

# PMI-SV Job Seekers' Group • October 17, 2011

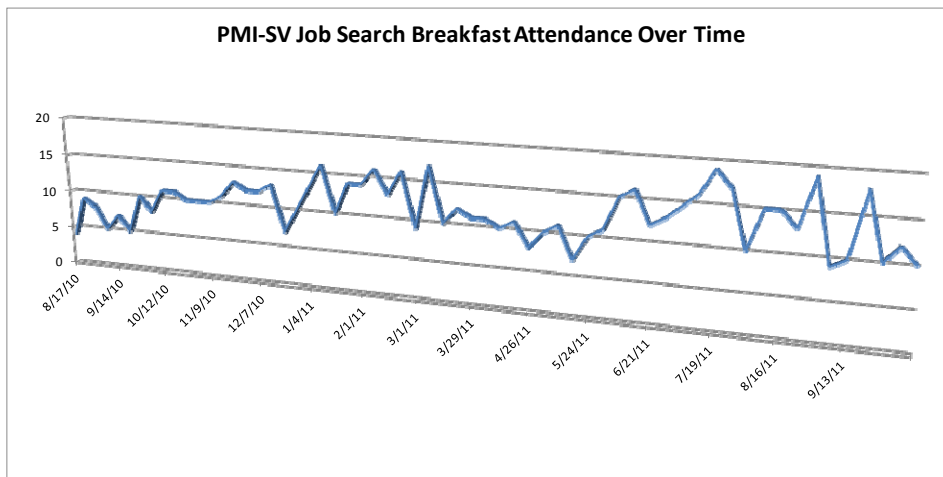
Monday, October 17, 2011

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
  - 2) **Focus topic for today:**
    - **Ways to get or enhance your visibility**
  - 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>

## 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>



## Possible topics for discussion:

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

**(We will also periodically revisit items that we have discussed in earlier meetings)**

- **How-to**
  - 1) (scheduled for 10/14/2011) Ways to get or enhance your visibility
  - 2) Managing conflict within a team
  - 3) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
  - 4) Resume hints (dos, don't, best way to present oneself)
  - 5) LinkedIn Groups (how to leverage the groups for job search)

- 6) Finding and contacting HR & recruiters WITHIN a company
- 7) Key questions to ask of recruiters and interviewers
- 8) Reading the interviewer and adjusting yourself accordingly
- 9) The structure of job-searching -- taking charge of the job-search
- 10) Incident and Problem Management

▪ **Hands-on**

- 1) Share Web and other resource links
- 2) Share actual interview questions heard by recent interviewees
- 3) Two things that you are doing (or will do) differently in your job-search this week

▪ **Other**

- 1) The worth of domain knowledge as a PM (Project mgr, Program mgr)
- 2) What temp agencies are associated with which companies
- 3) Never stop looking
- 4) Questions you are tired of hearing again and again -- how do you differentiate yourself when you reply?

**Past topics we have discussed:**

**(We will periodically revisit these items)**

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**

- 10/03/2011: Handling complacency
- 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**

- 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**

- 09/26/2011: Advice about how to present yourself
- 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"