

STRATEGIES ON ACHIEVING REEMPLOYMENT

The word "SOAR" is written in a large, bold, blue serif font. Above the letters, a blue paper airplane is shown in flight, pointing towards the upper right. The airplane's path is indicated by a series of light blue dotted lines that form a series of loops and curves, suggesting a trajectory or a path of growth. The background is white, and the overall design is clean and professional.

SOAR

The logo for WorkNet Pinellas. The word "WorkNet" is in a bold, sans-serif font, with "Work" in blue and "Net" in orange. A thin blue horizontal line runs underneath "WorkNet". Below this line, the word "PINELLAS" is written in a smaller, blue, sans-serif font. The logo is positioned in the bottom right corner of the slide.

WorkNet
PINELLAS

MUTUAL AGREEMENT

A mutual agreement between the Job Seeker and the Re-Employment Specialist stating that we are willing to provide the jobseeker with resources & services to ensure you reach your maximum potential to become gainfully employed.



Building your Future

We the job seekers are committing ourselves to attend the (4) sessions of SOAR, complete all task within the workshop, homework assignments and schedule ongoing appointments to obtain necessary assistance throughout your reemployment endeavors.

GETTING PAST THE LOST OF A JOB

Many of us define ourselves by our work. We calibrate our self-worth by what we accomplish or do not accomplish, what we earn or don't earn.

In other words, if a project fails, then we are failures. If a project takes off, then we are wonderful. If we are out of work, who are we?



GETTING PAST THE LOST OF A JOB



The loss of a job might be so destabilizing that the person experiences:

- **Difficulty waking up in the morning or experiencing sleep disturbances**
- **Craving and eating the wrong foods, particularly stimulants**
- **Fatigue**
- **Irritability**
- **Cocooning at home**
- **Loss of ambition**; the perception that there are no other jobs out there
- **Submissive or abusive behavior**

GETTING PAST THE LOST OF A JOB



Denial: The psyche needs to protect itself and absorb what has happened little by little, instead of all at once. Recite the job loss story over and over to take the sting out of it; distract yourself with positive friends, outdoor activities or your community center.

Anger: You can turn the anger outward and play the victim, or twist the emotional sword inward. Either way is an energy drain. Reinterpret the scenario compassionately; be kind to everyone, especially to yourself! Release anger in a healthy way through exercise, visualization and breathing.

GETTING PAST THE LOST OF A JOB



Bargaining: This is “the what if or I should have” stage. The mind is engaged in negative streaming, brain-locked in an upsetting point in time. Be aware of negative thought streams to objectify them; have a logical discourse with your thoughts. Then you can invest your energy into a solution.

Depression: The sadness sets in and the feelings need to come out. Crying is good; there is great truth in the saying, have a good cry. Watch movies with a similar life crisis to bring out suppressed feelings; see how the main character resolves his unemployment crisis. Then laughter is a wonderful pick-me-up after the crying. It will release feel-good chemistry.

CHOOSE YOUR FUTURE

Get this picture ... you can and must choose where you are going, or you might end up somewhere else!

Choices abound. Even when we think we have no choice we usually have several alternatives. And if we don't choose, that is a choice. And with every choice, there are consequences. The choices we make determine our destination ... our **FUTURE**.

In a successful job search one chooses a “future focus” consciously, carefully and confidently. It saves time, allows others to help and engages all one's resources toward one goal. The future focus involves decisions about career, job, geography, industry, company and bosses.



CHOOSE YOUR FUTURE

Gradually you will come to the acceptance that nothing can change what has happened. This is when you can start to let go of the past and begin to look forward; you can consider your options or explore new alternatives. This will be a very active time for most job seekers. Over a period of time, the great majority of people come to terms with what has happened and its implications.

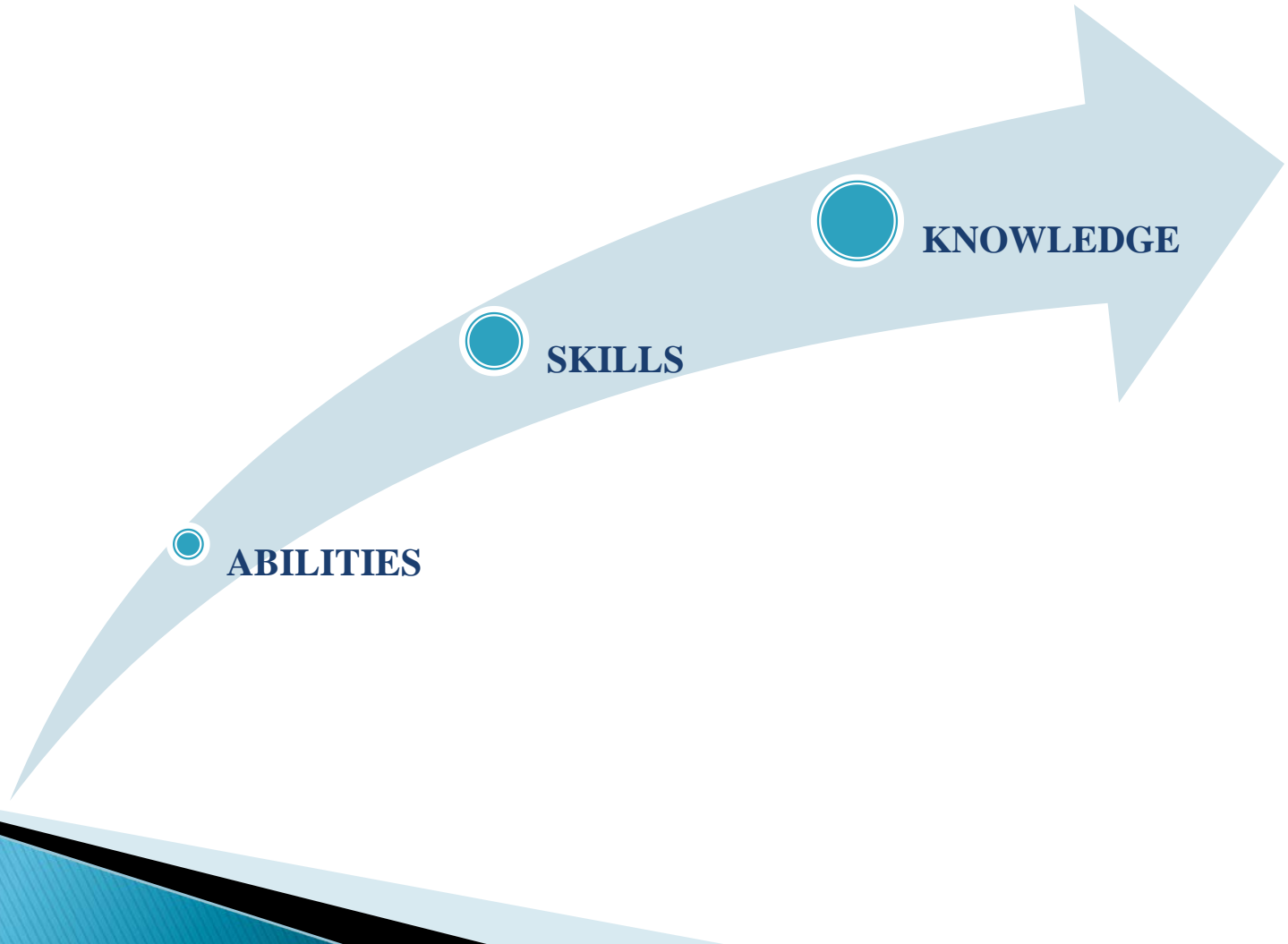
Because we are acquainted with loss and failure, we will not fear it again like the first time. We are ready to network, update our job skills, take classes and rewrite the resume. In some respect we might even say that losing that job was the best thing...

