

Exploring Career Opportunities: Plotting a Course for Success

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Federal Reserve
Bank of Atlanta

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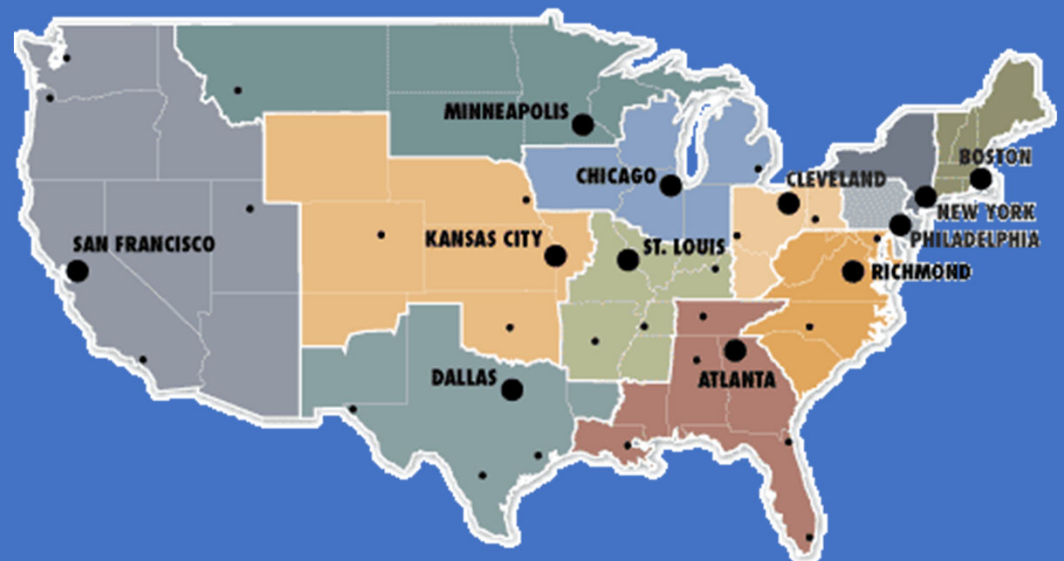
Today's session will look at ...

- The world of work at the Atlanta Fed
- The skills, education, and experience needed for jobs at the Fed
- Learn about job openings and how to apply
- Tips to prepare now for your future
- Classroom resources that address
 1. Soft skills and career exploration
 2. Conducting informational interviews
 3. Job interview preparation and more!

