

# MAPPING Your Path

The Career Pathways Project



Charleston Metro  
Chamber of Commerce



# THE CAREER PATHWAYS PROJECT

The Charleston Metro Chamber of Commerce and the Council for Adult and Experiential Learning (CAEL), with financial support from the Wells Fargo Foundation, have partnered to provide the first in a multi-phase project designed to declutter the career pathway landscape for high school students and early-career workers. Mapping Your Path will be the first phase of the Career Pathways Project. It will act as a personal GPS system helping students and adults find their way to gainful employment and a successful career. Designed to be deployed in our region's K-12 schools, technical colleges and throughout the community, these pathways will be another powerful tool in Charleston's arsenal, illuminating pathways to better jobs and wages through training and education. The pathways selected represent high-growth occupational clusters for the region. Skills required in each pathway are adapted from the Chamber's *Common Skills in High Demand* and each pathway's validity has been endorsed by the employers referenced in each sector pathway.

## CAEL

CAEL is a national non-profit organization, headquartered in Chicago, that links learning and work. CAEL's workforce and economic development endeavors are grounded in the belief that economic prosperity and inclusive growth occur when the full range of community members have opportunity and access to learning and meaningful employment; when employers can expand unencumbered by the availability of talent; and when the public education and workforce development systems are proactive and additive to the efforts of both.

## THE CHARLESTON METRO CHAMBER

With approximately 1,700 member organizations representing 160,000 professionals, the Charleston Metro Chamber serves as the collective voice of the tri-county business community, and a catalyst for regional economic advancement and member success.

## CENTER FOR BUSINESS RESEARCH & DATA SOURCES

The Center for Business Research, serving both the Charleston Metro Chamber of Commerce and the Charleston Regional Development Alliance, provides premiere research capabilities supporting internal and external economic development needs for the region.

Data included on future demand of occupations is from Avalanche Consulting aggregation of EMSI data for the Charleston Metro Area for 2017 - 2022. Adjustments were made to certain occupations based on real-time intelligence from local firms with large expansions underway during this time period. Wage/salary rates are from the 2018 U.S. Bureau of Labor Statistics for the Charleston Metro Area, as well as 2019 real-time job openings in the Charleston Metro Area posted on web crawlers such as SCWorks.org and Indeed.com, etc. SC Works Online Services (SCWorks.org) is also the source for the number of local job openings included in this report.

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In partnership with:



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through a grant provided by:





# MAPPING YOUR PATH

## Discover the best in-demand careers in the Charleston Region

The news is full of announcements about the new jobs coming to Charleston. But knowing how to find those jobs, and where to get the education and training you need for them, can be confusing.

Mapping Your Path is a planning tool that will help you understand the best pathways to build the career you want in the Charleston area. Explore the pathways shared here to learn which jobs require shorter or longer education programs, to know what skills you will need and to have an idea of how much you can expect to earn.

Take a look inside, explore the industry fields that most interest you and begin mapping your career pathway.





# HEALTHCARE OCCUPATIONS

## WHAT CAN I DO NOW?

- ✓ Volunteer for the TEACH or GOLD program at Trident Health.
- ✓ Volunteer at East Cooper Medical Center during the summer.
- ✓ Do a Scrubs University session at Roper St. Francis Healthcare.
- ✓ Attend Discover MUSC Day or volunteer as a Candy Striper.
- ✓ Build a Tallo.com profile and add to it over time.

## DO IT QUICK!



You can earn a Continuing Education Certification in Coding Specialist, Medical Office Specialist, Pharmacy Technician, Medical Lab Assistant or Phlebotomist - some just six weeks long.

## GENERAL DEMAND FOR HEALTHCARE OCCUPATIONS:

Over the next five years, we need this many more health professionals in our community:

- > **2,300** more Nurses, Health Aides and Therapists
- > **600** Medical Technicians
- > **400** Medical Operations/Office Professionals
- > **300** Physicians/Practitioners

## DID YOU KNOW?



Many employers provide tuition support or tuition reimbursement toward certification or degrees relevant to your job.

