

# PARKSIDE CHURCH

## Job Seekers Workshop

*Whatever you do, work at it with all your heart,  
as working for the Lord . . .*

*Colossians 3:23*

***A one-day course to maximize your job search efforts***

*Saturday, August 1, 2009*

*8:00am to 4:30pm*

# I. Getting Ready - Preparing and Organizing a Job Search

## **A. Getting Focused**

Preparing a job search campaign is no easy task. It takes the right mental attitude, careful thought, strategy, planning and a commitment to follow through. To be successful, you must understand the “product” you have to sell. Let’s examine each key aspect to prepare an effective job search campaign.

### **1) Get Your Mind Right:**

a: Put the past behind you

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b: The changing world of employment

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c: The unemployment stigma

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### **2) Focus on the Future: - finding a job is a full-time job**

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### **3) Don't Let the Stress Get You:**

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## B. Getting Organized

You must be organized to be effective and timely. A high level of organization ensures you will be able to manage and promptly respond to the many activities you will address. Let's examine each key aspect to organize an effective job search campaign.

### 1) **Set Up a Work Area:** - gather the tools of a results-driven job seeker

a: Computer

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b: Phones

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c: Record keeping

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c: Immediate family

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### 2) **Professional Business Attire:** - dress for success

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### 3) **Financial Matters:**

a: unemployment compensation

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b: job search expenses are tax deductible

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c: survive the storm – cut expenses and set a budget

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**4) Resources for the Job Search:**

a: information resources

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b: accountability and support partners

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### C. Getting Aware

The “product” that you are selling is you. Before you can be effective selling, you must know your product well. Gather your thoughts in preparation for presenting yourself most effectively.

**1) Know Your Talents and Interests:** - quantify your work experience and education; define your strengths, weaknesses, likes, dislikes, interests; occupational assessment

a: Ask those who know you well

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b: Review your career choice and the rationale – what makes you well-suited for what you do or want to do? Complete Career Interest surveys, read and work through “Discovering Your Natural Talents” by John Bradley and Jay Carty

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**2) Establish Realistic Career Goals:** – what kind of position or career? entrepreneur?

a: Define Your Immediate Goal - what are you looking for right now?

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b: Define Your Short-Term Goal (3 to 5 years)

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c: Define Your Long-Term Goal (5+ years)

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## D. Getting Started

Now that you know your product, how can you best market it? Who are the customers, what are their needs, how will you find them and convince them to buy your product?

**1) Developing a Marketing Plan:** think through how to market yourself and document the plan, review it often, track progress, review with key contacts.

a: professional objective

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b: positioning Statement

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c: your competencies

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d: target market/companies

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e: channels

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**2) Compose Your Resume(s) and Letters:**

a: types of resumes - chronological, functional, narrative; all achievement-driven.

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b: types of letters - cover, broadcast, recruiter; generic and specifically tailored.

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c: what's your online image - "Google" yourself.

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## II. Getting the Interview: Marketing Yourself Effectively

### **A. Preferred Job Search Methods**

There are numerous ways to enter and probe the job market. But what may appear to be the best way to market yourself may in fact gain minimal returns. We first need to learn what is effect and what is not.

#### **1) Worst Ways to Look for a Job:**

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#### **2) It's Who You Know Not What You Know:**

*a: preferred search methods of job seekers*

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*b: preferred search methods of employers*

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**B. A Life-Changing Job Hunt:**

**1) Formulating a Strategy:**

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**3) The Goal is to Get Interviews:**

