

Notre Dame Parish Career Enrichment Ministry

Lost your Job?

Job in Jeopardy?

**Changing Careers?
Returning to work?**

What do you do now?



Notre Dame Career Enrichment Ministry

The Notre Dame Career Enrichment Ministry committee is comprised of members of the Notre Dame community who have experienced the challenges of career transition.

The suggestions and guidelines offered in these workshops are based on the research and experiences of the committee members. These views do not necessarily represent the views of Notre Dame Parish.

This presentation is available on the Notre Dame website:
www.notredamenhp.org

Please place all cell phones and pagers on silent mode

Introduction

- Committee Mission Statement
A group of concerned Christians coming together to support people as they seek to enrich their careers
- Variety of workshops offered
- Self-Awareness Questionnaire

Agenda

- This Will Change Your Life
- Before You Leave Your Job
- Anxiety
- Where Do You Start?
- Strategy – Networking
- Let's Get Started on Your Job Search

Overview

- When was the last time you looked for a job?
- What's your current objective?
- Is your goal to find a job or a career?
- What steps are required to achieve your goal?
- If you knew then what you know now...

This Will Change Your Life

- Start a regular program of vigorous exercise

- Check with doctor first!

Really **vigorous** exercise will:

- Clear your mind

- Energize your entire being

- Burn off any excess emotion or anxiety

- What other ways can you change your life?

Before You Leave Your Job

- Imagine if all of your phone numbers were only stored in the company cell phone, and all of your email addresses were in the confiscated company laptop
- Having your own email address and cell phone account is critical to staying in touch
- And much more ...
- You are not in this alone

Anxiety

- Being out of work, and not knowing what the future holds might cause even more anxiety than having a job you hate
- Exercising, eating better, eating less, and focusing on creating your future goes a long way towards giving you more control over your destiny
- Anger, frustration, withdrawal ...
- How do you reduce stress in your life?

Where Do You Start?

- Avoid the biggest mistake –
You need to take continual action
- Get really organized
 - Know the industry, research the company(s),
speak the language
 - Why do you stand out? “Tell me about yourself”
Describe personal experiences.
 - Resume - Must be spot on
 - What’s unique about me?
 - What value do I bring?
 - What kind of job do I want?
 - LinkedIn.com professional version of Facebook
 - Document your search

Strategy - Networking

70%- 80% of jobs are found through networking

- What specific action steps can I take to get the job?
 - Is there anyone else you can introduce me to?
 - Is there anything I can do for you?
- Persist without being annoying
 - What's the best way to follow up?
 - Be the first to follow up
- Allow yourself to fail. Take risks
- Take action every single day
- Build and maintain contacts
- You are not alone. Ask for help

Resume Smart Points

- Prepare a cover letter(s) to go with the resume
- Gear the resume to the specific position
 - Consider different versions of your resume
- Include wording in the resume that is the same as or similar to the job requirements
- Keep excellent records

Let's Get Started on Your Job Search

- Resume posting on internet Job Boards
- Resume submission to employer web sites
- Resume mass mailing - sending out of resumes to recruiters
- Networking - cold call everyone you know and everyone they know
- Newspaper classified ads
- Targeting selected companies

Resume posting on internet Job Boards

- Using email to send your resume is often more practical than sending a paper copy. It allows the HR people to easily distribute your resume
- A resume attached as a Word doc, PDF or text file can be scanned into a database
- Keywords are important

Send Resumes to Recruiters

- Hiring Managers use a handful of recruiters who are specialized in your field
- Most management positions and senior level positions will not be posted for public notice
- Get your resume in front of as many recruiters as possible
- Resume blasting service - generally not effective

Network: Cold call everyone you know and everyone they know

- Goal: Call the hiring manager and personally give him your best sales pitch
- Inside track: Get names and phone #s of hiring managers
- Let as many people as possible know you are in a “specific” job market
- Build a positive story for the phone call
 - The elevator pitch
- Keep a notebook tracking whom you called, when, and how they responded

Networking - Cold Calling

- When should you call?
- Be prepared, Research the company
- Be courteous, Listen and don't waste their time
- Should you leave a phone message? Probably not,
- Who can you refer me to concerning career opportunities at -----?
- Is there anything I can do for you?
- How should I contact you? Email, phone ...
- Be thankful

Newspaper Classified Ads

- Internet Sites contain all the jobs posted in your Sunday newspaper.
You can sort through these postings using the search tools provided by each site
- Careerbuilder.com - contains job postings from over 90 newspapers
- indeed.com and Simplyhired.com are aggregators for online job and company Web site job listings

Target Selected Companies

- What is the profit history of the firm?
- Meet their people at trade shows and conferences
- Send E-mail or cold call potential hiring managers whose names appear in print or on their web site
- Call the operator and ask for the manager of the department you want to work in
- E-mail their HR people listed on the job website
- Visit them at job fairs
- Send your resume to the President

Summary

- Your Resume is your Portrait
- You must Stand Out and meet or exceed the job requirements
- Your Interview is your chance to sell yourself
 - A positive attitude is essential
- Speak the Language
- Listen and Focus on the employer's needs, not your personal goals

Where to Get More Information

- Other training sessions
- List books, articles, electronic sources
- Consulting services, other sources
- Career Enrichment Ministry resources on the Notre Dame website: notredamenhp.org
- careerplanner.com/Career-Articles/so_you_lost_your_job.htm