

## Job Search and Process Guide (v 3.0)

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**Welcome to the Job Search and Process Guide.** This document has been prepared as a general guideline and should be a valuable tool to assist you with your job search efforts.

It's important to remember the following:

### **Workout, Stay Physically and Spiritually Active:**

- A healthy mind and body are essential to maintain your energy and positive image

### **Maintain Your Motivation:**

- Not only should you feed your body, but you must also feed your mind.
- Find a way to maintain a high level of motivation. Do something for yourself – and often!!

### **Participate as a partner:**

- Work in a cooperative manner with others (Support Buddies) by sharing tips, leads, and referrals.
- Remember, you can't get something for nothing. Be prepared to reciprocate when others help you.
- An act of kindness will be rewarded.

### **Don't forget your business etiquette:**

- Send thank you cards and notes.
- Do not be intrusive when calling upon an associate.

*Remember, finding a job is like having a job or working a project.*

*"Plan your work and work your plan."*

*"You must be organized and persistent in your efforts"*

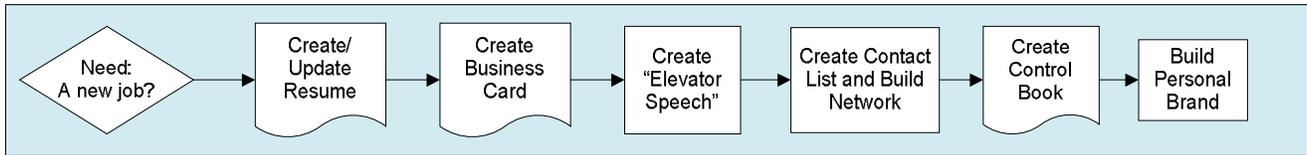
*"The harder you work at this, the luckier you will get"*

*"Luck happens when opportunity meets preparation."*

***And good luck to you!!***

## **STEP 1 – BUILD YOUR TOOLSET**

Do you need a new job? Are you unemployed? Considering new opportunities? Need a career change? If any of these are true, you'll probably need to either build or rebuild the tools needed to go out and seek employment.



### **Create / Update Your Resume:**

- Refer to the articles on the Job Team Web site or purchase a reference book.
- Look at other resumes for examples and formatting styles.
- Make sure you focus on Skills, Qualifications, and Keywords.
- “Keywords are the gateway through computer filters”
- Use posted job descriptions to help you write qualification entries in your resume.
- Update your resume and bring at least 4 copies to each PMI JOB Team meeting
- Have your friends and associates review your resume
- Let others print your resume on their printer (to see how it will appear on other systems)

### **Business Cards:**

- Have a generic business card (one that is not tied to your current employment)
- The Business card includes: your name, title, one phone number and an e-mail address. Other options that may be included are your address and 2-3 Job skills
- Our Job Team Web site has a template using MS Publisher
- There are many sites where you can get the cards printed for free (see Job Team Web site), Other locations are your home printer with Business card Stock or FedEx - Kinkos.

### **Elevator Speech:**

- Develop and perfect your “Elevator” introductory speech. This is also known as the elevator pitch. It is used to quickly tell a prospective employer about yourself and the job you are looking to obtain.
- Using this method, you will be able to answer the question of “Tell me about yourself.”
- Your introduction should be brief and highlight the most important elements of your professional career and include who you are, what you do, and the kind of work you are looking to obtain.
- Refer to the Job Team web site for a template and sample “Elevator Speech.”

## **Build Your Network:**

- Create categories such as Family, Friends, Co-Workers, Church, Association
- List everyone you can think of
- Record this list in an Excel worksheet or some other type of Contact Management Software Program. Include their employers in this information.  
Start asking neighbors etc who you know about their jobs. Sometimes we do not even know who they work for or what they do. For example you may learn that a non-working or stay at home parent” just left the Governor’s Program Management Office 3 months ago and still has connections.
- Refer to the Networking articles on our Web site for tips on how to build your list.

## **Create a Control Book:**

A Control Book is a binder where you will store your master job search documents. It should contain the following items (and be used as if it’s your Project Plan).

- Resume(s)
- One Minute Me
- Action Plan and activity log
- References
- Cover Letters
- Interview Tips
- Recruiters
- Companies to contact
- Contact Log
- Copies of documents you send out. This will allow for quick reference if needed.