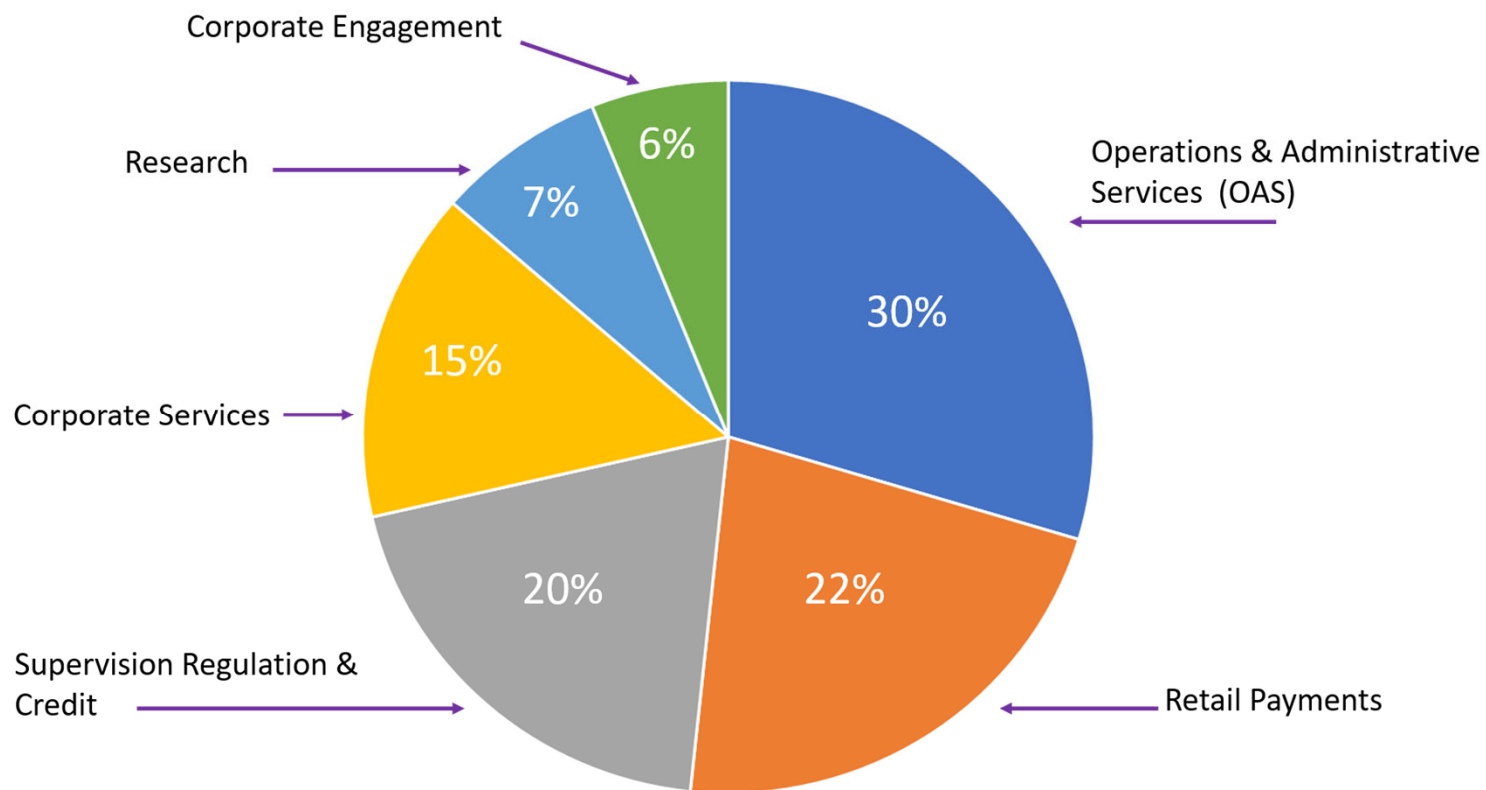
The Atlanta Fed



Federal Reserve Banks



What does the world of work look like at the Atlanta Fed?



