

10 Job-search Tips for 2010

Guerry Thode
Job Search Coach

Career Search Services
Creating new careers and new lives!

www.bestjob.biz

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1. Coping with a Job loss
2. Plan Your "Work" & Work Your Plan
3. Who Am I?
4. What do I want to Do?
5. When do I want to do what?

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6. Where do I want to work/live?
7. How do I want to work?
8. How much do I need to make?
How much am I worth?
9. Cover Letter >> Resume>>
Interview>>Job
10. Networking

1. Coping with a Job loss

- ⑩ Crisis: Danger vs. Opportunity?
- ⑩ Getting over the loss.
- ⑩ Employ stress and financial management strategies:
 - realize it's not your fault (unless...)
 - put the past behind you
 - take a break: catch up on sleep/rest
- ⑩ Join or start support group(s).
- ⑩ Develop PMA in your heart and mind.

2. Plan Your "Work" and Work Your Plan

- ⑩ Your "Work" is finding your next source of income.
- ⑩ Create an effective *Job Search Plan* (your daily *playbook*).
 - a step-by-step process or action plan with the goal of finding the best available job or career for you.
- ⑩ Use effective Time Management techniques.
 - The Internet isn't "IT".
 - Oprah not included ...??

3. Who Am I?

- ⑩ What makes me stand out from other job seekers?
- ⑩ What are my *unique / special* skills, gifts, experiences, personality and value to an organization. Make a list, or 2 or 3...
 - Write them down!
 - Seriously - WTD!
- ⑩ Ask for confirmation/validation – from those who know you and love you.

CAUTION: they may only know what they've *observed*. *Really You?*
- ⑩ Oprah again – division of labor via Dr. Phil vs. Robin.
- ⑩ Being good vs. being fulfilled vs. being filled.

4. What do I want to Do?

- ⑩ What is my passion/mission?
(see Who am I?)
- ⑩ What is my *Personal Brand?*
(*Write it in exactly 7 words.*)
- ⑩ Employee
- ⑩ Self-employed (Hire yourself)

Personal Brand

What do you do in exactly 7 words?

I create new careers and new lives!

4. What do I want to Do?

- ⑩ What is my passion/mission?
(see Who am I?)
- ⑩ What is my **Personal Brand?**
(*Write it in exactly 7 words.*)
- ⑩ Employee
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5. When do I want to do what?

- ⑩ **Document** / Implement / Revise your plan.
- ⑩ Plan time for “recovery”, self-discovery, learning, thinking, exploring if feasible...
- ⑩ A long journey starts with a single step – but the timing depends on the destination...
 - (lunch vs. ***Certification***)
 - What do *they* require/desire vs. WIP?

6. Where do I want to work/live?

- ⑩ Do they have to be the same?
- ⑩ Country/Region/State/Metro area
- ⑩ Where do **y'all** want to live?

www.FindYourSpot.com

Warning: *"Thin blood thickens slowly."*

7. How do I want to work?

- ⑩ "Permanent"
- ⑩ Contract
- ⑩ Temp
- ⑩ Temp – to – Perm (next wave...???)
- ⑩ Self-employed
- ⑩ Large vs. "Small" business

8. How much do I need to make? How much am I worth?

- ⑩ Don't sell your soul to the devil for mucho \$\$\$!!
- ⑩ Sources of salary info: www.Salary.com, recruiters, HR, job postings, etc.
- ⑩ When asked (by employer) "What are your salary requirements?"

Answer:

~~"While compensation is VERY IMPORTANT TO ME, it's not the only thing I'm looking for – I want to be sure I have a chance to make a significant contribution to ...(add something of value to employer - WIIFM). I'm sure I can fit into your current salary structure – by the way, what is the current salary range for this position?" ("Can you get back with me on that...?")

9. Cover Letter >> Resume>> Interview>>Job

- Purpose of the cover letter. (WIIFM?)
 - **Key:** right reader
- Purpose of resume. (WIIFM?)
 - **Key:** Top 1/3 of resume!!
- Purpose of interview. (WIIFM?/WIIFY?)
 - **Key:** Prep & Control
- Purpose of the job. (WIIFY?)
 - **Key:** WIIFY?

10. Networking

- ⑩ Professional organizations (**ASQ**, etc.)
- ⑩ Alumni groups (college, employer, social clubs, etc.)
- ⑩ Job Fairs, “formal” Networking Meetings, Open Houses, CoC events, etc.
- ⑩ Social gatherings/events
- ⑩ KEY: Follow your plan – Why are you networking?
- ⑩ *LinkedIn connections and GROUPS*
- ⑩ *Advanced* LinkedIn searches
- ⑩ *Advanced* Google Searches

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QUESTIONS?

Weekly Job-search Workshops:

www.bestjob.biz for info.