

PMI-SV Job Seekers' Group • June 11, 2012

Monday, June 11, 2012
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:**
 - **Two related topics**
 - ◆ Dealing with Recruiters
 - ◆ Your Cover Letter
 - 3) **Open topics**
 - 4) **Upcoming Events**

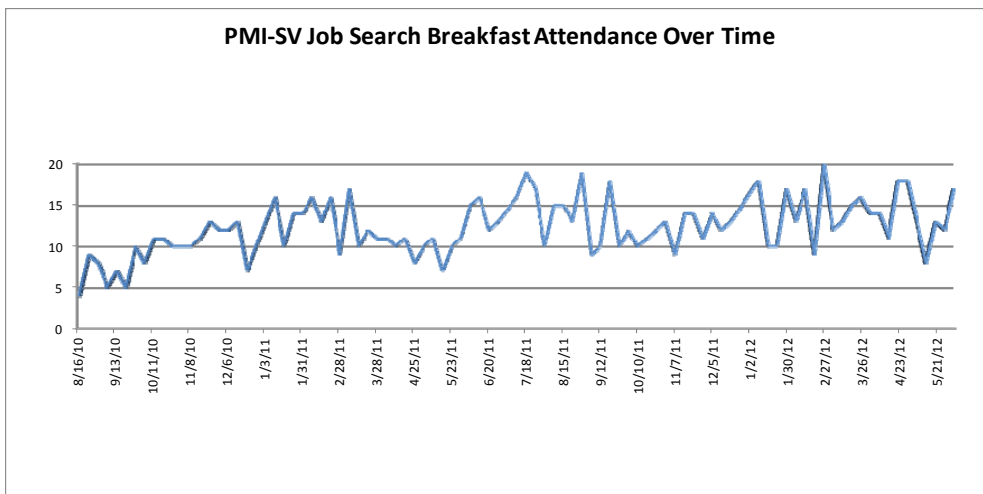
- Next week's agenda:
 - [Job Boards and Other Resources](#)

- 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) (planned for 6/11/2012): Dealing with recruiters
- 2) (planned for 6/11/2012): Your cover letter
- 3) How to be perceived as a good "Manigator"
- 4) How to "read" your network -- making sure that your message is heard
- 5) Managing conflict within a team
- 6) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
- 7) Resume hints (dos, don't, best way to present oneself)
- 8) LinkedIn Groups (how to leverage the groups for job search)
- 9) Finding and contacting HR & recruiters WITHIN a company
- 10) Key questions to ask of recruiters and interviewers
- 11) Reading the interviewer and adjusting yourself accordingly
- 12) The structure of job-searching -- taking charge of the job-search
- 13) Incident and Problem Management

▪ **Hands-on**

- 1) Managing the phone screen
- 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) (planned for 6/18/2012): Job Boards and Other Resources
- 2) Using humor to make your point(s) -- including advantages and pitfalls
- 3) The worth of domain knowledge as a PM (Project mgr, Program mgr)
- 4) What temp agencies are associated with which companies
- 5) 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**

- **05/07/2012:** How to conduct a job search remotely
- **04/16/2012:** Working a Job Faire -- research, preparation, networking, the Faire itself, follow-up
- **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**
 - 04/02/2012: Share your LinkedIn Profile
 - 03/19/2012: and 03/26/2012: Share your resume
 - 03/12/2012: Managing the Interview
 - 02/27/2012: Focus on LinkedIn
 - 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**
 - 06/04/2012: Your interview experience
 - 1) 05/28/2012: Functional and Hybrid resumes
 - 05/21/2012: Dealing with Rejection
 - 05/14/2012: Your Marketing Plan
 - 04/30/2012: PM Career Progression
 - 03/05/2012: Social Etiquette
 - 02/20/2012: Branding Yourself in Social Media
 - 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"