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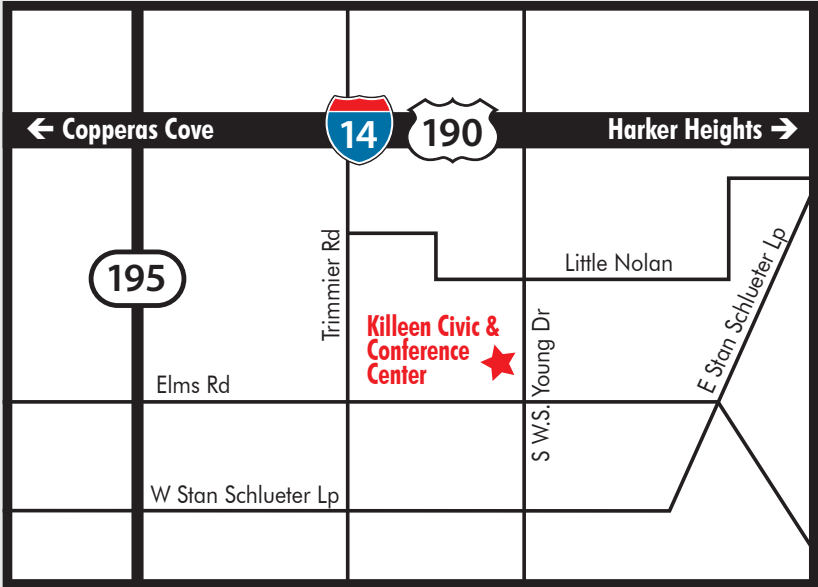
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The KDH Job Fair is a proven success at matching your needs with businesses looking for their next star employee. Several businesses throughout Central Texas attend on a yearly basis making this a can't miss opportunity for job seekers.

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ADVICE FOR A SUCCESSFUL CAREER CHANGE

Individuals change jobs for many reasons, including greater professional satisfaction, money or a change of location. The financial experts at The Balance say that people change jobs more frequently than many people may think, noting today's average worker changes jobs 12 times during his or her career.

It is not uncommon for workers to change careers several times in a lifetime. The notion that the job a person starts out in directly after graduation is the one that he or she will have for the rest of his or her life - or at the very least, several years - is no longer the norm. Many younger workers migrate between jobs for greater compensation and fulfillment. Older workers, too, are faced with career stagnation. A survey from the University of Phoenix School of Business found 59 percent of working adults say they're interested in taking the leap of a midlife career change.

Once the idea for a career change has been planted in a

person's mind, he or she may be anxious to jump right in. However, career coaches and other experts say that it is better to take the transition slowly and confirm that changing careers is truly the path to take. Finding the right time for the transition is equally important. These steps can help professionals as they decide if the time is right to change careers.

Research the job market. Look into the industries for the field you are considering. Is it the right time for success in this field? Industries tend to ebb and flow. Do not leave a job only to find the next career has few, if any, openings. Job growth projections are available through resources like the U.S. Bureau of Labor Statistics.

Assess your likes and dislikes. Another area of consideration is what you like to do. Leaving a job may be based around finding a career that caters to your interests. Make a list of the types of careers you find appealing. To get help, take a career assessment quiz online.

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Don't choose a career based on salary alone. Monster.com says that being financially strategic when choosing a new career is important, but shouldn't be the only factor.

Your personal values, experience and other factors such as family should weigh heavily into your decision as well. Use your network. The notion that "it's not what you know, but who you know" has some truth to it. Successful job-seekers continually expand their professional contacts. This is achieved by going to informational interviews, attending trade association

meetings and reviewing trade publications. Target people who work at the companies where you see yourself, so you can get the inside track about job openings.

Get new skills. Learn which skills you have that are transferrable to a new career and which ones you may need to acquire. Take a course or two or sign up for training seminars. Don't immediately assume you need to return to school before investigating other, less costly avenues.

Changing jobs and careers takes effort, but the results can be worth it in the long run.



