

# PMI-SV Job Seekers' Group • August 1, 2011

Monday, August 01, 2011

7:30 AM

- Every Monday
  - Coco's Restaurant (Lawrence Expressway at Oakmead Parkway, Sunnyvale)
  - 7:30 AM (but welcome to arrive earlier)
- See the PMI-SV calendar for details
  
- Announcement
  - A copy of this handout is available at the moderator's personal website:  
<http://PMP.slafetra.org/js-team>
  
- **Focus topics for today:**
  - **Handling a glut of information**
    - How do you manage massive amounts of information coming/going from you?
  
- **Focus topic for next week:**
  - Incident and Problem Management
  
- Notes from this meeting are abbreviated (names and introductions are removed) and posted in the "Files" area of our Yahoo! Group at [http://finance.groups.yahoo.com/group/PMISV\\_JOB\\_SEARCH\\_GROUP/](http://finance.groups.yahoo.com/group/PMISV_JOB_SEARCH_GROUP/)

## Possible topics for discussion:

(please add to this list, as it is a "living" topic-list).

The date listed is the most recent time we discussed the topic, and the discussion is usually summarized in the meeting notes from that date.

- **How-to**
  - A) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
  - B) Resume hints (dos, don't, best way to present oneself)
  - C) LinkedIn Groups (how to leverage the groups for job search)
  - D) Finding and contacting HR & recruiters WITHIN a company
  - E) Key questions to ask of recruiters and interviewers
  - F) Reading the interviewer and adjusting yourself accordingly
  - G) The structure of job-searching -- taking charge of the job-search
  - H) (scheduled for 08/01/2011): Handling a glut of information (to and from yourself)
  - I) (scheduled for 08/08/2011): Incident and Problem Management
    - 05/16/2011: Presenting yourself
    - 04/18/2011: Avoid being perceived as a "threat" to the interviewer
    - 04/11/2011: Open-ended questions
    - 04/04/2011: Your 90-day plans (pre-job and post-acceptance)
    - 03/07/2011: Managing your relationship with temp and employment agencies
    - 01/31/2011: Neutralizing employer's concerns
    - 01/31/2011: Dealing with Gaps in resume, Many short jobs, Extensive time with one company
    - 01/24/2011: Sharing your true expertise when you are not familiar with the jargon
    - 01/17/2011: How do you suggest or recommend change in an interview situation
    - 12/06/2010: Job-hunting over the holidays
    - 11/29/2010: Where to find assistance in writing/reviewing your resume
    - 11/29/2010: Getting the attention of a hiring manager
    - 11/22/2010: Survival jobs when you need them to "just pay the bills"
    - 11/08/2010: Preparing for an interview
    - 11/01/2010: Business Card (dos, don't, best way to present oneself)
  
- **Hands-on**
  - A) Share Web and other resource links

- B) Share actual interview questions heard by recent interviewees
  - 06/13/2011: Share a simple one-page graphic or diagram that is significant to you. Explain it to your interviewer
  - 05/23/2011: Share business cards and resumes (style, format, content, organization)
  - 01/24/2010: Learning during the interview
  - 12/13/2010: Share business cards (style, format, content, organization)

○ **Other**

- A) The worth of domain knowledge as a PM (Project mgr, Program mgr)
- B) What temp agencies are associated with which companies
- C) Never stop looking
- D) 07/25/2011: Your perception of the current job market / any stories or anecdotes to share
  - 07/11/2011: Share your interview experiences
  - 06/27/2011: How do you allocate your job-search resources
  - 06/20/2011: How do you "un-ask" for something (changing directions gracefully)
  - 05/30/2011: What do you feel is blocking you from passing the interview and/or landing the job
  - 05/09/2011: Stupid Mistakes Not To Make
  - 05/02/2011: What are you doing to stay current in your professional life
  - 04/25/2011: Benefits and Pitfalls of strong personal branding
  - 03/28/2011: The future of PM roles and the impact on job-seekers
  - 03/14/2011: What do you coach? What do you teach?
  - 02/14/2011: Interview questions for PMs? Senior, Intermediate, Entry-level jobs
  - 02/07/2011: Other programs that exist for the job-seeker
  - 01/10/2011: Definition of Project Mgr, Program Mgr, Portfolio Mgr, System Mgr

○ **Duties of a Project/Program Manager**

- 11/15/2010: Technical level, Business ownership, Process / process consultant, Hands-on "doer"

**Tips & Tricks**

Word Cloud	<ul style="list-style-type: none"> <li>• Look at your resume through the lens at <a href="http://www.wordle.net">http://www.wordle.net</a></li> <li>• Try this with job descriptions as well as your resume</li> </ul>
Have your PMP? -- claim your PDU credits	<ul style="list-style-type: none"> <li>• Our meeting is worth 1.5 "category A" PDUs -- see <a href="http://www.pmisv.org/index.php?option=com_content&amp;view=article&amp;id=71&amp;Itemid=143">http://www.pmisv.org/index.php?option=com_content&amp;view=article&amp;id=71&amp;Itemid=143</a></li> </ul>