Here today we are going to look forward and learn all about career management and job search solutions to get you through to your next career.



STEP ONE

Assess Your Skills



ASSESS YOURSELF



Assessing yourself means knowing what type of jobs match your interests and personality. It also means thinking about the type of skills you can offer an employer.

Knowing which skills you have and why employers want them you are more likely to find a job that is a good match for your career goals.

The skills assessment helps you find occupations that use the skills you have. These assessment tools will not tell you what to do. They help you explore options and decide for yourself.

www.employfloirda.com

www.bridges.com



SOFT SKILLS

Soft skills are your personality traits, attitudes, and manners. They can also include the clothes you choose to wear, your hairstyle, and overall appearance. Soft skills are sometimes called people skills, interpersonal skills, or work-readiness skills.

Unlike technical or hard skills, soft skills are transferable. That means you can use them in more than one type of job. If you can show employers that you have both technical and soft skills, you will have an advantage during the job search.

- ✓ ***Multi tasking***
- ✓ ***Flexible***
- ✓ ***Work well under pressure***
- ✓ ***Fast learner***

GAINING SKILLS

Learning technical skills often requires formal training. This might be a college degree for a dental hygienist, a job-training program to be an administrative assistant, or an apprenticeship for a plumber.

Some technical skills can also be learned on the job. However, most high-paying occupations want people with formal training and/or previous experience. This can be frustrating to job seekers with little or no related work experience. They are not able to get hired to gain that experience.

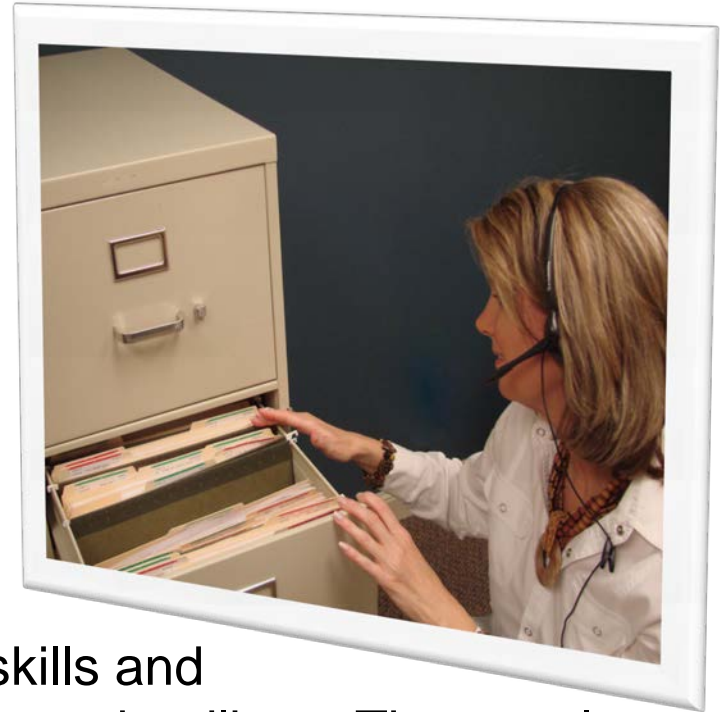


VOLUNTEERING & COMMUNITY SERVICE

Non-profit agencies and community groups need people to help them with tasks related to their everyday operations. This may include office work, computer projects, accounting, working with clients, planning events, building maintenance, or transportation and construction.

As a volunteer, you could help with a short-term project or work on an ongoing basis. Volunteering allows you to learn new skills and proves that you can complete projects and meet deadlines. The people you work with may also be willing to give you a good recommendation.

Find a volunteer opportunity that is work related so you can add it to your resume.