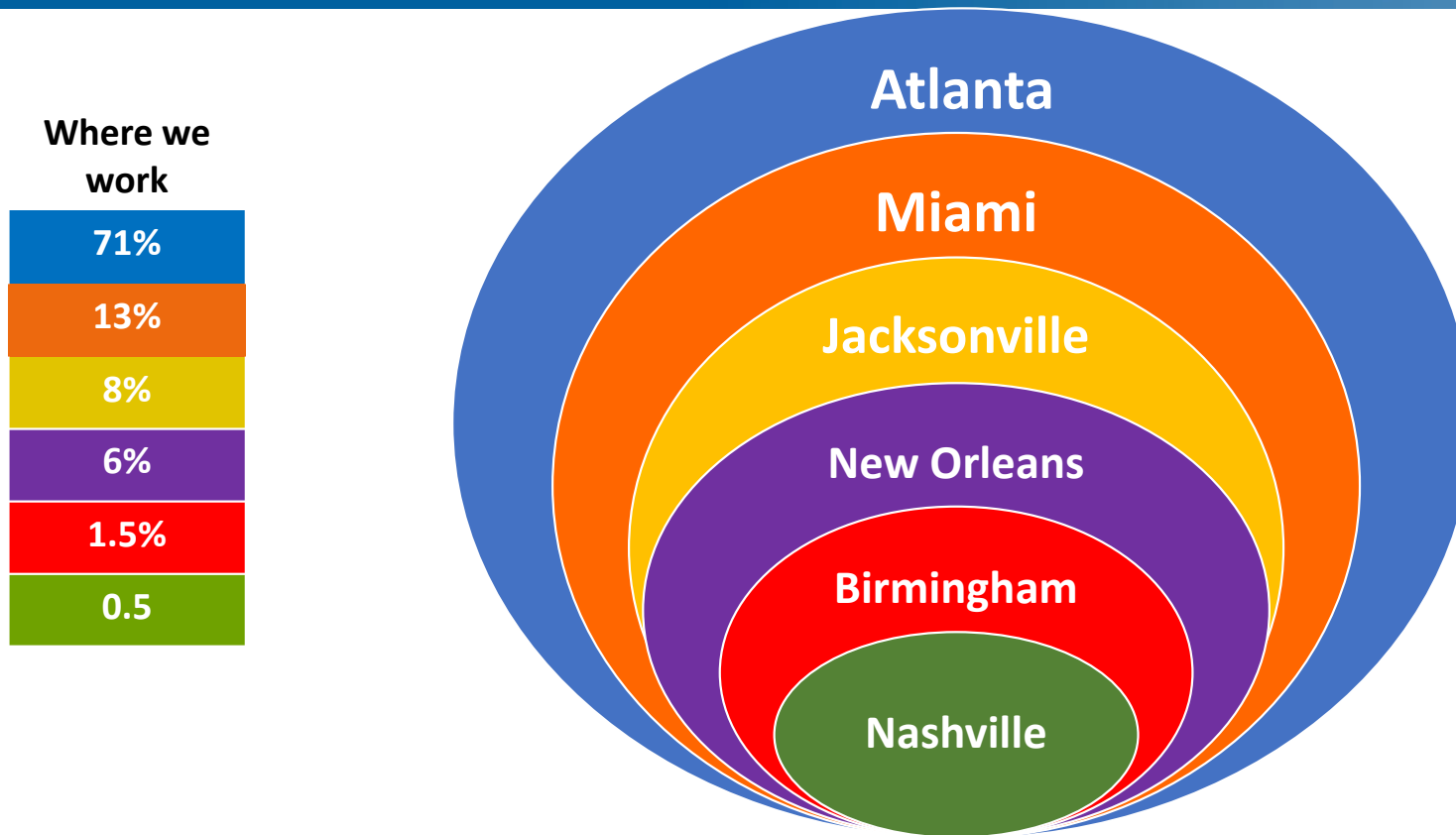
NOTE: This is for illustrative purposes only and is not a comprehensive list of divisions or staff counts.

What kinds of careers are at the Atlanta Fed?

Audit	Financial Management & Planning	Legal	Technology Solutions Services	Cooperative Resolution	Corporate Relations
Human Resources	Office of Diversity, Equity, & Inclusion	Public Affairs	Knowledge & Information Management	Event Management	Audio Visual
Information Security	Business Continuity Office	Cash Function Office	Facilities Management	Law Enforcement	Records & Information Management
Research	Community & Economic Development	Retail Payments Office	Retail Payments Risk Forum	Supervision, Regulation, and Credit	Credit & Risk Management

NOTE: This is not a comprehensive list of departments or career clusters but an example of work areas common to most offices of the Sixth District.

Are all jobs in all offices of the Atlanta Fed?



NOTE: This is for illustrative purposes only and is not an exact proportional representation of staff counts in each office.

What skills/training do you need to work at the Atlanta Fed?

