

How Many States are in the
United States?

50

Which City is the Capital of U.S.?

Washington

D.C.

Did you know each state has its
own capital-city!?

Vermont-
Montpelier

How long the lunch break is in
the U.S. Workplaces?

30 To 60 mins

Workplace Fuel in U.S.?

Coffee

Over 62% of American workers drink coffee every day at work, making it one of the most popular workplace beverages. Many companies even provide free coffee to keep employees energized!



BRATTLEBORO
DEVELOPMENT
CREDIT CORPORATION

GET TO KNOW AMERICAN WORKPLACES

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INTRODUCTION

BRATTLEBORO DEVELOPMENT CREDIT CORPORATION (BDCC)

A NON-PROFIT AGENCY THAT PROVIDES **ECONOMIC AND WORKFORCE DEVELOPMENT** TO THE REGION.





INTRODUCTION

- Support for Businesses and Entrepreneurs
- Welcoming Communities Project: We invited ECDC to Brattleboro to attract more workers, students, and community members.





INTRODUCTION

- EMPLOYMENT SERVICES
- What we will do to help them
 - Transportation trainings
 - Employment overview (today and tomorrow!)
 - After your orientation is done in February, we will provide twice weekly workshops and classes here on SIT campus





UNDERSTANDING THE TRAINING

- JOBS AND INDUSTRIES IN THE AREA
- HOW TO FIND AND APPLY TO JOBS





MANUFACTURING & PRODUCTION



Examples include:

- Machinist
- Quality Control
- Food Production Worker
- Engineer

Employers Include:

- Against the Grain
- Fulflex Manufacturing
- New Chapter
- G.S. Precision
- Omega Optical
- Commonwealth Dairy



HEALTH CARE

Examples include:

- Environmental services
- Personal Care Attendants
- Nurses
- Doctors
- Dentists
- Emergency Medical Technician

Employers include:

- The Brattleboro Retreat
- Brattleboro Memorial Hospital
- Nursing & Assisted Living Homes



TRADES



Examples include:

- Construction assistant
- Weatherization technician
- HVAC
- Carpenter
- Plumber
- Electrician

Employers include:

- GPI Construction
- Jeffers & Sons Plumbing
- Lawrence & Lober Electric
- HELM Building Solutions
- Cota & Cota
- SEVCA & Efficiency Vermont



