

Ten keys to keep in mind before looking for your first job

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FULL TEXT

PHOTO GALLERY. The first job is an exciting time, but one that we often face "blindly" after leaving college, so having a list of tips can help you successfully go through this process, according to Yahoo.

It doesn't matter if you're a health sciences major, an arts major, ready to use a particle accelerator or a journalist, like me.

Having this list at hand can work for you so that the change from school to the working world is not so drastic. Here are the most relevant aspects to consider before you apply to a company.

1. Even without experience, there is a chance that you will get the job you want.

Although it may seem like a joke, it's not. Have you done volunteer work somewhere? Do you have several workshops and seminars related to your career and, in addition, do you have a record to back it up?

Now that you have analyzed your options of places to work, choose the courses, classes and others that are in line with the requirements of the place you want to work.

For example, if they ask a person to edit content for a web page, you can mention in your resume the workshop you attended where you were taught tools that speed up that work.

2. Take care of your resume

One of the tips you should not forget is how to prepare your resume for that first job (and for the ones that follow). After selecting the classes, workshops or courses where you stood out -and that are in line with the company's requirements-, it's time to write a summary of your professional experience.

In it, in addition to your name, contact information (phone, email and LinkedIn link), you should put in chronological order what you gathered from your experience in classrooms and other places outside the school environment. It is important to include the dates in which you participated in these tasks.

In this section, highlight the achievements and tasks you had. For example, if in the course on the study of the trees of Mexico City you designed a strategy to identify their main pests (such as the palm tree of the Glorieta de la Palma) and that stood out, write it down.

Also, write down the tools you know how to use (for example, the Office suite) and the languages you have learned, as well as the levels you have in these languages.

According to Alina Álvarez, from the Plot agency, it is important that the content is well written, has no spelling mistakes, has uniformity in the chosen typography and that the important data is highlighted in bold.

"When they are cases of jobs that do not aspire to a creative area, they tend to send less designed resumes and that's fine. Whatever position they are going for, a sense of aesthetics should prevail," he told TecReview in 2021.

The information, preferably, should be in one page, or your resume may be discarded.

To give you a better chance of being chosen for the job interview and better yet, for the job you want, we have this text with the mistakes you cannot make when applying for a job.

3. Watch out for vacancies

While you are preparing your resume, have you noticed that several vacancies both on the Internet and in newspapers or even advertisements pasted in the means of transport do not have aspects as important as the salary?

This can be an indicator of such worrisome aspects as lack of transparency within the company (so that its workforce does not know how much each person earns) or that the salary is lower than what any professional performing the same tasks earns.

This is also counterproductive for companies because they run the risk of repeating processes, according to Infojobs.

"If the candidate has all the information from the beginning, he/she will know what to expect, will be more confident in his/her application and will not have so many inconveniences or changes of opinion during the interview or hiring process," it states on its website.

Check that the salary is stated in the vacancy. Also check that the company exists and verify the places where you consult the job offers, in order not to fall into fraud or put yourself in danger.

4. Be prepared for job interviews

Without differentiating between remote, hybrid or face-to-face work, it is important that in your job interviews you not only wear formal clothes, but that you prepare yourself for the questions.

They highlight your professionalism in the face of challenges. Yes, it is your first job, but one of the most relevant tips is to explain to those interviewing you how you solved a task, how you performed in that class or what results you achieved in the workshop you did two months ago.

There are some questions that should not be asked in a process of this nature, such as your marital status, sex life or aspects related to your family, such as whether you want to have children.

"Generally, men are not asked how many children they have or who takes care of them. It is more prevalent in women of reproductive age, that is, before the age of 40. After that age, it is very difficult for them to be asked these types of questions," said Alma Paz, an expert in Human Resources issues, to Business Insider Mexico.

On the other hand, if your interview goes "smoothly", you have the right to ask HR personnel questions about your potential job.

5. You should receive a salary for your work

Receiving a salary for your work is, without a doubt, a fundamental aspect for your professional development, and this is not specifically because of money, but because the Federal Labor Law states.

"Decent work is understood as that in which the human dignity of the worker is fully respected; there is no discrimination based on ethnic or national origin, gender, age, disability, social condition, health conditions, religion, immigration status, opinions, sexual preferences or marital status; there is access to social security and a remunerative salary is received; continuous training is received to increase productivity with shared benefits, and there are optimal conditions of safety and hygiene to prevent occupational hazards," states Article 2.

This is fixed according to the quantity and quality of the work. Do not let them not give you a salary for your professional services.

In case you go to work and they do not want to pay you, the LFT protects you. Articles 108 and 109 state that the salary must be paid at the place where the work is performed, on a working day, during working hours or right at the end of the working day.

6. Benefits are not a "gift".

This is one of the tips that you should not miss before getting your first job. There are companies that, abusing people's lack of experience or their need to generate income, offer jobs without benefits. This is illegal

You are entitled to:

- Social Security (IMSS or ISSSTE)
- Christmas bonus (paid in December)
- Sunday bonus (in case you work on Sundays, the company must pay you at least 25% more than the salary of the ordinary days you work)

- Vacation (six days in the first year; increases two days each anniversary)
- Vacation premium (minimum 25% corresponding to vacation days)
- At least one day off
- Seniority premium (after 15 years with the company)
- Maternity, adoption and breastfeeding leave
- In case the company has it in its guidelines, you can receive profit sharing

7. What happens with the labor risk?

According to attorney María Eugenia Rosas, occupational risk includes injuries, accidents and illnesses that occur in your office or place where you work. It also refers to the death of the person in that area.

In addition, it is applicable when the employee is on his way to work or has just left his job on his way home.

For this reason, the employer must pay you compensation depending on the extent of the accident.

"Those who are registered with the Mexican Social Security Institute (IMSS) are subrogated in the obligation to pay indemnities and to cover medical and in-kind benefits," he said.

8. Learning to resolve conflicts is important

The first job is a sample of how the working world works, so resolving conflicts is one of those tips that you should not "throw out of the window".

In your company you will meet people with different personalities and ways of behaving; it is not worth having problems.

Among the most relevant tips are being an empathetic person, helping to resolve the situation and defining strategies to follow after that moment of tension.

9. Settlement or termination?

This is a very common confusion not only in people entering the labor field (like you), but also in those who have been in it for years (like me).

The settlement is granted as a severance payment by the employer when you lose your job through no fault of your own.

In that case, they must grant you:

- Three months' salary
- Overdue salary (with a limit of 12 months from the date you are notified of your dismissal)
- Seniority premium (12 days for each year worked)
- 20 days of salary per year worked (when it is an unjustified dismissal, you request reinstatement before the Federal Conciliation and Arbitration Board and you receive the company's denial)

In the case of severance pay, you receive it when you voluntarily resign from your job, if your temporary contract is terminated, among other terms.

In this respect, you receive

- Proportional part of the Christmas bonus and unused vacation days

•Vacation bonus for the corresponding days

•The days worked and not paid in the month. For example, if you are paid by fortnight and you resign on the 10th, you will receive the payment of those 10 days worked.

10. Know where to go in case of illegal practices.

The last of the tips before your first job is to know your labor rights and where to go in case the company where you provide your professional services does not respect them.

The first thing to do is to review the Federal Labor Law (LFT) and the Social Security Law. Then, little by little, check the guidelines, mission and vision of the place where you want to work.

If you have doubts or you notice that the laws are not being followed, approach the Ministry of Labor and Social Welfare (STPS), as well as the Federal Attorney's Office for the Defense of Labor (Profedet), who will guide you as the case may be.

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