## **Build A Brand - Private and Professional Contact Options**

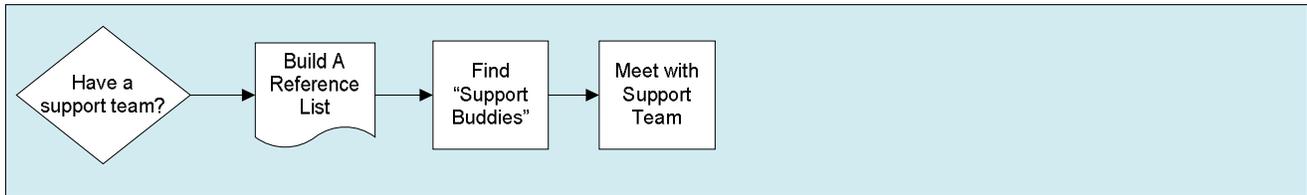
- Use the web to build your presence. Write articles, create your own web site, and answer blogs. Remember, potential employers might “Google” you. Therefore you can help influence what others see if they search on your name.
- When answering blogs, sign you “full name” – this will help others find you when they Google you.
- Use a professional looking web site URL and email address (preferably with your name).
- Stay away from email addresses such as SexyDudeGuyInSac@waytoohilarious.com
- Give out your private cell phone number-
  - Do not allow situations where employers call a number where children or terrible message takers will fail to tell you about a call or leave a bad impression on the employer or recruiter.
  - Make sure that this is the same phone number that is placed on your business card.
- Create a professional looking letterhead (stationary) for your correspondence.

## **Investigate Yourself**

- Check your Credit Report and get a background check
- Google your name

## **STEP 2 – BUILD YOUR SUPPORT TEAM**

Job searching can be tiring, difficult, and at times overwhelming. Having a support team in place will keep you motivated, help provide encouragement, and keep you focused.



### **Build a Reference List**

- These are individuals who will speak on your behalf
- Do not use your family significant others- utilize professional contacts
- Coach your references and make sure they know what areas of your work to address
- Make sure you keep your list current and inform them if you plan on giving out their names.
- Read articles on “References” (the Job Team Web site) and make sure you understand their role

### **Find Support Buddies**

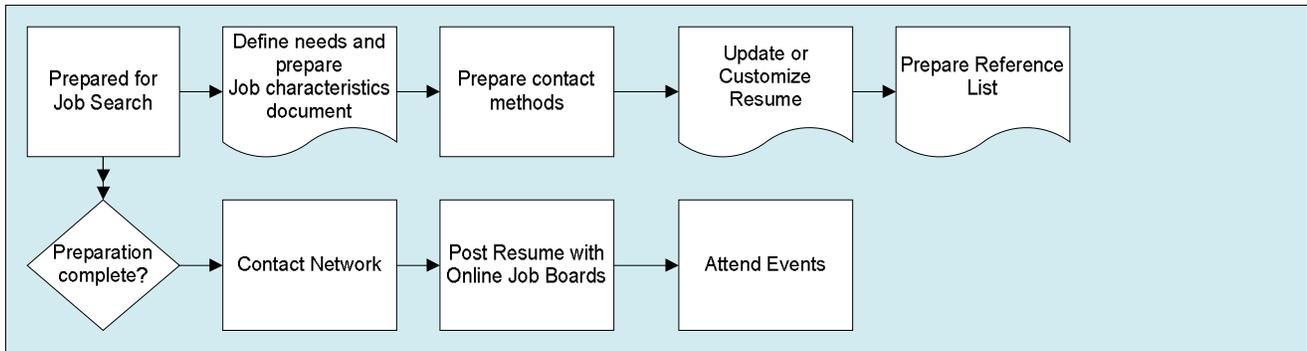
- Support Buddies are people who will help you in your job search. They too might also be looking for a job or in need of mutual support.
- Do not use your spouse or significant other as a support buddy. Find someone outside your immediate family or circle of friends. This will motivate you to be accountable as if you are providing a status report to a supervisor.
- Stay in constant communication with your Support Buddy. Make this a standing meeting and be accountable for your work.
- Read articles on Support Buddies (the Job Team Web site) and become familiar with the process and benefits of having this person or persons to help you.

### **Meet With Your Support Group**

- Stay committed to your job search by attending job team meetings and other networking events.
- Various team meetings should be on your schedule and a priority activity.
- You never know what you’ll learn, who you’ll meet, or opportunity presented unless you attend.