The notion that the job a person starts out in directly after graduation is the one that he or she will have for the rest of his or her life - or at the very least, several years - is no longer the norm.

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...many companies may prefer entry-level applicants with degrees that are not specific to their industries so their new hires are blank slates who can be easily trained.

PRODUCTIVE WAYS TO SPEND THE SUMMER AFTER GRADUATION

Graduation is a momentous day in the lives of college students. After years of schooling that dates all the way back to preschool or kindergarten, newly minted college graduates are finally ready to begin their professional lives.

That can be a scary prospect for some students, especially those who graduate without jobs lined up. The summer after graduating from college can be a time like no other in the lives of new graduates. It can be easy to grow dejected as weeks or months go by without receiving a job offer. But spending the summer after graduation as productively as possible can help graduates overcome any dejection they might feel and increase their chances of landing a job.

Contact career services offices at your alma mater. Career services offices can help recent graduates as they look for their first jobs out of college. Such offices may have access to job and internship opportunities that grads do not. In addition, they may coach grads on interviewing techniques and on ways to stand out in crowded job markets.

Seek internships. If part- or full-time employment is proving elusive, don't be afraid to seek and ultimately accept internships, which can provide a way for grads to get their foot in the doors in certain industries. Summer internships may already be filled, so scour job boards for fall or winter internships.

Start networking. Students who interned can get in touch with their

past supervisors or mentors and find out if the company is hiring. Such people may be more inclined to bring someone with direct experience onboard — even if that experience was brief and unpaid. In addition, grads can connect with adjunct professors who work in their desired fields.

When job hunting, don't get pigeon-holed by your major. Just because a student graduates with a particular degree does not mean he or she needs to look for work in that field. In fact, many companies may prefer entry-level applicants with degrees that are not specific to their industries so their new hires are blank slates who can be easily trained.

Attend job fairs. While other graduates may be taking the summer

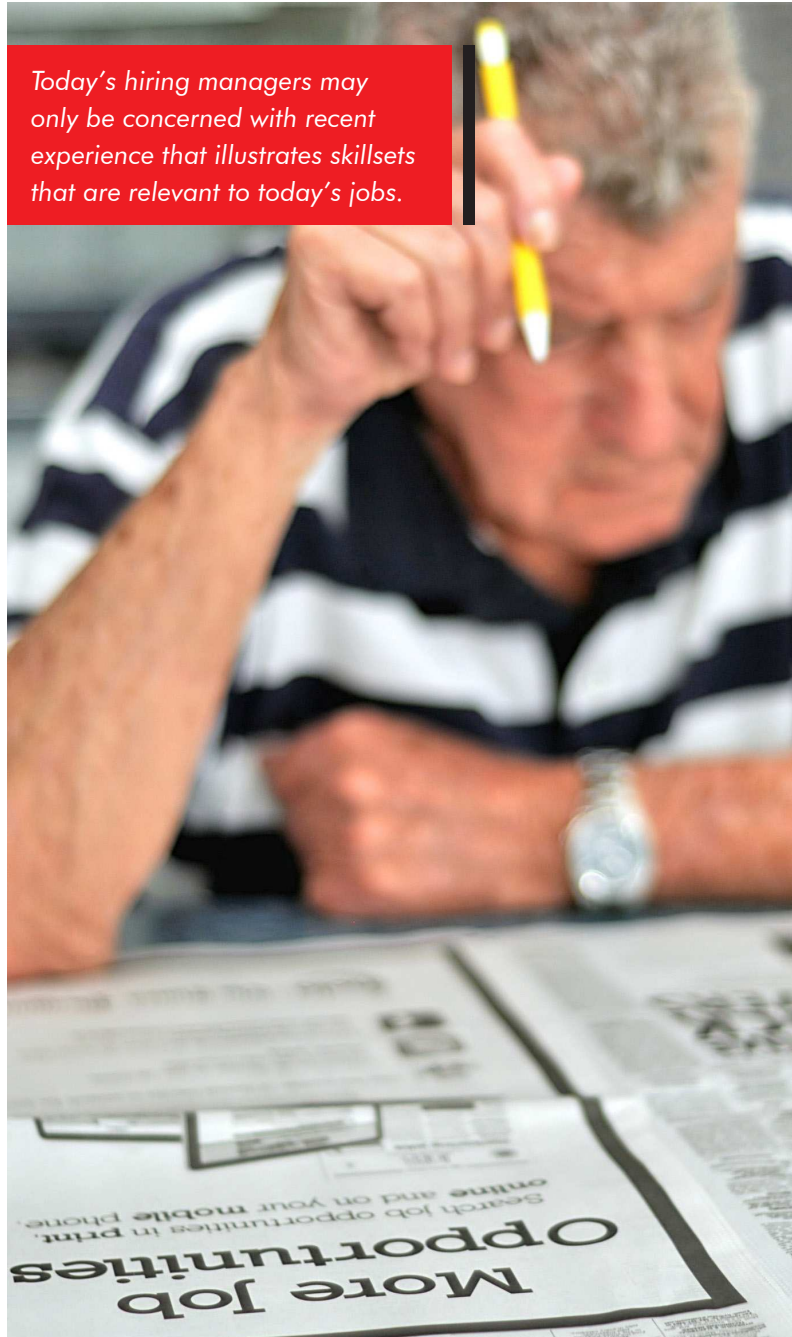
off, enterprising grads looking for work should attend as many job fairs as possible. Graduates likely won't leave job fairs with employment offers in hand, but job fairs are a great way for grads to meet hiring managers and submit their résumés to potential employers.

