

After Athens: Life After UGA

The University of Georgia Career Center



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The Working World



Introduction

It's time to consider the upcoming transition from college to a career. There are many new expectations, new experiences, and plenty of changes to prepare for. Taking the time to consider what you want in a job is not only beneficial to that transition, but it can be crucial to your success. As individuals, we all have different values and expectations. How do these fit with your future workplace? This guide will help you identify ways to navigate the upcoming changes that you will experience as you transition from student to professional. These changes will occur in both your personal and professional lives, and we have resources and information to help you.

Making Decisions About Your Future

At some point during your job search, you may be faced with the dilemma of choosing between two or more job offers. While this is a great problem to have, it can also be a difficult process to evaluate the offers and make your final decision. Even if you are only facing one offer, you may still have a difficult time figuring out whether or not that one job is really going to be the best fit for you. When dealing with job offers, it is important not to make hasty decisions. Be sure that you take the necessary time to look closely at each offer and carefully think about what you are looking for in a job, company, supervisor, etc. Once you do that, you will hopefully have enough information to make an informed decision.

In the next couple of pages you will find a variety of factors to consider and questions to ask that will help you work your way through a job offer. While you may not closely consider every point listed for every job offer that you receive, this will at least give you an idea of what kinds of questions you should be asking, and what information you may need in order to make the best decision for you.



What do you value?



VALUES CHECKLIST

This checklist will help you assess and rank your personal values in a way that will allow you to see what is most and least important to you. Once you know what factors you value the most, selecting the job offer that matches those values will be much easier. Look at each value below and put a check in the box for each one, indicating if that value is not important, neutral, or is important to you in the work environment. When you make your final decision on a job, be sure that it includes some, if not all, of your top work values.

Work Values	Description	Not Important	Neutral	Important
Variety	Being involved in several activities; changing from one activity to another often; having new experiences			
Accuracy	Doing things in a correct and precise manner; being exact			
Independence	Being free to make decisions and plans using your own judgment			
Adventure	Doing exciting things that often involve the unexpected, danger, or risk			
Routine	Doing something the same way each time			
Interaction	Being involved with people; sharing ideas; developing plans; being part of a group			
Mechanical	Working with things, objects, tools, and machines			
Creativity	Developing new things or ideas; doing things in a new way			
Social	Helping others and being concerned about their needs			
Production	Using your physical skills to work on or make things			
Leadership	Planning activities and managing the duties of others			
Scientific	Experimenting, testing, and trying things			
Communications	Presenting ideas through speaking or writing			
Business	Selling or promoting an idea, product, or service to people			
Expression	Interpreting and expressing feelings, ideas and information			
Influence	Influencing the thinking and behavior of others by providing ideas and information to change their opinions and attitudes			
Recognition	Achieving acceptance, acknowledgement, appreciation, renown			
Economic Reward	Receiving good pay, fringe benefits, and economic incentives			
Prestige	Performing work that provides standing in the eyes of others and evokes respect			
Power	Being in authority, directing others, and making important decisions			

YOUR VALUES

What are you looking for in a job? What are your non-negotiables? What are your deal breakers?

List your top 3 values from the values above:

What are your skills?



SKILLS CHECKLIST

Use this checklist to identify which skills you possess by circling those that best define you. This is a self-inventory. Your educational experiences and work relevant activities, as well as your personality should be the basis for this rating. When looking for jobs, focus on those that will allow you to incorporate some of your best skills into your everyday work.

