



LIFE AFTER COLLEGE ENTERING THE WORLD OF WORK

MATERIALS NEEDED:

- Laptop computer
- PowerPoint Projector
- Instruction for Laptop/Projector Setup
 1. Make sure all cords are present:
 - Laptop power cord
 - Laptop to projector connector cord
 - Projector power cord
 - Extension cord (if needed)
- "Life After College" booklets
- Sample Resume and Cover Letter handouts
- Spending Plan Systems Fact Sheet handouts
- 3-4 Standard Envelopes (4" x 9")
- Check Register
- Calendar with Pockets
- Evaluation Sheet
- Candy (optional)

PRESENTATION:

1. Life After College: Entering the World of Work
2. Brought to you by SAFE:
 - Your on campus personal financial educators! formed to give students in Family and Consumer Sciences, especially those in HDCF 342, an opportunity to learn financial counseling skills.
 - Services Include:
 - Answers to questions: staff members available Monday-Friday from 8am to 5pm
 - Free and confidential one-on-one financial counseling to students
 - Presentations to classes and organizations
 - Information sheets
 - On-line and in-office resources
3. Discussion Points
 - Job Seeking Skills
 - Benefits
 - The New Job
 - Money Management Basics
 - Spending Plans
 - Student Loans
 - Buying a Car

- Insurance Basics
- Savings

4. Finding the Perfect Job

- Applying for a Job (identify Resume and Cover Letter samples)
 - Resumes
 - Sell yourself. A resume is a marketing tool of your skills, education, and experience.
 - Have clear, concise objectives.
 - Include a summary after section after the objectives listing notable skills and personal qualities.
 - Be prepared to send at a moments notice. Update and check for formatting and grammatical errors often.
 - Cover Letters
 - Follow standard business letter writing format.
 - Thoroughly research the company and position applying for.
 - State how your experiences and education can benefit the company.
 - Specify how you can be reached and let employer know you will contact them to follow-up on you application.
 - Electronic Applications
 - Same rules apply to electronic applications as paper applications.
- Interview Skills
 - Wear proper attire:
 - Be neat and appropriate for your intended field; suits for men and business suits or dresses for women
 - Light on accessories, make-up, and fragrances
 - Know where to go and arrive early
 - Ask important questions
 - Who is the immediate supervisor?
 - Could you provide a detailed job description?
 - Do your homework...research the company

*For more information contact: Family Economics & Financial Education: (406) 994-7745 (www.familyfinance.montana.edu), or Career Services: (406) 994-4353 (www.montana.edu/careers)

5. The Job Offer

- Average Montana Salary: \$28,012
 - Specific salary amounts available at Career Services
- Negotiation: be realistic, entry level salaries are less negotiable
- Look beyond the dollar figure, look at the complete package!
 - Salary/Bonuses
 - Insurance
 - Retirement Plans
 - Company Stock Options
 - Vacation Time/Sick Leave
 - Holiday Leave

6. Benefits

- Disability Insurance
 - Person unable to perform duties due to injury or sickness
 - Replaces lost income: **up to 2/3 monthly income; may not be available until 3-6 months after the injury/sickness**
- Life Insurance
 - May only be optional at extra expense
 - Protects person's family: **if insurance holder suddenly dies, life insurance protects family from the risk of financial loss**
- Vacation Time and Sick Leave
 - "Earned" basis: **receive 'X' amount per month**
 - "Paid-time off" format: **receive 'X' amount according to how many hours worked**

7. Benefits continued...

- Retirement Plans
 - Variety of packages available
 - 401 (k): **common retirement plan for private industries**
 - 403 (b): **common retirement plan for government agencies**
 - Check with human resources department for details
- Health Insurance
 - May include all or combination of hospital, dental, vision or prescription expenses
 - Full vs. Partial coverage
 - Employee contribution/insurance deductible
 - Co-pay: 80/20 or 70/30
 - Expenses covered: **may cover all or combo of medical, dental, vision, and prescription expenses**
 - 39% of Americans do not have employer-based health insurance

8. The New Job

- Arrive to work on time...early is best
- Dress appropriately: **look around to see how others are dressed**
- Listen and observe: **don't be a know-it-all, because you don't**
- Ask questions: **new employees are not expected to know everything**
- Find a mentor: **find someone on similar career path for guidance**
- Determine bosses expectations
- Avoid office gossip
- Mind your manners: **please and thank you are still magic words**

9. Spending Plans

- What are they?
 - Tool to help people manage their money
 - An estimate of income and expenses over a specific time period
- Are Important!
 - Spending plans are a form of financial freedom
 - Eliminate nervousness or frustration of not having enough money
 - Help people meet financial goals

- Help people live within their means
- Reduce the need for using credit, eliminating financial stress

10. Spending Plan Components

- Income
 - Fixed: income received in same amount each time, like a salary or allowance
 - Flexible: income received varies in amount and/or time, like hourly wages or gifts
- Expense
 - Fixed: expense that is same amount each time, like rent or car payment
 - Flexible: expense varies in amount and/or time, like food or clothing

