

Accessing the World of Work

I. Recognizing My Strengths and Weakness

There are few things out there that you can try to conduct a self-assessment. Among these things are doing a personal SWOT analysis, taking online personality test from reputable websites, and consulting the school's Career Adviser or Guidance Counselor. Aside from that, constructive criticisms from your peers and parents from the past years could be also used to guide your path.

1. Conducting a Personal SWOT analysis (Martin, 2018)

In conducting a personal SWOT analysis, you have to try to see yourself from the standpoint of a colleague or a bystander. Honesty is crucial in this assessment, and questions should be treated with objectivity.

Here are some guide questions in conducting a personal SWOT analysis:

<i>Strengths</i>	<i>Weaknesses</i>
<ul style="list-style-type: none"> • What are you good at naturally? • What skills have you worked to develop? • What are your talents, or natural-born gifts? 	<ul style="list-style-type: none"> • What are your negative work habits and traits? • Does any part of your education or training need improvement? • What would other people see as your weaknesses?

<i>Opportunities</i>	<i>Threats</i>
<ul style="list-style-type: none"> • What is the state of the economy? • Is your industry/field of specialization growing? • Is there new technology in your industry/field of specialization? 	<ul style="list-style-type: none"> • Is your industry/field of specialization contracting or changing directions? • Is there strong competition for the types of jobs for which you are best suited? • What is the biggest external danger to your goals?

2. Consulting with a Guidance Counselor or Career Adviser

The role of the Guidance Counselor is to "help address academic, personal, social, and career development concerns of students by maximizing its guidance services in line with the philosophy and objectives of the school."

II. Preparing for the World of Work

There are lots of tips that could be found in the net to help you in your first journey in the corporate world but we have compiled the most important points just for you.

1. Creating Your Career Portfolio

A career portfolio is a collection of your work and qualifications for a given job or type of position. While some people create a portfolio for a specific position, others create a portfolio that applies to several positions (Jane, 2017).

A career portfolio may contain the following:

career summary and goals, professional philosophy or mission statement, resume, list of accomplishments and marketable qualities, list, samples of work, testimonials and letters of recommendations, awards, honors, and certifications, licenses, professional development activities, and references list (U.S. Department of Labor, n.d.).

Keep in mind that a career portfolio goes beyond the purpose of setting you apart from other applicants. The process of creating it is also a valuable way to prepare for interviews (U.S. Department of Labor, n.d.). Some, especially those who are in the field of writing, visual arts, and performing arts, include a digital copy or a recording of their piece or performance in their portfolio to showcase their skills.

2. Grooming

- Hair

For men, go for styling products that will give your hair a natural look rather than gels or pomades, which will create a greasy look. Women who have long hair should tie it up with a ponytail or at least make sure it is neat and not all over the place. The rule of thumb when it comes to hair is to keep it neatly combed and brushed away from your face.

- Face

According to Miller (2018), girls should stick to daytime-appropriate, understated makeup that highlights your features. Choose a neutral or rose lip color and neutral eyeshadows in taupe and brown shades. Go with blushes that are subtle and bring out a healthy glow, such as peach and coral shades. Apply lip balm or a moisturizing lipstick. Lips

should look healthy and moisturized, with a matte finish or slight sheen. On the contrary, bold makeup in unconventional colors should be avoided. Eyeshadow and lipstick with metallic hues can look fun and beautiful, but they are best saved for evening or a more casual setting.

For men, stay clean and moisturized by choosing the facial wash that matches your skin type. If you have dry or sensitive skin, try a natural face wash for men that is gentle and does not strip away natural oils. If you have oily skin, you will need a face wash for men that reduces oil buildup and leaves you with a clean, healthy glow. Follow up with face moisturizer for men afterward. Aside from that, you can try applying a little bit of powder to keep your skin matte. If you are not into using skin products, you could just gently wipe your face with a clean towel or handkerchief.

- Nails and Breath

Smiling and shaking hands will be the first two (2) things that you will do upon meeting your interviewer. Increase your chance of landing the job by your bright smile and trimmed fingernails. Also, take breath mints and gums so that you will not put off the interviewer with stinky breath (Miller, 2018).

- Clothes and Shoes

Do ensure that your shoes are cleaned and shined and your clothing is neatly pressed and free from odors and stains. Do not wear shoes that are difficult to walk in and clothes that are ill-fitting. Remember that an interview is not the place to make a fashion statement unless you are applying for a job in the field of fashion design. Whatever you wear

should accent the fact that you're a professional who's ready to get to work at a new job (Martin, n.d.).

3. From Home to the Office

Here are some tips that could help you survive and thrive in the urban jungle:

- Plan and prepare

Make sure that you got the complete and correct address of the company starting from its city or municipality down to its floor or room number. Then, plan your route with the help of Google Map or Waze and choose the most convenient means of transportation to reach your destination. You may also browse Land Transportation Franchising and Regulatory Board's (LTFRB) website for the latest fare matrix of Public Utility Vehicles (PUV) so that you will not get scammed by abusive drivers.

It is also helpful to know landmarks (e.g. church, municipal office, fast food restaurant, mall) that would indicate that you are near to the place that you are looking for. Aside from that, allot a cushion time for your travel. Arrive an hour earlier than your scheduled time so that you would have breathing space between your arrival and interview or work. This time could be used for fixing your makeup or your tie, brushing your hair, or eating breakfast.

Also, do not forget to plan and track your expenditures for the day. Several strategies and apps could help you in this matter.

- Do not forget the must-brings

A handkerchief, your wallet, some loose change, Beep card, and smartphone will bring you anywhere, but you will also need to bring tons of

patience as you go across the city (Pieraz, 2018). Due to the humid weather of our country, it is also advised that you bring water to stay hydrated and a towel to soak up your sweat (Casimsiman, 2018).

- Be alert

Keep a close eye on your belongings and avoid being too flashy. Leave the fancy jewelry at home and do not flaunt expensive gadgets (Escalona, 2018). You might have seen people carrying their backpacks in front of them. Please don't judge them. They just want to keep a better eye on their belongings. Also, no matter how tired you are, sleeping in a PUV is not advised as this will bring your guard down.

- Be polite and considerate

It is easy to lose your temper when you are trapped inside a cramped bus, jeepney, or train. Try to excuse yourself first and see if fellow passengers move to clear the way. If they don't because there is really no more space to move, say "sorry" before squeezing your way out (Ranada, 2013).

If you still have extra energy after a day's work, you may use it in helping an elderly to get inside the jeepney, offering your seat to a pregnant woman, clearing the spot for persons with disability, or by simply passing someone's fare instead of pretending to be asleep. An STIer is a person of character. Always try to be nice to others no matter how tired or stressed you are.

- Know and follow the basic traffic rules

Reminders such as, "Use the overpass/underpass/pedestrian lane in crossing the street," "Yield to emergency response vehicles such

as ambulance, firetruck, or police mobiles," and "Yellow means slow down not speed up" have heard by many of us millions of times that these are already becoming a cliché. Consider traffic rules and your safety in entering and disembarking a vehicle. Do not get angry at the driver if you have to walk for a few meters more because you are not allowed to get off in front of your destination. Take note of the loading and unloading zones near your area.

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