Customize a résumé for every job. Be sure the curriculum vitae is not static. Write and refine résumés for each job you apply for, mildly tweaking the wording or accomplishments to address the key phrases used in the job listing.

It can be tempting for recent college grads to spend the summers after graduation relaxing, but those who spend that time productively may land jobs more quickly than those who do not.

FINDING WORK AFTER 50

Today's hiring managers may only be concerned with recent experience that illustrates skillsets that are relevant to today's jobs.



Unemployment isn't easy for anyone, regardless of their age. But unemployed men and women over 50 may find it especially difficult to find work.

Whether it's a byproduct of age-related discrimination or any of a host of additional variables, jobless older workers often struggle to find work. In a 2016 analysis of government figures, the Schwartz Center for Economic Policy Analysis at the New School estimated that the jobless rate for workers 55 and older in August of 2016, six years after the Great Recession, was nearly 9 percent. At the time, the national jobless rate hovered around 5 percent.

Unemployed men and women over 50 who are struggling to find work can consider the following strategies as they look to rejoin the workforce.

Revisit your résumé.

Unemployed men and women over 50 have no doubt updated their résumés to reflect their most recent professional experience. But they may need to trim some of the fat in regard to their work life 10 or more years ago. Today's hiring managers may only be concerned with recent experience that illustrates skillsets that are relevant to today's jobs. Men and women over 50 may consider their experience from 20 years ago invaluable, but if that experience does not meet the specific needs of the jobs they're now seeking, then they should remove it from their résumés so hiring managers can quickly access the more relevant information from their work histories.

Embrace 21st century job hunting. Finding a job in the second decade of the 21st century is unlike job hunting in decades prior, and wholly different from how men and women over 50 looked for jobs upon beginning their professional lives. Networking can mean the difference between unemployment and landing a job. Go to job fairs attended by hiring managers and

join professional organizations that host events where professionals in your field can gather.

Turn your age into a positive.

Men and women over 50 should accept the likelihood that their new managers and/or hiring managers will be younger than them. When interviewing for a job, men and women over 50 should make an effort to showcase their enthusiasm about working with and learning from younger colleagues, while also noting their desire to commit long-term to a company. Some hiring managers may surprise older applicants, viewing them as potentially more reliable than younger workers simply looking to gain some experience in a particular industry before moving on to the next opportunity.