LAW ENFORCEMENT, PUBLIC SAFETY & LEGAL SYSTEM

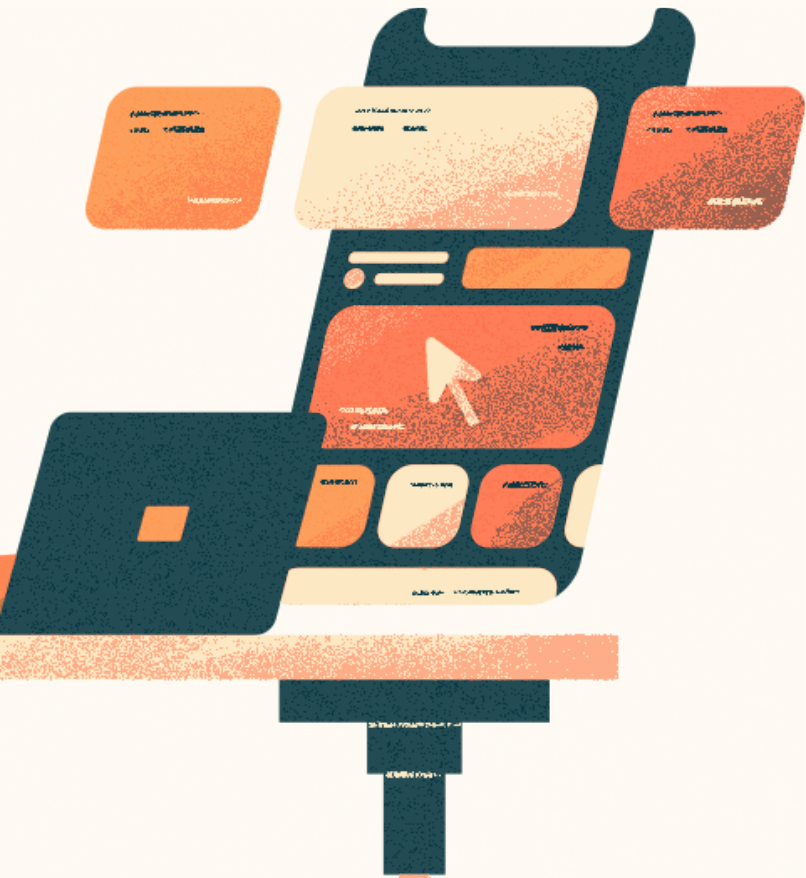


Examples include:

- Firefighter
- Police Officer
- Lawyer
- Law Clerk
- Engineer

Employers include:

- Brattleboro Police/Fire Department
- Windham County Sheriff /VT State Police
- Rescue, Inc.
- Law offices
- Vermont Court System



HOSPITALITY

Examples include:

- Cook
- Waiter/waitress
- Hotel worker
- Business owner / Catering

Employers include:

- School Districts
- Brattleboro Food Coop
- Mocha Joes
- Fast Food (McDonalds, Burgerking)
- Comfort Inn
- Mount Snow

