

PMI-SV Job Seekers' Group • September 26, 2011

Monday, September 26, 2011

7:30 AM

- **It is worth reminding people** that our host location (Coco's) stays in business by:
 - The restaurant survives on the price of the food that we purchase, and
 - The staff survive on the tips that we provide*... please be appropriately generous in your patronage*

- 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)
 - Introduce yourself in 2-3 sentences
 - Share **One New Thing**. Mention one new thing about yourself or that you have learned
 - 2) **Focus topic for today:**
 - We will decide on a topic at the start of today's 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
- C) Two things that you are doing (or will do) differently in your job-search this week.
 - 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) 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"> • Look at your resume through the lens at http://www.wordle.net • Try this with job descriptions as well as your resume
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