TRAINING ASSISTANCE FOR THE UNEMPLOYED WORKER

Also known as WIA

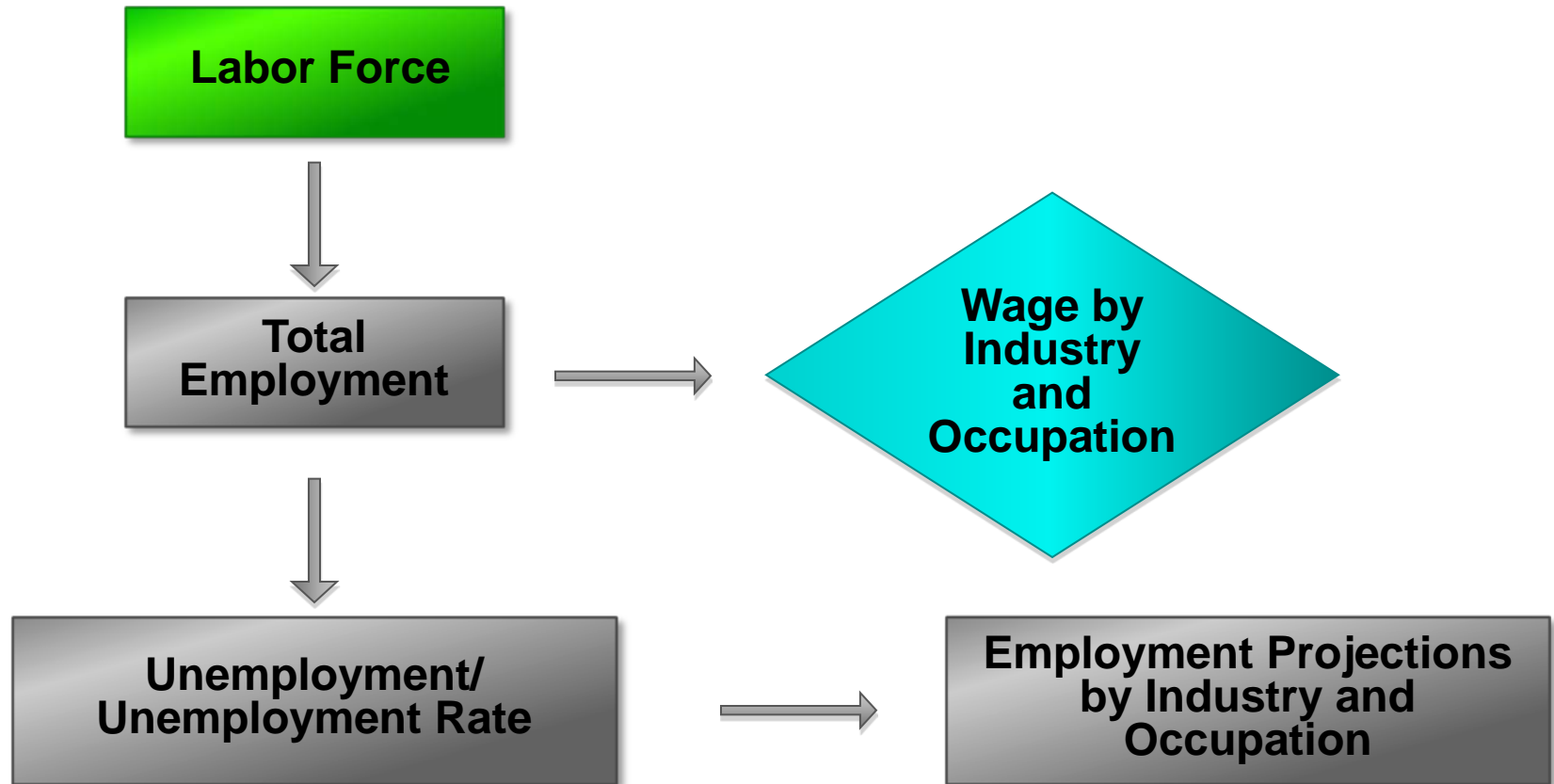


The goal of Florida's Workforce Investment Act (WIA) program is to build a skilled workforce that employers need. This program is designed to provide training opportunities in high demand occupations to increase employment, retention and earnings of WIA program participants. The Training for the Unemployed Worker program is funded by the Workforce Investment Act (WIA).

Individuals interested in training for a new career may be eligible for assistance through the Workforce Investment Act. Available services based on need determination include; tuition assistance, books allowance, uniform/supplies, vocational guidance and career counseling.

LABOR MARKET INFORMATION MISSION

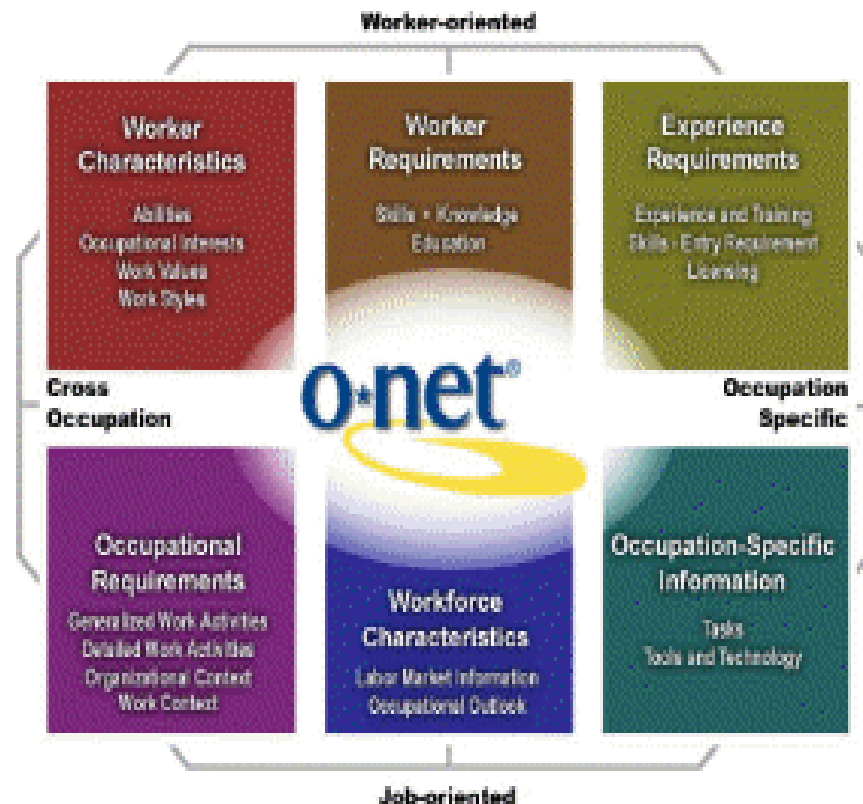
Produces, analyze, and deliver labor statistics to improve economic decision making.



OCCUPATIONAL INFORMATION NETWORK (O*NET)

Provides comprehensive information on key attributes and characteristics of workers and occupations.

O*NET Home Page: <http://www.onetcenter.org/>



FLORIDA RESEARCH AND ECONOMIC INFORMATION DATABASE APPLICATION

FREIDA – Florida Research and Economic Database

- Internet-based labor market and economic database for analysts, businesses, and jobseekers;
- Designed to view current and historical data;
- Ability to
 - Create, view, export, and print your own tables and profiles by area, industry, or occupation;
 - Customize your own regions, graphs, maps.

<http://freida.labormarketinfo.com/>



FLORIDA OCCUPATIONAL EMPLOYMENT AND WAGES (FLORIDA WAGES)

Provides detailed occupational employment and wage information based on user-defined queries which can be compared to similar information for other areas, industries or related occupations.

Florida Wages: <http://www.floridawages.com/>



WHAT PEOPLE ARE ASKING (WPAA)

Provides employers and job seekers a look at industry and occupational forecasts, current pay levels, occupational profiles, and workforce availability for Florida and the workforce regions based on a defined set of frequently asked questions.

WPAA: <http://www.whatpeopleareasking.com/index.shtm>



WHAT PEOPLE ARE ASKING (WPAA)

What People Are Asking (WPAA)

Internet based FAQs – <http://www.whatpeopleareasking.com>

Job Seekers

- What are the hot jobs?
- What do hot jobs pay?
- What kind of skills, knowledge, and experience do I need for the hot jobs?
- Who trains for the hot jobs?
- What companies employ the hot jobs?
- What kind of skills, knowledge, and experience do I need for jobs?
- What jobs use my skills?
- Where can I find a job?
- What jobs are available now?
- Where can I find training assistance?

Businesses / Employers

- What is the size of the labor force in my area?
- What types of industries are in my area?
- What types of companies are expected to grow in my area?
- What are the hot jobs in my area?
- What do jobs pay in my area?
- What kind of skills, knowledge, and experience do jobs require?
- How many job seekers are available by occupation?
- Where do I go to hire available workers?

