LABOR SPOTLIGHT

To promote learning and serving in community through the student Labor Program, honoring the dignity and utility of all work, mental and manual, and taking pride in work well done.

Customer Service and Professionalism Month

Employers Rate Competencies, Students’ Career Readiness

Employers rating the eight competencies NACE has associated with career readiness in terms of essential need in the scope of hiring new college graduates put “critical thinking/problem solving” and “professionalism/work ethic” on top, according to results of Job Outlook 2017 survey. However, this same group of employers rated students most proficient in “teamwork/collaboration” and “digital technology.”

For the third time since employers have been asked to provide these ratings, they rated “critical think/problem solving” the most essential competency. “Professionalism/work ethic” is rated second highest.

To access the full article click here.

Dear LP

What determines a student paygrade?

A student's pay grade is determined by the level of work being performed in the position. As students take on more responsibilities they will be assigned a higher pay grade.

WLS 1: repetitive tasks or routines requiring direct supervision of worker results.

WLS 2: This job requires less direct supervision with more variety in the required work, also may require a little knowledge about the job.

WLS 3: This is more skilled work with little supervision, can work independently and make their own judgment. This could involve helping train others.

WLS 4: This requires no direct supervision, they will be the one supervising, should have advanced skills in the positions and can train others.

WLS 5: This position must be a 15 hour contract, student must understand the department’s policies and relationships. They will manage other students, must know every job in the office along with modeling strong interpersonal/communication skills.
11/14 Supervisor Coffee and Cream Chats Series

11/17 Thanksgiving Labor Status Forms Due

11/22-11/26 Thanksgiving break

11/26 End of Payroll

11/27 Payroll Due

Why Does Professionalism Matter?

Professionalism isn't one thing; it's a combination of qualities. A professional employee arrives on time for work and manages time effectively. Professional workers take responsibility for their own. Employers want new workers to be responsible, ethical, and team oriented, and to possess strong communication, interpersonal, and problem-solving skills. Wrap these skills up all together and you've got professionalism. High quality work standards, honesty, and integrity are also part of the package. Professional employees look clean and neat and dress appropriately for the job. Communicating effectively and appropriately for the workplace is also an essential part of professionalism.

Regardless of the job or industry, professionalism is easy to spot. On a construction site or in a trade, a professional worker will work hard and manage time effectively, including arriving and returning on time.
A professional worker in a customer service setting will speak clearly and politely to customers and colleagues and have neat and clean appearance. In an office setting, an employee with professionalism will work productively with others and strive for a high standard and constant improvement. Professionalism may look slightly different in various settings, but the core elements are always the same – and give young employees an edge as they begin their careers.

Coffee & Cream Chats

Upcoming Coffee & Cream chat scheduled for Tuesday November 14th @ 9:15 am in the Carter G. Woodson Center. (Labor Supervisors Only)

Upcoming Training

Interviewing Best Practices

Labor Supervisors please consider joining the Labor Program for a workshop titled, "Interviewing Best Practices" on November 15th from 11:45am - 1:00pm in Baird Lounge.

Lunch will be provided. Register by Friday November 10th.

Contact the Workforce Development Training Center if you have questions or need more information. ext.3686