Lesson 2: Making Money

The Career Planning Process

Whether you are seeking your first job, or considering changing to a different field, you must take various actions to obtain a job.

phase 1: Assess your personal interest, abilities, and career goals.

phase 2: Evaluate the current employment market.

phase 3: Identify specific job opportunities.

phase 4: Apply for employment positions with the use of a résumé or application (or cover) letter.

phase 5: Interview for available positions.

phase 6: Obtain additional career training.
Lesson 2: Making Money

Preparing For A Job Interview

Before The Interview:

1. Research the organization.
2. Practice your interviewing skills.
3. Prepare questions that you plan to ask.
4. Prepare proper dress and grooming.
5. Plan to arrive early at the interview.

During The Interview:

1. Relax. Be yourself.
2. Answer questions completely and calmly.
3. Ask questions to help you better know the organization.
4. Ask when you might hear from the organization.

After The Interview:

1. Write down notes on how you can improve for your next interview.

Promptly send a thank-you letter to the person with whom you interviewed to express your appreciation for the opportunity to meet with them.
Lesson 2: Making Money

Common Interview Questions

The following are some questions commonly asked at job interviews:

1. What activities have helped you expand your interests, abilities, and knowledge?

2. In what types of situations have you done your best work?

3. Describe the supervisors who motivated you the most.

4. Describe someone with whom you had difficulty working.

5. What are your major strengths?

6. What are your weaknesses? What have you done to overcome your weaknesses?

7. What do you know about our organization?

8. Who is someone you admire? Why do you admire that person?

---

*Job Interview Question:*

How To Answer “Tell Me About Yourself”

*Why Do You Want to Work Here?*

---
Lesson 2: Making Money

The Hidden Costs of a Job

1. Transportation

2. Clothing
   - Uniforms
   - Special attire

3. Food (lunches)

4. Child or adult care

5. Union dues

Typical Benefits

- Health, dental, and eye care insurance
- Life insurance/disability insurance
- Retirement benefits – 401K
- Tax-deferred retirement plan
- Paid vacation
- Paid holidays
Lesson 2: Making Money

- Parental Leave
- Stock purchase plan
- Employee assistance plans
- Employee fitness programs
- Employee discounts

Reading a Pay Stub

1. Pay period (example: 1 week, every 2 weeks, once a month)

2. Gross pay - Total Deductions = Net Pay (also called Take Home Pay)

3. Wage deductions
   - Federal income tax
   - FICA (Social Security)
   - Individual state income tax
   - Worker's compensation insurance
   - Other—health insurance, dental insurance, union dues

4. Net pay (or take home pay)
Lesson 2: Making Money

An Example of Paycheck Deductions

A single person who claims one exemption would have this money deducted from his or her paycheck:

Federal Income Tax (FIT)

For those earning under about $24,600 per year, the tax rate is approximately 15% of gross earnings. Between $24,600 and about $60,000, the tax rate jumps to 28%. Above $60,000 the tax rate is 31%, 36%, or 39.6%.

Federal Insurance Compensation Act (FICA), the official name for Social Security

The tax rate is 6.2%, up to a maximum tax of about $4,100 for Social Security. The tax rate is 1.45% for Medicare on all wages earned.

State Income Tax (SIT)

The tax rate ranges from 0% to 9.3%, depending on 1) your state and income, and 2) where you live.

State Disability Insurance (SDI)

The tax rate is 1%, up to a maximum tax of about $320.