## **STEP 3 – PREPARATION AND MARKETING**

**Prepare For Job Search-** Before you begin speaking with recruiters or apply for jobs, you are encouraged to follow these steps.



### **Define Needs and Prepare Job Characteristics Document**

- Have a solid understanding of the various jobs and required skills.
- Visit the job boards for postings and review job specifications
- Pick a few employers and/or positions that you like then conduct your own gap analysis to see if your background includes (or should include) these skills
- Create your own list of jobs and requirements and try to align your current skills to those of employers

### **Prepare Contact Methods**

- Identify methods of how you will reach out to your network or potential employers.
- If using email, create an introductory template (cover letter).
- If using ground mail, utilize your professional letterhead.

### **Update or Customize Your Resume**

- You may need to have multiple versions of your resume.
- Make sure your “Qualifications” section contain bullet points that match those of employer’s requirements.
- Save the customized resume in a separate folder (on your computer) for future reference.

### **Prepare a Reference List**

- For each job, identify which references you’ll be submitting.
- Make sure you contact the reference so they’ll be alert and prepared to speak on your behalf.
- Make sure your references know which companies and who might be contacting them.
  - When a reference is given out, it is important to immediately let the reference know they may be receiving a call.
  - An outline of the position and things that you want the reference to mention always help the reference be more focused in their comments on your behalf.

## **Contact Your Network**

- Stay in touch with your network, send an email update on your job progress.
- Develop an introductory email or script for phone calls
- Let everyone know that you'll be out there making contacts, interviewing, and looking for opportunities.
- Contact these people and keep track of them !!
- Remember, "Out of sight, out of mind." Don't give your contacts a reason to forget about you!!

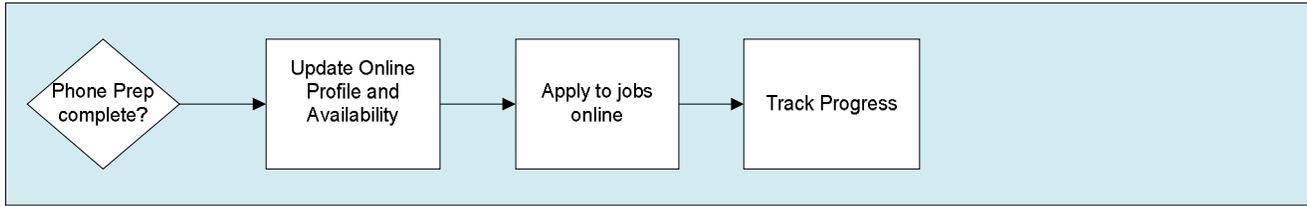
## **Post Your Resume Online**

- Sign Up For HotJobs, CareerBuilder, Monster, Dice, etc.
- Don't overdo your online subscriptions and postings; keep the number to a manageable level.
- Post your resume and cover letter.
- Update your resume on the last day of the month. This will refresh you on the list and keep your profile at the top of the search list.

## **Attend (Networking) Events:**

- Attend Support team meetings, PMO, Government, Pharma, and Various Forums
- Attend Association Specific events such as Industry specific or Interest Group, ASTD, (Add others)
- Hobby or Volunteer Groups (i.e. PTA, Baseball board, Hiking club, Cycling Group)
- Meet with your support buddies (in person or on the phone)
- Make a plan and identify goals for each event you attend. Go with a purpose!!
- Attending events, wandering around and not making contacts is of no benefit.
- When at networking events, use a small notebook, preferably one that fits in a pocket or purse.
- Lugging or using large portfolio type folders can be inconvenient or disruptive to a conversation.
- Carry and Distribute your Cards.
- Collect Business Cards and write down when and where you met a person.
- Read articles on Networking and employ tips others give you.