*a: with whom?*

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*b: what purpose?*

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**4) Types of Interviews:**

*a: hiring*

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*b: informational*

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**5) Networking:**

a: warm market

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b: cold market

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c: follow-up plan

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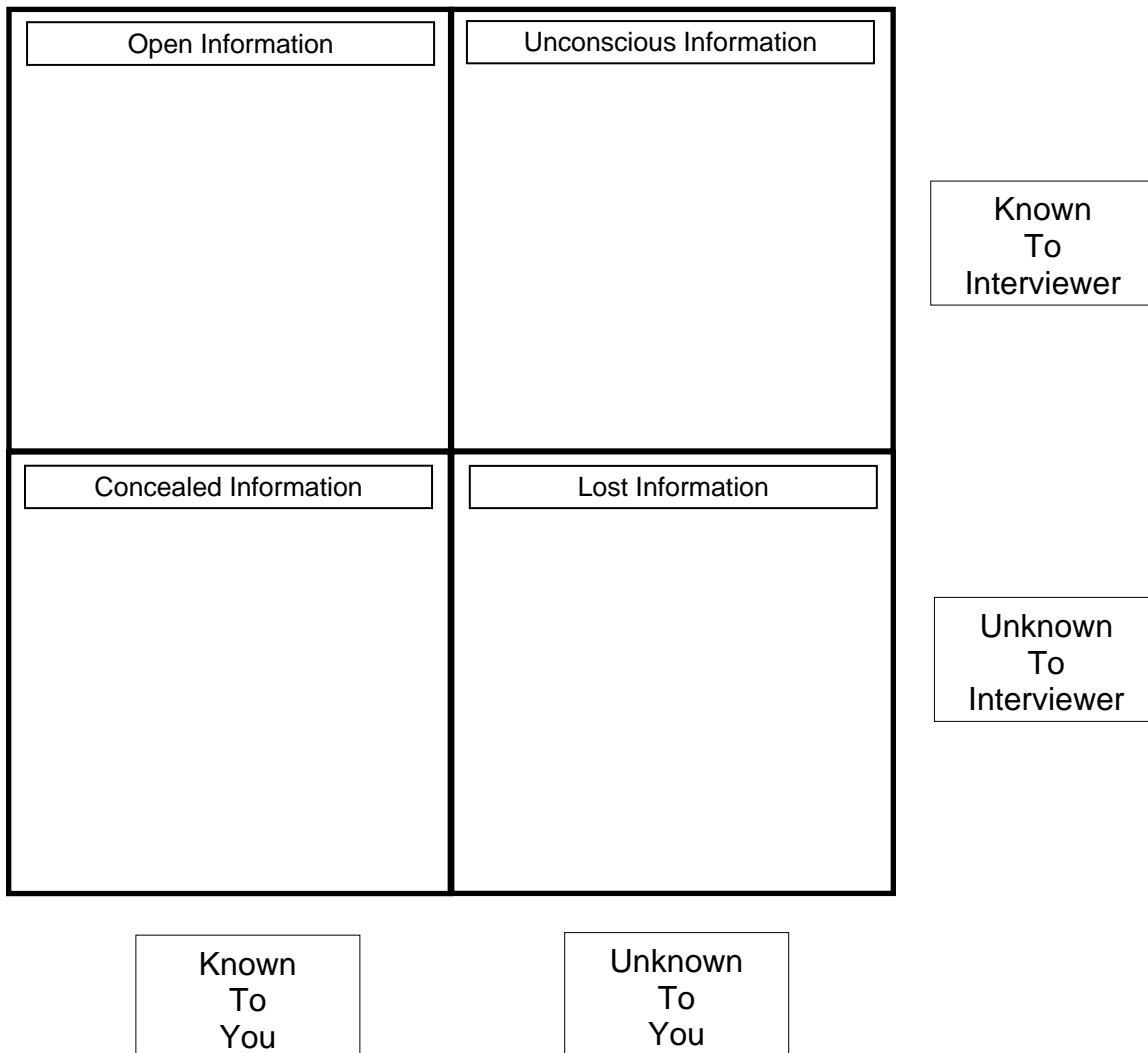
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### III. Getting the Job: Understanding Interview Dynamics

#### A. Communication Fundamentals

- 1) **The Communication Model:** this graphic illustrates the various types of information communicated before, during and after the interview process. Information is received and processed by the interviewer on multiple levels.



The job interview process begins before you walk in the door. It is a highly dynamic exchange of information. Doing well and making a good impression depends upon your ability to understand the exchange of information process.

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2) **The Employer's Goal:** select the best candidate offering the least risk.

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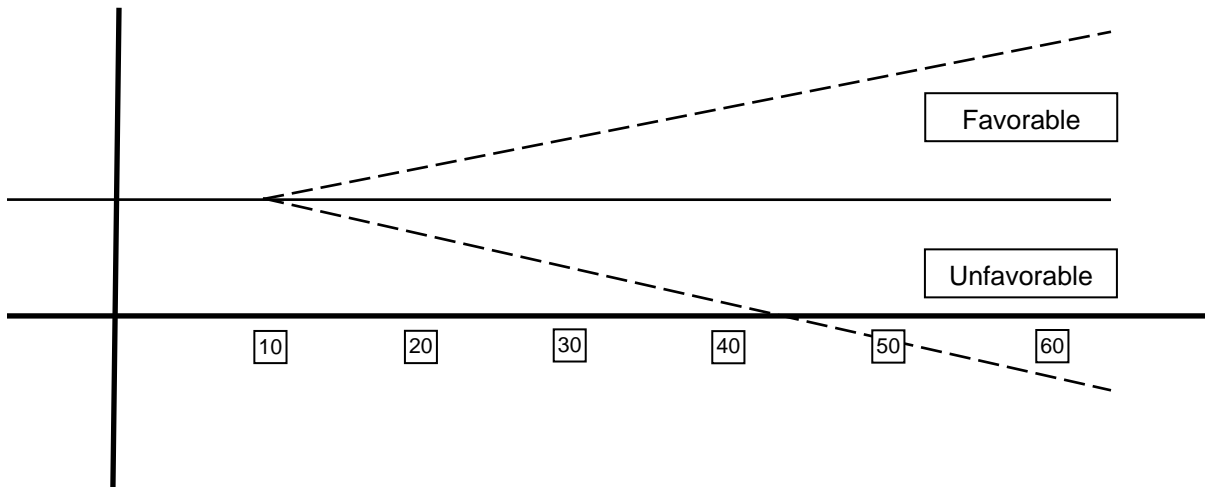
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3) **The Critical Time Curve:** most interviews are decided in the first ten minutes. Then the interviewer invests the balance of his time justifying that decision.