## CERTIFICATIONS

Trident Technical College, ECPI

**\$25K-\$37K+** **6 to 24 months**

Emergency Medical Technician (E.M.T.)  
Advanced E.M.T.  
Paramedic  
Licensed Practical Nurse (CERTIFICATION PLUS LICENSE)  
Medical Office Assistant (CONT. ED)  
or Certified Medical Assistant (PRN),  
Coding or Claims Processor

## HIGH SCHOOL DIPLOMA

Career and Technical Education classes in BCSD, CCSD, DD2, DD4 and the Dorchester County Career and Technology Center

**\$20K-\$28K+** **4 years**

Home Health Aide  
Personal Care Aide  
Medical Office Specialist

## YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

**2 years**



Emergency Medical Technician (E.M.T.)  
Medical Office Assistant  
C.N.A. (Certified Nursing Assistant) to Pre-Nursing



## WHAT IF I AM INTERESTED IN HEALTH BUT DO NOT WANT TO WORK WITH PATIENTS?



Health Informatics is for you. Workers are involved in all aspects of managing healthcare agencies, patient data and information, financial information and computer applications related to healthcare. You can also work for a pharmaceutical or medical device manufacturer. Salary range \$40,000 to \$91,000.

"S.C. will have the 4th worst nursing shortage in the country by 2030" - *The Post and Courier*

### MASTER'S DEGREE

Medical University of South Carolina,  
Charleston Southern University

**\$67K-\$100K+** **48 to 60 months**

Physician Assistant  
Pharmacologist  
Nurse Practitioner  
Health Administrator



### BACHELOR'S DEGREE

ECPI, The Citadel, Charleston  
Southern University, College of  
Charleston

**\$52K-\$67K+** **48 to 60 months**

Registered Nurse (BSN)  
Health Info. Tech or  
Hospital Administrator  
Pharmaceutical Research  
Medical Practice Manager



### DOCTORATE DEGREE

ECPI, Clemson Bioengineering at Medical  
University of South Carolina, Charleston  
Southern University

**\$100K+** **24 to 36 months**

Physician, Surgeon, Dentist, Pharmacist  
Doctor of Health Administration  
Doctor of Nurse Anesthesia

### ASSOCIATE'S DEGREE

Trident Technical College

**\$30K - \$55K+** **24 to 36 months**

Paramedic  
Nursing (ADN)  
Pharmacy Technician  
Health Information Tech  
Registered Nurse (RN)



## SKILLS NEEDED

### Communication/Listening Skills

- Active listening that includes body language and eye contact.
- Verbal and written skills which include the ability to carry on conversations, speak clearly and concisely and use proper grammar and punctuation.
- Ability to determine best mode of communication.

### Customer Service Skills

- The customer comes first. Everyone is a customer, including internal co-workers.
- Be aware of your tone of voice and how you approach different people.
- Ability to be empathetic and compassionate.

### Detail-Oriented Skills

- Knowledge of office software, ability to multitask.
- Stick to deadlines and react quickly.
- Must be able to follow directions. It is vital that communication is proofed carefully - it can mean life or death.

### Math Skills

- Ability to perform basic math operations, percentages, conversion and use of a calculator.

### Basic Non-Negotiables

- Be honest and dependable. Arriving on time means arriving 15 minutes early.
- Remember all new employees must pass a drug test; some companies will not hire you if you have a criminal record.

## WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



# CONSTRUCTION OCCUPATIONS

## WHAT CAN I DO NOW?

- ✓ Participate in hands-on activities like Build A Shed.
- ✓ Ask construction companies for a job shadow or summer internship. Be willing to do the grunt work in order to gain entry to the field.
- ✓ Teach yourself to read blueprints.
- ✓ Build a Tallo.com profile and add to it over time.
- ✓ Do several job shadows - every experience teaches you something.

## TALENT DEMAND

2018 Talent Demand Study says 1,100 new construction jobs will be created locally over the next five years (2017-2022).

**400+**

There are 400+ construction job openings in the Charleston Metro Area daily.

## DO IT QUICK!



You can earn a Continuing Education certification in Construction Craft Laborer, Licensed Electrical Contractor, OSHA Construction Industry Safety or Supervisory Skills for Construction - some just six weeks long.

