PMI-SV Job Seekers' Group ● February 25, 2013

Monday, February 25, 2013
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:**
     - □ **Visit from a Recruiter -- Come with your questions and conversation**
       - ◆ **Edward Rippe**, recruiter at PT Systems (ptsystems.com)
         - ◇ (this was arranged by one of our members)
 3) **Open topics**
  4) **Upcoming Events**

- **Next week's agenda:**
  - **Discovering the "Culture" of a company**

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

PMI-SV Job Search Breakfast Attendance Over Time
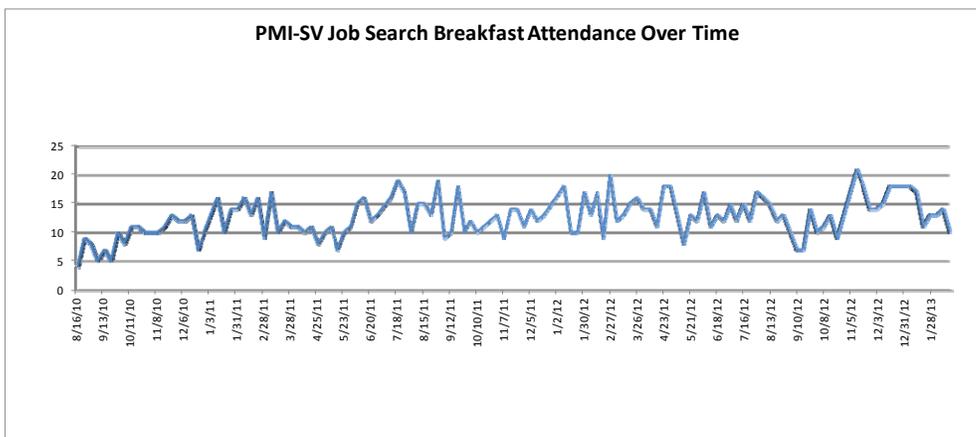
PMI Hardship Provision

In these current economic times, we recognize that some of our members will find themselves in changed financial circumstances. To that end, PMI would like to remind members about its hardship provision that is available to qualifying members in good standing.

PMI's hardship provision is available to any member who becomes unemployed. In order to qualify, a member must be in good standing and must have paid dues for at least three previous continuous years.

Under this provision, a member is granted a waiver for one year of PMI membership dues and one year of dues for membership in any one PMI community of which the applicant was a member the previous year. The hardship provision may be granted for a maximum of two years for each member.

Details about this program are located on the back of the renewal invoice. To apply for a hardship provision, please send an e-mail to membership.services@pmi.org and explain the nature of your hardship. Please be sure to include a copy of your renewal invoice (if possible).
Please remember that any incorrect or untrue statements made by a member are in violation of the Project Management Institute Code of Ethics and Professional Conduct and may lead to the initiation of an ethics complaint.

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)
- Feb 2013: **Laura Garcia** * Kforce * lgarcia@kforce.com
- Sep 2012: **Diana Hernandez** * Resources Global * diana.hernandez@resourcesglobal.com
- Sep 2012: **Beverly Auton** * Red Oak Technologies * 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) Job interviewing at "medium distance" -- outside of your "comfort zone"
    2) Dealing with Passive/Aggressive Stakeholders
    3) Evaluate a job offer
    4) Be perceived as a good "Maniginator"
    5) "read" your network -- making sure that your message is heard
    6) Managing conflict within a team
    7) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
    8) Resume hints (dos, don't, best way to present oneself)
    9) LinkedIn Groups (how to leverage the groups for job search)
    10) Finding and contacting HR & recruiters WITHIN a company
    11) Key questions to ask of recruiters and interviewers
    12) Reading the interviewer and adjusting yourself accordingly
    13) The structure of job-searching -- taking charge of the job-search
    14) 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) (scheduled for 2/25/2013): Visit with a Recruiter
    2) (scheduled for 3/4/2013): Finding the "Culture" of a company
    3) Keeping yourself motivated
    4) IT as a field
    5) Making your own decisions
    6) Using humor to make your point(s) -- including advantages and pitfalls
    7) The worth of domain knowledge as a PM (Project mgr, Program mgr)
    8) What temp agencies are associated with which companies
    9) 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**
  - 12/10/2012: Working with headhunters
  - 12/03/2012: Responding to the question "how do you manage conflict in your team?"
  - 12/06/2010, 11/26/2012, 12/03/2012: Job-hunting over the holidays
  - 11/19/2012: Using your PM expertise to organize and manage your job search
  - 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
  - 0 4/11/2011: 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
  - 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**
  - 11/12/2012: Questions to ask in informational interviews
  - 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**
  - 02/18/2012, 07/16/2012: Visit with a recruiter
  - 02/11/2013: Reading the job market
  - 01/28/2013: LinkedIn, Identification, and Privacy
  - 12/10/2012: Dealing with Conflicting Shareholder Needs
  - 11/26/2012: Responding to the question "how do you manage conflict in your team?"
  - 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)
- 07/30/2012: Degrees of Freedom vs. Levels of Control
- 07/23/2012: Temp Jobs and Contract Work
- 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"