“Self-Fulfilling Prophecy” and “Cognitive Dissonance” play a part in this decision.



☆ ***You never get a second chance to make a good first impression!***

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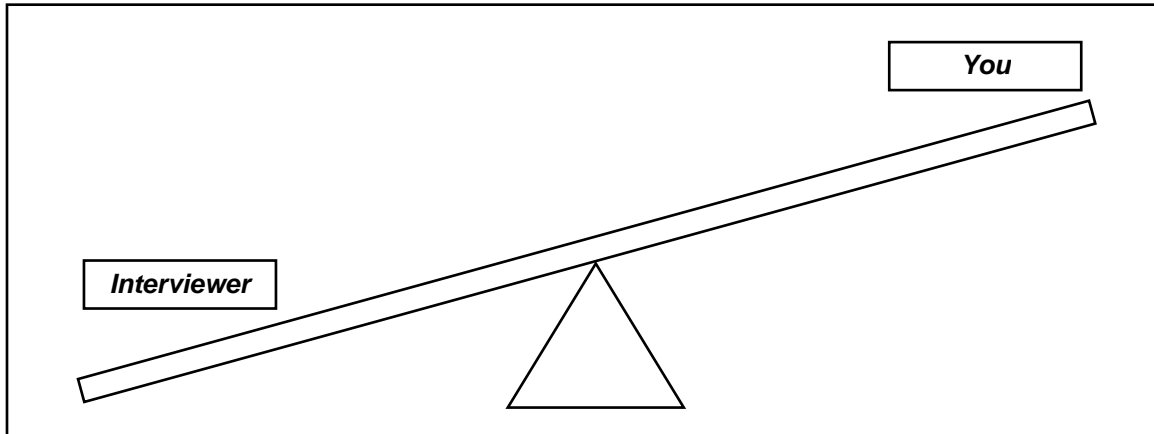
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4) **Find a Balance:** the interview should be an exchange of information and mutual needs.



Like a “see-saw” the interview is more fun and effective when the discussion moves back and forth rather than being controlled by one of the parties.

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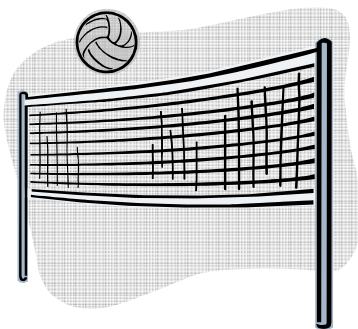
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5) **Have a Conversation Not an Interrogation:** questions and answers should be exchanged by both parties; no one person should interrogate the other. Ideally, control of the interview bounces back and forth.



*Like Volleyball, the rule is you may ask up to three questions in a row but you must return the volley after the third response.*

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## B. The Employer's Perspective of the Interview

There are five "common elements" most interviewers look for and evaluate during the interview process. They are: Attitude, Personality/Chemistry, Communication Skills, Experience/Education, and Potential. Let's examine each of these elements.

1) **Attitude:** this element can be divided into three types of behavior:

- a: Aggressive - this type of behavior violates the rights of others. The purpose of aggressive behavior is to humiliate and dominate rather than to simply express one's honest emotions and thoughts.

Aggressive behavior is frequently a hostile over-reaction or outburst which results from pent-up anger. People who behave aggressively are often insensitive to the needs and feelings of others.

*Characteristics - demanding, attacking, dominating, over bearing, arrogant, self-enhancing, hostile, self-centered, controlling, and intimidating.*

- b: Passive - this type of behavior allows your rights to be violated by others. The passive person does not directly express his/her feelings, opinions or ideas, often believing that other people's needs are more important than his own.