WORKPLACE EXPECTATIONS

1

COMMUNICATION AND BEHAVIORAL SKILLS TO GET HIRED AND STAY EMPLOYED

2

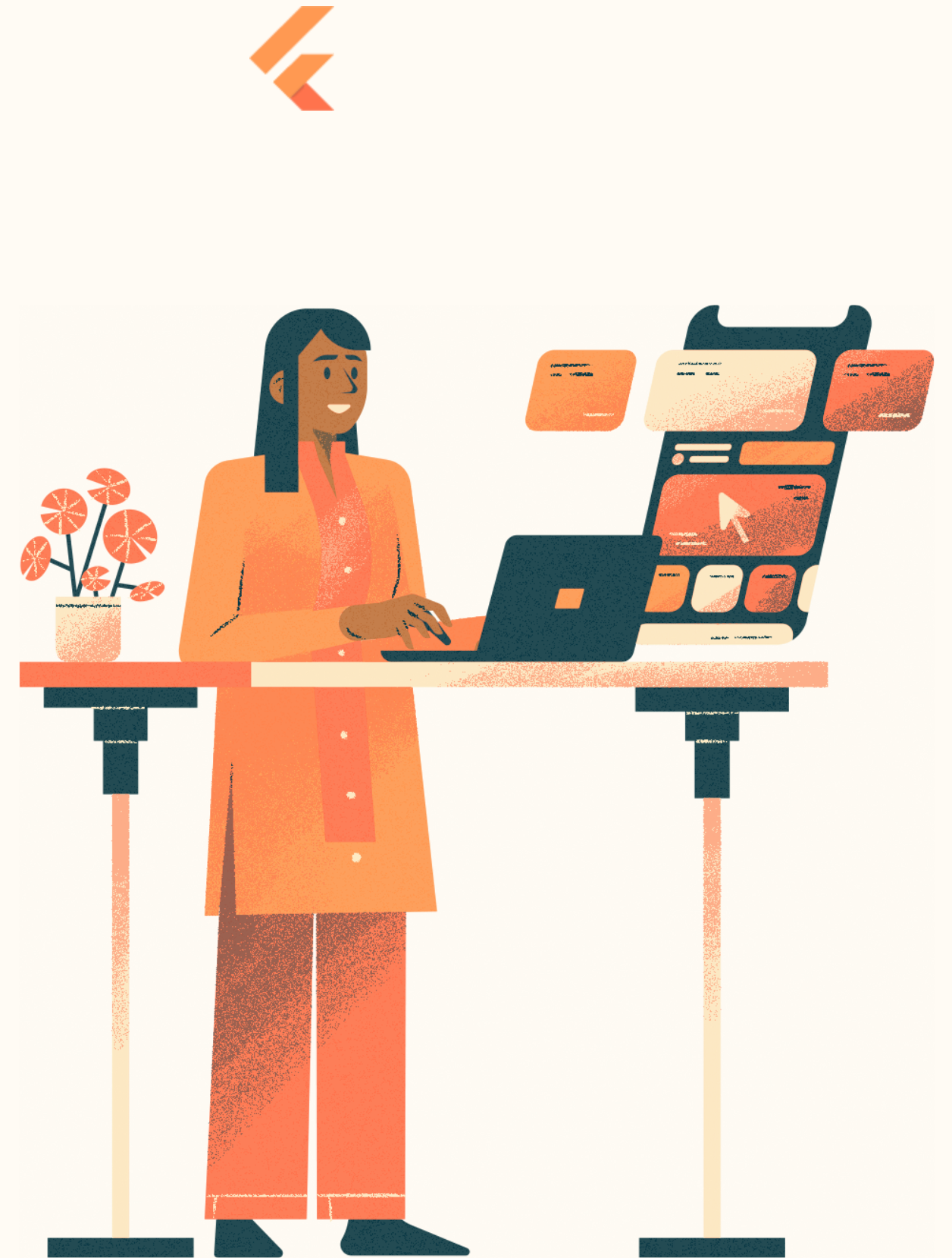
WORKER'S RIGHTS



WORKPLACE EXPECTATIONS

EMPLOYEE HANDBOOK AND TRAINING

- THE EMPLOYEE HANDBOOK IF ONE EXISTS, IS ALMOST ALWAYS A PART OF A COMPANY'S [ONBOARDING](#) OR INDUCTION PROCESS FOR NEW STAFF.
- TRAINING

