

PMI-SV Job Seekers' Group • September 17, 2012

Monday, September 17, 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*

 - Also, Coco's and our server (Ramiro is his name) would appreciate comments
 - www.cocosbakery.com/contact-us (the URL printed on our receipts doesn't work)
 - or telephone Coco's at (877) 225-4160

- **Upcoming Event**
 - 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:**
 - [The Phone Screen](#)
 - 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/

- A copy of this handout is available at the moderator's personal website:
<http://PMP.slafetra.org/js-team>

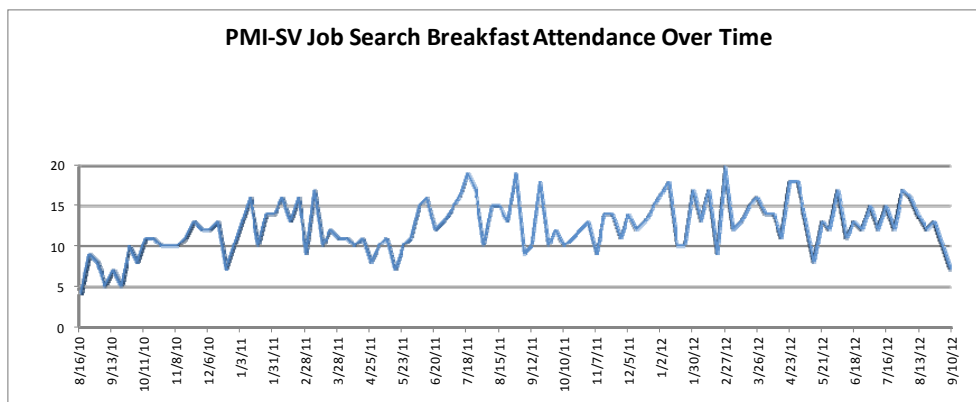
Tips & Tricks

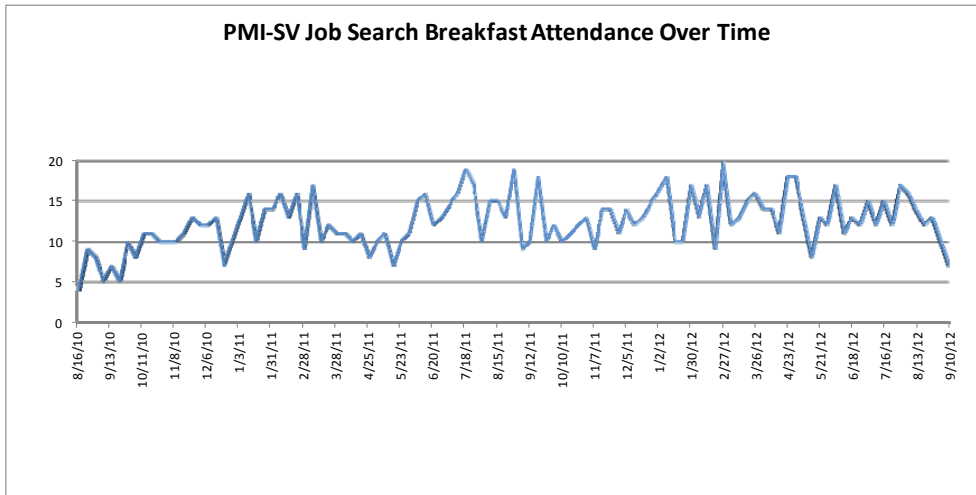
Word Cloud	<ul style="list-style-type: none">• Look at your resume through the lens at http://www.wordle.net• Try this with job descriptions as well as your resume
Have your PMP? -- claim your PDU credits	<ul style="list-style-type: none">• For those who hold PMP certification, our meeting qualifies for 1.5 "category A" PDUs

Recruiters who have recently visited us and shown a special interest:

((This contact information is provided as-is and as a service. No special endorsement is implied))

- Sep 2012: **Beverly Auton** * Red Oak Technologies * bev.auton@redoaktech.com
- Jul 2012: **Marie Norman** * Resources Global * marie.norman@resourcesglobal.com *(note: Marie is no longer with Resources Global)*





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Letter from PMI-SV
Dear,

I'm working on improving the PMI Silicon Valley chapter's membership pages on the website <http://www.pmisv.org>.

I'm reaching out to you to see if you would be willing to provide a member quote about your experience as a member to put on the website. The quote will be a few sentences to make the website more personable and talk about the real benefits to you, our member.

I have written a few questions to give you some ideas to stimulate your quote creation.

1. Your name, Title and company name
2. How long you have been a member?
3. Why are you member?
4. Write something you like about our chapter or the different events (Tools/Tech, Career Management, Dinner Event, Breakfast Meetings and Workshops).
5. Write about your experience with the chapter
6. Write about how it has helped you in your career or personal growth. If you have a preference on how you are identified, please be specific (e.g., first and last name are OK, first name and last initial only; do not list my company name, ...).

Please send me your quote at membership@pmisv.org. Thank you for your assistance participating in improving PMI SV Chapter's website.

Warm regards,

Joan Johnsen, PMP, CSM
Susan Kelleher, PMP
Membership
PMI Silicon Valley Chapter

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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) 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) 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**
 - **06/11/2012:** Dealing with recruiters
 - **06/11/2012:** Your cover letter
 - **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**
 - **08/27/2012:** What's your go-to tool for job hunting?
 - **08/06/2012:** What's your game plan?
 - **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**
- 08/20/2012: What's your biggest job-search failure?
 - 08/12/2012: The DISC personality assessment (http://en.wikipedia.org/wiki/DISC_assessment)
 - 07/30/2012: Degrees of Freedom vs. Levels of Control
 - 07/23/2012: Temp Jobs and Contract Work
 - 07/16/2012: Interview with a recruiter
 - 07/02/2012: Informal coaching
 - 06/25/2012, 07/09/2012: Discussion of interesting job reqs
 - 06/18/2012: Job Boards and Other Resources
 - 06/04/2012: Your interview experience
 - 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"