## **STEP 4 – APPLY TO ONLINE JOBS**



### **Update Online Profile and Availability**

- Update each profile you have (on the various job boards) and identify your preferences
- Create “Job Search Agents” and set email notification preferences

### **Apply To Jobs Online**

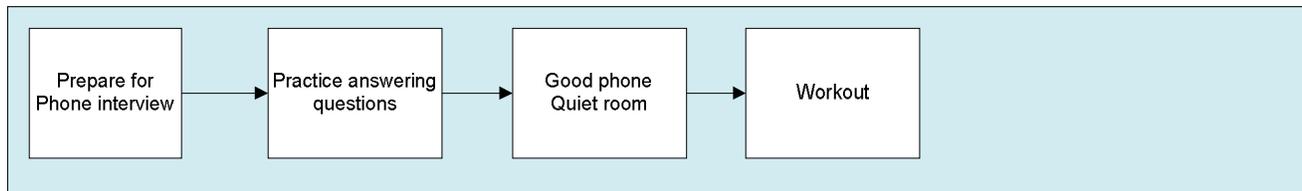
- Using the Job Boards, submit your resume and apply for jobs.

### **Track Your Progress**

- Using a worksheet, Create and track metrics.
- Make notes of resume hits and views. This information can usually be found on your account profile summary page.
- Measure number of emails received (Example: 10 Hits, 5 Emails, 3 Calls, 1 Interview)
- Try to ascertain “what works” and “what does not work” for you.

## **STEP 5 – PREPARE FOR PHONE INTERVIEW**

You have just one chance to make a good “first impression.” Be prepared



### **Don't be caught off guard**

- Anticipate who might call you and for the type of position

### **Practice Answering Questions**

- Seek standard list of questions or make up your own.
- Practice Mock Phone Interviews with friends. And yes, do this over the phone!!!
- Record your phone conversations and play back to hear how it went.

### **Organize your papers**

- Print out all job descriptions that you will pursue
- Copy of resume for each job you applied to
- List of references and know who can respond to each opportunity

### **Good Phone, Quiet Room**

- Do not answer the phone if you cannot speak. There is nothing more frustrating than calling someone and they say “I cannot talk now, can you call me back?” Do you think an employer will call you back?
- Do not answer the phone unless you're in a quiet place; eliminate distractions and interference
- Do not answer the phone if you are broadcasting your resume to everyone under the sun. Let your system take a message, find out who is calling and from what company, have the resume you sent them in front of you, and then you can talk about that specific company and job.

### **Who is calling you and why are they calling you?**

- IT Staffing Firm, 3<sup>rd</sup> Party Recruiter, Direct Contact at Company?
- How did they find you?
- Is this a real job or are they fishing?

### **Interview your recruiter**

- Don't be afraid to ask some initial questions here.
- Refer to the document “Interview Your Recruiter”

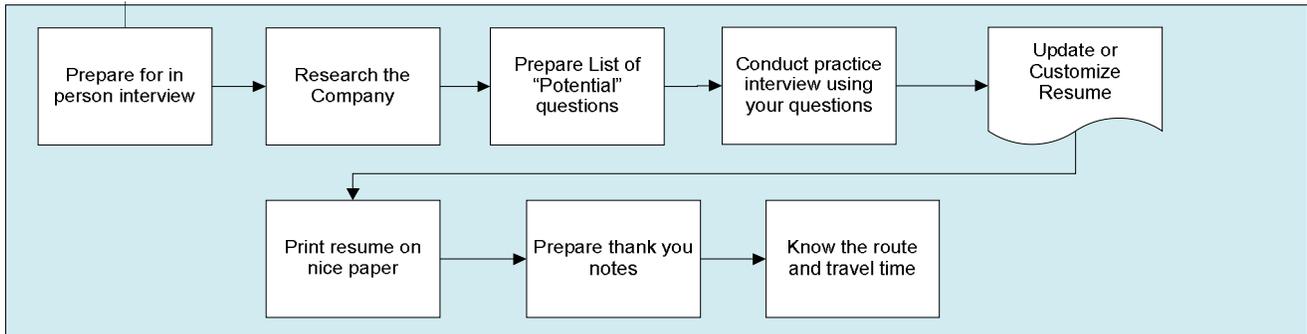
**What do you need to communicate?**

- Skills, Experience, Education
- How will you solve their problems?
- Your attitude and enthusiasm

**Remember the Goal – GET THE IN-PERSON INTERVIEW**

## **STEP 6 – PREPARE FOR IN-PERSON INTERVIEW**

Make sure you are prepared for interviews. Do your homework !!