Helping Others	Selling	Observing	Customer Service
Time Management	Initiative	Researching	Implementing
Team Work	Consulting	Planning	Training Others
Creativity	Entertaining	Listening	Writing
Empathic	Artistic	Advocating	Computer Skills
Debating	Reading	Mechanical Use	Prioritizing
Coaching	Inventing	Teaching	Collaborating
Motivating	Delegating	Public Speaking	Organizing
Spatial Perception	Exploring	Language Use	Clerical
Debating	Numerical	Diplomatic	Reviewing
Performing	Computing	Calculating	Advising
Negotiating	Examining	Abstracting	Investigating
Conceptualizing	Detail Oriented	Budgeting	Learning
Designing	Analyzing	Critiquing	Manual Dexterity
Interpersonal Skills	Conflict Resolution	Adapting	Critical Thinking
Collecting Data	Innovating	Goal Oriented	Networking
Practicality	Building/Repairing	Crisis Intervention	Marketing
Problem Solving	Competing	Composing	Dancing
Repairing	Dramatics	Cooking	Persuading
Communicating	Supervising	Flexibility	Leadership
Supervising	Counseling	Mentoring	Coordinating

YOUR SKILLS

What skills would you like to use in your job?

What skills do you enjoy using the most?

What skills are you lacking and how could you go about gaining those skills?

List your top 3 skills from the skills checklist above:

The Right Fit



THE POSITION

Now that you have assessed your values and skills, let's determine if a specific position is a good fit for you. Answer the following questions; then consider your responses both prior to applying to the position, and also in the decision-making process following an interview. These reflections will help you choose a job that is right for you.

Primary Responsibilities

Based on the job description, what specific tasks would you enjoy doing?

What skills will you use in order to be successful in completing those tasks?

What tasks would you not enjoy doing?

Are there skill sets that you will need to develop in order to complete the tasks? If so, what are they?

What set goals for the position are realistic and attainable?

What goals do not seem realistic?

Intellectual Challenge

Is there enough variety, or will you get bored?

Will you be challenged to learn new skills to use in the future?

Training Received

Will the company provide the training and support you need to succeed?

Does the company offer continuing education options?

The Right Fit



THE POSITION (CONTINUED)

Advancement Opportunities

Will there be opportunities to move up as opposed to only laterally?

How does this position fit into your short- and long-term goals?

Commute Time

How long? Will it be worth it?

How much will you spend on gas?

How will this affect your productivity?

Location

What do you like/dislike about the region?

What is the weather like?

Are there cultural and entertainment opportunities available?

Will your spouse/significant other be able to find a job?

Is the cost of living within your budget?



Doing Your Research



FACTORS TO CONSIDER AND QUESTIONS TO ASK WHEN EVALUATING A JOB OFFER

If after reviewing the previous section you still feel like the position is a good fit for you, below are some questions to consider when conducting employer research in preparation for an on-site interview. These factors should be taken into account both before and after your interview. Not sure how to begin research on the employer? Check out Appendix A for resources to assist in this process.

YOUR SUPERVISOR

How long has he/she been in the position?
To whom does he/she report?
What is his/her previous work experience?
Do you work well with this person? The same goes for future colleagues
Will he/she be a mentor to you?

THE COMPANY

Growing versus downsizing?
Technologically innovative?
Positive reputation and image?
Profitable?
Financial stability?
High employee morale?
Record of layoffs or downsizing?
Do company values match yours?
Is diversity valued?

OFFICE ENVIRONMENT

Physical environment and working conditions?
Fast-paced versus slow?
Turnover rate?
Independent work versus teamwork?
Overtime expected?
Typical work hours?
Typical work day/week?
Required to travel? How frequently?
Number of co-workers?
Organizational structure of the office?

SALARY

Know how much you need to survive – come up with a range, the top being the best you can hope to get and the bottom being the least you will take
Have you considered the cost of living?
Is your base salary at the market level?
Research market salaries using resources such as:
Salary.com
Salary.monster.com
Cost of living indexes
Will you receive a signing bonus? Annual bonus? Other incentives?
Will you be eligible for salary reviews and promotions? When?
Will you work on commission?

BENEFITS

What benefits will you receive as a part of your job offer?

Medical
Dental
Retirement programs
Stock options
Pension plans
Life insurance
Short and long-term disability
Holiday, vacation, and sick days

Additional benefits to consider:

Relocation expenses
Equipment (computer, phone, etc.)
If travel is required, will you have a company car? Expense account?
Employee wellness support programs
Flex time
Tuition reimbursement
Professional development or other trainings
Child care



The Job Offer

ACCEPTING OR DECLINING A JOB OFFER

You have aced your interview and now it's time to make your decision. There are typically three ways that you may respond to a job offer – stalling, accepting, or declining. For any of those, and as always when interacting with employers, you should make sure that you do so in a professional and respectful manner.