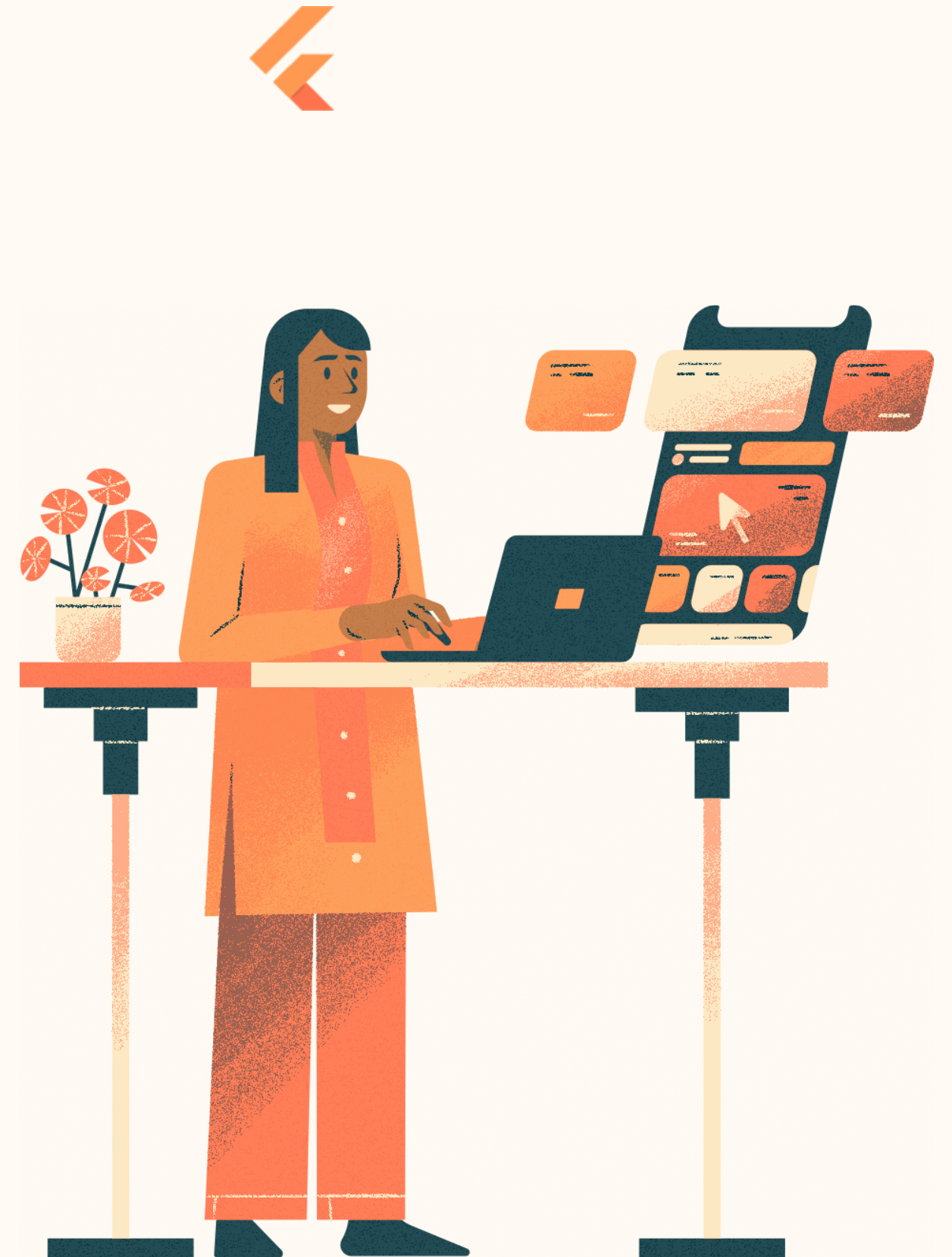


WORKPLACE EXPECTATIONS

PROBATIONARY PERIODS

- LOTS OF JOBS HAVE A PROBATIONARY PERIODS - TIME WHEN A NEW EMPLOYEE RECEIVES EXTRA SUPERVISION AND COACHING.

You will find out if your new job requires a probationary period during your training/onboarding.

