

PMI-SV Job Seekers' Group • May 13, 2013

Monday, May 13, 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:**
 - **Improving Your Interviewing Skills (in-person interviews)**
 - 3) **Open topics**
 - 4) **Upcoming Events**

- **Next week's agenda:**
 - To be decided at the end of today's meeting

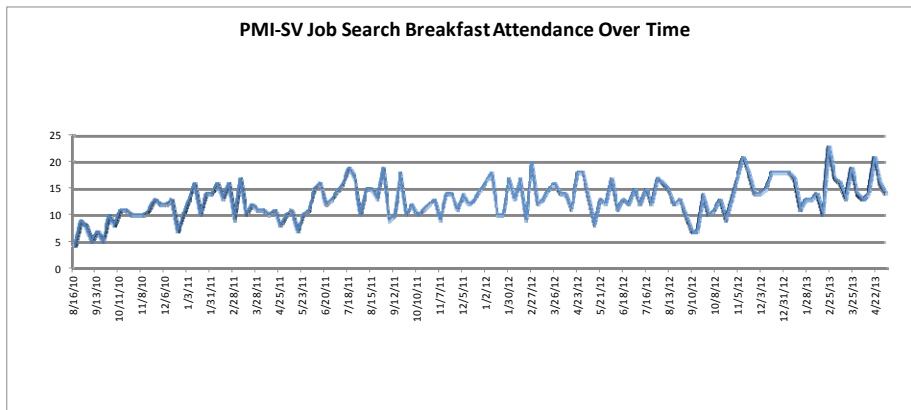
- Notes from this meeting are abbreviated (names and introductions are removed) and posted in the "Files" area of our Yahoo! Group at http://finance.groups.yahoo.com/group/PMISV_JOB_SEARCH_GROUP/

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

Tips & Tricks

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
Join the PMI-SV Job Reflector	<ul style="list-style-type: none"> • Located on the PMI-SV site at http://pmisv.org • Go to "My PMI-SV" • Select "My Email Subscriptions" • Check-box "Job Opportunity Emails"
Coach hiring organizations to post their openings to the Job Reflector - it is free!	<ul style="list-style-type: none"> • Job opportunities can be posted via the link http://www.pmisv.org/index.php?option=com_rsform&Itemid=132
Miscellaneous Resources are posted to our Yahoo! Group (membership is required to view)	<ul style="list-style-type: none"> • http://finance.groups.yahoo.com/group/PMISV_JOB_SEARCH_GROUP/files/Resources/
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
Two of the most popular job-aggregator sites	<ul style="list-style-type: none"> • http://indeed.com • http://simplyhired.com
Researching a company	<ul style="list-style-type: none"> • http://LinkedIn.com (many methods, see the literature) • http://glassdoor.com (salary and [somewhat negatively biased] insider reviews)
LinkedIn job Seeker (not free)	<ul style="list-style-type: none"> • \$16 - \$40/month, depending on level • Provides more information, promotes you in rankings
resunate.com (not free)	<ul style="list-style-type: none"> • \$16/month, \$100/year • Evaluates resume, compares to job description • Creates "focused" resume

PMI-SV Job Search Breakfast Attendance Over Time



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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))

- Apr 2013: **Christine Conway** * MSquared * cconway@msquared.com
- Feb 2013: **Edward Rippe** * PT Systems * erippe@ptsystems.com
- 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

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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) 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 5/13/2013): Improving your interviewing skills: In-person interviews
 - 2) Keeping yourself motivated
 - 3) IT as a field
 - 4) Making your own decisions
 - 5) Using humor to make your point(s) -- including advantages and pitfalls
 - 6) The worth of domain knowledge as a PM (Project mgr, Program mgr)
 - 7) What temp agencies are associated with which companies
 - 8) 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**

- 04/08/2013: Researching companies
- 04/01/2013, 11/08/2010: Preparing for an interview
- 03/25/2013: Getting more hits on your profile
- 12/10/2012: Working with headhunters
- 12/03/2012: Responding to the question "how do you manage conflict in your team?"
- 12/03/2012, 11/26/2012, 12/06/2010: Job-hunting over the holidays
- 11/19/2012: Using your PM expertise to organize and manage your job search
- 10/29/2012, 10/22/2012, 10/15/2012: 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
- 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"
- 11/01/2010: 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**

- 05/06/2013: Improving your interviewing skills: phone interviews
- 04/15/2013: Your Marketing Plan
- 03/18/2013: Handling "required" form information that is inappropriate (age, SSN, etc.)
- 03/11/2013: Finding recruiters
- 03/04/2013: Finding the "Culture" of a company
- 04/29/2013, 02/25/2013, 02/18/2013, 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
 - 07/09/2012, 06/25/2012: 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"