THE BRIDGE

Connecting Pitt-Greensburg students with career advice & opportunities

TRANSITIONING FROM JOB TO CAREER...

How to Make the Most of a Temporary Job

A growing number of new graduates—and indeed people at all stages of their career—are working as temporary workers. Many like the flexibility offered by these jobs; others use them while looking for a permanent position. Temporary employment may be only an economic expedient or can contribute to your career as indicated below.

Sign Up With More Than One Agency

Some temps register with a dozen or more temporary placement agencies and may find the biggest are most likely to offer more and better jobs. Try a number until you discover which are likely to offer work for you. Then keep checking back, if you are available, perhaps as often as once a week.

Treat Agency Contacts as Job Interviews

Don’t assume a casual approach to temp agency contacts. Dress and act the same way you’d approach a career employer. The kind of impression you make on the agency counselor is going to affect the quality of referrals you’ll receive.

Check into Benefit Plans

A minority of temp agencies offer such fringe benefits as health insurance and vacation leave, but only after you have been with them for a period of time. If you decide to become a “permanent temp” this could be of real interest to you.

Be Flexible About Job Assignments

Don’t dismiss job opportunities too quickly. If the work sounds strange, it may offer a chance to pick up new skills for your resume. If the work seems beneath you, it might offer a chance to make contacts with people in an organization which appeals to you.

Try to Get Placed in Good Organizations

The money you earn on a job is important but far more vital is your career. If possible, try to get assignments with organizations you respect. They may offer better experience and the opportunity for a full-time job offer.

Strive to Do Well on the Job

You have two reasons for wanting to do well on the job. If the employer gives you a good rating, it reflects well on the temp agency and can lead to more and better assignments. If you do well, and are pleased with the work and the environment, the temp position could lead to a permanent position.

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Around 140 million Americans work in 40,000 different occupations. While most of us recognize those working as teachers, postal workers, nurses, detectives, and retail sales clerks, millions work in smaller fields, which offer interesting opportunities but because of their size are seldom publicized.

Here are some occupations that illustrate the range of less-publicized employment options.

<table>
<thead>
<tr>
<th>Actuary</th>
<th>Medical Claims Examiner</th>
<th>Urban Planner</th>
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</thead>
<tbody>
<tr>
<td>Advertising Copy Writer</td>
<td>Medical Insurance Coder</td>
<td>Video Games Designer</td>
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<tr>
<td>Air Traffic Controller</td>
<td>Medical Librarian</td>
<td>Violin Repairer</td>
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<td>Animal Control Worker</td>
<td>Mortgage Broker</td>
<td>Voice-Over Artist</td>
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<td>Art Auctioneer</td>
<td>Motorcycle Mechanic</td>
<td>Wedding Planner</td>
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<td>Association Executive</td>
<td>Museum Curator</td>
<td>Wholesale Representative</td>
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<td>Book Editor</td>
<td>Nutritionist</td>
<td>Yacht Broker</td>
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<td>Budget Analyst</td>
<td>Patent Examiner</td>
<td>Zookeeper</td>
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<td>Camp Director</td>
<td>Patient Educator</td>
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<td>Career Counselor</td>
<td>Paleontologist</td>
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<td>Cartographer</td>
<td>Personnel Recruiter</td>
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<td>City Manager</td>
<td>Pest Control Worker</td>
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<td>Collection Agent</td>
<td>Pharmaceutical Salesperson</td>
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<td>College Development Officer</td>
<td>Piano Tuner</td>
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<td>Compliance Officer</td>
<td>Pipe Organ Repairer</td>
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<td>Convention Planner</td>
<td>Police Diver</td>
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<td>Culinary Editor</td>
<td>Press Secretary</td>
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<td>Dog Groomer</td>
<td>Public Health Worker</td>
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<td>Educational Planner</td>
<td>Rare Book Restorer</td>
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<td>Etiquette Instructor</td>
<td>Real Estate Appraiser</td>
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<td>Federal Inspector</td>
<td>Rehabilitation Counselor</td>
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<td>Film Archivist</td>
<td>Restaurant Critic</td>
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<td>Financial Planner</td>
<td>Science Laboratory Manager</td>
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<td>Fitness Coordinator</td>
<td>Security Administrator</td>
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<td>Florist</td>
<td>Sign Language Instructor</td>
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<td>Foreign Service Officer</td>
<td>Social Security Representative</td>
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<td>Gemologist</td>
<td>Sonographer</td>
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<td>Harbor Pilot</td>
<td>Speech Pathologist</td>
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<td>Historical Researcher</td>
<td>Stage Technician</td>
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<td>Hospital Registrar</td>
<td>Statistician</td>
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<td>Hotel Manager</td>
<td>Survey Researcher</td>
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<td>Inflation Monitor</td>
<td>Tax Accountant</td>
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<td>Kennel Operator</td>
<td>Tennis Pro</td>
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<tr>
<td>Labor Economist</td>
<td>Tour Guide</td>
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<tr>
<td>Lobbyist</td>
<td>TV Weatherperson</td>
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Turn an Internship into a Career Position