FLORIDA'S CAREER INFORMATION DELIVERY SYSTEM (CHOICES)

Provides career assessment and skills inventory information for adults, students, counselors, and educators.

CHOICES:

<https://access.bridges.com/auth/login.do?market=adult>

STEP TWO

Set Goals



SPECIFIC



MEASUREABLE



ACHIEVABLE



REALISTIC



TIMELY

CREATE S.M.A.R.T GOALS

The career action plan describes steps you will take to reach your goals. In this case the goal is usually a particular career objective. It can be a particular occupation, a rung on the career ladder, or an earnings level.

Goals may be either short or long term. Long term goals can take about one to five years to achieve, while short term goals are reachable in weeks, months, or one to three years. Short term goals are often a step along the way to our long term goals.

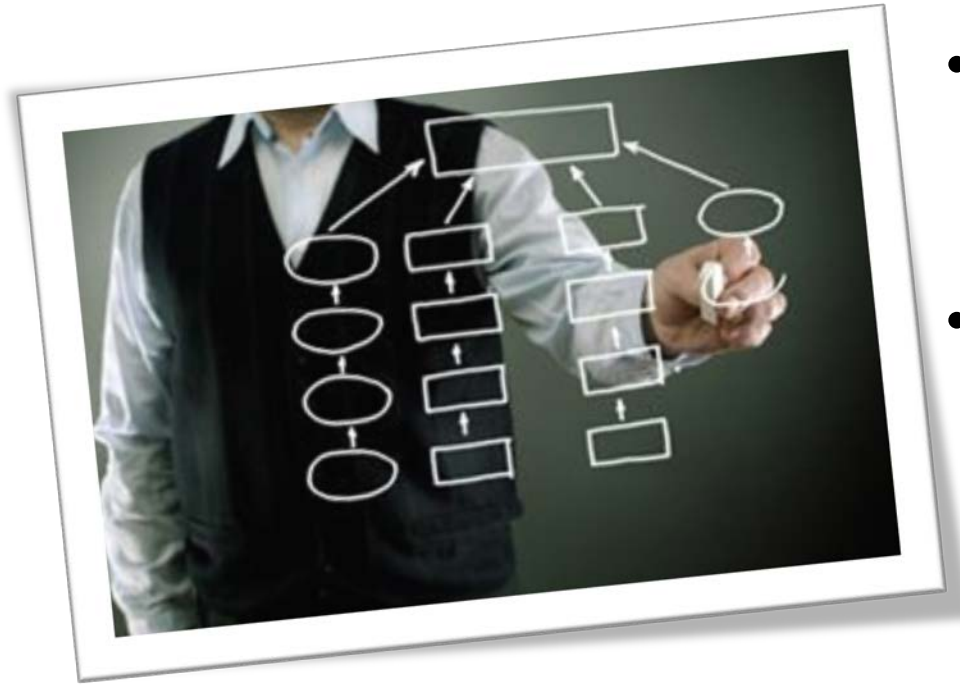


SELF INVENTORY

- Can you clearly and concisely state your short-term and long term goals?
- Can you list your assets in terms of your top five skill sets and personality strengths?
- Can you identify the three accomplishments you are the most proud of professionally?
- Have you determined the salary range you will consider?
- Are you really mentally prepared to devote the time and energy to your search?
- Can you be persistent?

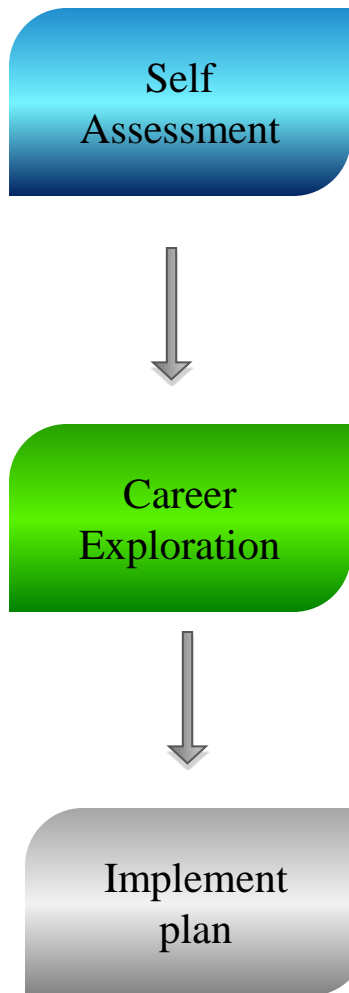


MAKE A CAREER PLAN



- Write down your plan, create a schedule and stick to it.
- Have a daily or weekly goals with deadlines. Job searching is a full time job; treat it as such.
- Your daily schedule should allow you to job search, follow up on applications and interviews, and to research leads. You should also allow for time to nurture your network and add people to your network.
- You should also find time to clear your mind and relax

MAKE A CAREER PLAN



- Identify your major strengths, core competencies, area of expertise in your specific field
- What are you great at doing?
 - Put together a summary of qualifications that talks about these areas and which relates directly to the job you are applying for.
- Identify industries, companies and geographic areas where your skill sets are needed. Keep in mind your transferable skills.
- Create several specific job alerts with several job boards to get emails on newly posted positions. This will keep you informed on jobs and the type of qualifications required, buzz words, and specific lingo commonly used in your industry.

FOLLOW YOUR CAREER PLAN

- Set realistic time frames and adjust them as needed.
- Make sure your activities are specific and achievable.
- How will you reward yourself for achieving even your smallest activities?
- Who will support you and help you?
- Tell people about it and get their feedback and support.



FOLLOW YOUR CAREER PLAN

You've set your career goals and defined the steps necessary to achieve them. Now follow your written plan.



Review and update your career plan

- You may run into roadblocks or want to change your mind. Don't be discouraged!
- Take a look at your career plan and adjust it as needed.
- Change your activities if they aren't working for you take a different path to achieve your goals.
- Understand that the world of work changes quickly and so can you.
- Once you achieve your career goals, reward yourself and rethink your goals. Careers are a life-long journey
- Make it happen with your time and energy. **Just do it!**



STEP THREE

Plan your attack



TALE OF MULTIPLE RESUMES

Some people have one resume. Some people have three. Some people have even more. They all want to know the answer to one question. Is one resume all I need? The answer to that question in most cases is no, but it really depends on you and what career goal or goals you have set.

The truth of the matter is the more you want to achieve in your career, the more resumes you will need. What further complicates the process is not knowing what direction to take your career at the current moment. If you more than one specific area, job role or industry, you will need multiple resumes.



