

PMI-SV Job Seekers' Group • March 12, 2012

Monday, March 12, 2012
8:30 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:**
 - [Managing the Phone Screen](#)
 - 3) **Open topics**
 - 4) **Upcoming Events**

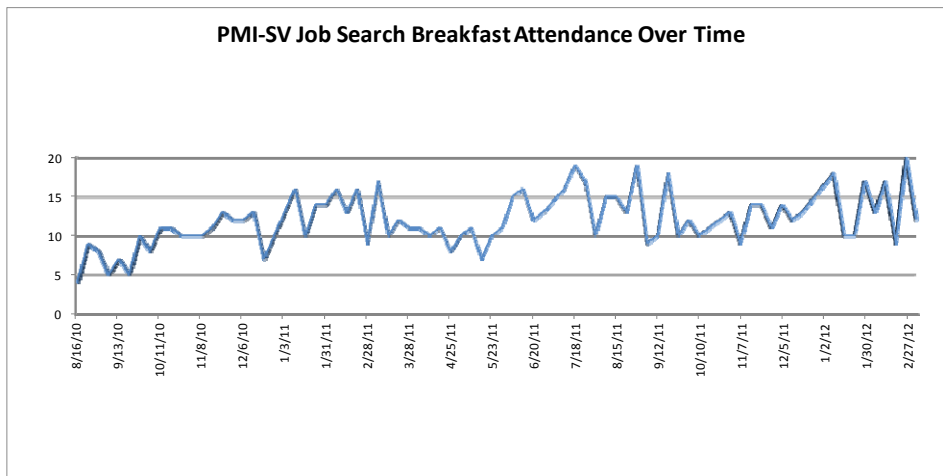
- Next week's agenda:
 - **Open Session -- Share Your Resume**
 - (if you want to leave copies with people, bring 16 copies)

- 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>

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">• For those who hold PMP certification, our meeting qualifies for 1.5 "category A" PDUs



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) How to be perceived as a good "Manigator"
 - 2) How to "read" your network -- making sure that your message is heard
 - 3) Managing conflict within a team
 - 4) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
 - 5) Resume hints (dos, don't, best way to present oneself)
 - 6) LinkedIn Groups (how to leverage the groups for job search)
 - 7) Finding and contacting HR & recruiters WITHIN a company
 - 8) Key questions to ask of recruiters and interviewers
 - 9) Reading the interviewer and adjusting yourself accordingly
 - 10) The structure of job-searching -- taking charge of the job-search
 - 11) Incident and Problem Management

- **Hands-on**
 - 1) (scheduled for 2/27/2012): Focus on LinkedIn
 - 2) Share Web and other resource links
 - 3) Share actual interview questions heard by recent interviewees
 - 4) Two things that you are doing (or will do) differently in your job-search this week

- **Other**
 - 1) Using humor to make your point(s) -- including advantages and pitfalls
 - 2) The worth of domain knowledge as a PM (Project mgr, Program mgr)
 - 3) What temp agencies are associated with which companies
 - 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**
 - (scheduled for 3/12/2012): Managing the Phone Screen
 - (scheduled for 3/19/2012): Open Session -- Share your Resume
 - 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**

- 1) [03/05/2012](#): Social Etiquette
- 2) [02/20/2012](#): Branding Yourself in Social Media
- 3) [02/13/2012](#): Interviewing Hints
 - [02/06/2012](#): Your Personal Brand
 - [01/30/2012](#): Never stop looking
 - [12/12/2011](#): Books you are reading
 - [12/12/2011](#): Optimization -- when the "sweet spot" a true optimum, or pushed against a regulatory "edge"
 - [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"