

# The Job Search Process (and more...)

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# Today's Workforce

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- Diverse – multi-generational
- Defined by its culture
- Bottom-line focus (with eye towards social responsibility)
- Always changing
- What have you done for me lately?
- Ethics are a priority
- Looking for managers with people skills

# Did You Know?

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- **“Even when unemployment is high, it is estimated that at least ONE MILLION job openings exist nationally at any given time.”**
  - Richard Bolles, *What Color is Your Parachute?*”
- **“85% of all job openings are NOT advertised, posted, or otherwise made available to the general public.”**
  - J. Michael Farr, JIST Works, Inc.

# Did You Know?

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- **“The 10 largest corporations in the United States employ less than 2% of the total population.”**
  - Dr. Robert Wagmann, JIST Conference, Indiana
- **“Every year, between 20 and 30 million American’s suffer from long-term unemployment.”**
  - Dr. Robert Wagmann, “Job Search Assistance, A Review”

# The Transition Challenges

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- **Comfort Zone**
- **Fear of the Unknown and Stress**
- **Transferable Skills**
- **Military/Industry Jargon**
- **Former Rank or Position**
- **Self-Selling/Marketing (Elevator Speech)**
- **Resume Preparation and Interviewing Skills**
- **Salary Negotiations and Closing the Deal**

# Elements of the Job Search Process

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1. Self-Appraisal
2. Career Exploration
3. Job Search Strategies
4. Resume Preparation
5. Interview Prep and Skills
6. Review Job Offers

# Self-Appraisal

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- Stress for success
- Career catalog
- Strengths and challenges
- Analyze skills
- Determine work preferences
- Analyze work-related values

# Career Exploration

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- ➡ Career research
- ➡ Assess financial needs

# Job Search Strategies

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- ✘ Goal setting
- ✘ Getting organized
- ✘ Approach to the job search process
- ✘ Research
- ✘ Use of the WWW

# Resume Prep

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- Sections of the resume
- Draft and re-write
- Multiple versions
- Cover letters

# Interview Prep and Skills

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- ◆ Understanding the interview process
- ◆ Employment tests
- ◆ Elevator Speech
- ◆ Preparing for the interview
- ◆ Dress for Success
- ◆ Listening skills and body language
- ◆ Questions and answers
- ◆ Follow-up and Thank You notes
- ◆ Lessons learned

# Reviewing Job Offers

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- Evaluate job offers
- Negotiate job offers
- Communicate your decision

# Research the Organization

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- **Website**
- **Employees**
- **News Articles**

# Prepare

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- **Get Organized**
- **Gather Data and Process Information**
- **Keep Records and Develop a Tracking System**

# Know the Process

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- **Each company, firm, organization, is different**
- **Resumes**
- **Application Forms**

# The Job Announcement

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- **Review it carefully**
- **Very Detailed**
- **KSAs**
- **Key Words and Phrases**
- **“Core Competencies”**

# Resume

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- **Tailored and Specific**
- **3-6 pages vs. 2 pages**
- **Desired/Required Format**
- **Showcase your KSA's**
- **Keywords**
- **Quantitative!**
  - **\$, %, #, Scope**

# Final Notes

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- **Apply according to the rules**
- **Track process and progress**
- **Apply early**
- **Prepare for the interview**



# Questions?



# Thank You



# Good Luck!!