Make use of your existing down time. Another strategy unemployed men and women over 50 can try as they look for work is to make better use of their existing downtime. Enrolling in online courses can give prospective employers the impression that applicants over 50 are both tech-savvy and willing to learn new things. Each of those things can help men and women over 50 overcome any unjustified, tech-related stigmas that hiring managers may attach to older job candidates.

Finding work after 50 is not always easy, and job seekers may need to adjust their approach before they can get back in the workforce.





3 WAYS PROFESSIONALS CAN BE MORE EFFICIENT

People with multiple hobbies recognize there are many great ways to spend one's time. But even people with plenty of ways to pass their time may find themselves wasting time each day, a phenomenon that seems to be growing.

In its 2014 "Wasting Time at

Work" survey, Salary.com found that 89 percent of participants acknowledged wasting time at work each day. That marked a sharp increase from a year prior, when 69 percent of workers surveyed reported wasting time at work. Thirty-one percent of workers surveyed admitted wasting roughly

30 minutes per day, while another 31 percent estimated they waste around one hour each day. Perhaps the most surprising finding from the survey was that 4 percent of participants admitted they waste four or more hours, or at least half a typically eight-hour workday, at work each day.

Some people might be wasting time out of sheer boredom, but many may be able to trace all those squandered minutes and hours to inefficiency. For those who count themselves among the latter group, the following tips may help them become more efficient and stop wasting so much time.

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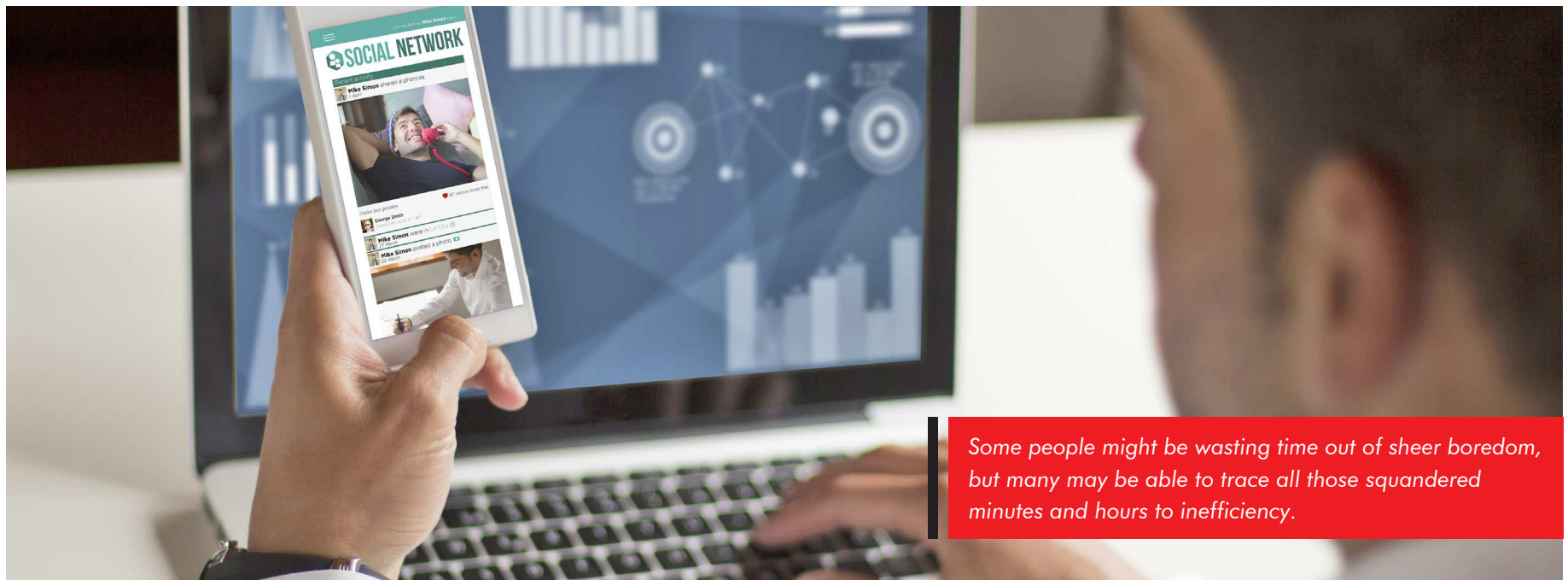
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Some people might be wasting time out of sheer boredom, but many may be able to trace all those squandered minutes and hours to inefficiency.

