

CAREER COMPASS

Navigating Youth to Career Success

July 2025

Your Future Begins Here | sutteronestop.com

PROFESSIONALISM 101: MAKING A GREAT FIRST IMPRESSION

DRESS THE PART

Know the Dress Code: Ask your boss or supervisor what's expected.

Keep it Clean: Make sure your clothes are washed and in good shape - no stains, rips, or wrinkles.

Make it Fit: Clothes that fit well look more professional and feel more comfortable. Not too tight, not too baggy.

Dress for the Job: Think about what's appropriate for your role (like closed-toe shoes for safety!)

Grooming Matters: Take care of basic hygiene, keep hair neat, and don't go overboard with accessories.

WORKPLACE BASICS

- **Be On Time:** Showing up late isn't professional.
- **Speak Respectfully:** Use "please" and "thank you," listen when others are talking.
- **Email & Text Smart:** Keep your work emails/texts professional - use clear subject lines and proofread!
- **Phone Savvy:** It's not okay to be on your personal phone while working. Save it for your breaks or meal periods.
- **Take Charge:** If you're not sure about something, ask!



SCAN ME



Want to get involved? Scan this QR code to connect with our Youth Team and learn about exciting opportunities!

GETTING ALONG AND GETTING AHEAD



- **Be Friendly, Be Open**
- **Work well and support others**
- **Value everyone's unique background**
- **Learn how you can improve**
- **Seek advice from those with experience**
- **Stay positive, Keep a Good Attitude**

KEEPING IT CLEAN ONLINE

- **Think Before You Post:** What you share online can be seen by current and future employers, so think about how it looks.
- **Privacy is Key:** Check your privacy settings on social media and make sure they're set to your comfort level
- **Watch What You Share:** Avoid posting anything that could be seen as offensive, mean, or unprofessional.
- **Google Yourself:** See what comes up when you search your name online - that's what others might see too.
- **Represent Your Job Well:** If you talk about your job online, be respectful and accurate.



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The Sutter County One Stop is a proud partner of America's Job Center of California network.

A Big Thanks To Our Work Experience Partners!

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East Linda Garden LP
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Gaiser's Pets

JCPenney
Papa Murphy's Take N' Bake
Steele House Coffee
Straw Hat Pizza

Sutter Co. Supt. of Schools
Walgreens (855 Colusa)
West Coast Sourdough
Yuba City High School

**Employers that partner with us to provide valuable work experience opportunities for our youth.*



Equal Opportunity Employer/Program.
Auxiliary aides & services are available upon request to individuals with disabilities.