STALLING

You should never feel obligated to accept an offer on the spot, and most employers will not expect you to do so. It is not unusual when first offered a job to feel like you need more time to make a decision, especially if you are waiting to hear back from another company. When asking for more time, or stalling, first and foremost you should express appreciation for the offer. You can then continue to say that because this is such an important decision, you would like some more time to carefully think about the opportunity. Ideally, you will then be able to agree on a reasonable timeframe for you to let the employer know your final decision. Once you agree on that date, be sure you stick to that.

If, however, an employer is not as flexible with the timeframe and wants your decision sooner than you would like, it is still ok to ask for a longer time period to decide, but know that at some point you may have to make a decision before you hear back from another company. If that is the case, you must make the best decision that you can based on the information that you have at the time. Keep in mind that once you have accepted an offer and signed a written contract, that agreement should not be broken.

ACCEPTING

Once you come to the point where you are offered a job, do not make a hasty decision. Before you accept or decline, you should ask for more time to fully consider the offer. How does this offer match up with your values checklist? After you accept, the employer should confirm the offer in writing and confirm any other details of the offer, including salary, start date, etc. Once you sign a contract, you should not interview for any other positions or accept any other offers. If you previously interviewed for a position with another company, you should contact that employer and ask them to remove you from the candidate pool.

DECLINING

If you decide to decline a job offer, this should be handled respectfully and professionally. Keep in mind that you never know whose path you will cross later in life so you do not want to burn any bridges along the way. When declining an offer, you should express your appreciation for the offer and the employer's confidence in you, and perhaps mention something positive about the company. You do not have to be too specific with your reasons for declining, but you should give them some idea of why. Here are a few examples of what you could say:

"I do not feel that this position is the best fit for me at this time, but thank you for this opportunity."

"After much thought and consideration, I believe my skills would be better utilized in _____ industry."

"Thank you for this offer, but I feel that in order to achieve my goal of _____, I should focus my search elsewhere."



Negotiating Basics

NEGOTIATING THE JOB OFFER

WHEN AND WHAT TO NEGOTIATE

At some point during your job search, you may come across an opportunity to negotiate an offer. If you do, however, be sure you choose the appropriate time to engage in salary negotiation. Usually negotiation is not appropriate in the first round or two of interviews. During those interviews you should instead be focused on impressing the employer with your skills and experience so when it does come time to negotiate, they will clearly see why you are worth a higher salary. Once you have advanced to the final interview, but before you sign a written, formal contract, it would be appropriate to have a conversation about salary and benefits. Before you begin negotiating, however, make sure that you have a legitimate reason to do so. Spend some time thinking about those reasons and how you plan to execute the conversation.

You may have a strong negotiating position if:

- ✓ Your skills, experiences, and education are worth more than the offered amount
- ✓ The pay range for the position is less than the industry average
- ✓ The cost of living is higher in the area where the job is and the salary offer does not reflect that
- ✓ You have multiple offers with similar salary and benefits packages
- ✓ You can sell how you will be an asset to the company

It is also important to think about what factors you would like to negotiate ahead of time, including those in addition to a higher salary. Oftentimes companies may not be willing to budge on salary, but they will be more flexible in other areas. **Below are some additional items that you may be able to negotiate:**

- ✈ Relocation expenses
- ⚙ Vacation/sick time
- 💻 Telecommuting options
- \$ Salary reviews
- 🕒 Alternate work hours
- ⌚ Start date

Salary and benefit negotiation can be a complicated and intimidating process, but it can be done in a professional and effective way. Here are some tips that will assist you with successful negotiation:



Be confident – if you don't believe you're worth more money, the company won't believe it

Be positive – don't forget what you DO like about the offer

Be professional – do not burn bridges; keep in mind that you may end up working with these people

Be honest – companies may know what other companies are offering so do not falsify information

Be ethical – do not accept an offer and then continue interviewing for others

Be bold – if you don't ask for it, you'll never get it

Be flexible – you may not get everything you want

Don't be greedy – know when to stop

Negotiating Scripts



EXAMPLES OF HOW TO NEGOTIATE

SCENARIO #1

Early on in the interview process you are asked the question: What salary are you seeking? How do you respond?

