

JOB SEARCH HEADLINERS

JCCC COMMUNITY CAREER SERVICES

www.jccc.edu/communitycareerservices | www.jccc.edu/jobclubs | ljohanne@jccc.edu

COMMUNITY CAREER SERVICES RESOURCES

Perhaps I owe it to flowers to be a painter.

~ Claude Monet

PROFESSIONAL CAREER COUNSELORS

For guidelines to selecting a professional career counselor, go to the National Career Development Association, www.ncda.org. Our staff consists of professional career counselors with at least a graduate degree in counseling psychology and 10+ years of experience working in adult career developmentresume writer . . . rich's name tag.

DISCOVERING A NEW CAREER DIRECTION

EXPLORING A MID-LIFE CAREER CHANGE is a research-based career development workshop presented by CCS on a monthly basis. The workshop is geared to adults who want or need to change careers, but *'don't know what they want to do when they grow up'*. The workshop examines the entire career planning process and includes nationally recognized career assessments.

CAREER ASSESSMENTS

If you do not have a definite career direction, the job hunt can become especially difficult. To help assist you in defining a career path, CCS offers the MBTI and Strong career assessments online. A two-hour interpretation is conducted by a career counselor. \$145

STRATEGIC JOB SEARCH CAMPAIGN

Help jumpstart your career search by investing in a 90-minute career counseling session (\$75) through CCS to develop a personalized strategic job search campaign. If you haven't conducted a job search recently, you will be surprised how much the job hunt has changed. Save yourself a lot of time, energy and frustration by learning the most effective job hunt methods.

RESUME CRITIQUE AND DEVELOPMENT

Gone are the days of just having one resume. Each position requires a specifically targeted resume. CCS has several services to help develop a winning resume: (1) Reference material and books are available in 229CC. (2) Access to a computer with Microsoft Word to develop your resume is available in 229CC. (3) Internet access to resume development sites like www.damngood.com is also available in 229CC. (4) Resume critique by a CCS resume writer, \$50/hour (5) Resume developed and formatted for \$175.

COVER LETTER DEVELOPMENT

Developing a cover letter may appear daunting at times, however if you use the rule of a 3-paragraph format, the task seems more manageable. Paragraph 1: includes the company name, position name and networking name. Paragraph 2: includes a summation of your skills, experience, education, qualities, etc. that you can contribute to the position & company. Using of bullet points in this paragraph is especially helpful to highlight information. Paragraph 3: Thank the person for their time and consideration.

MOCK INTERVIEWING

Behavioral interviewing requires a lot of practice. Community Career Services provides videotaped mock interviews, \$75.

COMMUNITY CAREER RESOURCE CENTER

The Community Career Resource Center, 229 Carlsen Center, is available Monday and Friday, 8am-5pm and Wednesday, 8am – 7pm. The Center has more than 600+ books (reference only, cannot be checked out), handouts and reference material on such topics as job outlook, job search methods, resume development, networking, interviewing, salary negotiation, career exploration, etc. Computers available with 2007 MS Word, Internet access and various career related software. A printer and copier are also available free of charge.

THE ROLLERCOASTER RIDE OF EMOTIONS

Life is like an onion: You peel it off one layer at a time, and sometimes you weep.

~ Carl Sandburg

JOB LOSS

Being laid off is a major trauma to anyone's psyche. Everyone experiences the rollercoaster ride of emotions from the time they receive the layoff notice (even before the news has been officially announced) until re-employment is secured. Just like any loss, people experience grief and go through its stages: shock & denial, pain, anger & bargaining, depression, upward turn & hope, reconstruction plan and a positive outlook for the future.

DEPRESSION

Depression sets in when dealing with any loss. This includes job loss. However, if you stay in a depressive mood for more than two weeks, seek medical help. If at anytime you are feeling suicidal or homicidal and have developed a plan to carry out these acts, seek medical intervention immediately – call 911.

ATTITUDE IS EVERYTHING

High Motivation + Low Expectations = Happiness
~ *Author Unknown*

GET ACTIVE

Exercise every day even on the days you don't even want to get out of bed. Walking is wonderful way to get endorphins charging. Journal about your feelings – research shows that it helps with the recovery process. Enjoy a good laugh – oh, what sweet medicine!

LEND A HAND - VOLUNTEER

Job hunting is a tough job. To keep it in better perspective, it helps to do volunteer work. By helping others in need can improve your attitude and appreciation for what you do have. Go to www.volunteermatch.org or www.volunteerkc.org for a listing of volunteer opportunities in the metro KC area.