WHY CAN'T I JUST PUT ALL MY INFO IN ONE RESUME?

You might be applying for 2 different jobs in the same field, both of which you are qualified for. However, the skill sets required for each job are different. **Adding information not relevant to the job complicates the process for people in Human Resources.** You need to focus your resume to each particular job from your varied assortment of skills and experiences to make the decision for the hiring manager as easy as possible.




SO I NEED 2 RESUMES?

You will only need 2 resumes if you have 2 career goals. If you are searching for a job in sales, one resume may be enough. If you are also searching for a job in investing, you will need at least 2. Similarly, you would likely need 2 resumes if you were applying for a job in advertising sales versus a job in retail sales.

Writing a generalized resume for each of your different aspirations is too extensive. Not only is it far too long, but it does not help employers match their focused job description and skills to you as a candidate.

The goal is to have the hiring manager look at your resume and know immediately that you are a good candidate for the job. Anything that gets in the way of that is not necessary, and will likely see your resume in the trash.



YOUR RESUME HAS 3 AND POSSIBLY 4 AUDIENCES

- **ATS (applicant tracking systems)** – These systems use key words to screen resumes. They're not flawless, meaning they could miss out on great candidates like you.
- **HR or recruiters** – If you were selected by the ATS then a real person will look at your resume to further screening. **Don't make this person figure out if you are a great candidate.**
- **Hiring Manager** – this person will only get the top resumes screened by HR or recruiters (10-15). Hopefully your resume is targeted that shows clearly why the Hiring manager should call you for an interview.
- **Hiring Managers' boss** - Depending on the job, the hiring manager might also ask his/her boss for opinions on whom to bring in for the interview.



DO YOU KNOW THE MOST IMPORTANT PART OF A RESUME?

It's all about the summary – Recruiters typically devote only 10-15 seconds to read any resume. To make that precious time count, job seekers need to create concise, attention-grabbing profiles that make employers want to know more.

Some people refer to the professional summary as the resume equivalent of a 30 second sales pitch or an elevator speech.

- **Keywords that match those of the job description**
- **Hard skills (professional and technical experience)**
 - **Soft skills (personal attributes)**
- **Anything that sets one apart from other candidates**
 - **Advanced degrees**
 - **Years of experience**
 - **Interesting achievements**

WELL WRITTEN CAREER SUMMARIES

QUALIFICATIONS

- Four solid years in the Human Resources field.
- Extensive background in recruiting.
- Ability to maintain high level of confidentiality.
- Quality writing and communication skills.
- Strong ability to multi-task under pressure.
- Knowledge of Federal & State Employment Laws.
- Advanced knowledge & proficiency in Microsoft Excel, Word, Access, & Outlook.
- Fluent in Spanish.
- Type 50 wpm.

EXPERIENCED RESTAURANT & HOSPITALITY MANAGER

Ten years' experience working in casual dining, fine dining, and family dining restaurants, bars, and taverns. Excellent skills in all front-of-the-house operations combined with an outgoing and engaging personality that attracts customers and builds a loyal and repeat clientele.

Core competencies and qualifications:

- Bar Operations & Management
- Public Relations Cash Drawer Management & Loss Prevention
- Guest Seating & Table Set-Up
- Daily Sales Reporting & Reconciliation
- New Hire Training & Orientation Kitchen Operations & Prep Work
- Microsoft Office proficiency

FULL DISCLOSURE

- You should have a checklist with all your past/current work history.
- All your experience with dates
- List of company supervisors, addresses, contacts
- Awards and honors
- Articles, publications, speaking engagements
- History of community service



GOOD RESUMES

- Are easy on the eyes and easy to read
- Present information so recruiters can find it quickly
- Highlight important information and experience
- Tell a good story
- Don't make any mistakes

Bad Resumes

- Give recruiters a reason to screen you out
- Contradict the candidate's experience or skills
- Draw attention to gaps in experience or skills
- Are exhausting to read and make information hard to find
- Arrive naked, with no context



PREPARE JOB SEARCH MATERIALS AND DEVELOP JOB SEARCH SKILLS

Once your job goals have been targeted, resumes and application letters can be tailored to reflect your qualifications as they relate to the interests of prospective employers.

While most job applicants are well aware of the need for well prepared resumes and cover letters, many do not realize the need to spend an equal amount of time mastering job search skills necessary to be effective in today's market.

- Learn which job search strategies are productive
- How to interview effectively
- How to market yourself well.



AFTERTHOUGHT....

You should keep track of all of your resumes in a spreadsheet or some other manner you are comfortable with. When and where it was sent, which type of resume it was, what the result was that came from the application. This will not only allow you to remember when and where you applied, but also which resumes resulted in the most interviews. As you make changes to your resumes or develop new ones, you can track their success against the previous ones.





OPPORTUNITY ANALYSIS

- Can you list your three fields of employment that would be a good fit for you?
- Do you know the current trends in each?
- Can you list three specific jobs titles you will pursue?
- Do you know the qualifications for each job title?
- Can you name at least ten employers that might hire you?
- Have you researched the organizations and opportunities for which you will apply to ?
- Do you have a sense of approximately how long your job search will take
- Do you have an established timeline?

Research
Analyze
Plan

Step IV

Guide to Effective A Job Search



JOB SEARCH STRATEGIES

A successful job search employs multiple approaches. Many want to know how to plan well and then how to turn the plan into results. With the right mix of methods and weekly prioritization, the job search will achieve success.

Most job seekers waste time by looking in the wrong places, and doing little to manage their time so as to achieve effectiveness. Often effectiveness is ignored while pursuing efficiency during the search.



INNOVATION
SUCCESS
EVALUATION
DEVELOPMENT
GROWTH
SOLUTION
PROGRESS
MARKETING

GUIDE TO AN EFFECTIVE JOB SEARCH

How do you get your job leads? You should 'refresh/resave' your resumes within these boards.

- Professional Network & Family/Friends - LinkedIn® (www.linkedin.com)
- Job Boards - Employ Florida (www.employflorida.com), Monster.com

What job boards do you use?

- It's better to have about 3 complete and effective profiles than several incomplete ones
- Create profiles and job alerts with industry specific job boards
- Make sure your profile in www.employflorida.com is complete: Resume, background wizard, virtual recruiter

How do you apply for jobs?

- Online, Company's website and job boards



DO'S AND DON'TS

- Do not waste time responding to long shots.
- Personalize your response as much as possible.
- Direct your materials to specific individuals, not "To Whom It May Concern," or "Dear Sir/Madam," unless the advertisements are blind newspaper ads (name of organization withheld).
- A quick phone call can provide appropriate names. In a blind ad, address your letter to a specific position title, (e.g., Dear "Marketing Manager").
- Try to contact or write to the manager who will make the final hiring decision as well as the personnel representative named in the advertiser



HOW MUCH TIME DO YOU SPEND ON ONLINE JOB BOARDS?