Employer: What salary are you seeking for this position?

You: What is most important to me is whether or not the job is a good fit for me and the company. I am willing to negotiate, but I would rather wait and discuss salary until we determine whether or not I am the best person for this position.

Employer: Well, we are trying to get an idea of what candidates are expecting.

You: May I ask what you have budgeted for the position?

Employer: We are still working that out.

You: Based on the research I have conducted on the going market rate for this type of position, the salary could be anywhere from \$30,000 to \$40,000, depending on the specifics of the job, the location, and the total compensation package. I would expect my salary to fall within that range.

SCENARIO #2

You are offered a salary of \$40,000 for a Financial Advisor position, but you would like to negotiate for a higher figure. What do you say?

Employer: We would like to offer you a salary of \$40,000. What do you think?

You: Your company has offered an annual salary of \$40,000, but based on information that I have researched on salary.com, the average salary for Financial Advisors in this region is above \$50,000. I believe this salary would be more corresponding with the experience and knowledge that I will bring to your team. I am very interested in this position and your company, so would you be willing to negotiate and increase the initial offer?

or

You: I am very excited to work for Company XYZ and I am confident that I will bring a great deal of value to the job. I appreciate the offer at \$40,000, but I was really expecting to be in the \$50,000 range based on my experience and past performance, as well as offers recently extended to me by other companies. While salary is not my only motivation for working here, would it be possible to look at a salary of \$50,000 for this position?

Employer: The company is not in a position at this time to offer a higher initial salary.

You: I understand. Are there other areas for negotiation such as start date or a flexible work schedule that would make up for the lower salary?

Comparing Offers

JOB OFFER COMPARISON CHART

Having a tough time deciding between two or even three offers? Use this chart to organize your thoughts when comparing the various factors of multiple job offers. This will allow you to clearly see the differences between each, and perhaps help you select one over the other.

FACTOR	OFFER A	OFFER B	OFFER C
Job Responsibilities			
Company Reputation/ Stability			
Salary			
Health Insurance			
Paid Vacation			
Pension/Retirement			
Tuition Reimbursement			
Training/Professional Development			
Location			
Supervisor			
Co-workers			
Travel			
Overtime			
Signing Bonus			
Stock Options			



Making the Transition



GRADUATES' PERCEPTIONS OF DIFFERENCES BETWEEN COLLEGE AND WORK

It's hard to fully understand the changes that come with transitioning from college life to the working world. Not only are you transitioning into a much different routine from college, but you are also adjusting to a new social life and a new set of expectations. The pages that follow help to break down some of the daily expectations that will change when entering the workforce and will also help to set you up for success in your job and in your personal life. Embracing the change in your new life will help lead you to an exciting new adventure!

College	Work
Highly structured curriculum and programs with lots of direction	Highly unstructured environment and tasks with few directions
Frequent, quick, concrete feedback	Infrequent and less precise
Personally supportive environment	Less personal support
Few significant changes	Frequent and unexpected changes
Flexible schedule	Structured schedule
Flexible breaks and time off	Limited time off
Personal control over time, classes and interests	Responding to others' directions and interests
Intellectual challenge	Organizational and people challenges
Choose your performance level	A-level work required all the time
Focus on development and growth	Focus on getting results for the organization
Create and explore knowledge	Get results with your knowledge
Individual effort	Team effort
"Right" answers	Few "right" answers
Independence of ideas and thinking	Do it the organization's way
Less initiative required	Lots of initiative required
Professors	Bosses



"Learn as much as possible and be curious. Find a role model in your organization and learn industry best practices. Join industry organizations and stay on top of all new trends. Be willing to take on responsibilities beyond your job description while also being flexible in your work/life balance. Be willing to say yes and responsible enough to say NO. Study, learn, take notes, practice, learn from your mistakes, be patient, and be persistent and I guarantee that you will be successful."