### **Research the Company, Manager, and Team**

- Gather documentation on the company.
- Visit their web site
- Conduct Online Search: Google Search, LinkedIn
- Ask friends

### **Study the Standard Questions**

- Review and study list of standard questions
- Prepare answers for your Top 25 Most Hated Questions

### **Prepare List of “Potential” Questions They Might Ask You**

- Based on what you know about the company and position, create a specific list of questions that the various interviewers may ask you.

### **Prepare List of Questions You Will Ask Them**

- Prepare questions to ask the interviewer and team.
- Do not ask the same question of each interviewer. Be careful here.

### **Practice Interviewing Using Your Questions**

- Give the questions to your Support Buddy and have them ask you the questions.
- Recite from your notes and keep the answers brief – Remember ... “brief”
- Record the session and listen to the tape- remember the tape never lies

### **Customize Your Resume**

- Based on last minute findings, you may need to customize your resume one last time.

### **Print Resume On Nice Paper**

- For in person interviews, print your resume on nice paper and have extra copies with you (and make sure you have the correct version of your resume).

### **Business Cards**

- Make sure you have a business card

### **Know the Route and Travel Time**

- Do not wait until the interview to figure out your travel route and travel time.
- Plan to arrive 15 minutes earlier than the meeting time, that way you can sign in and look around. It is amazing what you can learn in the lobby of a prospective employer.

### **References**

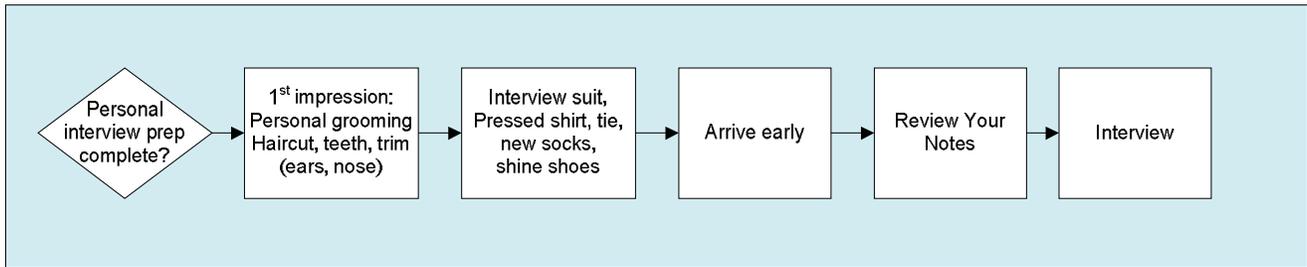
- Make sure you have a list of references ready to turn over if requested

### **Prepare Thank You Notes**

- You should always send a thank you note to the interviewer.
- Prepare the notes ahead of time and finalize as soon as the interview is complete.
- Be prepared to send the thank you note that same afternoon.

## **STEP 7 – THE IN-PERSON INTERVIEW**

Make sure you are prepared for interviews.



### **First Impression**

- Grooming includes personal hygiene

### **Interview Suit**

- Make sure you are wearing professional attire that is clean

### **Arrive Early**

- You never know if the traffic will be heavier than normal; allow for extra time
- Park away from the building if needed
- Do not walk in no earlier than 10 minutes

### **Review Your Notes**

- Review web site printouts and articles
- Review your practice questions and answers

### **Interview**

- You are prepared – so have a mutual dialog
- Listen to the questions carefully, repeat question if needed (for clarity) and reply
- Remember, keep your answers short and brief
- Ask questions throughout the interview, don't wait until the end.

### **The Employer Perspective**

- Can this person do the job?
- Will they solve my immediate problem and go beyond that?
- Do they have the right attitude and are they truly a team player?
- Have they proven themselves with others?
- Will my staff "like" working with this person?

## **The Candidate Perspective**

- Is this a company, department, and job that I would like?
- Is this a manager that I would like to work for?
- Can I solve their problem? If so, give specific plans on how you would do that.
- What is this company/manager truly looking for?

## **The Exchange Of Information and Rapport**

- Answer questions honestly, and be brief
- Build a rapport with each of the interviewers
- Describe how you would solve problems, PROVE IT!
- Get feedback along the way.
- Ask questions along the way (try not to wait until the very end).

## **Answering Questions**

- Answer the question! Be brief, do not ramble on.
- Situational questions should be answered using the C.A.R. response method
  - Describe the Challenge posed
  - Describe the Action taken
  - Describe the Result (and rewards)

## **What “not” to ask?**

- Be careful about asking for salary, benefits, perks. Know the next step
- Do not ask too detailed of a question. Save for second interview.