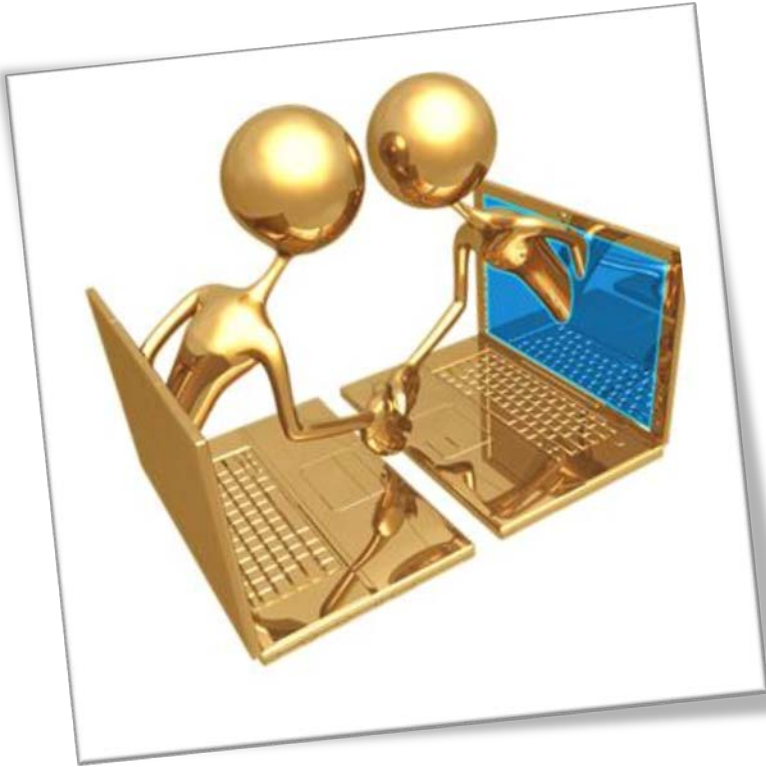
70% Networking – 30% Online



Formal Networking: LinkedIn; Various Job Clubs; Professional Organizations, Organized Groups, Community Service & Volunteering

Informal Networking: Interest Clubs – reading, cooking (find an interest, join clubs, look for events.)

DEVELOP A NETWORK CONTACT



Once you have targeted a career or specific position, you should acquaint yourself with professionals in that field or organization. These professionals offer you an insider's view and can constitute your contact network, which can open doors that might otherwise remain closed.

Your network can also consist of family members, friends, classmates, professors, and electronic discussion groups.

NETWORKING

- Join several Industry, Professional, Regional and Jobseeker Groups to see job opportunities and networking events
- Participate in a few carefully selected discussions
- Follow companies (new hires, promotions, departures)
- Add more strategic connections (recruiter, HR, professionals working at Targeted companies)



SOCIAL MEDIA



- 90 percent of consumers trust peer recommendations.
- Social media is not just about publishing content. It's about listening to your customers and creating relationships.
- Start exploring social media sites: LinkedIn®, Facebook, Company Blogs, Twitter, etc
- Set up monitoring of what's being said online about the organizations of interest

KEY ACTIONS WHEN APPLYING FOR JOBS & FOLLOW UP

- **Apply for a job more than one way** – Don't rely only on online applications. ATS (Applicant Tracking System) are not perfect and your resume might not make it to the hiring manager even if you are qualified.
- **Follow up is crucial after applying and after the interview** – following up on a job application is crucial in the job search process. You should follow up one week after you have applied. It is true that you may not always get a name and phone number. However, by doing your homework you can find contact information and follow up.
- **Use the following resource to find names and contact information for companies:**
 - **LinkedIn®.** There is a section to look up companies and “follow” them. This gives you information about some key personnel, new hires, promotions, departures and former employees. You can look people up by name.
 - **Reference USA.** This is an online database for U.S. business. You can get access to it with your library card if you are a Pinellas County resident.

KEY ACTIONS WHEN APPLYING FOR JOBS & FOLLOW UP

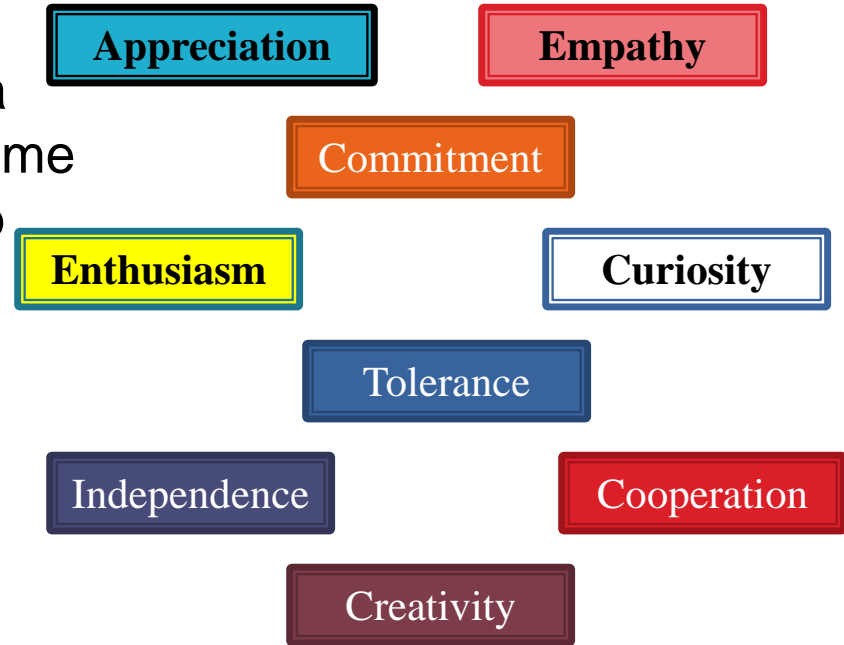
- **Chamber of Commerce.** Find the online businesses directory and look for company representatives to have at least one contact name. Then, you could look them up on LinkedIn®.
- **Company Websites.** If you spend some time on the company's website you might be able to find a name or email address or the 'contact us' form.
- **Press Releases.** You can Google the companies' press releases to get some names as well.



ATTITUDES

Well armed with a realistic self concept, a fair idea of the current job market, and some well made decisions about the type of job you are looking for, you now head off in search of that job.

However, before you get stuck into the skills necessary to win a job, let's look at your attitudes...



Attitudes to Looking for Work

Which of these words **describes you** as a job seeker?