11. Developing a Spending Plan

- Plan
 - Set financial goals: **state what to do with money**
 - Determine record keeping format: **select categories of spending and make realistic estimates**
- Track
 - Live out month: **implement spending plan in daily living**
 - Record actual income and expenses
- Evaluate
 - Determine if previous steps worked: **compare estimate with actual amounts listed on receipts**
 - Make adjustments for following month: **use new estimates for next month and repeat process**

12. Controlling Spending

- Things to remember
 - Cut the things one wants, not the things one needs
 - Become aware of bad spending habits and want to change them
- Implement a Spending System
 - Envelope System
 - Check Register System
 - Calendar System

13. Envelope System: **need sample envelopes with categories (like food, gas, entertainment, etc.) written on front of the envelope for demonstration**

- Create an envelope for each category of spending
- Put money budgeted for that category into envelope
- Write beginning amount at top of envelope
- As money is spent, take cash out of envelope, writing down when and how much taken
- Once money is gone, its gone
- CAUTION...if paying a bill, do not send cash!

14. Check Register System: **need sample check register split into columns with categories written at top of each column (like food, gas, entertainment, etc.)**

- Create columns in register and label for each category of spending

- Write amount designated for each category under category name
- Write amount spent in each category as spent and subtract from last amount written
- When a category shows \$0.00, money is gone

15. Calendar System: **need a sample calendar with pockets for a place to keep bills**

- Purchase a calendar with pockets
- Place calendar in central location at home
- Place bill stubs or pay envelopes in pocket of calendar until they need to be paid
- Mark on calendar when bill is due or needs to be mailed

16. Student Loans

- Student loans must be repaid
- Bankruptcy will NOT cancel a student loan
- Read, understand, and save all loan documents
- Include student loans in spending plan
- Repayment: **find out when first payment is due and amount, usually six months after graduation**
- Consolidation: **able to consolidate all federal loans into one monthly payment**
 - **If you decide to consolidate, you will be required to start making payments as soon as you consolidate. You can only consolidate once.**
- Exit Counseling: **all student with federal loans required to go through Financial Aid exit counseling**
- Student Assistance Foundation
 - Bernie Warwood: SUB 130A, 994-5024, bwarwood@montana.edu

17. Buying an Automobile

- Tips
 - Review Consumer Reports and Kelly Blue Book: **identify vehicle reliability and pricing and be knowledgeable of car options, etc.**
 - Comparison shop: **take your time finding the right car; do not sign anything until you are ready to buy**
 - Do not be bullied or rushed: **this is a huge purchase, walk-out if you feel uncomfortable with any terms**
 - Take vehicle to a trusted mechanic: **if there are maintenance concerns, take the vehicle elsewhere before purchase for a second opinion**
 - Decide on purchase price in advance: **know your limit and stick with it**
 - Bargain: **receive the lowest price possible**
- Costs to Consider
 - Age of Car: **used cars may be more financially beneficial because new cars depreciate rapidly the first year**
 - Fuel: **consider the miles you may drive, the miles per gallon the vehicle gets, and the gasoline type**
 - License/registration: **call local Department of Motor Vehicles for costs**
 - Taxes: **be sure to include sales and personal property taxes**
 - Insurance: **call several agents to compare costs**

- Financing: call several institutions to check and compare costs and to determine if comprehensive auto insurance is required to have on the vehicle

18. Insurance Basics

- Automobile Insurance
 - Liability Insurance
 - Required: pays for bodily injury and property damage to another person's vehicle
 - Shown in series; 20/40/10: first number represents bodily injury coverage per person, second number represents bodily injury coverage per accident, third number represents property damage covered per accident
 - Collision Coverage
 - Optional: pays for repair to policy holder's vehicle if they are at fault; DOES NOT pay for replacement cost of vehicle, only the actual cost
 - Comprehensive Coverage: pays for damages not caused by an accident
 - Uninsured Motorist: pays for injuries incurred by hit-an-run or uninsured motorists
 - Underinsured Motorist: pays for injuries incurred if driver at fault is underinsured
- Renter's Insurance
 - Personal belongings are not covered under the landlord's policy
 - Photograph or videotape each room with its contents
 - Keep receipts for major items in a fireproof place

*Remember to include insurance costs in spending plan!

19. Savings

- Basics
 - NEVER too early to start savings!: most Americans save less than 5% of their income. It is recommended that a person save 20%!
 - Have 3-6 months gross income in savings for emergencies
 - Pay yourself first!
- Account Features
 - Average interest rate is 1%-2%
 - Easy to access funds
 - 24-hour ATM access: check financial institution for requirements and if fees are involved
 - MAY require a minimum balance

20. We are Here for You!: note address, phone number, and web information. Also include additional phone numbers and information as necessary.