

the **A B C** s

**OF CAREERS**



pprenticeship

Paid on-the-job training combined with classroom learning, usually in a specialty trade.



# Benefits

In addition to your salary, benefits can include health insurance, paid vacation time, retirement packages, company discounts, tuition reimbursement and more.



# career pathways

A series of classes and trainings from high school through community college that lead to a specific career.



# D

# emand

The number of jobs available now and in the future based on employer and economic need.



Entrepreneur

Someone who starts and runs their own business.



# Full-time

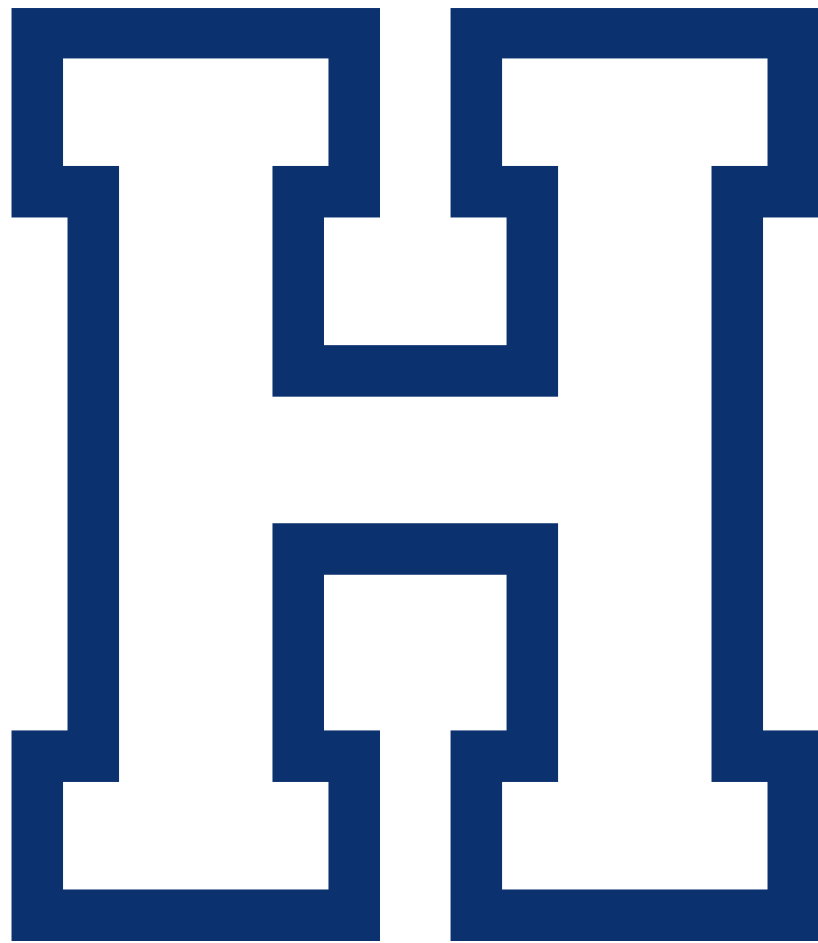
Most often, a 40-hour work week.



# gross wage

The total amount you are paid before any taxes, deductions, insurance premiums or other withholdings are taken out.





# Human resources

HR responsibilities include payroll, benefits, hiring, firing and keeping up to date with state and federal tax laws.



