




# A Guide to Employment



For new adults, securing first-time employment is a **pivotal step towards independence** and shaping their future career trajectories.



## Resume Tips

- ✓ Double check for any typos, use spell check, and have someone proofread it.
- ✓ Customize and align your skills and experience with the job requirements.
- ✓ Include any internships, school projects, volunteer work, and extracurricular activities.



## Ways to Find Employment

- ✓ Career Fairs and College Career Services
- ✓ Online Job Boards (Indeed, ZipRecruiter)
- ✓ Government Job Portals (USAJobs.gov)



## Additional Tips and Tricks

- 1.) Enhance soft skills like communication to boost your career prospects.
  - 2.) Customize your resume with keywords to navigate Applicant Tracking Systems.
  - 3.) Request feedback post-interview to help you grow.
  - 4.) Follow up post-interview to strengthen your impression.
  - 5.) Know your employment rights to ensure fair treatment.
  - 6.) Continuously evaluate your career goals with mentors for guidance.
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# Understanding Your Paycheck

First-time job holders often find their **first paystub** a bit of a puzzle. Understanding your paystub helps ensure you're informed about your earnings!

**Make sure to verify personal info (name, SSN) and pay period!**

## EMPLOYEE

Forrest D. Ferret  
123 Oak Tree St.  
Portland, OR 97214

## PAY PERIOD

Period Beginning: 1/1/1234  
Period Ending: 1/15/1234  
Pay Date: 1/17/1234  
Total Hours: 20.00

BENEFITS	Used	Available
Sick	5.0	99.0
Vacation	5.0	99.0

**NET PAY:** \$428.08

**Net Pay:** Your take-home pay after all deductions.

**Deductions:** Includes taxes (federal, state, FICA), insurance, and retirement contributions.

PAY	Hours	Rate	Current	YTD
Regular Pay	5.00	25.00	125.00	125.00
Meal Break	5.00	25.00	250.00	250.00
Sick Pay	5.00	25.00	125.00	125.00
Vacation Pay	5.00	25.00	250.00	250.00

DEDUCTIONS	Current	YTD
Taxable Medical Ins	10.00	10.00
Pre-tax Medical	62.50	62.50

TAXES	Current	YTD
Federal Income Tax	54.93	54.93
Social Security	34.88	34.88
Medicare	8.16	8.16
ID Income Tax	26.45	26.45

SUMMARY	Current	YTD
Total Pay	\$625.00	\$625.00
Taxes	\$124.42	\$124.42
Deductions	\$72.50	\$72.50

**Year-to-Date (YTD):** cumulative earnings and deductions for the year.

**NET PAY:** \$428.08

Save paystubs for proof of income.

Use direct deposit for security and speed.

Budget with net pay, not gross pay.

For questions or errors, consult HR/payroll.