Make better use of your commute. Figures from the U.S. Census Bureau indicates that the average worker spent 26 minutes traveling to work, the most recent year for which the USCB has data. That marks a nearly 20 percent increase in average commute time since 1980. Things aren't much better in Canada, where the National Household Survey found that the average commuter spends just over 25 minutes traveling to work each day. People who commute via public transportation can use the time they spend going

to and from the office to answer emails, review schedules or even work on projects. Commuters who drive themselves to work can consider switching to public transportation or, if possible, move closer to their offices so they spend less time sitting in their vehicles, where they have no choice but to be unproductive.

Stop multitasking. Information is now seemingly always at our fingertips thanks to mobile devices like smartphones and tablets. While these devices may theoretically allow workers to become more

productive, research suggests otherwise. Professor, researcher and author Gloria Mark with the University of California, Irvine says that activity switching and being frequently interrupted, including self-interruptions like checking social media and email, can lead people to develop short attention spans. That inability to focus for extended periods of time can adversely affect efficiency.

Embrace scheduling. Schedules can help professionals in much the same way that grocery lists help consumers at the grocery

store. When visiting a grocery store without a shopping list, shoppers are bound to forget items, necessitating follow-up visits to the store, and waste time wondering what they need. Without schedules in an office environment, workers may allow time to idle away because there are no deadlines motivating them to complete projects.

Taking steps to be more efficient at work can allow businesses and their employees to thrive while ensuring as little time as possible is wasted.



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Referrals from former co-workers or clients lead to about 11 percent of new employees, and are the most lucrative type for candidates.

JOB REFERRALS MAY SPUR HIRES BUT ALSO LEAD TO LESS DIVERSITY AND PAY GAPS, STUDY FINDS

By Rachel Lerman
The Seattle Times

SEATTLE — Job-candidate referrals from current employees may help companies hire faster, but a new industry study finds that relying on these suggestions can result in a less diverse workforce for businesses, and sometimes less money for new hires.

A study from Seattle-based PayScale found that men who get a job after being referred by a friend or family member are offered on average \$1,600 per year less than those who hear about jobs in other ways.

Friends and family members are the largest source of referrals, the study says, making up about 14 percent of all employee hires.

Referrals from former co-workers

or clients lead to about 11 percent of new employees, and are the most lucrative type for candidates. Those referrals usually lead to a bump in pay over people who did not receive a referral, but the amount of money varies widely based on the candidate. Men receive on average \$8,200 more, and women get about \$3,700 more.

PayScale, which provides compensation data for workers and companies, also looked at a range of diversity issues involving referrals. White men are the most likely to receive referrals for jobs, getting about 44 percent of all referrals while white women get 22 percent.

The gap widens with candidates of color — men of color get about 18

percent of referrals, and women of color get about 16 percent.

This could be an area of concern especially for technology companies, said PayScale Vice President Lydia Frank, because they already have white-male-dominated workforces and people's referral networks tend to have largely the same demographics as themselves.

"If you already have that issue going on and you have a fairly large portion of employee referrals coming in, then you're not really solving that diversity issue," she said.

About 35 percent of employees at tech companies got their jobs after receiving a referral, the study found.

Across industries, most jobs are filled by people who do not

get referrals, about 66 percent of all jobs, PayScale found. But as companies compete with each other to fill jobs, especially in the heated search for talent in the tech industry, they have offered increasingly attractive benefits to employees who refer friends or former colleagues.