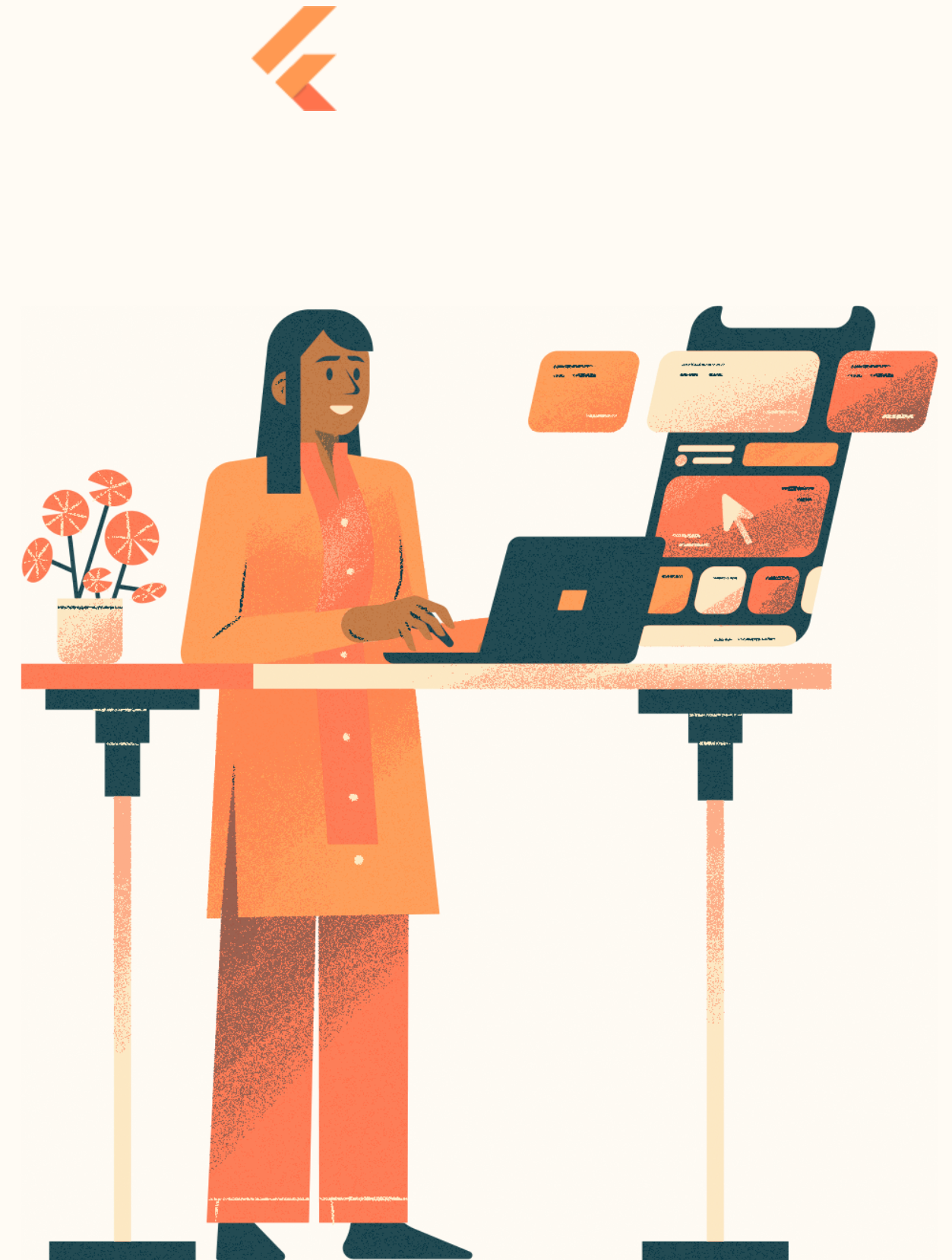


WORKPLACE EXPECTATIONS

BE ON TIME!!!

AMERICANS EMPLOYERS VALUE PUNCTUALITY (BEING ON TIME).

THEY SAY THE **#1 REASON** ENTRY-LEVEL EMPLOYEES ARE FIRED IS DUE TO LACK OF ATTENDANCE AND CONSISTENT LATENESS.



WORKPLACE EXPECTATIONS

BUT WHAT IF I MISS THE BUS OR I AM SICK!!!



