



Success in the American Workforce

Where can you find jobs?

Nationalities Service Center has an Employment Team who can help you find meaningful employment in the U.S. Their experienced staff will work with you to improve your job search skills, including interviewing and resume writing. The Free Library of Philadelphia offers one-on-one assistance in its Workplace, Language and Learning Departments. Each neighborhood library also includes free access to public computers to complete the online job applications, print materials to prepare for exams, and staff who can assist with general jobseeker needs. Your network within your family, friends, mosque and church can also help you make connections that may lead to employment. Temporary staffing agencies can provide you with short-term work opportunities. Newspapers and some websites such as www.indeed.com and www.monster.com are helpful resources where you can find recent available positions.

What to do in a job interview?

You should dress professionally and make eye contact. Don't forget to smile and bring your resume with you. You should avoid using your cellphone and don't bring unrelated items with you.

What are some common first jobs?

Food packaging, housekeeping, retail and restaurant positions are some of the common first jobs for recently arrived immigrants and refugees. Any first job should be safe, and you should be paid on time for your work.

What should you expect from your first job?

The minimum wage in Philadelphia is \$7.25/hr. It is not unusual to travel 1 or more hours to work each way. You might also need to take multiple forms of transportation to work including train, bus, subway or walk. Your workplace environment may be hot or cold. If your work requires physical manual labor, you might be expected to lift heavy objects, bend, and stand for entire work shifts.

How do you get paid?

Payment is usually weekly or biweekly. Full time is considered 30 to 40 hours per week. Federal and state taxes are taken from employee pay. If you work more than 40 hours in a week, your employer must pay at least 1.5 times your regular rate of pay for hours worked over 40 hours.

What are work hours?

Your shift hours might differ from one day to another. For example, you might be expected to work from 7am to 3pm on Mondays, and from 3pm to 11pm on Tuesdays.

How do you keep your job?

You should always be on time and wear your clean and ironed uniform to work. You should maintain good hygiene, follow the workplace rules and communicate with your supervisor.

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