1. CHOOSE THREE THINGS YOU WANT in your future:
   one subject area, one interest/hobby, one other
JOBS & CAREERS

TODAY’S TOPICS

➤ Teen Jobs
➤ How much can teens work?
➤ Future Paths
➤ Exploring Careers
➤ Naviance
➤ Other Steps
ADVANTAGES OF HAVING A JOB AS A TEEN

➤ Experience.
➤ Make & manage money.
  ➤ Introduction to taxes.
➤ Independence.
➤ If you advance, gain leadership experience.
➤ Learn what being a part of the workforce is like & what a business relationship is like.
➤ If it goes well, have a boss as a future reference.

Basically, gain skills & experience that you can’t get in school!
# Regulations for Hours Teens Work

## What hours are teens under 18 allowed to work in non-agricultural jobs?

<table>
<thead>
<tr>
<th></th>
<th>Hours per day</th>
<th>Hours per week</th>
<th>Days per week</th>
<th>Begin</th>
<th>Quit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14–15 year-olds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School weeks</td>
<td>3 hours (8 hours Sat.–Sun.)</td>
<td>16 hours</td>
<td>6 days</td>
<td>7 a.m.</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Non-school weeks</td>
<td>8 hours</td>
<td>40 hours</td>
<td>6 days</td>
<td>7 a.m.</td>
<td>7 p.m. (9 p.m. June 1 to Labor Day; this is a federal rule)</td>
</tr>
<tr>
<td><strong>16–17 year-olds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School weeks</td>
<td>4 hours (8 hours Fri.–Sun.)</td>
<td>20 hours</td>
<td>6 days</td>
<td>7 a.m.</td>
<td>10 p.m. (Midnight Fri.–Sat.)</td>
</tr>
<tr>
<td>School weeks with a special variance from school</td>
<td>6 hours (8 hours Fri.–Sun.)</td>
<td>28 hours</td>
<td>6 days</td>
<td>7 a.m.</td>
<td>10 p.m. (Midnight Fri.–Sat.)</td>
</tr>
<tr>
<td>Non-school weeks</td>
<td>8 hours</td>
<td>48 hours</td>
<td>6 days</td>
<td>5 a.m.</td>
<td>Midnight</td>
</tr>
</tbody>
</table>

**Please note:**
- An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.
- Overtime rules apply for all hours worked over 40 in one week.
- These rules also apply to home-schooled teens and teens not enrolled in school.

Source: WA State Labor & Industries 2019
PROHIBITED DUTIES UNDER 18

➤ Regular driving/ deliveries.
➤ Working alone after 8 p.m.
➤ Selling on public roadway.
➤ Working at heights > 10 feet.
➤ Work in freezers.
➤ Meat packing/ processing.
➤ Roofing/ flagging/ excavating.
➤ Woodworking/ earthmoving machines.
➤ Explosives.
➤ Mining.
➤ Tasks requiring respirators.
➤ Exposure to hazardous substances.
➤ Manufacturing bricks/ tiles.

PROHIBITED DUTIES UNDER 16

➤ Driving an automobile.
➤ House-to-house sales.
➤ Cooking and baking.
➤ Work w/ meat slicers/ food processors.
➤ Any power-driven machinery.
➤ Construction.
➤ Manufacturing.
➤ Public messenger.
➤ Amusement parks.
➤ Loading or unloading trucks.
➤ Transportation, warehouse, storage and work around conveyors.
➤ Ladders and scaffolds, including window washing.

Not a complete list!

Source: WA State Labor & Industries 2019
MEAL & REST BREAKS FOR TEEN WORKERS

➤ Uninterrupted 30-minute meal breaks (after 5 hours for teens; after 4 hours for 14-15 year olds).
➤ 10-minute paid rest break for every 4 hours (every 2 hours for 14-15 year olds) worked.

Source: WA State Labor & Industries 2019
WAGES FOR TEENS

➤ The minimum wage for 16- and 17-year-old workers is the same as for adults.

➤ Washington State minimum wage rises to $12 in 2019.

➤ Minors under 16 may be paid 85% ($10.20) of the state minimum wage.

Why does Washington State have one of the highest minimum wages in the nation?

Wage is slightly different in Seattle.

