

PMI-SV Job Seekers' Group • August 29, 2011

Monday, August 29, 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

- **Today's agenda:**
 - 1) Introductions (at 10 minutes after the meeting start)
 - 1) Introduce yourself in 2-3 sentences
 - 2) **Share One New Thing**. Mention one new thing about yourself or that you have learned
 - 2) **Focus topic for today:**
 - **We will choose a topic during the start of the meeting**
 - 3) Open topics
 - 4) Upcoming Events

- 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/

- 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) Incident and Problem Management
 - **08/22/2011:** Reading an interviewer
 - **08/15/2011:** Handling a glut of information (to and from yourself)
 - **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
 - [08/22/2011](#): What do you think of the current financial roller coaster and how it impacts your job hunting
 - [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"> • Look at your resume through the lens at http://www.wordle.net • Try this with job descriptions as well as your resume
Two of the most popular job-aggregator sites	<ul style="list-style-type: none"> • http://indeed.com • http://simplyhired.com
Researching a company	<ul style="list-style-type: none"> • http://LinkedIn.com (many methods, see the literature) • http://glassdoor.com (salary and [somewhat negatively biased] insider reviews)
Have your PMP? -- claim your PDU credits	<ul style="list-style-type: none"> • Our meeting is worth 1.5 "category A" PDUs -- see http://www.pmisv.org/index.php?option=com_content&view=article&id=71&Itemid=143