Body-camera company Axon offered a Tesla to qualified employees last year who referred a new hire, and many businesses offer bonuses up to thousands of dollars for successful referrals.

The bright side of referrals is that employees who received them tend to have higher job satisfaction and better relationships with their managers and are less likely to be searching for a new job.



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HOW TO GET A HANDLE ON WORK-RELATED STRESS

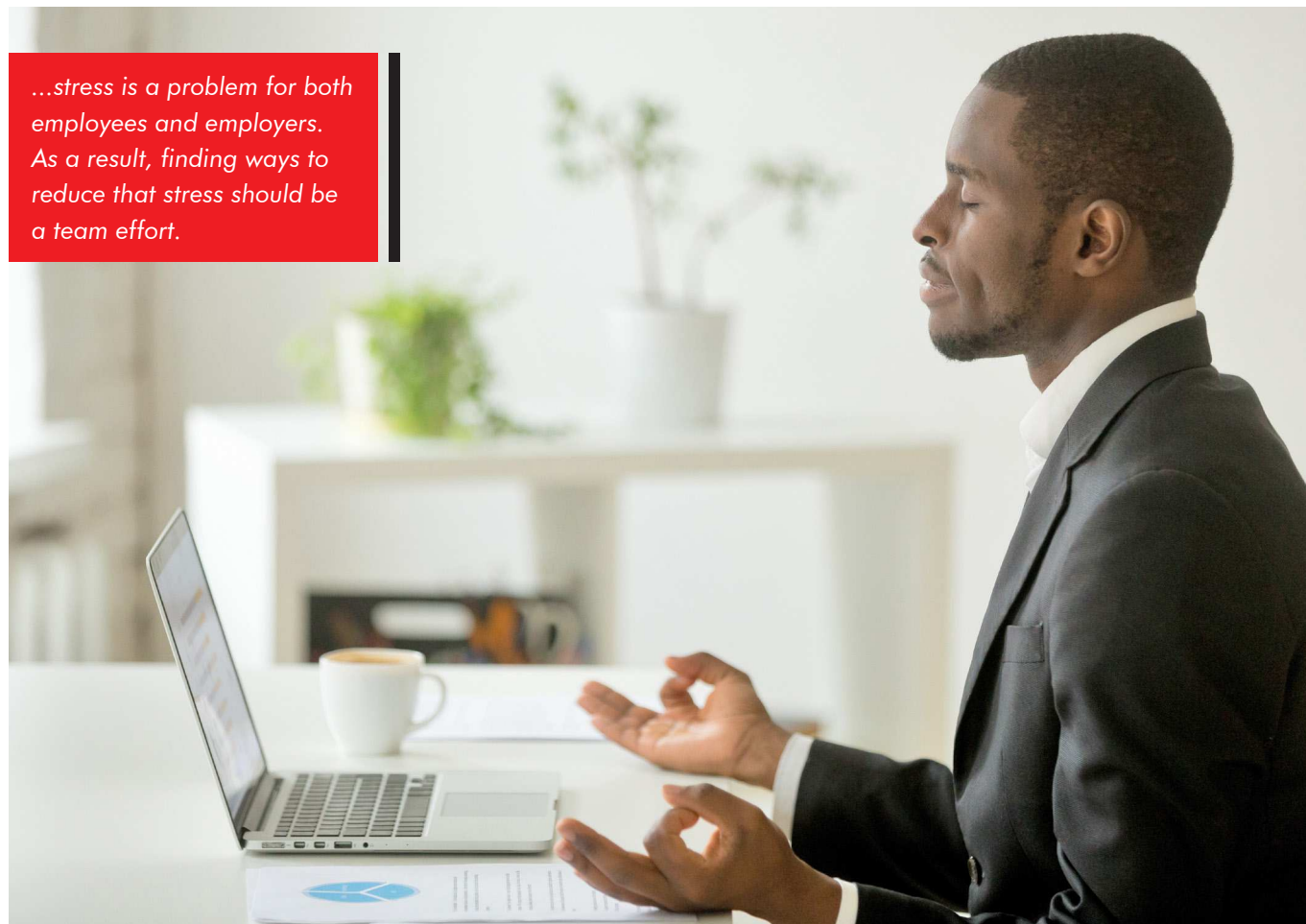
Work-related stress is an all too common problem in workplaces across the globe. According to the American Institute of Stress, 80 percent of workers report feeling stress on the job. Perhaps most troubling, nearly half of those people admit they need help in learning how to manage their stress.

