

# Wage Conversions

Conversions based on a 40-hour work week, 2,080 hours per year.

Per Hour	Per Week	Per Month	Per Year
\$7.25	\$290	\$1,257	\$15,080
\$8.00	\$320	\$1,387	\$16,640
\$9.00	\$360	\$1,560	\$18,720
\$10.00	\$400	\$1,733	\$20,800
\$11.00	\$440	\$1,907	\$22,880
\$12.00	\$480	\$2,080	\$24,960
\$13.00	\$520	\$2,253	\$27,040
\$14.00	\$560	\$2,426	\$29,120
\$15.00	\$600	\$2,600	\$31,200
\$16.00	\$640	\$2,773	\$33,280
\$17.00	\$680	\$2,946	\$35,360
\$18.00	\$720	\$3,120	\$37,440
\$19.00	\$760	\$3,293	\$39,520
\$20.00	\$800	\$3,466	\$41,600
\$21.00	\$840	\$3,640	\$43,680
\$22.00	\$880	\$3,813	\$45,760
\$23.00	\$920	\$3,986	\$47,840
\$24.00	\$960	\$4,160	\$49,920
\$25.00	\$1,000	\$4,333	\$52,000
\$26.00	\$1,040	\$4,506	\$54,080
\$27.00	\$1,080	\$4,680	\$56,160
\$28.00	\$1,120	\$4,583	\$58,240
\$29.00	\$1,160	\$5,026	\$60,320
\$30.00	\$1,200	\$5,200	\$62,400

To find local Workforce Centers and DWS local offices, please visit [dws.arkansas.gov](http://dws.arkansas.gov).

# Social Media

1. Use social media to follow, friend, and like other professionals.
2. Represent yourself honestly on social media.
3. Emphasize your unique strengths, knowledge, skills, and abilities in your profile.
4. Participate in groups to learn about different career opportunities.
5. Follow and like companies for which you would like to work.
6. Always represent yourself professionally in comments and photos. Assume anyone can see anything you post, regardless of privacy settings.
7. Create a professional email address for employers to contact you.
8. Provide a professional voice greeting for employers to receive when they leave you a voicemail.
9. Search for yourself online to see what others can learn about you.
10. Conduct yourself professionally on social media even after you have been hired.

Arkansas Department of Workforce Services  
 Labor Market Information  
 Occupational Career Information  
 P.O. Box 2981  
 Little Rock, AR 72203  
 501-682-3121  
[www.discover.arkansas.gov](http://www.discover.arkansas.gov)



careerwatchar

# Top 10 Career Tips for a Successful Future



How to search for a job

Job interviewing

How to succeed at work

Social media

Wage conversions

# 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**  
Develop a list of possible careers based on your particular combination of skills and interests.
- 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. The more money you expect to earn, the longer it will likely take to find a job.
- 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 Arkansas Department of Workforce Services**
  - Visit your local ADWS office.
  - Take advantage of training seminars.
  - Prepare a resume and cover letter.
  - Consult [www.arjoblink.arkansas.gov](http://www.arjoblink.arkansas.gov), classified ads, and other nationwide job search websites.
- 9. Organize your job search and resources**  
Record the places you've applied to, people you've talked with, and the responses you have received.
- 10. Rejection is part of the process**  
Stay positive! Your efforts will pay off as you get closer to landing the right job for you.

# 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:**
  - Conventional two-piece business suit (solid dark blue or gray is best)
  - Conventional long sleeve shirt/blouse (white or pastel is best)
  - Clean, polished, conventional 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
- 6. Arrive 10 minutes early**
- 7. Get a good night's sleep before an interview**
- 8. Eat a small snack before an interview to maintain your energy**  
Make sure you brush your teeth and freshen your breath afterward.
- 9. Go alone**  
Do not bring friends or family to an interview.
- 10. Use a firm handshake**

# How to Succeed at Work

- 1. Attendance and punctuality**
  - Be on time and ready to start.
  - Call if you cannot keep your appointments.
  - Be reasonable and responsible in using your paid time off. Abide by your employer's policies.
- 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**  
Demonstrate your ability to work with little or no supervision.
- 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.