



#8 Ten Key Steps for Millennials Going into the Workforce

How can you land a financially rewarding job and successful career that you'll love?

Bentley University, a Forbes' Best 2014 Regional College, conducted a Millennial Preparedness for the Workforce Study in 2014. Among other important findings, the study identified ten essential ways Millennials can better prepare for today's working world and for professional success.

1. **Mind the gap.** The study shows that 37 percent of recent college graduates give themselves a "C" or lower on their level of preparedness.

**What you can do now:** Through networking, meeting with career advisors, or taking courses that challenge you, make sure you are doing all you can to grow as a professional.

1. **Find out how potential employers define preparedness.** Millennials and employers don't agree on what it means to be prepared.

**What you can do now:** Talk to several professionals in your field to learn what they look for in new hires.

1. **Build a diverse set of skills.** Two-thirds of business leaders said that hard skills (technical) and soft skills (communicating effectively, teamwork, ethics, and others) are equally important.

**What you can do now:** Take courses that teach both sets of skills so you are set up for success in your first job and later in your career.

1. **Show your loyalty.** Half of business leaders and more than half (58%) of

Millennials think that businesses believe Millennials won't stay in a job for long, so they may not invest in your career development.

**What you can do now:** Prove employers wrong by dedicating time to showing you want to help achieve the company's goals.

1. **Adapt to other generations in the office.** Most non-Millennials have positive attitudes towards Millennials, but many find them hard to manage (67%) and feel that they lack respect (51%). Both Millennials and

non-Millennials agreed that Millennials will have to conform to the workplace.

**What you can do now:** Learn what's important for success from older generations with real-life work experience.

1. **Commit to becoming a life-long learner.** Almost everyone responding to the survey (94%) agrees that students must commit to life-long learning, even though it might sound like a lot of work.

**What you can do now:** Upgrade your skills on a continuous basis so you will keep your career and life interesting and rewarding.

1. **Sign up for internships.** A majority (94%) agree that schools need to combine academics with hands-on learning. Experiencing what it's like inside an organization will help set expectations, provide direct experience, and give you a reality check to prepare you for your first job.

**What you can do now:** Start looking for internships.

1. **Make the most of career services departments.** Most respondents (85%) feel that students should start working with career counselors early.

**What you can do now:** Don't wait to find out what career counselors have to offer—visit as a freshman.

1. **To make an impact, get a background in business.** There seems to be a misunderstanding among Millennials about what working for a business means. Most Millennials say companies like Google and Facebook are desirable places to work, yet they say they don't prefer to work for businesses.

**What you can do now:** Businesses are doing innovative work and making a strong social impact on the world, so if you're interested in making a difference in today's world, look at careers that require business skills.

1. **Know that high school is the place to begin planning.** Time in college and other types of training fly by. So set clear goals before starting additional training.

**What you can do now:** Plan your career area and internships early, work closely with career services, and talk to alumni who can help you close the preparedness gap.

Adapted from *Forbes* online.

**Action:** From the ten recommendations for **What you can do now**, list in priority order the steps you will start taking today and practical ways you will implement your plans into your life. Save the file to your computer or screen shot it and submit as per your coordinator’s instructions.

* 1. Application:
	2. Application:
	3. Application:
	4. Application:
	5. Application:

* 1. Application:
	2. Application:

* 1. Application:

* 1. Application:
	2. Application