- Soft or Essential, Interpersonal, character traits



- Hard or Technical, education/training, certifications/licenses



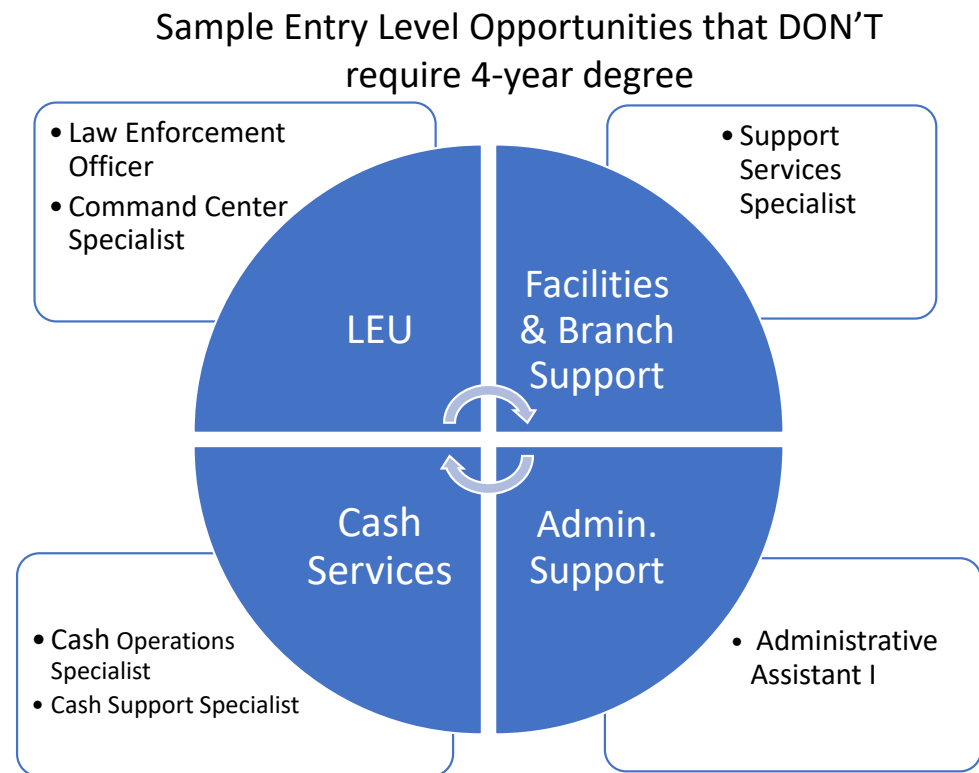
What soft skills /traits are needed for a career at the Atlanta Fed?

Integrity.
Excellence.
Respect.



Do all jobs require a 4-year degree?

- Absolutely NOT!
 - Must have for any job is HS/GED
 - Some require experience or specific training
 - Some require Assoc. Degree
- Opportunities for advancement, transfer, or cross training



NOTE: This is for illustrative purposes only and is not a comprehensive representation of entry level positions and/or job requirements.



How much will I get paid? It depends!

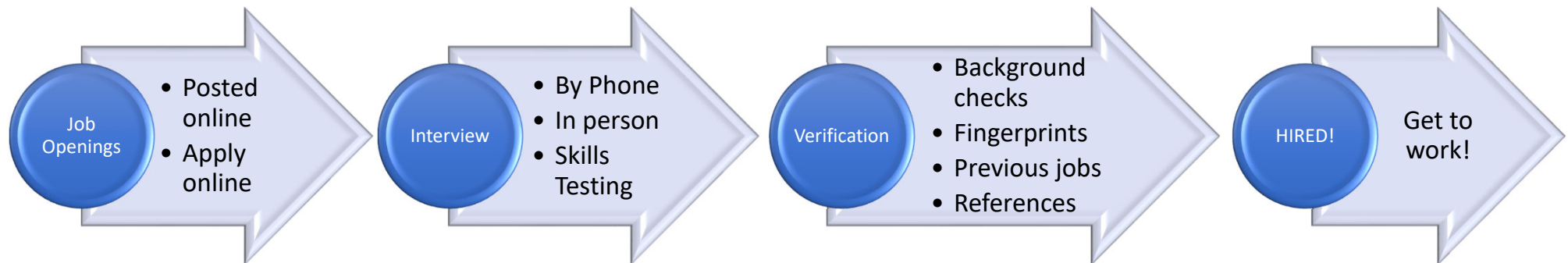
What you earn depends on what you do ...

- The division within the Fed
- The job level and responsibilities
 - Education and Specific Training
 - Experience
 - Functional Knowledge
 - Supervisory Responsibility
- Comparable external pay rates for similar jobs

Compensation is more than a paycheck ...

- Benefits...
 - health insurance
 - paid time-off
 - retirement savings plans
 - tuition reimbursement
- Career development
 - talent sharing
 - mentoring programs, and more

How does the hiring process work?



Note: This is for illustrative purposes only and is not a comprehensive description of the hiring process for all jobs.

What can you do now?

Prepare For Your Future

- School Involvement
- Develop Soft Skills
- Internships
- Credentialing
- Networking
- Social Media Cautions

Learn About Careers

- Use Career Exploration Tools
- Explore Occupational Outlook Handbook (BLS.GOV/OOH)
- Explore job postings
- Conduct Informational Interviews

GROW YOUR CAREER.

