **Arrive 10 minutes early**
7. ☐ **Get a good night's sleep**
8. ☐ **Eat a small snack before an interview to control stomach grumbling**
9. ☐ **Go alone - no children**
10. ☐ **Use a firm handshake**

Earn Good Money From Your Employer



1. ☐ **Attendance and punctuality**
 - ☐ - Do not take off work unless absolutely necessary.
 - ☐ - Be on time and ready to start.
 - ☐ - Call if you can not keep your appointments.
2. ☐ **Work ethic**
 - ☐ Time is money. When at work, WORK.
3. ☐ **Meet deadlines**
 - ☐ Make sure all work is turned in on time.
4. ☐ **Demonstrate effective oral communication**
 - ☐ Speak clearly. Do not use slang.
5. ☐ **Demonstrate self-control**
 - ☐ Stay calm under pressure.
6. ☐ **Attention to details/quality**
 - ☐ Follow instructions, proof all work, check for mistakes.
7. ☐ **Work well independently**
 - ☐ Little or no supervision needed.
8. ☐ **Adapt well to change**
 - ☐ Be willing to accept new assignments.
9. ☐ **Respond well to constructive criticism**
 - ☐ Take criticism positively not negatively.
10. ☐ **Team work**
 - ☐ Collaborate and get along with co-workers.