

Your Career *101*

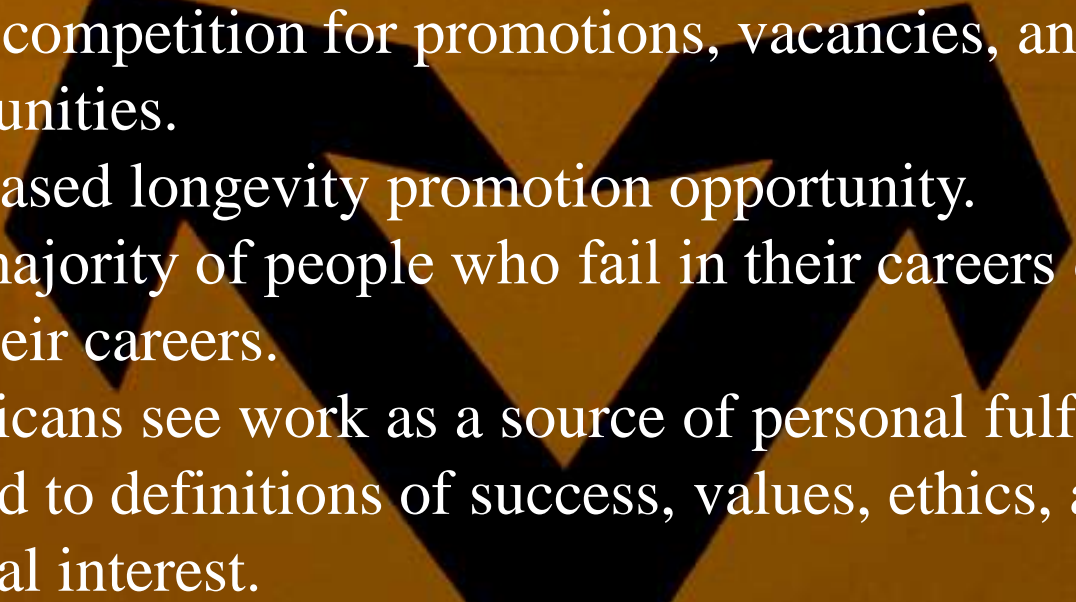
Succeeding in the New
Workplace

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<http://www.rmbaron.com>



Why should you manage your career?

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- More competition for promotions, vacancies, and other opportunities.
 - Decreased longevity promotion opportunity.
 - The majority of people who fail in their careers don't plan their careers.
 - Americans see work as a source of personal fulfillment and tied to definitions of success, values, ethics, and personal interest.

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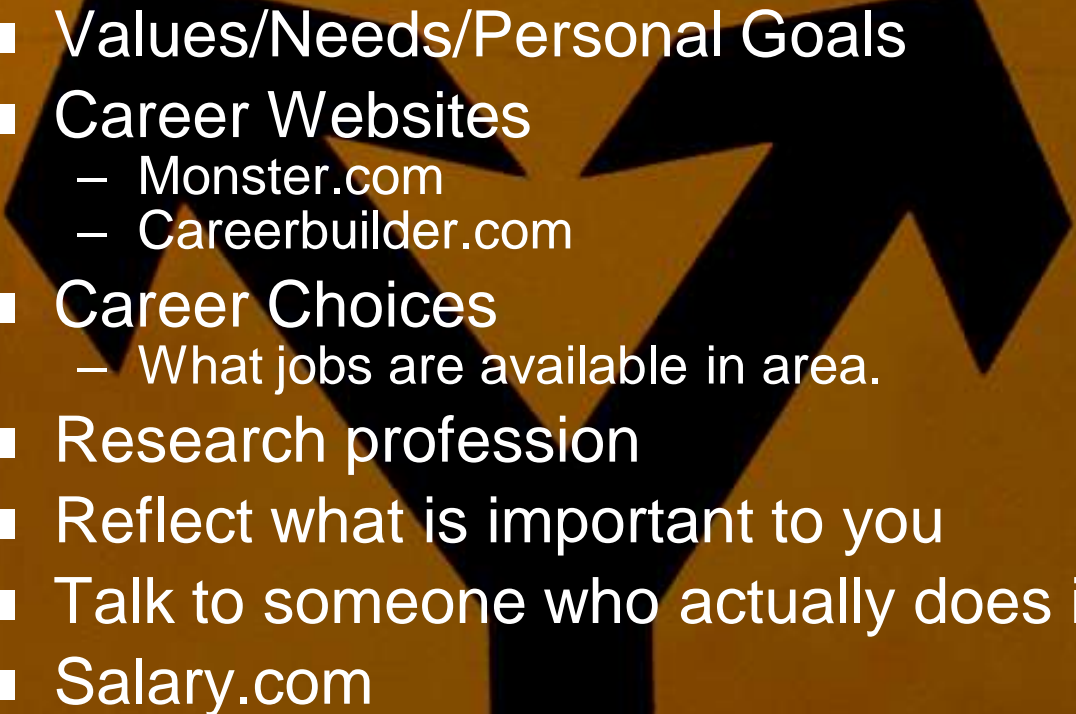
The New Workplace:

- Retiring baby boomers.
- Gen X'ers/Gen Y'ers.
- International Influence.
- Organizations based upon performance measures.
- Rapid workplace changes and increased organization pace.

The Corporation of One:

- Development
 - School, Reading, Professional Journals, Certifications,
 - Leadership Training, Business Training, Computers.
- Win for the Organization/Win for the Employee.
- Only remaining stable employment is continuous development.
- Identifying what is important to you:
 - Promotion
 - Transfer
 - Change Jobs
 - Leave Organization

Career Decisions:

- 
- Values/Needs/Personal Goals
 - Career Websites
 - Monster.com
 - Careerbuilder.com
 - Career Choices
 - What jobs are available in area.
 - Research profession
 - Reflect what is important to you
 - Talk to someone who actually does it
 - Salary.com

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Career Decisions:

- Is there a need?
 - Monster.com
 - HotJobs.com
- School or On the Job?
- How much education do I need?
- How fast will I get the job?
- Education
 - Residency
 - Online
 - Distance Learning
 - CBT
- Set your goals with timelines

Your Resume

- Everyone should have one
- Update it every year
- Elements
 - Contact Information
 - Objective
 - Employment History
 - Education
 - Training/Development
 - Other

Your Resume:

- Paper Resume
 - Simple Font
 - Courier, Times New Roman
 - Paper Type
 - Heavy Bond
 - Watermark
 - Buy a resume kit at Office Depot or OfficeMax

Other Documents:

- Cover Letters
- Certifications
- References
- Transcripts
- Letters of Reference

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Break Time

- 15 minute break.....



Onto the Search



The Hunt is On...

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Self Promotion (External):

- Networking
- Certifications/Diplomas
- Community Involvement
 - Charities
 - Churches
 - Civic Groups

Self-Promotion (Internal):

- Be an Expert
- Networking
- Organizational Involvement
- Committees
- Volunteering

“Not just my job, but what can I offer as a person”

Interview Success Outline:

■ Preparation:

- Really research the organization
- Practice, Practice, Practice
- Dress
- Shine your shoes
- Psyche yourself up
- Smile and be nice TO EVERYONE
- First Impressions
- Bring something
- Keep the organization and their needs in mind

Interview Success Outline:

- Bond with each interviewer
- Listen
- Eye Contact
- Lean
- Be Enthusiastic
- Offer More
 - Get everyone's business card
- Ask "good" questions
- Don't take control of the interview
- Reply later to questions you couldn't answer (or answered badly)
- Thank you CARD
- Follow-up again

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Job Searching Ideas: (The Key is Diversification)

- The Search:
 - Internet
 - Preferred Employers
 - Agent Registration
 - Major Board Registration
 - Monster.com
 - Careerbuilder.com
 - Regional Board Registration
 - Jobfocus.com
 - Ad-VANCE.com

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Job Searching:

- Recruiting Firms
- Staffing Agencies
- Temporary Employee Firms
 - Ad-VANCE Personnel
 - TOPS Staffing: Sarasota

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Job Searching:

- Newspaper
 - Classified Ads.
 - Business Section/Local Section
- Public Library
- Networking
 - Friends
 - Relatives
 - Co-Workers/Supervisors
- Informational Interview
- Teachers/Professors/Instructors
- Clergy

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Job Searching:

- Potential Employer Relationships:
 - Keep secret files (likes, hobbies, family, birthdays, etc.)
 - Keep a tickler of people you want to work with
 - Make friends
 - Help others succeed
 - Follow-up, Follow-up, Follow-up

“Never stop, Never give up”

Closing Comments:

- Never Ends (Avg. Adult will Change Career 4 times)
- You are responsible for your career
- Learning is “Life Long”
- Look towards the future
- Keep asking yourself, “Am I happy?”



Questions:

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A large black 'Y' shape is centered on a yellow rectangular sign. The sign is mounted on a black post. The background is a clear blue sky. The text 'Thank You!' is written in a bold, yellow, sans-serif font across the middle of the 'Y' shape.

Thank You!

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