SEARCH JOBS

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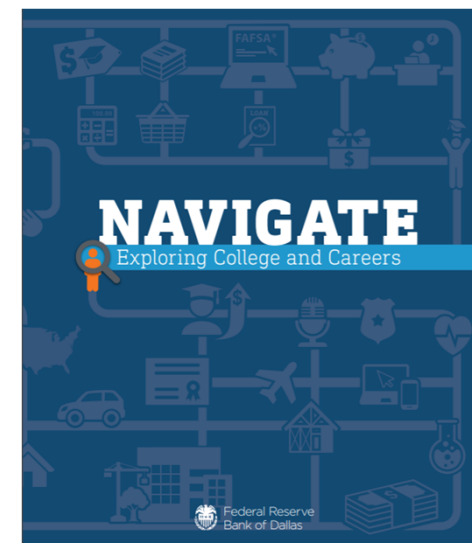
Classroom Resources



Dream Today, Job
Tomorrow: Building a
Foundation for Career
Success



The Job Interview: Preparing for Common Questions



Soft Skills for Your Future Job

Soft Skills for Your Future Job

Concepts

Careers
Soft skills
Workplace expectations

Time required

75 minutes for entire lesson

Objectives

1. Identify soft skills desired in the jobs in which they are interested.
2. Compare and contrast the different soft skills needed in various jobs.
3. Critically evaluate their current soft skills proficiency.
4. Evaluate how their current soft skills compare to the soft skills desired in specific jobs.
5. Provide specific examples of situations in which they have demonstrated soft skills proficiency.
6. Practice professionalism in a real-life situation.



Handout 1: Soft Skills Self-Assessment

1. Read the article [Top 10 Soft Skills for Success](http://www.nationalsoftskills.org/top-10-soft-skills-for-success/) (<http://www.nationalsoftskills.org/top-10-soft-skills-for-success/>).
2. For each soft skill, take notes about the specific skill during the classroom discussion.
3. Look at the list of soft skills in column 1, then put a check mark in the column to the right that best describes your expertise in performing each soft skill.
4. In the last column, describe the reason you rated yourself as you did for each of the soft skills.

Soft Skills	Rate yourself at each soft skill			
	Good	OK	Want to Improve	Why do you think you are good, OK, or want to improve in this area?
Dependability <i>Notes:</i>				
Motivation <i>Notes:</i>				
Communication <i>Notes:</i>				
Commitment <i>Notes:</i>				
Creativity <i>Notes:</i>				



<https://www.atlantafed.org/education/publications/extra-credit/2017/spring/lessons-and-activities/high-school/basic-economic-concepts/career-exploration-and-soft-skills.aspx>

Handout 2: Evaluating Soft Skills Needed for Your Future Job

1. Go to the [Occupational Outlook Handbook](http://www.bls.gov/ooh) (www.bls.gov/ooh). From the Occupation Groups on the left, click on a group, then select one of the occupations.
2. Click on the occupation title to display the Summary page for that occupation.
3. Look for the tab How to Become One, and click on it. Scroll down to Important Qualities and use this information to identify the soft skills for the occupation. Complete the matrix below.
4. Repeat this process for each additional occupation. To return to the home page, click OOH Home on the upper left of the toolbar.

	Occupation Title 1	Occupation Title 2	Occupation Title 3
Soft Skills			
Soft Skill 1 <i>Skill and description</i>			
Soft Skill 2 <i>Skill and description</i>			



<https://www.atlantafed.org/education/publications/extra-credit/2017/spring/lessons-and-activities/high-school/basic-economic-concepts/career-exploration-and-soft-skills.aspx>

Handout 3: Reflecting on Your Current Soft Skills for Your Future

Respond to the following questions based on the information gathered in Handouts 1 and 2.

1. Which soft skills are similar among the jobs you reviewed? Why do you think these soft skills are needed in these jobs?
2. How do the soft skills required in the three jobs compare to your self-assessment?
3. Were soft skills listed in the three jobs that were not on the self-assessment? If so, list these soft skills below and conduct a self-assessment of those skills.