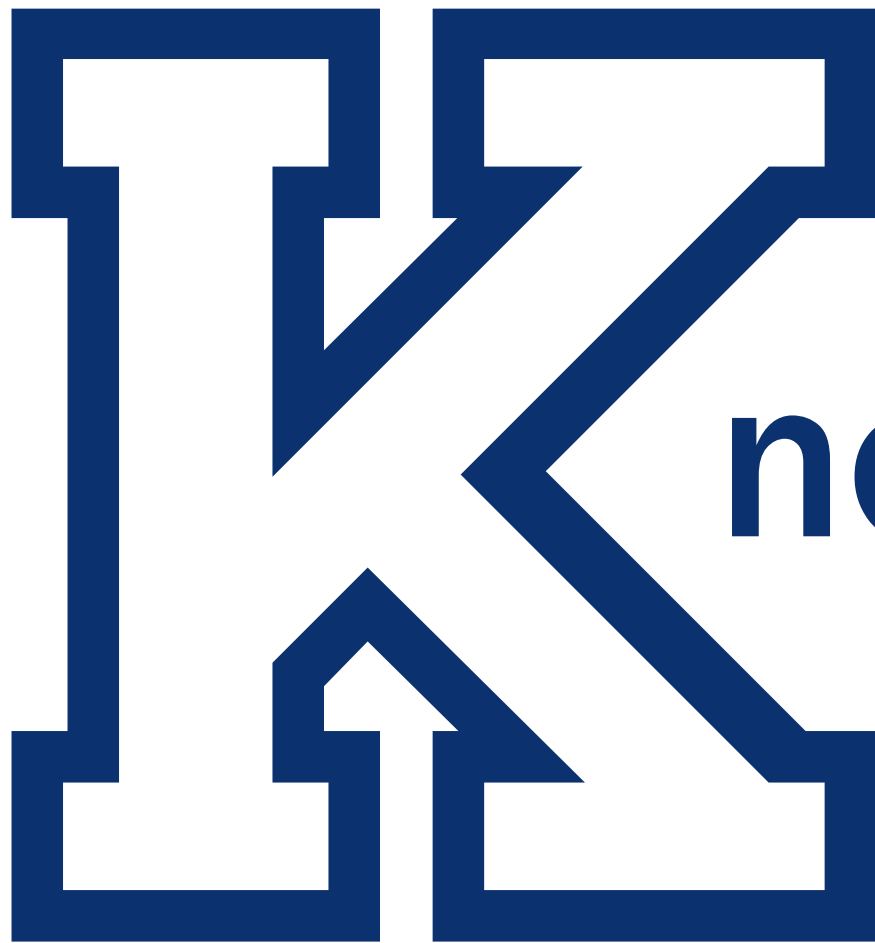
# nternship

An opportunity to work for a company for a short period of time; may be paid or unpaid.



# **J**ob **satisfaction**

How happy you are with your job.



# knowledge tests

Some jobs may require certificates or licenses that require passing a knowledge test.



# Labor laws

Mediate the relationship between workers, employers, trade unions and the government.



# Mentor

An informal training process between a more experienced person and a junior employee.



# Net pay

The amount of your paycheck left over  
after any deductions are taken out.



# On-the-job training

Training that a person is given while doing a job and getting paid.





# Paycheck

The money that you regularly earn, also known as a wage or salary.



# Questions

Toward the end of most job interviews, there is an opportunity for the job-seeker to ask questions. Ask at least a few—it shows your interest in the position and employer.



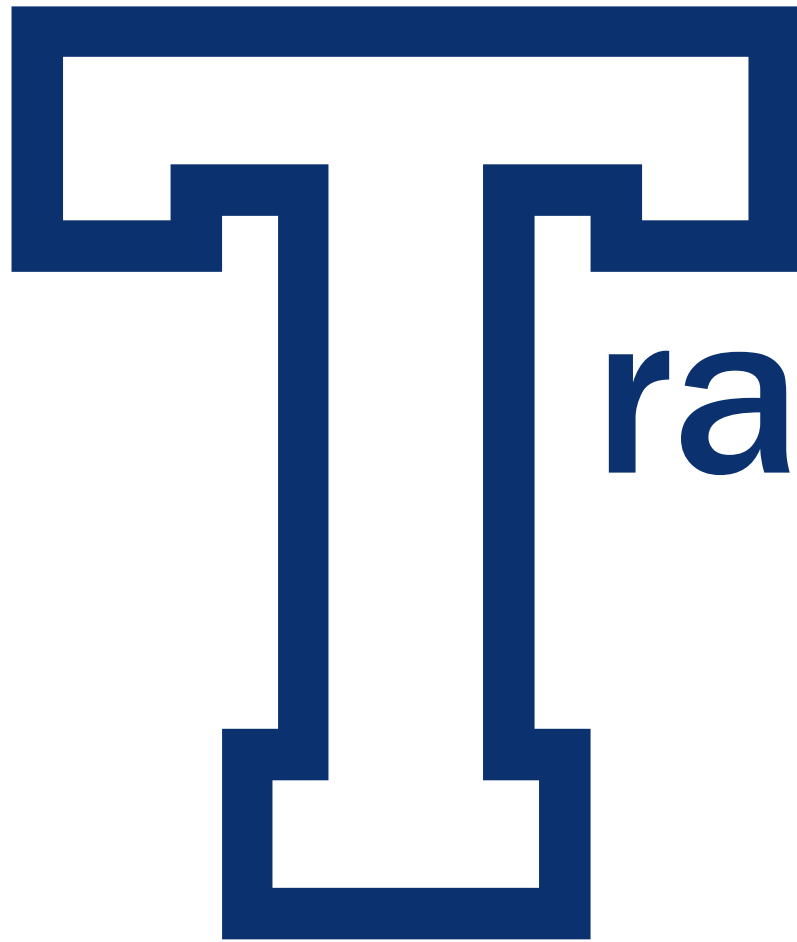
# RESUME

A written record of your qualifications,  
including education or training and  
experience.



**Supervisor**

The person who watches over your work and checks your performance.



# transferable skills

Skills you have acquired in your life — through jobs, classes, projects, hobbies, sports — that are transferable and applicable to what you want to do in your next job.



# Union

Workers who organize a united group, usually related to the kind of work they do, to collectively bargain for better work conditions, pay or benefits.



# Volunteering

Offering your services free of charge; a great way to build skills and learn more about a field you want to work in.



**WORKERS**

**orkers  
comp.**

A form of insurance to reimburse employees who are injured or contract an illness in the course of performing their job.





e X e m p t

A worker that is not eligible for overtime pay.  
A non-exempt employee is eligible for overtime pay.



**Y**ou

It's up to you to decide what you do after high school and as a career!



Your career path may not go in a straight line.  
Many people change jobs and careers  
throughout their life.