## HIGH SCHOOL DIPLOMA

Career and Technical Education classes in BCSD, CCSD and the Dorchester County Career and Technology Center

**\$25K-\$34K+** **4 years**



Pipe Layer  
Carpenter Helper  
Laborer  
Pipefitter  
Electrical Helper  
Welder helper (WITH 2 YEARS OF CTE WELDING CLASSES)  
HVAC or plumber Helper  
Field Engineer Helper  
Field Engineer  
Painter  
Concrete Finisher

## CERTIFICATIONS

Trident Technical College

**\$30K- \$80K+** **6-24 months**

CAD Drafter  
Electrician  
Mason  
Welder/Iron worker  
Construction Manager  
Boiler Maker  
Millwright  
Instrumentation Tech  
Equipment/Crane Operator  
Electric Line Worker

## YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

**24 months**

HVAC  
Civil CAD Tech  
Engineering  
Engineering Tech





## WHAT IF I DON'T LIKE TO BE OUTSIDE?

Construction companies have Human Resources, Accounting, IT and Project Management positions that are done in an air-conditioned office.

*At some construction companies, you can get promotions based on experience alone, without a Bachelor's Degree*

### BACHELOR'S DEGREE

ECPI, The Citadel, Charleston  
Southern University

 **\$45K-\$80K+**  **48 to 60 months**

Construction Manager  
Engineering Manager  
Construction Project Manager  
Business Developer  
Operations Director  
Civil Engineer  
Construction Co. Management  
Preconstruction Director

*This industry often employs bonuses of 5-25% of salary.*



*At some construction companies, you can get promotions based on experience alone, without an Associate's Degree*

### ASSOCIATE'S DEGREE

ECPI, Trident Technical College

 **\$35K-\$80K+**  **24 to 36 months**

Architectural and Civil Drafters  
Construction Administrator  
Welding Inspector  
Estimator  
Scheduling Manager  
Marketing Manager  
Virtual Construction Manager  
Preconstruction Manager



## SKILLS NEEDED

### Communication/Listening Skills

- Good eye contact conveys confidence to the customer and listening skills are required to follow directions.
- Verbal and written skills require correct grammar in order to write reports, convey information and identify safety hazards.
- Must be able to work on a team with various cultures.

### Detail-Oriented Skills

- Attention to safety guidelines, training details and procedures for equipment operation.
- Ability to read and understand plans, blueprints and instructional manuals.

### Math Skills

- Knowledge of geometry concepts, working to scale, relating point A to point B, ability to use a tape measure and determine the square distance across a surface.
- Knowledge of conversions and working with fractions gives a competitive edge.
- Ability to use a calculator.

### Mechanical Skills

- Ability to operate power equipment, electrical systems, change batteries and blades.
- Conduct pre-check maintenance as an everyday routine.

### Basic Non-Negotiables

- Must have a can-do attitude and be on time every day you are scheduled.
- Remember you must be able to pass a drug test and a good driving record is a plus.

## WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



*Reputation is Everything*



**Thompson Turner**  
Construction

# CULINARY / HOSPITALITY OCCUPATIONS

## TALENT DEMAND

**1,200+**

There are 1,200+ culinary and hotel/convention job openings in the Charleston Metro Area.

### WHAT CAN I DO NOW?

- ☑ Be curious, learn to research.
- ☑ Get a summer job in food service.
- ☑ Find out if your high school has culinary classes.
- ☑ Do several job shadows - every experience teaches you something.
- ☑ Volunteer in a food bank or for non-profits involved in meal prep service.
- ☑ Build a Tallo.com profile and add to it over time.

2018 Talent Demand Study says 3,661 new jobs will be created locally over the next five years (2017 - 2022).

### HIGH SCHOOL DIPLOMA

*Career and Technical Education classes in BCSD, CCSD, DD2 and the Dorchester County Career and Technology Center*