Soft Skills	Rate yourself at each soft skill			
	Good	OK	Want to Improve	Why do you think you are good, OK, or want to improve in this area?
<i>Soft skill from Handout 2 not included in Handout 1</i>				

4. In the article [Top 10 Soft Skills for Success](https://www.atlantafed.org/education/publications/extra-credit/2017/spring/lessons-and-activities/high-school/basic-economic-concepts/career-exploration-and-soft-skills.aspx), it states “...no interviewers will ask students if they have a soft skill. Instead, they’ll ask for proof of the skill based on concrete examples.” Imagine you are interviewing for one of the jobs on your list. Give specific examples of how you demonstrated proficiency in each of the listed soft skills for that job. Your response should be two to three paragraphs.



<https://www.atlantafed.org/education/publications/extra-credit/2017/spring/lessons-and-activities/high-school/basic-economic-concepts/career-exploration-and-soft-skills.aspx>

Dream Today, Job Tomorrow: Building a Foundation for Career Success

Concepts

Career	Human capital	Soft skills
Career exploration	Informational interview	
Hard skills	Job	



Objectives

Students will be able to

- explain the difference between a job and a career,
- give examples of human capital,
- inventory current human capital, and
- identify steps for improving their human capital.

<https://www.stlouisfed.org/education/dream-job>

Dream Today, Job Tomorrow: Building a Foundation for Career Success

Informational Interview

When you were a middle school or high school student:

- in what school or extracurricular activities were you involved?
- what volunteer work or student jobs did you do?

What are your current or past hobbies, interests, and/or talents?

- Are you able to use your hobbies, interests, and/or talents in your current job? If so, how?

What hard skills are important in your current job?

- How did your activities or jobs while a student help build these skills?
- What advice would you give to someone my age about preparing for my future career?



Invest in What's Next: Life After High School



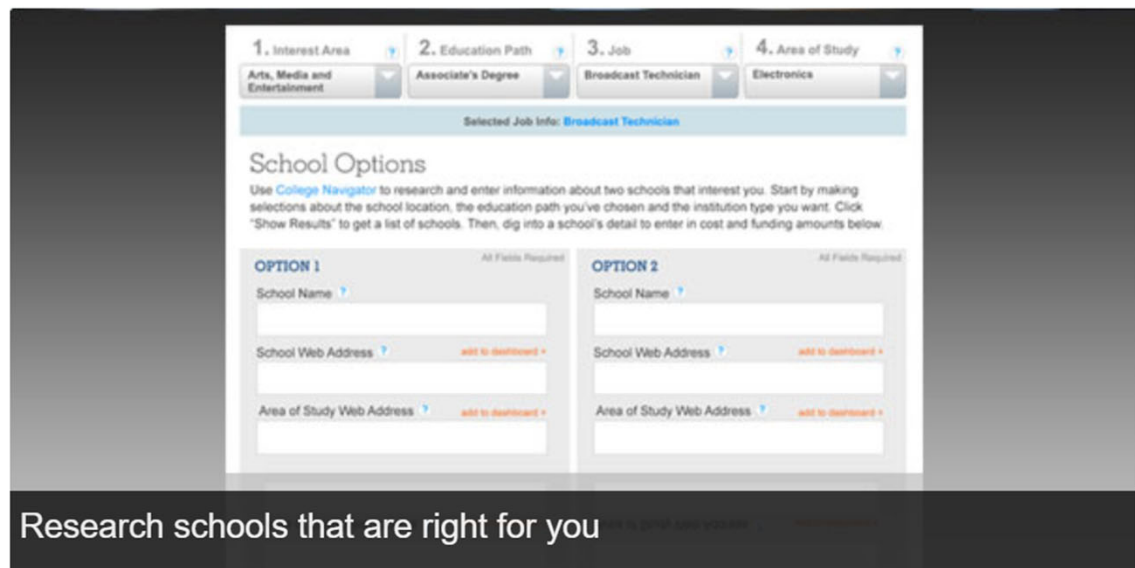
INVEST IN WHAT'S NEXT *LIFE AFTER HIGH SCHOOL*

A Course for Your Future

There are many possibilities for your life after high school and lots of questions to consider along the way. What path is right for me? What do I stand to gain? What are my funding options for school? This interactive mini-course provides information and tools to help you answer these questions and more! Through three lessons you'll explore your options, budget for your future, and evaluate the plan that's right for you. Get started on your way to investing in what's next!