JOB SEARCH

“The hardest work in the world is being out of work.”
~ *W. M. Young, Jr.*

35 JOB HUNT METHODS

It is not the number of jobs you apply to that defines your job search. Rather, it is your use of the most effective methods of job hunting. Have you heard of the black hole phenomenon? It is when a job seeker searches and applies for a job online – then sits back and waits . . . this will get you nowhere fast. The second prong in the 2-step application process is to get your resume to the decision maker.

PROVEN EFFECTIVE JOB SEARCH METHODS

Richard Bolles, *What Color is Your Parachute*, states that using more than four methods of job searching does not make the process more effective. What helps make the job more effective is developing a job search marketing plan that includes: (1) clear, concise professional objective; (2) define the skills you want to use; (3) identify your target market, ie: locations, size, environment, etc.; (5) identify target companies; and (6) identify sources of contacts – for the ultimate goal of connecting with the hiring manager.

OUTPLACEMENT SERVICES

If your company offers you outplacement services, take advantage of it. However, if your company offers you money instead, avoid the impulse to pocket all the money. Job search assistance is important and can save you time and energy, as well as money.

INTERNET JOB SITES

The mainstream job banks like monster.com and careerbuilder.com have not been as successful as hoped or advertised. Search engines have been helpful to many job seekers such as indeed.com and juju.com. Industry or profession specific job banks are helpful as well. In addition, professional organizations often have active national and local job banks.

IDENTIFY TARGET COMPANIES

Targeting companies you want to work for is an effective means of job hunting. Utilize a marketing directory to develop your list of target companies. The Sorokin's Directory is available on campus via the JCCC Library. If you have a Johnson County library card and pin number, you can access Reference USA from any location and perform a custom search by industry, zip code, sales, employees, etc.

RECRUITERS

Use of recruiters is helpful to a certain degree in helping jobseekers search for a professional position. However, remember, the recruiters do not work for you. Retained recruiters work for the company requesting the search – they get paid whether they place someone or not. Contingency recruiters work for themselves and the company requesting the search – they get paid only if they place someone.

HOW TO IDENTIFY TARGET COMPANIES

Find companies by reading the Kansas City Star newspaper, especially the business section, or the Kansas City Business Journal. Search companies by using the KC Business Journal Book of Lists. Use online databases such as ReferenceUSA.

JOB FAIRS – The Energy Zappers

Job fairs is an unlikely place to find professional level job opportunities. If you attend a job, go with the attitude “High Motivation, Low Expectations” and you will never be disappointed.

POSTING YOUR RESUME ONLINE

Active job hunting efforts are more successful than a passive search. Posting your resume online is a passive means of job hunting. In addition, it has been proven to be an ineffective job search method. To avoid any potential threat of identity theft, do not post your resume online.

APPLYING ONLINE

Do not apply online via a job boards. Rather, if you find a position on a job board, go to the company's website and apply. By doing this, human resource professionals feel you are targeting the company and your application is viewed in a brighter light.

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NETWORKING

"Be nice to people on your way up because you meet them on your way down."

~ Jimmy Durante

BUSINESS CARDS

www.vistaprint.com makes quality business cards for next to nothing. Go to their "free business card" section and fill it out. It costs \$5.95 for postage and you receive 250 high quality business cards. Typically, cards are received within 10 days rather than the posted three weeks.

CREATE A 30-SECOND COMMERCIAL

Your 30-second commercial is your introductory marketing statement about yourself. It contains three components: (1) Who you are (2) What you are looking for (3) Where you want to work. "Hi, my name is _ and I have _ years experience in the health care industry. I am looking for an opportunity in _. I would like to contribute _ (type of skills, experience, qualities, etc.) at ___." Humor is always appreciated and people are more likely to remember you and what job you are seeking.

GETTING THE MOST FROM JOB CLUBS

Job clubs are designed mainly to provide support and networking opportunity for the unemployed. Each job club has their individual mission, functions and services. Job clubs provide an opportunity to gain access to the informal job search market. To get help from others, give your 30-second commercial – define what kind of job you are looking for and where you want to work – share the list of your target companies. Attend job club enough to connect with others, be open and adaptable, follow job club rules and be of help to others. Always remember, first impressions last.

ART OF NETWORKING

For most, networking is a learned skill and for everyone, it is a necessary skill in today's job market. The word/action, networking, tends to have a negative connotation associated with it. Therefore, think of it as 'connecting' - consider the theory of "six degrees of separation" - it is believed that one is only 6 people away from connecting to anyone in the world – now apply this concept to your job search. Connect with people to find a connection to get connected to the hiring manager/decision maker.