 **\$19K-\$29K+**  **4 years**

Host / Server  
Guest Services Coordinator / Front Desk  
Housekeeping Attendant

### CERTIFICATIONS

*Trident Technical College*

 **\$25K-\$37K+**  **6 to 24 months**



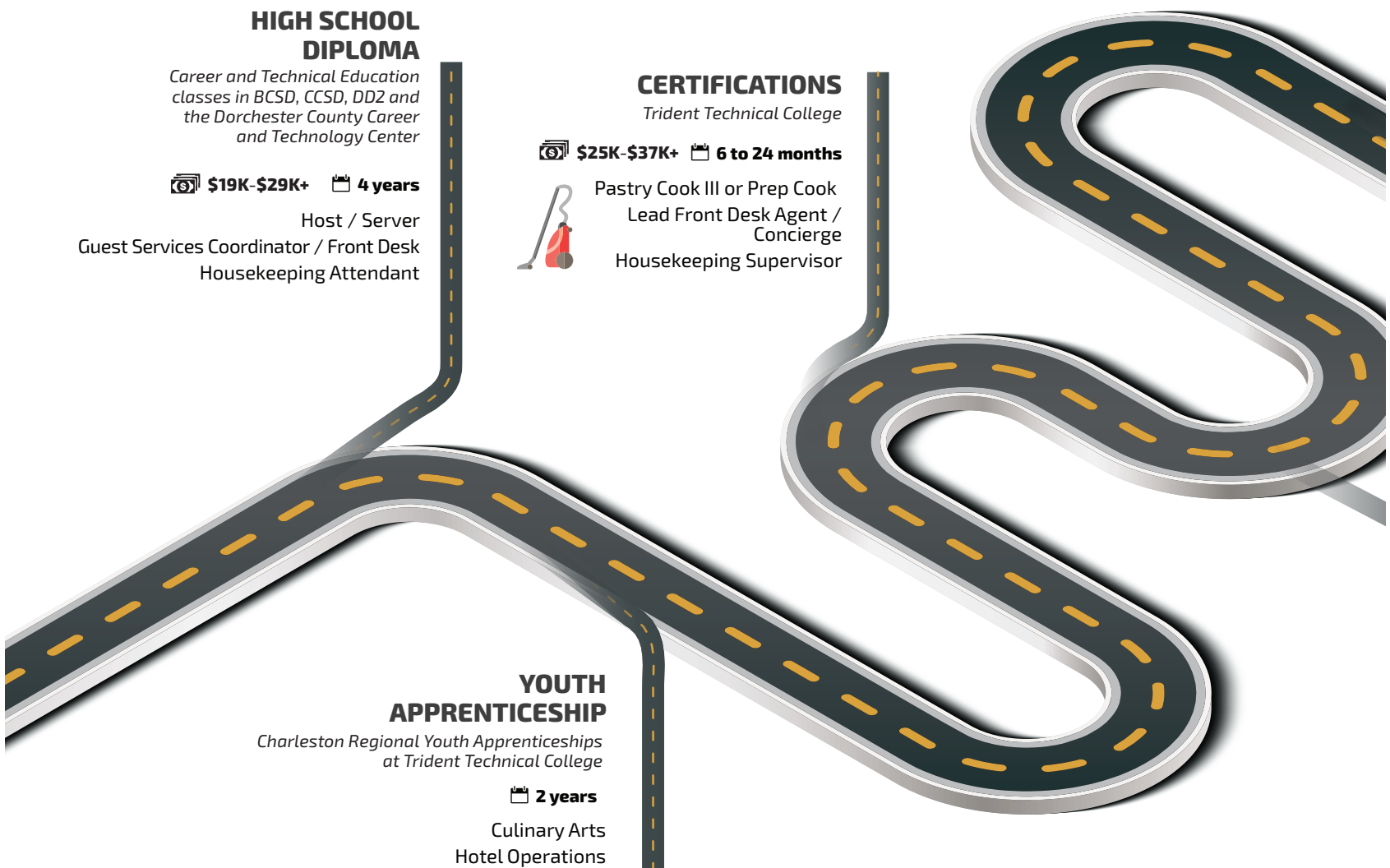
Pastry Cook III or Prep Cook  
Lead Front Desk Agent /  
Concierge  
Housekeeping Supervisor

### YOUTH APPRENTICESHIP

*Charleston Regional Youth Apprenticeships  
at Trident Technical College*

 **2 years**

Culinary Arts  
Hotel Operations





## DO IT QUICK!



You can earn a Continuing Education Certification in Baking and Pastry in just eight weeks.