Get Started!



1. Interest Area
Arts, Media and Entertainment

2. Education Path
Associate's Degree

3. Job
Broadcast Technician

4. Area of Study
Electronics

Selected Job Info: Broadcast Technician

School Options

Use [College Navigator](#) to research and enter information about two schools that interest you. Start by making selections about the school location, the education path you've chosen and the institution type you want. Click "Show Results" to get a list of schools. Then, dig into a school's detail to enter in cost and funding amounts below.

OPTION 1 All Fields Required

School Name

School Web Address [add to dashboard](#)

Area of Study Web Address [add to dashboard](#)

OPTION 2 All Fields Required

School Name

School Web Address [add to dashboard](#)

Area of Study Web Address [add to dashboard](#)

Research schools that are right for you

https://www.richmondfed.org/education/for_teachers/invest_in_whats_next

Invest in What's Next: Life After High School



INVEST IN WHAT'S NEXT

Lesson

1

Exploring My Options



Lesson

2

Budgeting for My Future

Lesson

3

Evaluating My Plan



Lesson 1:

Exploring My Options

There are numerous possibilities for your future. In this lesson, you'll explore your job interests and desired lifestyle, consider levels of education needed to reach your goals, and research school options that are right for you. **Let's explore!**

<https://www.richmondfed.org/education/for-teachers/invest-in-whats-next>

Invest in What's Next: Life After High School



INVEST IN WHAT'S NEXT

Lesson

1

Exploring My Options

Lesson

2

Budgeting for My Future

Lesson

3

Evaluating My Plan



Lesson 2:

Budgeting for My Future

Being successful in life after high school requires making informed decisions about your personal finances. In this lesson, you'll examine your education funding options, manage student loans, and balance your desired lifestyle with your expected future income. ***Let's budget!***

Invest in What's Next: Life After High School



INVEST IN WHAT'S NEXT
LIFE AFTER HIGH SCHOOL

Lesson

1

Exploring My Options

Lesson

2

Budgeting for My Future

Lesson

3

Evaluating My Plan



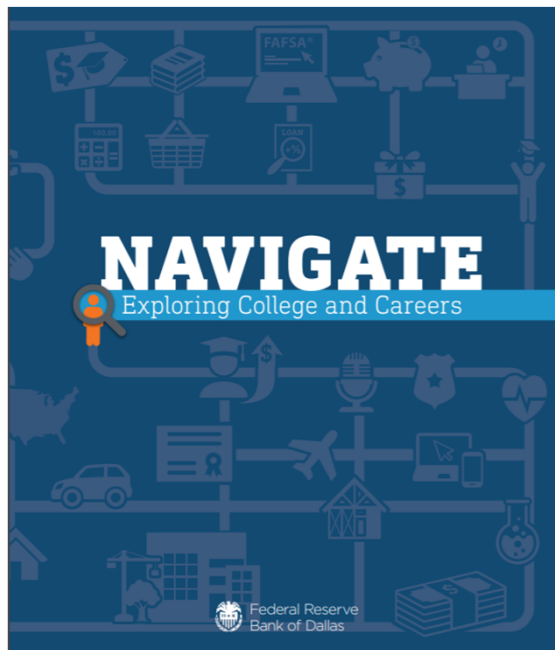
Lesson 3:

Evaluating My Plan

After you've explored your options and created your budget, you'll be ready to evaluate how the pieces fit together in your personalized plan. In this lesson, you'll review your plan, test it against scenarios to see how it stands up to unexpected events, and create additional plans for comparison. *Let's evaluate your plan!*

https://www.richmondfed.org/education/for_teachers/invest_in_whats_next

Navigate: Exploring College and Careers



NAVIGATE	
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<https://www.dallasfed.org/educate/navigate.aspx>

Human capital is...