—Jordan Wiener, Alumni 2011

Starting the Job



YOUR FIRST DAY ON THE JOB

Show up on time.

Practice your morning commute one day to avoid any major time dilemmas. There's nothing worse than showing up late on your first day of work; so even if it is a more relaxed office, play it safe by strictly following the rules.

Look the part.

During your interview hopefully you were able to get an idea of the office dress code. Each culture is different so know your environment, but definitely play it safe on your first day of work.

Listen and take notes.

A lot will be thrown at you on the first day of work- from learning your job duties to learning new faces and names. This is an opportune time to write everything down. Remember to review your notes at the end of the day to help keep this information fresh in your mind.

Have a positive attitude and SMILE.

While you won't win them over in the interview, this is still your first impression for your new coworkers and supervisors. Show them your enthusiasm and energy for your new position, and remember that smiling can go a long way.

YOUR FIRST WEEK ON THE JOB

Get to know your coworkers.

Consider taking them to get coffee or suggest a lunch outing. This is an opportunity to not only get to know those you will be working with but also to learn more about the office culture.

Observe the office culture.

Every office has a culture. Do you find that most coworkers eat lunch out or do most eat in their offices? Do coworkers stop by offices to chat or do you find that most communicate through email? Do several of your coworkers stay late or do most leave early? These are just a few questions to consider when learning how to adapt to a new office culture.

Know what's expected.

Knowing what is expected of you in your role is something to find out within the first week or month of your job. Sit down with your supervisor and find out what he or she expects of you in the first year. After the year is up, ask to close out the year with a review.



The First Year



YOUR FIRST YEAR ON THE JOB: TOP 10 TIPS

Watch and learn.

Enthusiasm in a staff member is great, but be careful not to become the office know-it-all. Spend time listening to others and master the art of perfect timing for your ideas to come to life!

Find a mentor.

Find someone in the office you admire and feel comfortable around. This person can give you insights into the office and might also provide you with tips on how to succeed in the office and beyond.

Get feedback.

Most supervisors have some type of end of the year review; however, if this is not currently in place, seek out feedback from your supervisor directly. It's difficult to improve when you're not sure what's going wrong. Getting feedback shows that you care about your professional development and contributing to the office.

Rethink how you use social media.

In college, social media may have revolved around your social life. Keep in mind that in the workplace, you can use social media to network professionally. From Twitter, Facebook, to LinkedIn- use these mediums to your advantage! And don't forget to keep it professional.

Learn to write a professional email and business correspondence.

The working world is full of meetings, committees, and projects that require communication through email.

With that said, make sure that all email correspondence is professional, brief, and free of grammatical errors. Also, be careful in using emoticons, exclamation points, and all caps. Professional is the key word here.



Say "Yes" to opportunities.

Saying yes to new opportunities can do amazing things for your career. It can help you interact with new people and build upon your existing skill set as well as show your boss that you like to take initiative and are ready for new tasks. While saying yes can make you stand out in the office, be sure not to overcommit. Say yes when you're able.

Develop a career plan.

Where do you see yourself in 2 years? In 5 years? Come up with a few realistic goals for yourself. Do you need additional education to move up? Do you need additional skills? Think about how you can build on those things now.

Manage your tasks through managing your time.

Your calendar is your best friend. Use it to its fullest potential. Not only should you schedule meetings and appointments, but also use your calendar to schedule tasks. Need to send out a well thought out email to your project members or make a phone call to an associate that may last awhile? Schedule time on your calendar. It is much more likely to get done.

Be positive.