Keen, assertive, scared, apathetic, self defeating, over sensitive, creative, disciplined, couldn't care less, nervous, slack, uninspired, careful, over confident, timid, ambitious, flexible, depressed, complaining, comic, smooth, cheerful, intelligent, impulsive, despairing, organized, cowardly, shy, egotistical, hopeful, bored.

YOUR 30 SECOND COMMERCIAL

One way to do this is to prepare a 30 second commercial that will state your purpose, reemphasize their need and suggest your apparent desire and ability to fill that particular need.

This can be done by giving a brief description of something you've done that will be invaluable to them or a part of your education that is required for that specific position. Examples are an excellent idea.



YOUR 30 SECOND COMMERCIAL

We forget when we lose our jobs or when we find ourselves in the position to be seeking a new career that we need to focus on the employer's need to know instead of our need to tell.

Perhaps if you were applying for a position in sales you may say something like - **“I am a polished professional with documented proof of success, a 4 year degree in marketing, a sincere desire to promote your products and the ability to close the deal with individuals at all levels if given the opportunity to do so. I am here today because I recognize your need and have the qualifications necessary to fill this position and make both of us benefit in the process.”**



STANDING OUT FROM ALL THE REST

30 second commercials are also good to use at networking or industry events as well as when talking to recruiters or hiring managers at career fairs.

Take the time to develop your script so that you are comfortable talking with anyone. Your speech should be memorable and effective and create interest on the part of the listener.



DEFINE WHO YOU ARE

Choose a combination of the following components that will comprise your pitch:

- Greeting...include your first and your last name
- Experience...accumulated experience in your specific industry and jobs
- Areas of Expertise...your major job functions and skill categories
- Strengths...specific skills that you possess
- Accomplishments...specific accomplishments that emphasize your strengths
- Professional Style...traits and characteristics that describe how you perform your job
- Job Search Strategy...what you want to do with your experience



STAY OF TARGET AND FOCUS ON SUCCESS

There are a lot of things that need to be said in a matter of seconds without rambling but not being too vague. The trick is crisp, descriptive language without being over-detailed. Cover the essentials; who you are, what you do, why are you there? State what kind of position you are pursuing. It will help if you give qualities about yourself that you can bring to the prospects' companies. Highlight your professional strengths and abilities that could assist potential companies. Remember it's not what you can do, but how you can help them.

Some sentence starters that you can use:

I also have a solid background in...

My strengths are...

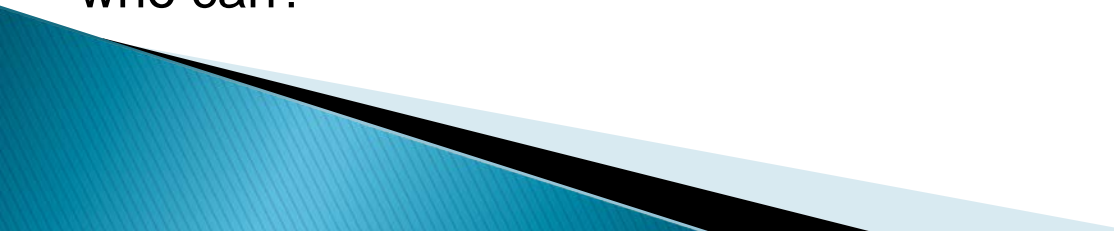
I have _____ years of experience in...



PRESENT YOURSELF WITH CONFIDENCE

Maybe you are going to interview for the position of manager. In this case you may say something like—**“As a successful manager I possess the ability to chose, lead, hire, fire, motivate and mentor groups of individuals. My teams have won numerous awards in the past due to my constant positive reinforcement & management style. I would love the opportunity to discuss my unique ability to help to make your sales team(s) one cohesive group who will work together to make your company grow continuously regardless of the economy or September 11.”**

Once again, be certain whatever you say in your 30 second commercial is true of you and not just something that sounds great. Honesty is and always will be paramount in any interview situation. Do not be afraid to toot your own horn and let the hiring manager know what you have to bring to the table. After all, if you can't tell them about how great you are, who can?



MULTIPLE APPROACHES

- Do you have a good organizing and tracking system for your job search?
- Have you set up a daily job search routine to maximize and efficiently use your time?
- Have you thought about what resources you will need to achieve your job search objectives?
- Can you list the top ten people you should network with first?
- Can you think of at least five techniques to find a job?
- Can you list more than five staffing agencies that might be able to help?
- What three online job sites will you post your resume to?
- Have you thought of an alternative plan if your search runs into problems



STEP FIVE

Interviewing Techniques



INTERVIEWING 101

Generally, the company will explain the procedure before your interview so you will have time to prepare. Remember, preparation is the most important thing.

Being on time for an interview is very important. If late, it will reflect badly on how the interviewer sees you. Few excuses will work if you are late. However, if you plan ahead and scout the interview location before, check traffic reports, check bus schedules, and follow weather reports, lateness will not be a problem. If you find that you are going to be late, call the employer and explain that you have been delayed.

While this is not the best situation, a call may show you are responsible and determined to meet your commitments.



INTERVIEWING 101

Personal grooming is very important on the day of the interview. A fresh shower, a clean shave (for men), brushed teeth, and brushed or combed hair are all good grooming habits.

Applicants are urged not to wear any perfume products including after shave cologne as many individuals have allergies and find scented products offensive. The person interviewing you may be one of these individuals.





INTERVIEWING 102

The keys to successful interviewing lie in preparation for and then controlling the interview. Most interviewers are not prepared, so it is vitally necessary that job seekers prepare all the more. There is no reason to leave the outcome of an interview totally to chance.

To prepare involves several components: gathering information, determining objectives for that encounter, rehearse.

To properly control the interview involves knowing when and how to use the 30 Second Commercial, creating dialogue, listening well and selling yourself as the “solution.”