Source: WA State Labor & Industries 2019
## Seattle’s Minimum Wage

### Small Employers
**(500 or Fewer Employees)**

<table>
<thead>
<tr>
<th>Year</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$10.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>2016</td>
<td>$10.50</td>
<td>$12.00</td>
</tr>
<tr>
<td>2017</td>
<td>$11.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>2018</td>
<td>$11.50</td>
<td>$14.00</td>
</tr>
<tr>
<td>2019</td>
<td>$12.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### Large Employers
**(501 or More Employees)**

<table>
<thead>
<tr>
<th>Year</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>2016</td>
<td>$12.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>2017</td>
<td>$13.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>2018</td>
<td>$15.00</td>
<td>$15.45</td>
</tr>
<tr>
<td>2019</td>
<td><em>$16.00</em></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>$13.50</td>
<td>$15.75</td>
</tr>
<tr>
<td>2021</td>
<td>$15.00</td>
<td>See minimum wage for large employers</td>
</tr>
</tbody>
</table>

*Beginning in 2019, all large employers pay the same minimum wage regardless of payments toward an employee’s medical benefits.*

**Source:** seattle.gov Labor Standards 2019

### SEATTLE MINIMUM WAGE

- $16/hour for large employers.
- $12 or $15 for small employers, depending on benefits.
- Will rise for small employers.
POUNTS FOR TEEN JOB SEEKERS TO KNOW

➤ Teens are at a disadvantage since they have less experience.
➤ Make up for lack of experience with:
  ➤ a resume (use a Google doc or Naviance; we will work on)
  ➤ excellent communication skills
  ➤ presenting yourself well, being prepared & reliable
➤ Know the rules for teen employment. Some employers try to take advantage of teens’ lack of knowledge.
➤ Advocate for yourself.
SCHOOL AUTHORIZATION REQUIRED & BASED ON:

➤ Maintaining an acceptable level of scholastic achievement;
➤ Maintaining good school attendance;
➤ Making satisfactory progress toward graduation.

*Forms expire each year on the 30th day of September.

---

<table>
<thead>
<tr>
<th>Employee Information — To be completed by the employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

| School's Name (If home schooled/not enrolled in school/online classes please note) | School's Phone (include area code) |
| City | State | Zip Code |

<table>
<thead>
<tr>
<th>Are you employed at another job?</th>
<th>If “Yes”, how many hours do you work per week?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Employer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before allowing a minor to begin work, you must obtain and keep on file, at the minor’s workplace, a fully completed Parent/School Authorization. As the employer, it is your responsibility to ensure that this form is completed by you before collecting signatures.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Business Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington Unified Business Identifier (UBI)</td>
<td>Expiration Date of Minor Work Permit</td>
</tr>
<tr>
<td>Location Address (Physical location where minor will be working)</td>
<td>City</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Wage per Hour</th>
<th>$</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List of Specific Job Duties</th>
</tr>
</thead>
</table>

---

Employers: Please read before filling out the anticipated hours and work schedule on the following page. Per WAC 296-125-027 — Minors cannot work during the hours that school is in session. Employers should refer to the minor’s neighborhood school’s website for the hours of school to determine what hours the minor is eligible to work. This rule also applies to homeschooled students. No students should work during the hours that their neighborhood school is in session unless the employer has been granted a variance from the Department of Labor & Industries.
WHY THINK ABOUT A CAREER NOW?

1: WHAT YOU DO IN HIGH SCHOOL MAKES A DIFFERENCE
Average hours per day spent in selected activities on days worked by employment status and sex, 2017 annual averages

WHY THINK ABOUT YOUR CAREER NOW?

3: LEVEL/TYPE OF EDUCATION AFTER HIGH SCHOOL MATTERS

Unemployment rates and earnings by educational attainment, 2017

<table>
<thead>
<tr>
<th>Educational Attainment</th>
<th>Unemployment Rate (%)</th>
<th>Median Usual Weekly Earnings ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral degree</td>
<td>1.5</td>
<td>1,743</td>
</tr>
<tr>
<td>Professional degree</td>
<td>1.5</td>
<td>1,836</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>2.2</td>
<td>1,401</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>2.5</td>
<td>1,173</td>
</tr>
<tr>
<td>Associate’s degree</td>
<td>3.4</td>
<td>836</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>4.0</td>
<td>774</td>
</tr>
<tr>
<td>High school diploma</td>
<td>4.6</td>
<td>712</td>
</tr>
<tr>
<td>Less than a high school diploma</td>
<td>6.5</td>
<td>520</td>
</tr>
</tbody>
</table>

Total: 3.6%  All workers: $907

WHAT COUNTS AS “POST-SECONDARY EDUCATION”? 

