

ASQ Meeting – Wednesday, October 13, 2004

The Basics of Job Search – A Life Long Process

Is there anyone in this room who has not been touched in some way by job loss? Perhaps a spouse, son, daughter, or other loved one has suffered through the disappointment of losing a job. Unfortunately, from my experience, I have come to the conclusion that there is no more corporate caretaking; therefore, there is no job security. We have to become self-reliant in our careers. To be self-reliant in your career and successful in changing jobs whether by choice or necessity, you have to be prepared for change. In reality, it is an exciting prospect to decide that you are going to be in control of your own career.

Whether you are currently looking for a job or gainfully employed there are a few things that you must do regularly.

Survey the current job market, stay in tune with what is happening in your industry

- What areas of the job market are stable?
- What is changing?
- What areas are continuing to grow?
- What parts of the country have jobs?

Remember, 100 years ago, making buggy whips was a good career!

Identify your skills and accomplishments

- What skills do you have?
- What skills do you have now that you did not have 5 years ago?
- What skills do you want to use everyday?
- What skills will someone pay you to use?
- Where is your value?
- What results have you achieved from your current skills that add value to your current position?

The bottom-line is always about money. Are you adding value to your company?

Continue to learn new skills and add experience.

Keep your resume updated

- Identifying your skills and achievements will make writing a resume an easy task.

At the end of every month, whether you are securely employed or feeling the anxiety of unemployment, sit down and evaluate your work performance. Even if you are not looking for a job having your accomplishments at hand could be very helpful during a performance evaluation. And if the time ever comes when you need a resume, it will be much easier to write one when you have all the facts at hand.

Think Outside of the Box

We are always fixing something at my house. In fact, Friday's are our designated light bulb changing days. There is always a light bulb burnt out somewhere in the house. You need to be prepared to fix your career or change your career just as you fix and change things in your home. So, you must always have your tools prepared.

Tool Box of Job Search Skills

Personal telephone book to develop a primary contact list
- the most effective way to find a job is through networking. Consider the four stages of a job opening.

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|----------------------------------|----------------------------------|-------------------------------|--|
| <i>Stage 1</i> Hiring Manager | <i>Stage 2</i> Human Resource | <i>Stage 3</i> Internal Ad | <i>Stage 4</i> Internet-Ad- Thundering Horde |
|----------------------------------|----------------------------------|-------------------------------|--|

You want to find out about the job in Stage 1 and you can only do that by talking to the Hiring Manager. Best way to find a job is through networking. Review where to spend your time job searching. (pg. 18)

Hammer and nails to drive home who you are – a **30 Second Summary**
(pg.13)

Pliers to pry information out of your sources – **3 important questions**

1. **Do you have any advice for me?**
2. **Do you know of any companies that are growing and adding staff?**
3. **Do you know of anyone else I can talk to?**

Power Cord – your own power source; your vocal cords. Your voice is 90% of your image over the phone. Your voice needs to have a smile and variety in expression and tone.

(pg. 20)

Establish a target company list – **Directories, Phone Books, Periodicals, Association Directories**

Mirror – Always be prepared to interview. Take a good look at yourself. Is it time to update the glasses, suit, hairstyle? Is it time to get in shape?

Parts of an Interview

Open the interview appropriately. Build rapport – you have 10-30 seconds to make a good first impression. (pg. 13)

Be prepared with your achievement statements. (pg. 16-17)

Sell yourself – Know the company

Close – Ask for the job – When can I call you?

Follow-up

In closing, your new motto should be, “Always looking for a job.” Plan to take care of yourself and learn to be self-reliant in your careers. You will find that you will in fact, feel a greater sense of security.