## BACHELOR'S DEGREE

*College of Charleston*



**\$39K-\$60K+**



**48 to 60 months**

Executive Chef  
Director of Front Office  
Event Planner  
Resort Manager

## ASSOCIATE'S DEGREE

*Trident Technical College*



**\$30K-\$50K+**



**24 to 36 months**

Pastry Cook II or Line Cook II  
Front Desk Supervisor  
Assistant Housekeeping Manager  
Housekeeping Manager



## SKILLS NEEDED

### **Communication/Listening Skills**

- Active listening that includes body language and eye contact.
- Verbal and written skills that always include proper grammar and punctuation.

### **Customer Service Skills**

- Exude hospitality and confidence with a smile.
- Ability to read a person's body language and genuinely care about serving them.

### **Detail-Oriented Skills**

- Dress for success. Uniforms should always be clean, ironed and tucked in. Look like a professional.
- Be one step ahead. Plan for transportation, childcare, traffic and parking.
- Ability to understand and manage personal finances is a sign of competency and maturity.

### **Problem Solving/Analytical Skills**

- Be solution oriented and take ownership of problems. Be the best member of your team.
- Be accountable, know your resources and the right person to help resolve the issue.

### **Basic Non-Negotiables**

- Show up for every shift. Arriving on time means arriving a little early.
- A positive can-do attitude is your most valuable skill.
- Remember that employees must pass a drug test; some companies will not hire you if you have a criminal record.

## WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



# INFORMATION TECHNOLOGY OCCUPATIONS

## WHAT CAN I DO NOW?

- ✓ Take computer science classes at your school.
- ✓ Teach yourself - check out SCCodes.org.
- ✓ Take a CODEcamp class at the Charleston Digital Corridor.
- ✓ Build a Tallo.com profile and add to it over time.
- ✓ Go to Charlestonwomenintech.com and attend a CodeON class.

## DO IT QUICK!



You can also earn a Continuing Education Certification from Trident Technical College in Java and Web Design.

## TALENT DEMAND

Jobs in highest demand are Computer Systems Analysts and Software Developers.

**600**

There are about 600 Software and IT job openings in the region every day.

## DID YOU KNOW?



IT is an industry that heavily favors experience and certifications. A four-year degree is not always required. It is also an industry that rewards lifelong self-learners.

## HIGH SCHOOL DIPLOMA

TEALS programs (TEALSK12.org) and Career and Technical Education classes in BCSD, CCSD and DD2



**\$27K-\$40K+**



**4 years**

Help Desk Associate  
Computer User Support Specialist  
Technical Support Representative

## CERTIFICATIONS

Trident Technical College, ECPI



**\$40K-\$60K+**



**6-24 months**

Web Developer / Designers  
Jr. Software Programmer /Developer  
Network Security Technician

## YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships  
at Trident Technical College



**2 years**

Computer Programming  
Computer Networking  
Cyber





## DIG DEEPER

- ✓ Do you have an active GitHub or StackOverflow profile that showcases open source contributions or projects?
- ✓ Do you publish a blog or online course forums like Udemy or pluralsight?
- ✓ Valuable Certifications: CISSP for Cyber jobs; CISM, CCSK, CCSP, CCNP, CCDE, CCIE Security or GIAC, ITIL for Infrastructure and any Cisco certifications, AWS and Azure certifications.

## BACHELOR'S DEGREE

ECPI, The Citadel, Charleston Southern University, College of Charleston

 **\$58K-\$75K+**  **48 to 60 months**

Cyber Security Engineer  
Information Assurance Analyst  
Network Administrator/Systems Administrator  
Network Engineer  
User Experience Engineer (HUMAN/COMPUTER INTERACTION)  
Software Engineer



## MASTER'S DEGREE

The Citadel, Charleston Southern University, Clemson University's Zucker Family Graduate Education Center

 **\$100K-\$200K+**

Software Engineering Team Lead  
Sr. Data Administrator  
Sr. Cloud Architect  
Sr. Software Engineer  
Sr. Systems Engineer

## ASSOCIATE'S DEGREE

ECPI, Trident Technical College

 **\$45K-\$72K+**  **24 to 36 months**

Web Developer / Designer  
Operations Support Analyst  
Full Stack Developer  
Network Support Technician



## SKILLS NEEDED

### Communication/Listening Skills

- Written skills for web developers require proper grammar, use of basic professional language, correct terminology and attention to detail in order to assure the technicalities of websites work properly.
- Ability to work on a team is essential. Must be able to communicate, collaborate and take constructive criticism maturely.

