

# PMI-SV Job Seekers' Group • November 19, 2012

Monday, November 19, 2012

7:30 AM

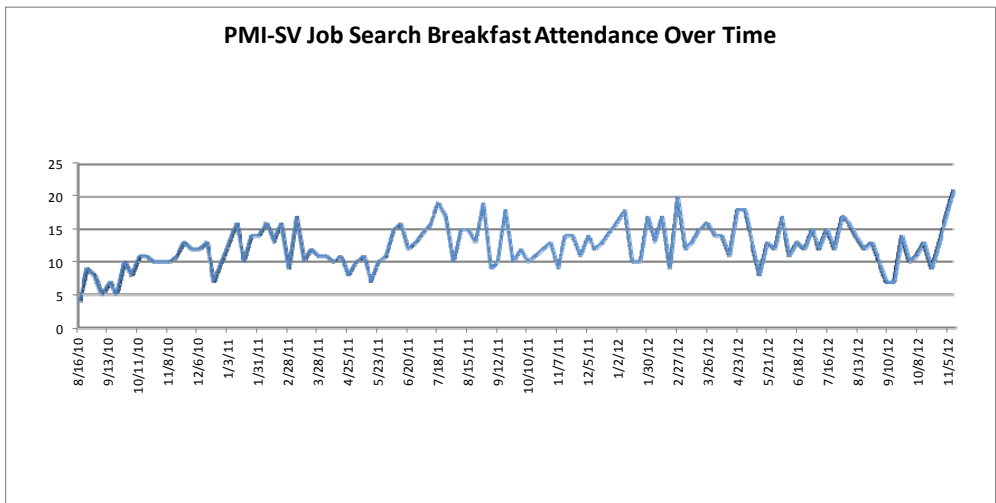
- **It is worth reminding people** that our host location (Coco's) stays in business by:
  - The restaurant survives on the price of the food that we purchase, and
  - The staff survive on the tips that we provide

... *please be appropriately generous in your patronage*

  - Also, Coco's and our server (Ramiro is his name) would appreciate comments
    - [www.cocobakery.com/contact-us](http://www.cocobakery.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:**
    - **Using your PM expertise to organize and manage your job search**
  - 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>• For those who hold PMP certification, our meeting qualifies for 1.5 "category A" PDUs</li></ul>



## 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: **Diana Hernandez** \* Resources Global \* [diana.hernandez@resourcesglobal.com](mailto:diana.hernandez@resourcesglobal.com)
- Sep 2012: **Beverly Auton** \* Red Oak Technologies \* [bev.auton@redoaktech.com](mailto:bev.auton@redoaktech.com)

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

### ▪ Hands-on

- 1) Using your PM experience to organize and manage your job search
- 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) IT as a field
- 2) Making your own decisions
- 3) Using humor to make your point(s) -- including advantages and pitfalls
- 4) The worth of domain knowledge as a PM (Project mgr, Program mgr)
- 5) What temp agencies are associated with which companies
- 6) 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

- [10/15/2012](#), [10/22/2012](#), [10/29/2012](#): Using Social Media in your job search
- [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**
    - 09/17/2012: Managing the phone screen
    - 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, 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**
    - 1) 11/12/2012: Good questions for Informational Interviews
      - 11/05/2012: Finding companies that you may not have heard of
      - 10/15/2012: "coming in second" in the interview process
      - 10/08/2012: Global / International / Diverse Cultures
      - 09/24/2012: Factors to Consider in your Job Hunt
      - 08/20/2012: What's your biggest job-search failure?
      - 08/12/2012: The DISC personality assessment ([http://en.wikipedia.org/wiki/DISC\\_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"