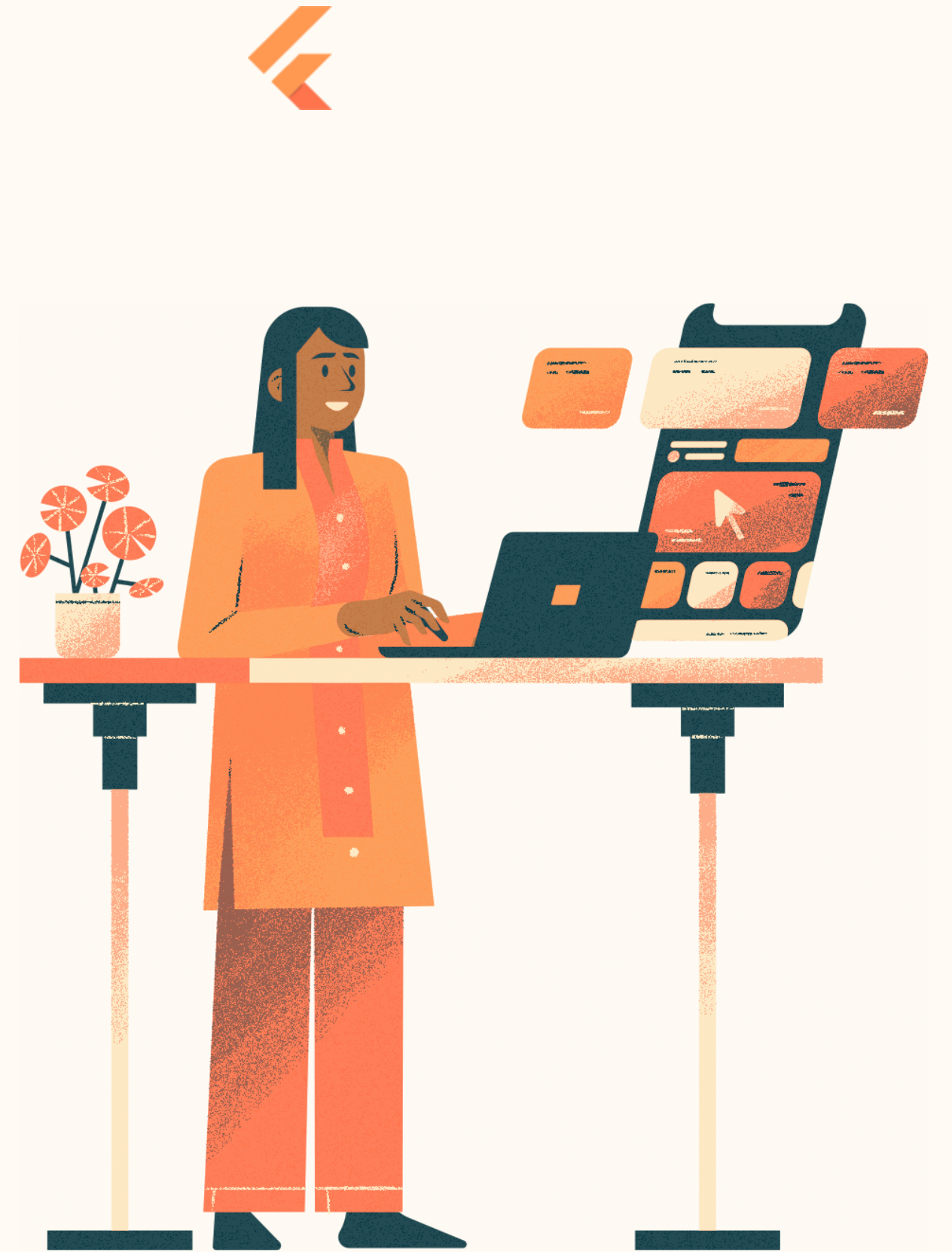
EMAIL



TEXT



CALL



SHARE YOUR EXPERIENCE!





WORKERS' RIGHTS

EVERY WORKPLACE HAS POSTERS THAT EXPLAIN YOUR RIGHTS *if you are accepting a legal position.*

- As of 2025, the **national average** minimum wage in the US is \$7.25 per hour,
- MINIMUM WAGE (VT IS \$14.01 PER HOUR IN 2025), EQUAL WAGES , OVERTIME
- FREEDOM FROM DISCRIMINATION (GENDER, RACE, DISABILITY OR ILLNESS, AGE, NATIONAL ORIGIN)
- WORK INJURIES
- RIGHT TO PRIVACY
- UNFAIR TERMINATION
- WORKPLACE SAFETY
- *If you work “under the table” or illegally, you have no protections and your legal status may be in jeopardy.*





IF YOU SECURE A JOB INDEPENDENTLY



- Make sure that your case manager or Amir has this information
- We need to keep your records updated
- We also want to ensure that we can support you if any problems arise





NEXT STEPS



- One Pager - information you can use for employment
- Initial Intake Survey for employment services soon!
- March-August, 2 employment workshops per week
 - Resume Building
 - Job Interview Prep
 - Job application support
 - And more...





TOMORROW!



- Overview - more time for questions and answers, some exercises to get ready for US workplace interactions, reviewing essential forms for employment and more.
- Come back!



Employment Readiness-Training Videos



TAX FORMS



FORM W-4

- Form W-4 (Employee's Withholding Certificate)
- Used to determine how much federal income tax should be withheld from your paycheck.
- You'll need to provide your Social Security number and specify your tax filing status (e.g., single, married).



FORM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)

- Confirms your legal eligibility to work in the United States.
- You'll need to present identification, such as:

A passport or A combination of a driver's license/state ID and Social Security card



DIRECT DEPOSIT AUTHORIZATION FORM (OPTIONAL BUT COMMON)

- Allows your employer to deposit your paycheck directly into your bank account.
- You'll need to provide your bank account and routing numbers.