Try to avoid office gossip and politics. It's easy to get sucked into that conversation after a tense staff meeting, but be careful. The boss almost always knows what's being said in the office, and you do not want to be tied in with any negativity. Instead, avoid these conversations and be a positive force for the office. It will get you noticed the right way.

Don't give up.

The first year on the job can be challenging at times with a lot of learning, growing, and adapting to change. Keep in mind that your second year on the job will run much smoother, and then it will be someone else's turn as the "newbie" on staff. Till then, keep your head up and don't give up!

Your New Life!



TRANSITIONING INTO A NEW LIFE

Finding a Place to Live

- Do research ahead of time about the city that you are moving to, including demographics, cultural highlights, and attractions.
- Reach out to future co-workers to get advice about the best areas to live in your new town.
- Use Google Maps to identify where important resources are located such as hospitals, grocery stores, parks, post office, pharmacy, library, etc.
- Utilize online resources to find available rental properties.

Making New Friends

- Get involved in the things you love, such as volunteering or yoga to meet people who share your interests.
- Your future co-workers can also serve as friends. If a co-worker invites you to a social event outside of work, take them up on that offer. You will get to know your new town more and meet other people outside of your work environment.
- Utilize social media to see if you have friends who have friends in your new location. Reach out to those friends for an introduction.
- Introduce yourself to your neighbors and everyone else that you meet during your move. Let people know that you are new in town and ask for advice.

Making Plans

- Develop a routine, because transitioning to a new city can take time. Figure out a schedule and stick to it in order to become more comfortable in your surroundings.
- Make plans to have your friends and family visit you and have specific activities planned. This can help you discover your new city.
- Try new things! View your situation as an adventure and attempt new hobbies or activities that you have always wanted to try.
- Check out your local newspaper for information about events around town.



Budgeting

Plan Your Post-Graduation Budget		Per Month			
INCOME	Amount				
Salary (take home pay) job 1					
Salary (take home pay) job 2					
Total Amount					
EXPENSES					
Home	Amount	Transportation Expenses	Amount	Health Care Expenses	Amount
Security deposit		Car payment		Medical Services (doctor visits)	
Rent		Car Insurance		Prescriptions	
Pet deposit/fee		Gas/fuel		Medical Supplies	
Furniture/home décor/kitchen items		Car maintenance/repair		Personal care products	
Renter's Insurance		Car emission/inspection		Total Health Care Expenses	
Storage		Vehicle registration			
Parking fees		Tolls and/or parking fees		Clothing/Attire/Grooming	Amount
Cell phones		Car property tax		Work attire	
Electricity		Public Transportation		Personal attire	
Gas		Speeding/parking tickets		Shoes	
Water		Total Transport. Expenses		Spa treatments (waxing, manicures, pedicures)	
Garbage				Haircut/salon	
Sewer		Entertainment Expenses	Amount	Dry cleaning/Laundry	
Total Home Expenses		Cable TV		Total Clothing/Etc. Expenses	
		Internet TV (Hulu Plus, Netflix)			
Food Expenses	Amount	Internet		Pets	Amount
Groceries		Concerts/Clubs		Food and Supplies	
Breakfast out		Plays/Movies		Veterinarian	
Lunches Out		Books/ Magazines		Total Pet Expenses	
Dinners Out		Hobbies			
Snacks		Tobacco		Donations	Amount
Coffee		Alcoholic beverages		Charities and non-profits	
Total Food Expenses		Miscellaneous		Religious donations	
		Total Entertainment Expenses		Total Donations Expenses	
Finances	Amount				
Checking fees				Vacation/Special Events/Holidays	Amount
Credit Card payments				Travel	
School loans				Lodging	
Personal loans				Eating out	
Investments (401K/403B/IRA contributions)				Gifts (Birthday, wedding, etc.)	
Personal savings				Car rental	
Emergency fund				Miscellaneous	
Tax preparation				Total Vacation/Etc. Expenses	
Total Finances Expenses					

Relocation Resources



FINDING YOUR PLACE

Check out relocation assessments such as **Find Your Spot** that match your interests & living preferences with specific cities/towns in the US: www.findyourspot.com