The passive person loses self-respect and may feel angry and resentful, blaming others for his state of affairs.

*Characteristics - inhibiting, indirect, deferring, self-effacing, self-denying, indecisive, reserved, self-conscious, accommodating, submissive.*

- c. Assertive - this type of behavior is a learned way of expression (how you feel, what you think or believe, what you want or need) that is honest and direct. An assertive person acts in a confident yet humble manner, reflecting self-respect.

Behaving assertively helps an individual to reduce anxiety and stress in interpersonal relationships and express feelings and needs without having to feel guilty or alienate others in the process. It is a way of communicating with others in a more satisfying manner without sacrificing personal needs and/or respect and without violating or infringing upon the rights or feelings of others.

*Characteristics - direct, open, honest, sincere, respectful, self-confident, responsive, responsible, sensitive to others, in control of self and situation.*

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2) **Personality / Chemistry:** this element can be divided into three types of approaches:

a: The Used-Car Salesman Approach

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b: The Military Approach

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c: The Proper Approach

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3) **Communication Skills:** this element can be divided into four areas:

a: The Most Important Aspects of Communication - listening and truth.

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b: Written Communication - resumes, letters, applications, testing, continuity.

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c: Verbal Communications - 20-90 seconds, grammar, consider listener, continuity.

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d: Non-Verbal Communications - handshake, eye contact, voice-tone/expression, body language, posture, gestures, continuity.

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**4) Experience / Education:** KSAs (knowledge, skills, abilities) and accomplishments.

a: Draw Analogies - examples that illustrate you can meet their needs.

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b: Speak Generically - use language that has a broader application.

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**5) Potential:** what's their ROI, Return On Investment.

a: Immediate Impact and Future Contribution - examples that illustrate you can effectively meet their needs, now and later.

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## C. The Employee's Perspective of the Interview

There are five "common elements" you need to be aware of to maximize your interview. They are: Getting Tuned-In, Asking The Right Questions, Answering The Negative Questions, Salary Negotiations, Maximizing Your Opportunities. Let's examine each of these elements.

1) **Getting "Tuned-In"**: you must quickly assess and respond to your surroundings.

a: Manners / Etiquette - no gum, no coffee, no cigarettes.

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b: Office Environment / Activity / Secretary - be observant and chit-chat.

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c: The Interviewer's Attitude - open/friendly to closed/suspicious.

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d: Badges of Glory / Desk - be observant.

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e: Small Talk - break the ice, be natural and brief, make them comfortable with you.

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2) **Asking “The Right” Questions:** you must surface needs and draw analogies.

a: Make a Statement, Use a Turnaround Segue to a Question - use your research.

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b: About The Position - essential job duties and company needs.

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c: About The Company - current events and future opportunities.

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d: About The Interviewer - their experience with the company and key issues.

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e: Questions To Avoid - these are no-nos!

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**3) Answering “The Negative” Questions** - these can be the most dangerous!

a: Know Your Weaknesses and How to Address Problem Areas - three or four at least, and what you can do to improve or what you learned from the experience.

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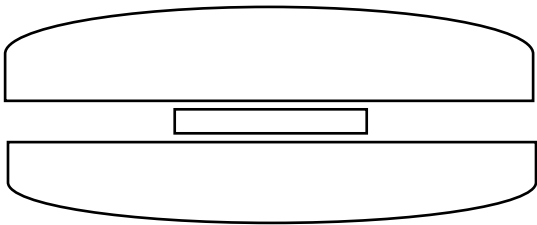
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b: Use “The Sandwich Technique”



**“Where’s the beef!”**  
**Wendy’s Clara Pellar**

☆ **Remember: Positive – Negative – Positive !**

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**4) Salary Negotiations** - he who comes up with a number first loses!

a: Awareness of a Realistic Range - every position has a budgeted Base Salary (BS) range and Total Compensation (TC) package established.

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b: Discussing Your Current Compensation - speak in a range; "opportunity" is what you are looking for; it's more important than the money, which will follow.

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c: Your Responsibility - to accept, reject or negotiate.

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d: Negotiating the Offer - keep to a broad range, utilize leverage, off-tax benefits, early review/adjustment.

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e: Confirm Your Acceptance of the Offer - put it in writing.

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**5) Maximize Every Opportunity** - get the most from every interview.

a: Recap / Close the Interview - it's good to confirm your confidence.

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b: Thank You Notes - be professional and differentiate yourself.

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c: Follow-up - stay on top of the situation; it's not over until it's over.

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d: Future Consideration - this may not be the right job for you today.

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e: Inter-Company Referrals - the interviewer knows a lot of people, both inside and outside his company.

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