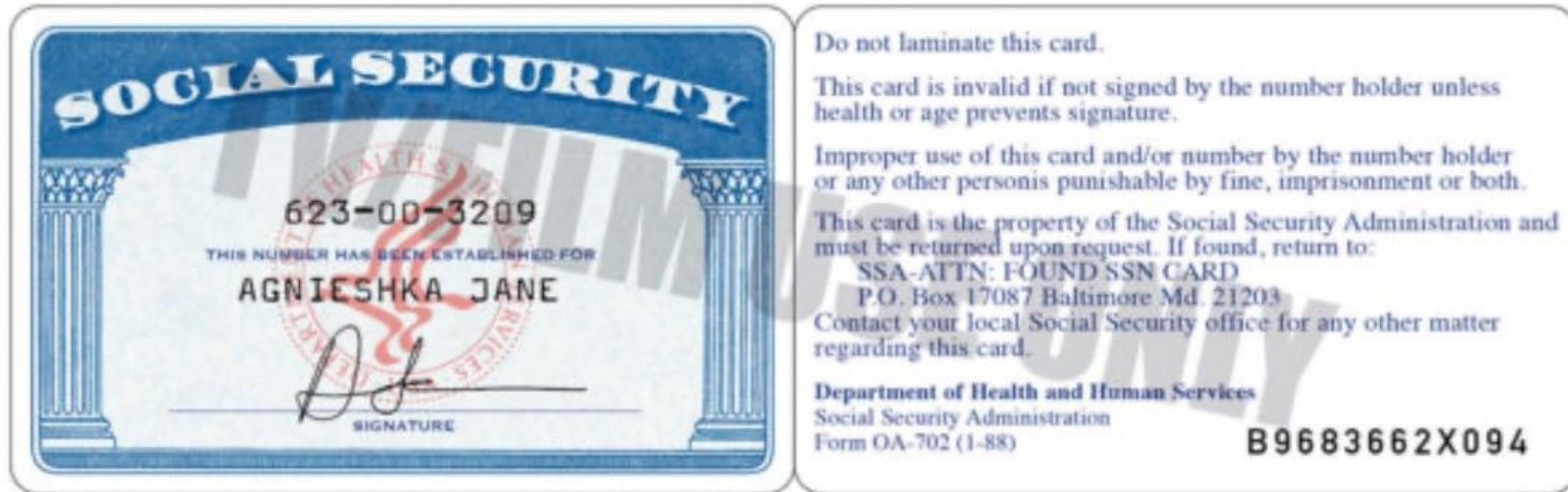


FORM W-2 (ANNUAL WAGE AND TAX STATEMENT) (PROVIDED BY THE EMPLOYER)

While not a form you complete, your employer will issue this annually to report your earnings and the taxes withheld. You'll use it to file your tax return.



Social Security Card



JOB INTERVIEW TIPS

THESE TIPS WILL HELP YOU MAKE A GREAT IMPRESSION AND INCREASE YOUR CHANCES OF LANDING THE JOB!



JOB INTERVIEW TIPS

1. Research about the Company/Org:

Learn about the company's mission, values, and recent achievements to show genuine interest.

2. Dress Professionally:

Choose attire that matches the company's dress code and makes a good first impression.

3. Practice Common Questions:

Prepare answers to common questions, such as "Tell me about yourself" or "Why do you want this job?"

4. Highlight Relevant Skills:

Focus on skills and experiences that align with the job requirements. Use the job description as your reference.



JOB INTERVIEW TIPS

5. Be Punctual:

Arrive 10-15 minutes early to show reliability and respect for the interviewer's time.

6. Use Positive Body Language:

Shake hand, Maintain good eye contact, smile, and show confidence with your posture.

7. Ask Thoughtful Questions: Prepare questions about the role, team, or company to demonstrate engagement and curiosity.

8. Follow Up After the Interview: Send a thank-you email to express gratitude and reiterate your interest in the position.



