The Job Search Process (an overview…)

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Today’s Workforce

- 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
High Performers/High Potential

- Harvard Business Review – May 2010
  - 1 in 3 High Potential employees – not giving 100% effort
  - 1 in 4 believe he/she will be elsewhere in a year
  - 1 in 5 has personal aspirations at odds with the firm’s plans for them
  - 21% of employees = “highly disengaged” in 2009 (up from 8% in 2007)
  - 70% of High Performers lack critical attributes essential for future success
Did You Know?

- “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?

 “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

- 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

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

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

- Career research
- Assess financial needs
Job Search Strategies

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

- Types of resumes
- Draft and re-write
- Multiple versions
- Cover letters
Resume

- Tailored and Specific
- 3-6 pages vs. 2 pages
- Desired/Required Format
- Showcase your KSA’s
- Keywords
- QUANTIFY!
  - $, %, #, Scope
Interview Prep and Skills

- 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

- Evaluate job offers
- Negotiate job offers
Research the Organization

- Website
- Current and Former Employees
- News Articles
Prepare

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

- Each company, firm, organization, is different
- Resumes
- Application Forms
The Job Announcement

- Review it carefully
- Very Detailed
- KSAs
- Key Words and Phrases
- “Core Competencies”
Remember to...

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

- Revitalize your career and your self image
- Reinvent if you need to – and you may not need to
- Recover from your current or last position
- Remember what has always made you successful
- Reaffirm your best traits, skills and experience
- Revive your approach to the job search
- Research other industries, agencies or firms
- Rewrite your “ideal job” and your resume
- Review your personal and professional history
- Refine your message and your value proposition
- Reward yourself for all the hard work
Anableps
Questions?

Thank You