## **Inspect the work area.**

- Ask for a tour of the building.
- Ask to see your future work space.

## **If you want the job, say so.**

*“Thanks for your time today. This has been very enlightening. I’m excited that this opportunity came my way. I am confident that I can make a difference here and anxious to do that. Once you check with references, I am confident that you’ll be sure of my skills and ability to make a difference for your company.”*

## **What is the next step?**

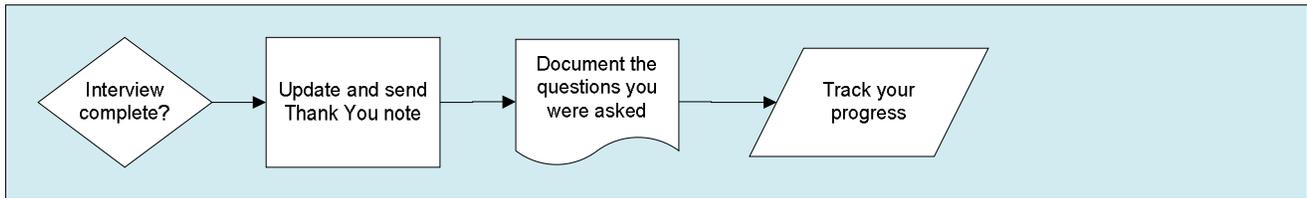
- Are there others to be interviewed?
- What is the timeline for making a decision.

## **Follow-up**

- Don’t be a pest and keep harassing the manager. Allow for them to respond.

## **STEP 8 – POST INTERVIEW**

While things are fresh in your mind, make some notes.



### **Update and send thank you note**

- Send the note the same day and try to personalize.

### **Document The Questions Asked**

- Add new questions (that were asked and not previously anticipated) to your list.
- Make a note of how you did answer and how you'd answer the next time.

### **Didn't get the job?**

- Don't be a sore loser. Maybe it wasn't a good fit and you just don't know it (yet).
- Maybe person #1 changes their mind and the position is offered to you at a later date.
- Ask for feedback
- Send a letter and congratulate them on finding a candidate
- Wish them well and ask that they keep you in mind for a future position

### **Don't dwell, move forward**

- Don't beat yourself over the head for now winning a position.
- Learn from the experience and sharpen your skills

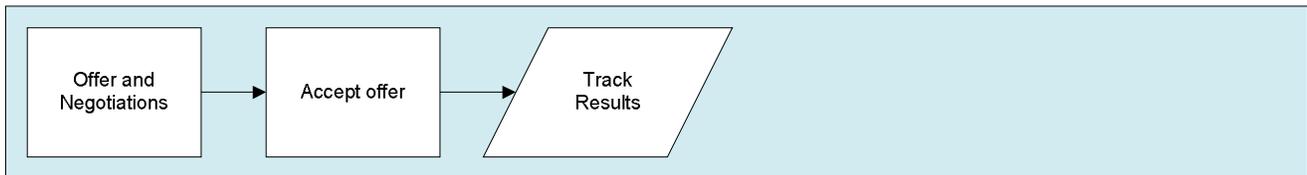
### **Track Your Progress**

- Update your metrics and scorecards
- Example, 10 emails, 3 calls, 1 phone interview, 1 personal interview

## **STEP 9 – OFFER AND NEGOTIATIONS**

Always go for the offer. Even if you do not want the job, there are good reasons to get the offer:

- You learn your value
- You can use it as leverage for other positions



### **Offer and Negotiations**

- Do your homework and know whether an offer is fair and reasonable
- Conduct search on Salary.com or ask your friends.
- Read articles and be prepared to negotiate

### **Accept Offer**

- Make sure the offer is in writing

### **Track Results**

Examples:

10 postings = 4 emails

10 emails = 3 phone calls

3 phone calls = 1 phone screen

3 phone screens = 1 in-person interview

3 in-person interviews = 1 offer

## **STEP 10 – THE FINAL STEPS**

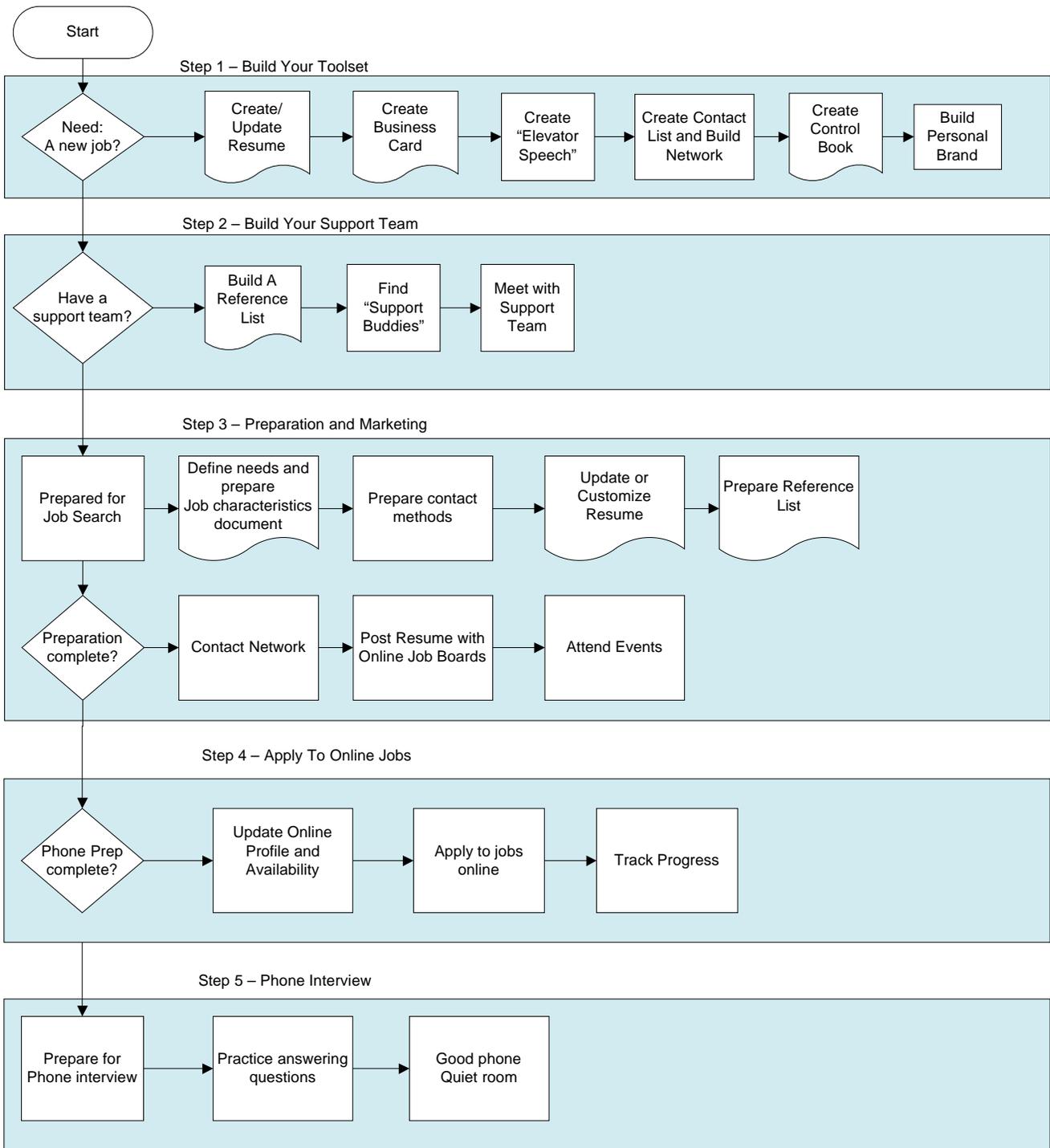


### **Celebrate Your Success**

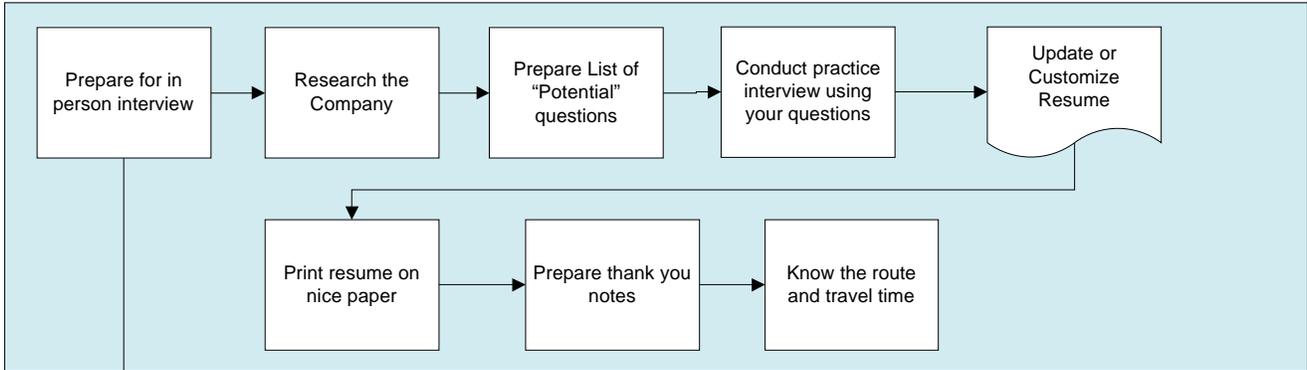
- You worked hard to find this new job- do something special for yourself and family.