BUDGET/SALARY RESOURCES

UGA Peer Financial Counseling Program (great handouts on budgets, investing, etc.): www.fcs.uga.edu/fhce/undergraduate-peer-financial-counseling-program

Georgia Career Information System (GCIS) Salary Calculator: www.gcic.peachnet.edu

- *User Name:* ugacpp; *Password:* gcis889

NACE Salary Calculator: www.jobsearchintelligence.com/NACE/salary-calculator-intro

Salary.com: www.salary.com

Cost of Living Calculator: www.payscale.com/cost-of-living-calculator

The Motley Fool: www.fool.com

CNN Money (check out the “personal finance” section): money.cnn.com

Taking Control of Your Finances: A Special Guide for Young Adults: www.fdic.gov/consumers/consumer/news/cnspr05/cvrstry.html

Where does your money go? (interactive): www.purdue.edu/wheredoesyourmoneygo

Love Your Money (interactive & video): www.loveyourmoney.org

HOUSING/UTILITY RESOURCES

Riley Guide (selection of top moving & relocation guides): www.rileyguide.com

Relocation Central (apartment locating assistance): novella.mhhe.com/sites/0079876543/student_view0

Wetfeet City Profiles (city profiles for major metropolitan areas): www.wetfeet.com

Weichert Rental Network (search rental properties): www.weichertrents.com

PadMapper (identify rental properties on an area map): www.padmapper.com

SOCIAL/NETWORKING RESOURCES

UGA Alumni Club Chapters: www.alumni.uga.edu/alumni/index.php/chapters/chapter_search

UGA Alumni Association group on LinkedIn (search through members by location): www.linkedin.com

Find Meet Up groups near you: www.meetup.com

City Guides: Chambers of Commerce, city/county Guides, etc.

Community Involvement: Young professional groups, interest-specific groups such as sport leagues, book clubs, political clubs, service clubs, etc.



Best of Luck!



Good luck with your transition!

Keep in mind that as Alumni, you have access to UGA Career Center services.
Stay Connected with us!

Bethany Bagley Mills is the Director of Alumni Career Services. She is available to assist alumni with all of their career needs. To schedule an appointment with her, call the Career Center at **706-542-3375**, or visit www.career.uga.edu/alumni/alumni to book online.

Also, to see what our most recent group of UGA graduates are doing, including salary information, job titles, employers, etc., check out our **Career Outcomes Survey**: www.career.uga.edu/outcomes.

The Career Center can assist you in a variety of ways, including:

- Researching Majors/Careers
- Preparing for a Career Fair/Networking
 - Resume/Cover Letter Critiques
- Interview Preparation/Mock Interviews
 - Internship/Job Search Assistance
- Graduate School Applications/Personal Statement Critiques
 - Professional Social Media Engagement
- And any other career needs you may have!



THE UNIVERSITY OF GEORGIA

CAREER CENTER

Clark Howell Hall, 2nd Floor ▪ Walk-In Hours, M-F, 12-2pm ▪ 706-542-3375

References

Adapted from “5 Steps to Take Before Moving to a New City” By Ariane de Bonvoisin (Page 16)

Adapted from “Moving to a New City On Your Own – Tips & Checklist” By Pamela Smith (May 3, 2013) (Page 16)

Adapted from “Help! I Moved to a new City: 5 Tips for Settling In and Making New Friends” By Annie Ferrer (May, 2012) (Page 16)

Adapted from “Moving to a Different City Checklist & Tips” By Tina Milcheva (December 9, 2011) (Page 16)

Adapted from Holton, E. in Gardner, et al. (1998). The Senior Year Experience: Facilitating Integration, Reflection, Closure, and Transition. San Francisco: Jossey-Bass. p. 102. (Page 13)

Employer Research



EMPLOYER RESEARCH RESOURCES

UGA Main Library: www.libs.uga.edu

Talk to a research librarian! They specialize in specific areas and can give you a wealth of information about companies. A few popular Galileo Databases include Factiva, Dun & Bradstreet's Million Dollar Database, Hoover's Online, and Reference USA

Career Center - Clark Howell Hall

The Career Insider, powered by the Vault. Available in "Online Resources" at www.career.uga.edu

DAWGlink: www.career.uga.edu. Once you login, click on the "Employer" tab

Book of Lists (available for most major cities)

Talk with your Career Consultant. They specialize in specific areas and can give you a wealth of information about choosing an industry.