### Customer Service Skills

- Verbal skills for customer service and support positions require an awareness of tone and manner, proper grammar and use of 'business language' in a professional atmosphere.

### Detail-Oriented Skills

- Deadlines matter. Proof and test your work.
- Be punctual, reliable and ready to work. Always be working to improve your time management skills.

### Problem Solving/Analytical Skills

- Must be able to identify the problem in order to find the resources to fix it. In the IT world, problem solving is highly valued.
- Must be able to draw on all the resources you know and use critical thinking skills and teamwork to solve problems.

### ✓ Basic Non-Negotiables

- Many jobs in this industry require security/background checks. You must be 100% truthful at all times.

WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS

blackbaud®

eGroup

BoomTown!

# BUSINESS OCCUPATIONS

## WHAT CAN I DO NOW?

- ☑ Be curious, learn to research.
- ☑ Take advantage of Career and Technical Education business classes at your high school.
- ☑ Take a summer internship or even a one day job shadow - every experience teaches you something.
- ☑ Build a Tallo.com profile and add to it over time.

## DO IT QUICK!



You can earn a Continuing Education Certification from Trident Technical College in Accounting, Business and Interpersonal Skills, Bookkeeping or Human Resources - some in as little as six weeks.

## TALENT DEMAND

# 1,800

There are over 1,800 job openings in the Business Management and Finance sectors beyond the local graduate output.

## DID YOU KNOW?



Many employers provide tuition support or tuition reimbursement toward certification or degrees relevant to your job.

## HIGH SCHOOL DIPLOMA

*Career and Technical Education classes in BCSD, CCSD and DD2*

**\$23K-\$35K+** **4 years**

Customer Service Representative  
Accounts Receivable Clerk  
Accounts Payable Clerk  
Office Assistant / Receptionist

## CERTIFICATIONS

*Trident Technical College*

**\$30K-\$40K+** **6 to 24 months**

Bookkeeping Assistant  
Accounting Clerk  
Digital Marketing Communications

## YOUTH APPRENTICESHIP

*Charleston Regional Youth Apprenticeships at Trident Technical College*

**2 years**

Bookkeeping - Pre-Accounting



## DID YOU KNOW?



The average Purchasing Agent in the region can earn \$72,630, while the average Accountant makes \$58,330.

The average annual salary of General Managers of businesses in the Charleston Metro Area is \$106,500, not including benefits.

## BACHELOR'S DEGREE

*The Citadel, Charleston Southern University, College of Charleston, ECPI*

 **\$40K-\$60K+**  **48 to 60 months**

Accountant/Assistant Controller  
Auditor  
Financial Analyst  
Human Resources Specialist  
Buyer/Purchasing Agent  
Financial Advisor  
Mortgage Banker  
Commercial Banker  
Logistician



## MASTER'S DEGREE

*The Citadel, Charleston Southern University, College of Charleston, ECPI*

 **\$80K-\$100K+**  **24 to 36 months**

Chief Executive Officer  
Chief Financial Officer  
/ Finance Director / Controller  
Chief Operations Officer  
/ Vice President of Operations  
Chief Human Resources Officer  
Diversity Officer  
Strategy Manager  
Market Leader

## ASSOCIATE'S DEGREE

*Trident Technical College*

 **\$37K-\$47K+**  **24 to 36 months**

Full-Charge Bookkeeper  
Cost Accountant  
Human Resources Assistant  
Office Manager  
Payroll Analyst



## SKILLS NEEDED

### **Communication/Listening Skills**

- Effective verbal, written and body language communication is required for any job.
- Adapt to different cultures and people; be a team player.

### **Customer Service Skills**

- The customer comes first. Everyone is a customer, including internal co-workers.
- Be aware of your tone of voice and how you approach different people.

### **Detail-Oriented Skills**

- Take responsibility for your knowledge of office software and use initiative to practice and improve.
- Stick to deadlines.

### **Problem Solving/Analytical Skills**

- Learn to troubleshoot and think on your feet as small problems arise. Research the issue and take the initiative to solve the problem.