The American Psychological Association notes that stressful work environments can contribute to a host of physical problems, including headache, sleep disturbances and short temper. Chronic stress can produce more serious consequences such as high blood pressure while also weakening sufferers' immune

systems. Stress at the workplace also can make it difficult to concentrate, which in turn can compromise workers' abilities to perform at the peak of their abilities. That supports the notion that stress is a problem for both employees and employers. As a result, finding ways to reduce that stress should be a team effort.

Getting a handle on stress can be difficult. Since so many people trace their stress to the jobs they need to get by, they might think it's impossible to address that stress without derailing their careers. But there are a handful of ways for professionals to get a handle on their stress without negatively affecting their careers.

...stress is a problem for both employees and employers. As a result, finding ways to reduce that stress should be a team effort.



Speak up about your stress.

As noted, stress at the workplace can affect workers' performance, which employers are looking to optimize. Workers can speak to their employers if they feel their work environments are conducive to stress. Work in tandem with an employer to develop time-saving strategies that make it easier to get work done on time. Supervisors may encourage employees to delegate more often, freeing up time to get their work done. Employers may also direct employees to wellness resources that can help them more effectively combat stress. The outcomes of such discussions may never be known if workers never take the initiative and speak up about their stress.

Take more time off.

According to the "State of American Vacation 2016" report from Project: Time Off, American workers failed to use 658 million vacation days in 2015. Vacation is not just a time to get away, but a valuable, effective way for workers to recharge. The APA notes that avoiding the negative effects of chronic stress and burnout requires workers to take time away to replenish and return to their pre-stress level of functioning. Taking time off to disconnect from work and avoid thinking about work can be just what workers need to overcome their work-related stress. And plenty of workers have the time to take off; they just need to take it.

Embrace relaxation methods.

The APA recommends professionals coping with workplace stress embrace techniques that can effectively alleviate stress. Such techniques include meditation and deep-breathing exercises and can help workers develop their ability to focus purposefully on a single activity. That improved focus may help workers better navigate hectic working environments without succumbing to the stress such environments can produce.

Work-related stress is a significant issue for many professionals. But working in tandem with their employers can help professionals effectively cope with that stress.

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AFRAID TO NEGOTIATE YOUR SALARY? WHY RIGHT NOW IS THE BEST TIME TO TRY

By Frank Witsil
Detroit Free Press



Workers are now in a position to negotiate for more money because of a tight labor market, but most people aren't, a new survey says — and as a result, they likely are earning less.

Why?

Many folks are afraid to ask for more, and women may be even more reluctant to ask than men.

"People tend to think it's hard to do," Trisha Plovie, regional vice president of human resource consulting firm Robert Half in Troy, said Friday. "It can be uncomfortable

to negotiate in an interview situation and some people may be fearful that by negotiating, the company may decide not to make them an offer."

But, Plovie said, right now, the labor market is tight, which means that employees have the leverage to find jobs, earn more and it's less likely that they will be passed over — or told no — than it was just a few years ago.

"Candidates are really in the driver's seat," Plovie said.

In December, the latest month the data is available, Michigan's

unemployment rate was 4.6 percent, and nationally, 4.1 percent.

The survey by Robert Half asked 2,700 people whether they negotiated their salary and broke down the results into 27 metro areas, including Detroit.

Ranked from highest to lowest percentage of people who negotiated by area, Detroit was about in the middle at No. 15 with less than half of metro Detroit professionals — 39 percent — trying to negotiate their most recent job offer.

