

## ▪ HOLIDAY SCHEDULE

We will not meet the day after Christmas (December 26)

We will not meet the day after New Years (January 2)

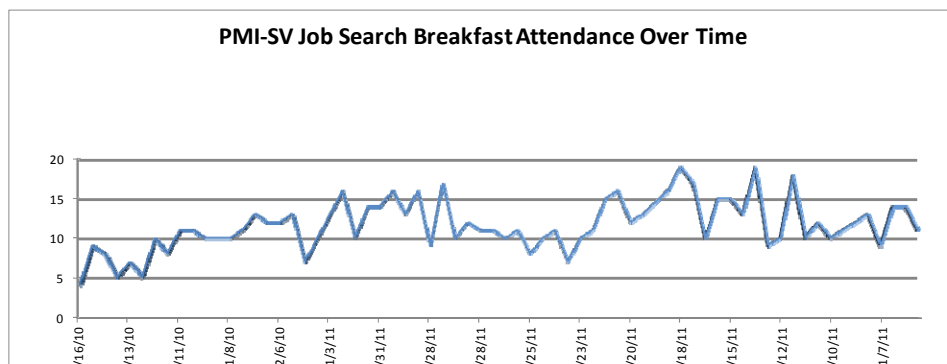
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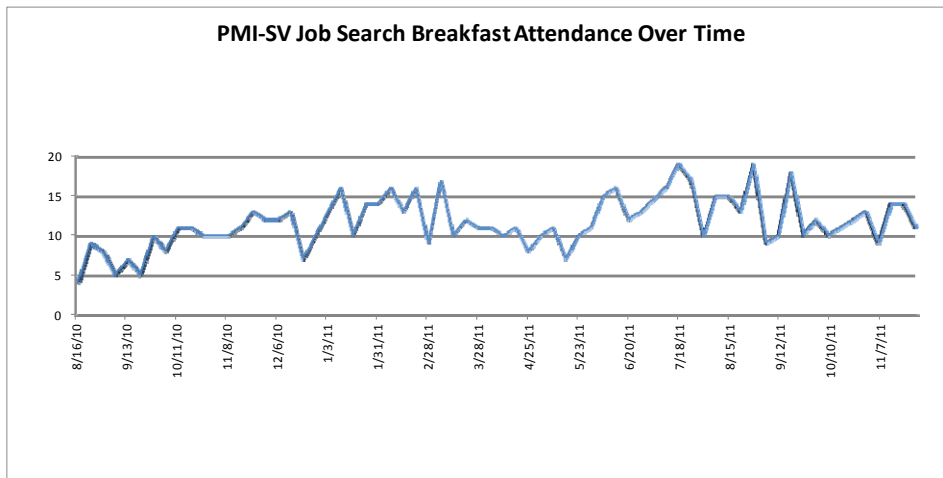
- **It is worth reminding people** that our host location (Coco's) stays in business by:
  - The restaurant survives on the price of the food that we purchase, and
  - The staff survive on the tips that we provide

*... 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:**
    - **We will choose from among several potential topics**
      - a) How to get an interview
      - b) Feedback -- how to "read" your network
      - c) What should be on your business card?
  - 3) **Open topics**
  - 4) Upcoming Events
- Next week's agenda:
  - to be decided at the end of today's meeting
- 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) Managing conflict within a team
- 2) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
- 3) Resume hints (dos, don't, best way to present oneself)
- 4) LinkedIn Groups (how to leverage the groups for job search)
- 5) Finding and contacting HR & recruiters WITHIN a company
- 6) Key questions to ask of recruiters and interviewers
- 7) Reading the interviewer and adjusting yourself accordingly
- 8) The structure of job-searching -- taking charge of the job-search
- 9) 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**

- **11/28/2011:** Managing Stakeholder's Expectations -- In the job, in the interviewing process
- **10/14/2011:** Ways to get or enhance your visibility
- **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**
    - 11/21/2011: Conversation with Bernie Maloney, a well-known networker and PM job seeker
    - 11/14/2011: Dealing with the holiday-period "emotional downtime"
    - 11/07/2011: What good interview questions are actually trying to discover
    - 10/24/2011: Applying for "survival" jobs that may not be on your career path
    - 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"