### **Math Skills**

- Understand basic algebra. Perform basic math operations, percentages, conversion and use of a calculator.

### **Basic Non-Negotiables**

- Show up. Arriving on time means arriving a little early.
- Know your industry and dress for success. Look like a professional.
- Remember all new employees must pass a drug test; some companies will not hire you if you have a criminal record.

## WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



**Bank of America**®



# MANUFACTURING OCCUPATIONS

## WHAT CAN I DO NOW?

- ☑ Be curious, learn to research.
- ☑ Look for Mechatronics, Robotics or Engineering courses at your high school.
- ☑ Get a Manufirst S.C. Certification.
- ☑ Take apart a small machine. Learn all you can and put it back together.
- ☑ Build a Tallo.com profile and add to it over time.
- ☑ Do several job shadows - every experience teaches you something.

## DO IT QUICK!



You can earn a Continuing Education Certification from Trident Technical College in Production, Equipment and Machinery training, Industrial Safety, Quality Control or Supply Chain - some just six weeks long.

## TALENT DEMAND

The average experienced Industrial Mechanic in Charleston makes more than \$25 per hour or \$53,000 per year, not including benefits.

The average experienced Mechanical Engineer in Charleston makes about \$43 per hour or about \$90,000 per year, not including benefits.

## 800+

There are 800+ production job openings listed on SCWorks.org in the Charleston Metro Area. Listings can change daily.

## \$2.38 TRILLION

Manufacturers contribute \$2.38 trillion to the U.S. economy.

## DID YOU KNOW?



Many employers provide tuition support or tuition reimbursement toward certification or degrees relevant to your job.

## HIGH SCHOOL DIPLOMA

Career and Technical Education classes in BCSD, CCSD, DD2 and the Dorchester County Career and Technology Center

**\$21K-\$31K** **4 years**



General Assembler  
Production Associate

## CERTIFICATIONS

Trident Technical College

**\$30K-\$48K+** **6 to 24 months**

Aircraft Mechanical Technician / Industrial Mechanic  
CNC Machine Tool Operator  
Robotics Technician  
Machining / Mechatronics Technician  
Welder

## YOUTH APPRENTICESHIP

Charleston Regional Youth Apprenticeships at Trident Technical College

**2 years**



Machine Tool Technology  
Industrial Mechanics

## DID YOU KNOW?



**Did you know that Advanced Manufacturing is clean, cool and lucrative?**

Three manufacturers, Boeing, Volvo and Mercedes-Benz Vans, together hired more than 2,500 people last year. Your neighbors, friends and family members manufacture vehicles right here in Charleston and then ship them all over the world!

## BACHELOR'S DEGREE

ECPI, The Citadel, Charleston Southern University

**\$45K-\$75K+** **48 to 60 months**

Materials Scientist Engineer  
Industrial Engineer  
Mechanical Engineer  
Manufacturing Test Engineer  
Lean Manager  
Purchasing Supervisor



## ASSOCIATE'S DEGREE

ECPI, Trident Technical College

**\$35K-\$55K+** **24 to 36 months**

Industrial Engineering Technician  
Electrical Engineering Technician  
Assembler and Mechanics Technician  
Industrial Production Supervisor  
Service Engineer Technician  
Controls Service Technician

## SKILLS NEEDED

### Communication/Listening Skills

- Communication skills are a must, including the appropriate method of communication.
- Acceptable written skills always require the use of solid grammar, correct spelling and punctuation.

### Problem Solving/Analytical Skills

- Learn to troubleshoot and think on your feet as small problems arise.

### Math Skills

- Knowledge of geometry concepts, working to scale and relating point A to point B, ability to use a tape measure and determine the distance across a surface.
- Knowledge of conversions and working with fractions gives a competitive edge.

### Ability to be cross-trained

- The ability and intention to be cross-trained makes an employee much more valuable. If you can fill in when someone is absent, you will get noticed by management. Employees who are more valuable and have good attitudes get promoted.

### Basic Non-Negotiables

- Be honest and dependable. Being on time means arriving 15 minutes early.
- Remember all new employees must pass a drug test; some companies will not hire you if you have a criminal record.

## WITH GUIDANCE FROM THE FOLLOWING LOCAL EMPLOYERS



Mercedes-Benz



**BOSCH**