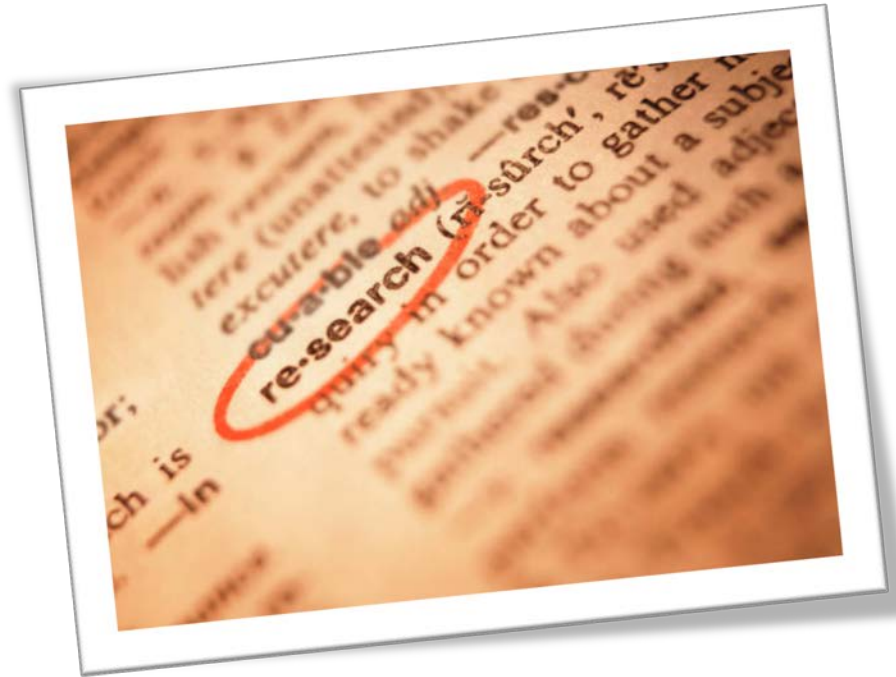


HAVE A CLEAR UNDERSTANDING OF THE POSITION YOU ARE APPLYING FOR

Do not minimize your needs just to fit with the position. You want to make sure you fully investigate the position and research the market.

If you do the necessary research on all the different aspects for the position, including the company and interviewer, and then tailor your questions, you will be golden.

Good answer to tough interviewing question is something everyone wants to have. You want to be prepared to answer questions concisely and confidently. This all about being in control during the interview.



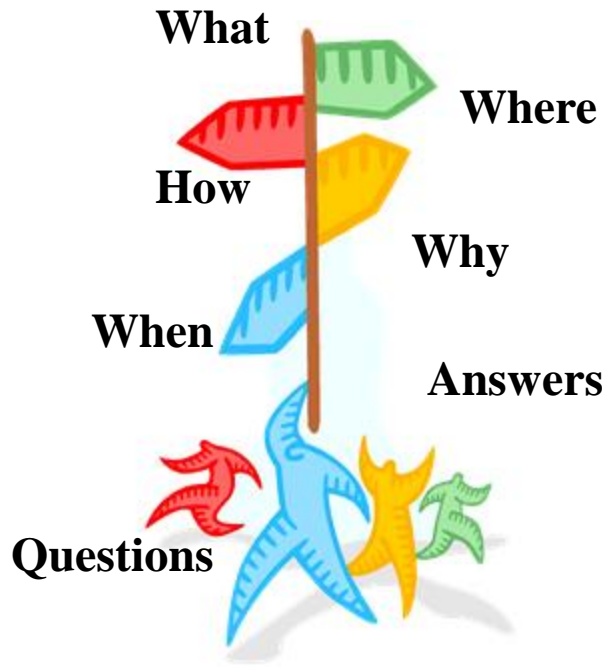
WHAT KIND OF QUESTIONS WILL THEY ASK?



When you make up your top ten interview questions, these should go to the heart of your objectives, which will allow you to make a complete and well-informed decision if this is the best possible fit for employment.

What about those really hard questions? You realize that none of them are really that hard if you are prepared. No one likes surprises or wants to look bad, so give yourself a break and make a list of possible questions you compiled in your research and from other resources. Then practice answering these questions in several ways to be best prepared for differing styles of the interviewer.

OTHER QUESTIONS YOU MIGHT WANT TO ASK ARE:



- What is the first challenge/assignment the person you hire must complete?
- Is there anything you can think of that would not make me a strong candidate for this position?
- Why is this position available?
- Why did you choose to work here, what keeps you here?
- What can you tell me about the person to whom I would report to?

GRADUATE WORK: PRACTICE INTERVIEWING

It is one thing to prepare. It is quite another to practice to perfect. It is through practice that we improve our skill. Whether learning to ride a bicycle, use new computer software or interviewing, practice helps us get better and better.

Much is at stake. Perhaps our interview is for that one career job where we will soar and succeed beyond our own imagination. With years of income, satisfaction and contentment on the line, it behooves everyone to practice, practice, practice! And in an environment that is risk free.



Salary Negotiating Tips



CLOSING THE SEARCH, OPENING YOUR FUTURE

You received a job offer ... You're finished! Not quite.

Negotiating your compensation, benefits and conditions of employment is the final step to creating a win/win relationship with your new employer. Most job seekers don't realize just how much may be negotiable. And even more are not sure how to go about the task of negotiating. Proper negotiations successfully close the job search.



Then once on board, you have the opportunity to begin afresh. You can build new network contacts, generate new accomplishments and create a new future.

SALARY NEGOTIATION TIPS

Be well informed. Don't go into negotiations without being educated upon the fair market value of your position. Find out what other companies are paying for this job. Although you can't fling this in your employer's face, it can help you to determine appropriate negotiating steps to take.



SALARY NEGOTIATION TIPS

- Wait for the employer to give you a starting number to begin negotiations. Generally the person hiring will leave room for a 10%-20% increase from the starting point depending upon the candidates specific qualifications. So wait for the employers number, then go from there.
- Look the part. If you want to make a million bucks, you need to look like a million bucks.
- Patience is key. Don't rush into salary negotiations. Be patient and hold out on discussions until after the job has been securely offered to you.
- If you are required to provide an expected salary, be vague and offer a range or state that the amount is conditional upon the job specifics.



SOAR

- Follow up Appointments
- Cross Roads
- We Want a 10 Surveys
- Return to Work Notifications
- Certificate of Completion

SUCCESS STORIES

"I would like to recommend, Yvette Reeves, the Re-employment Specialist, with the SOAR training program. Yvette helped me to finally do targeted summary resumes where I finally received calls for interviews. Being unemployed can be a very disappointing period and Yvette knows how to motivate people to change their game and to keep on trying. I only wish you could clone Yvette for SOAR programs at all of the Worknet offices!!! Thank you Yvette."

"I really enjoy Yvette. I came into Soar with no out look of future because I being out of work for so long. However I really can say I have been through transformation within and out. Yvette aloud me to see another out look life is positive outlook, its bow you perceive and receive it. There is HOPE and YOU can do it. JUST have faith and you can do all things through Christ which strength me. Special step out on FAITH. THANK YOU."

"Yvette Reeves did a wonderful job with the 1st SOARs class today. Very inspiring. Looking forward to meeting with her."

"I really enjoyed the first class and I can't wait for the next class with Mrs. Yvette!"

"This is my evaluation of Yvette Reeves - who conducted the SOAR class. She was very informative and engaging - and opened my eyes to a number of methods and means available to help me find a job. The class was wonderful, and I will be keeping in contact with her as needed. She did a wonderful job!"

"Ms. Reeves is an excellent teacher. She makes the class come to life as far as teaching and keeping the flow of the class going. She is very informative, easy to understand and very nice to be around"