➤ College
  ➤ 2-year/ Community like Shoreline Community College
  ➤ 4-year like Eastern Washington or Lewis & Clark College.
➤ Apprenticeship
➤ Vocational/ Technical School
  ➤ Sometimes called Career Colleges

➤ Sometimes Vocational Schools & Community Colleges are the same institutions. At SCC, you can gain certification to do a certain job, or you can get an Associate degree so that you can transfer to a university.
## WHAT DIFFERENCE DOES EDUCATION MAKE?

### WAGES AND PROJECTED JOB GROWTH

Occupations that Need More Education for Entry are Projected to Grow Faster Than Average

Other available formats: [XLSX](#)

### Employment, wages, and projected change in employment by typical entry-level education (Employment in thousands)

<table>
<thead>
<tr>
<th>Typical entry-level education</th>
<th>2016 Employment</th>
<th>Employment change, 2016–26 (percent)</th>
<th>Median annual wage, 2017(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Percent distribution</td>
<td></td>
</tr>
<tr>
<td>Total, all occupations</td>
<td>156,063.8</td>
<td>100.0</td>
<td>7.4</td>
</tr>
<tr>
<td>Doctoral or professional degree</td>
<td>4,230.9</td>
<td>2.7</td>
<td>13.1</td>
</tr>
<tr>
<td>Master's degree</td>
<td>2,670.6</td>
<td>1.7</td>
<td>16.7</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>33,372.4</td>
<td>21.4</td>
<td>10.1</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>3,617.9</td>
<td>2.3</td>
<td>11.0</td>
</tr>
<tr>
<td>Postsecondary nondegree award</td>
<td>9,582.9</td>
<td>6.1</td>
<td>11.1</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>3,858.4</td>
<td>2.5</td>
<td>4.2</td>
</tr>
<tr>
<td>High school diploma or equivalent</td>
<td>61,504.1</td>
<td>39.4</td>
<td>5.1</td>
</tr>
<tr>
<td>No formal educational credential</td>
<td>37,226.7</td>
<td>23.9</td>
<td>6.4</td>
</tr>
</tbody>
</table>

### Footnotes:


Note: The occupational employment and growth rates shown in this table include projected growth in all jobs from 2016—26, not just entry-level jobs. Entry-level education reflects 2016 requirements—BLS does not project educational requirements.

MONEY IS NOT EVERYTHING!

In Choosing a Job, Focus on the Fun

If you don’t like your job, you aren’t alone. In fact, two out of three working Americans do not feel engaged at work, according to a Gallup survey. And many of these people spend more of their waking time working than doing anything else.

As a psychology professor at a business school, I have chatted with many unhappy employees. I have found that one big reason people are unhappy at work is that when they choose a job or a project, they are not aware of what will truly matter to them once they are in the midst of it.

People send résumés and go to interviews thinking that they care only about salaries and promotions. These are important, yes, but they are not enough. To identify a satisfying job, people should be thinking about office morale and doing work that is interesting and fun.

To demonstrate this point, my colleague Kaitlin Woolley and I asked a large group of employees what made them like their present jobs, along with what factors would cause them to like future jobs.

Unsurprisingly, we found that promotions and raises were important for people both in their current job and in applying for future jobs. What was interesting, though, was that the majority cared a lot about present benefits (such as doing something interesting with people they like) in their current job, but they expected not to care very much about those things in their future jobs. When envisioning themselves in the future, they predicted that they would almost solely be driven by delayed benefits like salaries.

Ayelet Fishbach is a professor of behavioral science and marketing at the Booth School of Business at the University of Chicago.
HOWEVER,

YOU **DO NOT** HAVE TO MAKE UP YOUR MIND NOW (OR ANYTIME IN HIGH SCHOOL).

Rather, look ahead generally, consider possibilities, and plan so that you have options.
TAKE THE SHOREWOOD APPROACH

➤ Start looking ahead early to reduce stress.

➤ Self-search at the same time you research future possibilities.

