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Wednesday, May 16, 2007

## Tips for grads

### **Business Monday will have complete package for graduates entering the work force.**

#### **Sunday, May 20:**

Hard work is great, but do you know the people on your team? "Too many new employees enter the workforce believing they'll find a meritocracy: Do good work, and you'll be rewarded," says life coach Mary Crane (Mary Crane & Associates). You must also build relationships. Spend more "face time" with the boss. Managers are more likely to reward the folks they know and like.

#### **Saturday, May 19:**

Graduates, do you have an offer? Don't take it right away, says Eileen Kohan, executive director of the USC career center. This year's strong job market gives you more power than you realize. It's nice they want you, but take time to make sure it's a good fit for you and the company. "When companies pressure grads to accept an early offer, they are doing both a disservice," Kohan said.

#### **Friday, May 18:**

Graduates, if your voice mail greeting is too casual, it could leave a bad impression with employers. Author Anna Ivey ([www.Annalvey.com](http://www.Annalvey.com)) suggests: "Give recruiters your cell phone number so they can reach you easily," but change your greeting if it's "Whassup." Try this: "Hello, you've reached Greg. Please leave me a message."

#### **Thursday, May 17:**

If you're job hunting, think outside your area code. Word on the street is that the Inland Empire is the new Orange County for jobs and affordability, says Eileen Kohan, executive director of the USC career center. Don't narrow your job search by location. "Big cities offer more choices, but more competition, too," she advises.

#### **Wednesday, May 16:**

Employment expert Tom Gimbel suggests grads use their "technability." That's his term for one of the great advantages of new graduates: being conversant with the newest technology.