

# PMI-SV Job Seekers' Group • September 5, 2011

Monday, September 05, 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:**
    - **Questions you are tired of hearing again and again**
      - ◆ **How do you differentiate yourself when you reply?**
  - 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/](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
  - D) (scheduled for 09/05/2011): Questions you are tired of hearing again and again -- how do you differentiate yourself when you reply?
    - **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"> <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>
Two of the most popular job-aggregator sites	<ul style="list-style-type: none"> <li>• <a href="http://indeed.com">http://indeed.com</a></li> <li>• <a href="http://simplyhired.com">http://simplyhired.com</a></li> </ul>
Researching a company	<ul style="list-style-type: none"> <li>• <a href="http://LinkedIn.com">http://LinkedIn.com</a> (many methods, see the literature)</li> <li>• <a href="http://glassdoor.com">http://glassdoor.com</a> (salary and [somewhat negatively biased] insider reviews)</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>