\$\$\$ FINANCES

All I ask is for the chance to find out money won't make me happy!

~ Ashley Brillaint

APPLY FOR UNEMPLOYMENT BENEFITS

Kansas: for online unemployment insurance claim go to <https://www.uibenefits.dol.ks.gov>

Missouri: for online unemployment insurance claim go to <https://www.ui.dolir.mo.gov/es>

MAINTAIN HEALTH INSURANCE COVERAGE

Do not take the gamble! Maintain health insurance for you and your family. The most common cause of bankruptcy among middle class Americans is the inability to pay their health care expenses. Read the COBRA information your company provided you very carefully. To get a consumer's guide to health insurance by state go to www.healthinsuranceinfo.net. Compare insurance rates via www.ehealthinsurance.com, however many suggest you go directly through an insurance company rather than the link.

GET FINANCES IN ORDER

Assess the family budget and discuss ways to decrease monthly expenses, i.e.: cut cable television, renegotiate cell phone plan, stop eating out, reduce entertainment expenses, stop lawn service, reduce your child's extra-curricular activities, keep child at home rather than pay for childcare, ask the school for a reduction in meal cost. Grocery shop with coupons especially on double coupon days. Talk to your financial advisor. Talk to creditors to arrange new terms. Talk with your mortgage company. Talk to lender regarding car payment.

ELIGIBILITY FOR WIA EDUCATIONAL FUNDS

To check provisional eligibility for the WIA (Workforce Investment Act) educational retraining grant money or other training monies, Kansas residents go to www.kansasworks.com and Missouri residents go to www.greathires.org. Or, go to your Workforce Partnership Center (unemployment office) with your work separation paper to find out your eligibility for WIA funding. If eligible and if money is available, \$3,000 available for short-term training. JCCC is an approved educational provider and can help develop an educational plan for WIA purposes.

SURVIVAL JOB

If you need cash coming in, consider taking a survival job. A survival job lets you earn a paycheck, but allows you enough flexibility to continue your search for a professional level position. Survival jobs do not have to be within your profession or industry and do not have to be documented on your resume.

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RESUMES

If we could sell our experiences for what they cost us, we'd all be millionaires.
~ Abigail Van Buren

RESUMES

Gone are the days of just one resume. Resumes need to be revised for each new position. Create an electronic resume version of your resume. Nearly half of all mid-sized companies and almost all large companies are scanning resumes. Words used in a job advertisement, jargon words relevant to your industry and credentials applicable to your profession need to be incorporated into your resume to increase the chances of it meeting criteria used in the scanning process.

3-PARAGRAPH COVER LETTER

One of the most dreaded pieces of the job search – writing a cover letter. Make it easy on yourself by implementing the 3-paragraph model. First paragraph includes an intro statement which includes how you found out about the position, what position it is that you are applying for and state the company's name. Second paragraph includes one or two overall statements followed by 5 or 6 bullet points directed to the position sought. Third paragraph relays your interest and appreciation. The end.

THE INTERVIEW PROCESS

You never get a second chance to make a first impression
~ W. Triesthof

BEHAVIORAL INTERVIEWING

More and more companies are utilizing the 'behavioral' type interviewing style. Behavioral interviewing is based on the premise that "past behavior predicts future behavior". Companies ask for specific examples of past behavior such as use of your technical skills, management style, interpersonal skills, etc.

THANK YOU NOTES

Always send a thank you note after the interview. The note can be emailed, but people still appreciate a personal hand-written note.

SMALL BUSINESS OPTION

"What counts is not necessarily the size of the dog in the fight - it's the size of the fight in the dog."
~ Dwight D. Eisenhower

STARTING A SMALL BUSINESS

If you are interested in starting a small business, connect with the JCCC Small Business Development Center or the other centers throughout the metro area. Investigate taking the Fast Trac program developed by Kauffman Foundation.

SECURING FEDERAL CONTRACTS

To learn more about securing a federal contract or to be listed as a subcontractor, go to Heartland PTAC at 4747 Troost, KCMO, 816.235.2891 or www.HeartlandPTAC.org. To learn what contracts are up for bid, go to www.fedbizopps.gov.

SHARING YOUR SUCCESS

... to know even one life has breathed easier because you have lived – this is to have succeeded.
~ Ralph Waldo Emerson

COOKIE TIME!

When you have landed a job, share your success and gratitude to job club by sharing your story and cookies!
Your success gives other jobclubbers hope.
We are happy for you!
Please keep connected.