The Job Search Process (an overview...)

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Today’s Workforce

- Diverse – multi-generational
- Defined by its “corporate” 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 and leaders 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.
Networking

The Play Date
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

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The Job Announcement

- Review it carefully
- Very Detailed
- KSAs
- Key Words and Phrases
- “Core Competencies”
Know the Process

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

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

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

- Understanding the interview process
- Research the organization
- 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
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
The Oreo

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Questions?

Thank You