

# PMI-SV Job Seekers' Group • August 8, 2011

Monday, August 08, 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
- **Focus topics for today:**
  - **How do you get experience when you need experience to get a job**
- 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/)
- A copy of this handout is available at the moderator's personal website:  
<http://PMP.slafetra.org/js-team>

## 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) Handling a glut of information (to and from yourself)
- I) Incident and Problem Management
- J) **(scheduled for 08/08/2011):** How do you get experience when you need experience to get a job
  - **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>