It's often easier to pick up an internship or a summer job these than days than a full-time career position. But a temporary job can lead to a regular position, particularly if you make the right moves. Here are some tips that may help you move from a temporary position to a permanent job.

- Dress and Act Like A Professional
- Interact with Colleagues and Superiors
- Stand Out and Show Initiative
- Try to Obtain Helpful Work Assignments
- Try to Enrich Your Resume
- Seek Evaluations
- Keep in Touch

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TEMP AGENCIES

UPMC: University of Pittsburgh All Temps
http://www.hr.pitt.edu/Employment/alltempsinfo.htm

Kelly Services www.Kellyservices.com
Robinson (412) 788 - 4494; South Hills (412) 851 - 0832; Downtown (412)391 - 3222
Butler (724) 431- 0800; Youngwood; (724) 755- 2330 ext. 120

TRC Staffing: www.trcstaffing.com
mary.clymer@trcstaffing.com; (724) 832-9200

Food for Thought...

Not everything may run on your time table or according to plan when finding your ideal career position. Finding the “perfect” job can be a time-consuming effort and frustrating. Often people start in one place and end up in a completely different type of position. It’s important to learn new skills and keep yourself competitive along your way. Lateral moves may be helpful to learn new skills and develop additional experience. Sometimes all the different experiences can lead you to where you want to go...
Grow on the Job

So, you’ve gotten a job. That’s good, but only the first step in building a career. There’s a lot you can do to advance in your organization— or pave the way to other good jobs and future success. Here are some tips to keep in mind.

**Focus on the Important Parts of Your Job**
This may sound obvious, but every position has duties that are useful and others that are essential. Talk to your boss and colleagues to learn which are really important, and do your best to shine in those areas.

**Dress Better Than Required**
Create the impression that you are headed for more important work by dressing just a bit better than the norm for your current position. Look around and pick out some well-dressed professionals upon which to model your wardrobe.

**Use Your Lunches**
Lunchtime should involve more than just eating. This is the ideal time to meet with colleagues, potential mentors, and even employees of other organizations in your same field. Devote one, two, or more lunches a week to expanding upon, or sustaining, your professional contacts.

**Keep Asking for Things**
An old adage says the squeaky wheel get the most attention. Don’t hesitate to ask your supervisor for things which might help you become a better employee. Frequent contact may help insure that you come quickly to mind when opportunities arise.

**Get Professional**
If there are national or local associations in your field, join and become active in them. Meeting your boss at a professional meeting places you both on the same plane and displays your ambition.

**Keep Up Your Job Contacts**
Even if you like your job, don’t throw away your resume. You never can tell when you may be tempted by an even more interesting opportunity. Keep in touch with those who helped you get your current job— both as a courtesy and in case you may want to call on them again.

**Follow Developments in Your Field**
Don’t be so tied to your current job that you ignore what is going on around you. What are the short and long-range prospects for organizations in your field? Are competitors emerging with products or programs that may affect your work?

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