That percentage was the same as the survey's national average.

The top metro area, as you might expect for negotiations, was New York with 55 percent of professionals negotiating their salary; the city at the bottom was Indianapolis at 24 percent. Cities looked at that were closest to Detroit, such as Pittsburgh, Chicago, Cleveland, Cincinnati and Minneapolis, with 48 percent, 41 percent, 36 percent, 35 percent and 26 percent of professionals negotiating pay, respectively.

The overall survey results also suggested two reasons why some negotiated and others did not may be related to gender and age.

Of professionals who did negotiate for more money, 46 percent of them were men, compared with 34 percent of women; and younger workers, the so-called millennial generation who are between 18 and 34, were more likely to negotiate than older generations of workers.

Plovie said that younger workers, especially those graduating college, are entering "super hot employment markets." They likely feel confident because they are out of school and may be working with a recruiter who can help them negotiate — or negotiate for them.


Chanel Hampton, the founder and president of Strategic Community Partners in Detroit, unlike their parents or grandparents, millennials don't plan or expect to stay at one company their whole careers so they want to get as much pay as early as they can.



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Don't be afraid to ask, but not until you have a formal offer. Explain why you are worth what you want using your industry research and personal assessment. Be confident. Justify your reasoning. Keep in mind that the worst that can happen is you are told no.

"For many people, it boils down to confidence," Hampton said. "A lot of people don't realize negotiating is an option."

Ursula Adams — a leadership consultant and owner of the SheHive, a women's development center in Ferndale — said that in more than 25 years of working in human resources at the United Way and Compuware, she never negotiated her salary and now regrets it.

"I think how much more I could have done," she said. "The work I did was worth more."

She said was afraid to ask and afraid of the consequences if she did.

"There was always the idea that this is as good as it gets, and how dare I ask for more money," she said. "During the downturn and seeing layoff after layoff, you feel lucky to have a job. Women are taught it's impolite to ask and that they have to do the job before they can ask for a title or raise."

Men, she said, tend to ask based

on their potential.

Her advice: "Be OK with the uncomfortable conversation and be OK with what could potentially be an uncomfortable result. It's much easier now that you can ask what you are worth because of the job market. There are other jobs to be had and it's easier to start your own thing now."

Last year, another survey by Robert Half looked at worker confidence levels in talking about money with their employers: 54 percent of those surveyed were comfortable negotiating pay in a new job, up 4 percent from 2016; and 49 percent felt confident asking for a raise in their current role, up 3 percent from the year before.

Among other findings:

- Thirty-six percent of workers said they'd rather clean house than ask for a raise.
- Thirty-two percent of workers never checked their salary against the industry average.
- Fourteen percent of workers said they'd look for another job

rather than ask for more money.

- Of workers who planned to ask for a raise, 24 percent said they needed more money.
- "You're not going to get more if you don't ask," Adams said. "If you ask and don't get it, at least you know where you stand in the organization."

NEGOTIATION TIPS

• Know what others earn.

Research what others are paid in similar jobs in the industry and in the company. Pay information for most professions is tracked by the U.S. Bureau of Labor Statistics, industry websites and trade associations. You also can ask people in similar jobs and in the company.

- **Know your own worth.** What do you bring to the company: Experience? Rare skills? Special relationships with clients? A reputation? Are there other companies competing for you? These may be factors that make you worth more to

your employer — or potential employer.

• Think about total compensation.

In addition to salary, consider enhancing your benefits package. Can you get more paid time off? Better a retirement package? Stock options? Bonuses? Working from home? These often are ways to boost your overall compensation.

• Consider opportunities beyond compensation:

What chances do you have to move up in the organization and how quickly can you do so? You may want to consider a trade-off of pay for future promotions.

- **Make your case.** Don't be afraid to ask, but not until you have a formal offer. Explain why you are worth what you want using your industry research and personal assessment. Be confident. Justify your reasoning. Keep in mind that the worst that can happen is you are told no.

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