➤ Keep an open mind.

➤ Play to your strengths.

➤ Focus on several factors, not solely on test scores & GPA.

➤ Choose courses because you want to take them, not for how they will look on college applications.

We will help you through the process, but YOUR INITIATIVE & MOTIVATION are necessary.
WHERE DO SHOREWOOD STUDENTS GO?  79% GO TO COLLEGE

HERE’S WHERE & WHAT TYPE OF SCHOOL

Of the students who go to college >80% go in-state and <20% out of state.

Data Source: ERDC 2016
21% DO SOMETHING OTHER THAN COLLEGE

➤ Apprenticeships
➤ Trades
➤ Certificate Program
➤ Gap Year
➤ Volunteer
➤ Travel
➤ Job/ Career
➤ Military
➤ Missionary Programs
➤ Religious Training
➤ Travel
APPRENTICESHIPS

Accounting Clerk
Brick Layer
Cabinet Maker
Child Care Associate
Dock & Wharf Builder
Fire Fighter
Gear Machinist
Graphic Arts Technician
Ironworker
Machinist
Sheet Metal Worker
Tile Setter
Tree Trimmer

Most require a high school diploma & have minimum ages of 17 or 18

…and about 200 other listings in King County alone!

Source: Washington State Department of Labor & Industries
ON TO NAVIANCE AND TO YOU

The more Naviance knows about you, the more helpful it will be.
1. Via Shorewood home page > Resources > Naviance

Then click on the logo:
2. Via the SW College & Career Site

Shorewood > Depts & Programs > College & Career

scroll down to Naviance
ONE MORE WAY TO FIND NAVIANCE . . .

3. Via naviance.com >

Sign in (top right) > Student >

98133 > Shorewood
Sign in as you do for Canvas

DO NOT USE YOUR FULL EMAIL ADDRESS!!!

Username: first & last initial + student number
Password: you use for Canvas
Welcome, Demo Thalia Stephens!

NEW NAVIANCE INTERFACE

use the dropdown menus to move around your account

find your tasks here

Important To-Dos and Tasks

Search for Colleges

Type a college name

SEARCH

Fall 2018: Class of 2021

Welcome to Sophomore Year!

It is time to explore and to plan. This year, I encourage you to:
- Attend college, military, and industry visits in the Career Center.
- Attend college & career events at Shorewood and in the area.
- Add schools to your Colleges I'm Thinking About list in Naviance. When you have schools in your list and I hear about a special opportunity, I will send you a notice through Naviance.
- Add possible Careers to your Favorite Careers list in Naviance.
- Learn about possible careers using the tools under the Careers tab.

What's New

Nothing new to review this visit. Check back later.

shortcuts here
TASK #1 FOR TODAY: THREE FUTURE FACTORS SURVEY

Remember your three things?

Do this task first!
TASK #2: CLUSTER FINDER

GET THERE VIA TASKS OR CAREERS MENU
**TASK #3: ADD CAREERS/CLUSTERS TO YOUR LIST**

**GET THERE VIA TASKS OR CAREERS MENU**

If you like what you discover, click the heart to add.

---

### Music Composers and Arrangers

- **Favorite**

---

**Overview**

**Knowledge and Skills**

**Tasks and Activities**

**Wages**

#### Typical Tasks

- Apply elements of music theory to create musical and tonal structures, including harmonies and melodies.
- Use computers and synthesizers to compose, orchestrate, and arrange music.
- Determine voices, instruments, harmonic structures, rhythms, tempos, and tone balances required to achieve the effects desired in a musical composition.

#### Most Common Work Activities

- **Getting Information**
  - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Monitor Processes, Materials, or Surroundings**
  - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Identifying Objects, Actions, and Events**
NAVIANCE TO DO

Assigned Tasks

1. Complete Three Future Factors
2. Complete Cluster Finder
3. Add Clusters/ Careers to your list.

Recommended Tasks

1. Add schools to your “Colleges I’m Thinking About List”
2. Do a SuperMatch (under Colleges) and play with the variables.
3. Start a resume in Naviance or a Google doc.
OTHER TO DO

➤ Check your k12 email regularly
➤ Use the 10th Grade Timeline
➤ Attend College & More Night on April 11
➤ Take Charge!

Photo credit: Wayne Pridemore