Occupational Outlook Handbook: www.bls.gov/OCO

The Employer

Company literature and organization's website

Human Resources Office

Annual reports

Sales and marketing brochures

Employee handbook



Your Network

Personal Contacts

UGA Alumni (online community at www.uga.edu/alumni)

Professors

LinkedIn: www.linkedin.com (use the "follow company" feature)

International Companies

www.libs.uga.edu (click "company information" for databases like Mergent Online)

www.career.uga.edu (click "online resources" to access GoinGlobal)

Additional

The Riley Guide-Business and Employer Research: www.rileyguide.com/employer.html

Idealist (non-profits): www.idealists.org

Benefit Basics



BENEFIT DEFINITIONS - HEALTHCARE

Deductible – The amount you pay before the plan begins to pay benefits

Coinsurance – Your share of covered expenses after the deductible has been met

Calendar Year Maximum – The overall limit the plan will pay toward expenses incurred during the calendar year

Out-Of-Pocket Limits – The overall limit you will have to pay towards benefits in a calendar year. Once the deductible and coinsurance amounts meet the limit, the plan will pay 100% of most of your covered expenses

PCP – Primary Care Physician - As part of a POS or HMO plan, the primary care physician acts as your personal consultant, overseeing and coordinating all of your medical care and referring you to network specialists when necessary

POS – Point of Service Plan - A medical insurance plan that allows you to decide your level of benefit coverage at the time you receive services from the medical provider. It is like having a traditional indemnity insurance program and an HMO in one plan

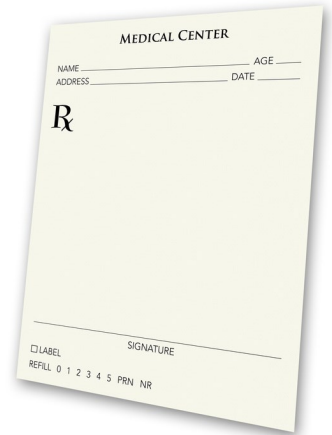
HMO – Health Maintenance Organization - You will need to receive most or all of your health care from a network provider. HMOs require that you select a primary care physician (PCP) who is responsible for managing and coordinating all of your health care

PPO – Preferred Provider Organization - A health plan that has contracts with a network of "preferred" providers from which you can choose. You do not need to select a PCP or have referrals to see in-network providers

Dental – A plan that pays a portion of the costs associated with dental care

Vision – A form of insurance that provides coverage for the services rendered by eye care professionals

FSA – Flexible Spending Account – allows an employee to set aside a portion of earnings to pay for qualified expenses. Money placed into an FSA is not subject to payroll taxes. Funds not used by the end of the plan year are lost to the employee



BENEFIT DEFINITIONS - FINANCIAL

Stock Options – A call option on the common stock of a company, granted to an employee as part of the remuneration package

Profit Sharing – Various incentive plans introduced by businesses that provide direct or indirect payments to employees that depend on company's profitability in addition to employees' regular salary and bonuses

Bonus – Extra pay due to good performance

Salary – A form of remuneration paid periodically by an employer to an employee, the amount and frequency of which may be specified in an employment contract

Commission – A form of payment to an agent for services rendered. Payments are often calculated on the basis of percentage of the goods sold

BENEFIT DEFINITIONS - RETIREMENT

Pension Plan – A contract for a fixed sum to be paid regularly to a person, typically following retirement from service

401k – Defined contribution plans with annual contributions limited. Contributions are tax-deferred

503b – A U.S. tax-advantaged retirement savings plan available for public education organizations