My Top Five

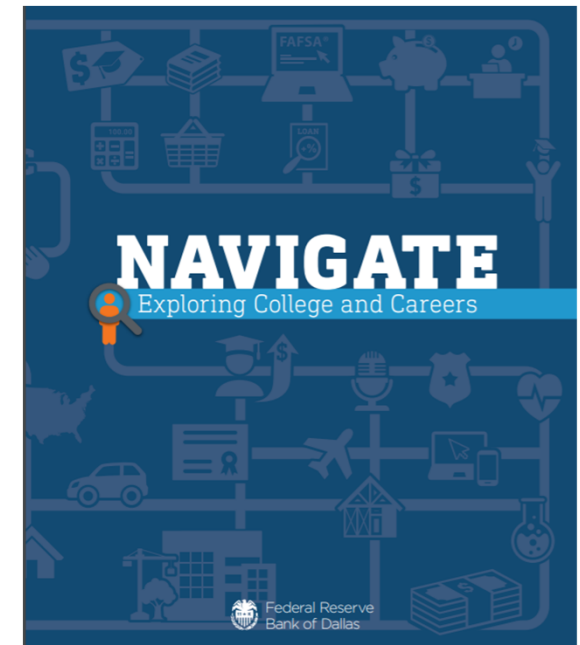
List five skills or talents that you already have. These might include your favorite subject at school or a hobby that you are passionate about.

- 1.
- 2.
- 3.
- 4.
- 5.

The Road Ahead

Now list three ways you could develop your knowledge, skills and talents.

- 1.
- 2.
- 3.





Explore: Your Career



Describe where you work:



My career choice:

Explain what you do:

How much education will you need?

- ☐ High school diploma or GED
- ☐ Postsecondary non-degree award (certification)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctoral or professional degree



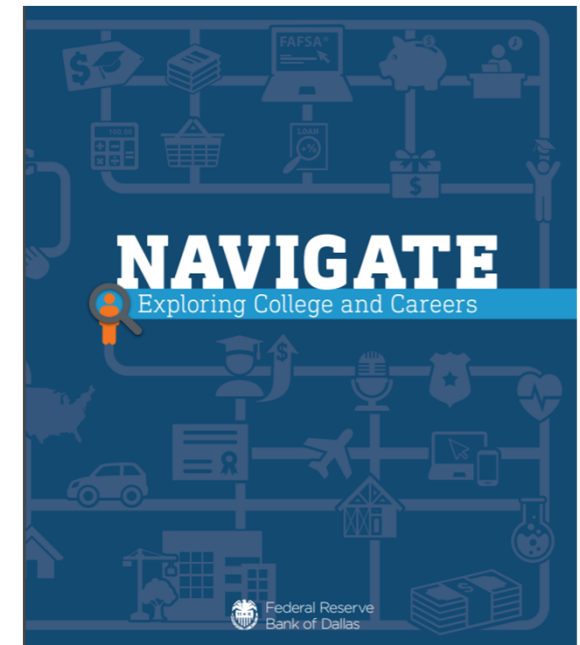
How much will you earn?

Yearly:

\$

Weekly:

\$



The Job Interview: Preparing for Common Questions

Concepts

Job interview
Careers
Organization of thoughts
Verbal communication



Objectives

Students will be able to:

1. Develop thoughtful talking points to potential job interview questions.
2. Verbally respond to potential job interview questions.

Handout 1: Interview Questions and Individual Responses

Directions:

1. Read the article [Teen Job Interview Questions and Best Answers](https://www.thebalance.com/teen-job-interview-questions-and-best-answers-2063882) (<https://www.thebalance.com/teen-job-interview-questions-and-best-answers-2063882>).
2. For each of the below interview questions, write at least three bullet points or notes in the second column that could be used as part of your response to the question.

Interview question	Your individual response bullet points
Tell me about yourself and why I should hire you.	
Tell me about an accomplishment of which you are most proud.	
In what extracurricular or volunteer activities are you involved?	
What educational or career goals do you have for the next three to five years?	

<https://www.atlantafed.org/education/publications/extra-credit/2017/fall/lessons-and-activities/high-school/personal-finance/job-interview-lesson-2017-10-03>



Before You Go

- We'd like to hear from you!

Email us to receive this slide deck with links to the online resources, a set of infographics posters & the accompanying activity book.

Jackie.Morgan@atl.frb.org or Claire.Loup@atl.frb.org

- Join us for another program!

Registration for fall professional development programs at

<https://www.atlantafed.org/education/workshops.aspx>



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