

Transition Tips: Preparing for the Workforce

Developing skills to succeed in the workforce starts early. Review the tips from a Virginia employer on how you can prepare and succeed in the workforce, even while at home.

1. Develop Workplace Readiness Skills

Workplace readiness skills are critical for job success. Focus on developing and improving your professional skills and personal qualities for the workplace. Skills like a positive attitude, teamwork, and a strong work ethic make a great employee who has a positive impact on the work culture.

2. Make a Good First Impression

Don't overlook the basics of making a good first impression. Employers want to see that you have the basic professional skills when you first meet. While at home, practice how to introduce yourself, make eye contact, and interview. You can do this with friends, teachers, and family members in-person or through video conferencing.

3. Show Interest

Employers want to see that potential employees want to get and keep the job. When interviewing, don't forget to tell the interviewer how interested you are in the job. Part of being interested is learning about the business and the position. When you are working, show your commitment to the job by being willing to do the work.

4. Stay Positive

A positive attitude goes a long way in getting and maintaining a job. Do your best to smile and show your positivity! At home, practice having a positive attitude with family, especially when asked to do something.

5. Focus on Your Strengths

Don't waste time focusing on things you are not good at. With the help of your teachers and family members, discover, talk about, and build on your strengths. Knowing what you are good at helps you find the right job fit and land the job!

6. Practice Teamwork and Collaboration Skills

Getting practice on the job is important, but you can begin to practice developing workplace readiness skills like teamwork and collaboration at home before you even get that first job. Work with family members as a team to complete projects and chores. Try role-playing different scenarios that may arise while working with others on the job.

7. Improve Customer Service

Many jobs require some level of customer service. While at home, greet others when you walk into a room and have frequent conversations with them. If someone is having a bad day or struggling with something at home, jump in and help without being asked!

8. Build Your Confidence

The more confident you are, the more you can sell yourself at an interview and succeed with your tasks on a job. Build these skills through understanding your strengths, practicing career-related skills, and gaining work experience.

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