### **Send Landing Letter**

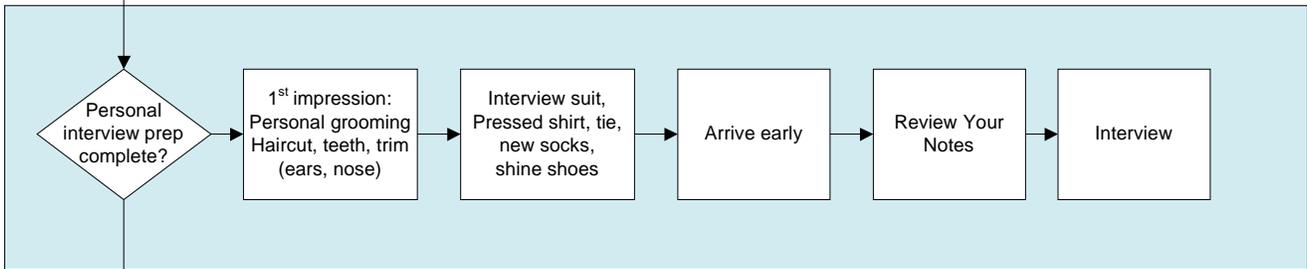
- Notify your contacts that you have found a new opportunity
- Extend an invitation to them and offer the same help they gave to you.



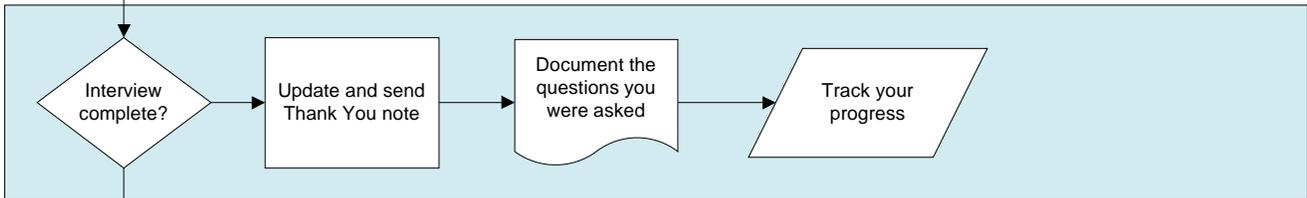
Step 6 – Prepare For Interview



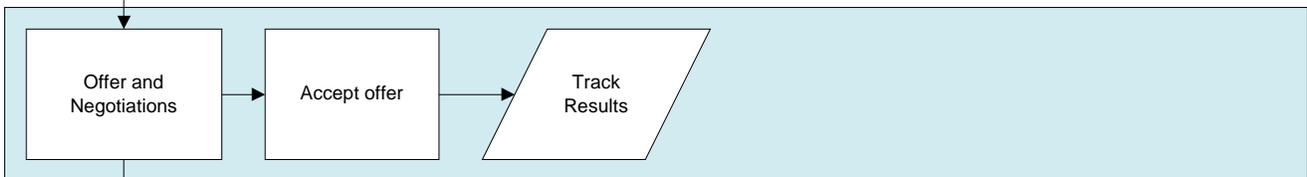
Step 7 – The Interview



Step 8 – Post Interview



Step 9 – Offer and Negotiations



Step 10 – The Final Steps

