

PMI-SV Job Seekers' Group • May 20, 2013

Monday, May 20, 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 with a Recruiter**
 - ◆ Alan Bailey from Disys will speak to us on a "A Day In The Life Of a Recruiter". his approach is to explain how recruiters "work" and how to keep their attention. The genesis of this idea comes from a long list of personal observations about the recruiting world and its participants. At the end of the session he hopes to have provided us with ideas on how to modify their approach to job hunting, explain why things happen the way they do, and what he personally does to make life better for candidates.
 - 3) **Open topics**
 - 4) **Upcoming Events**

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

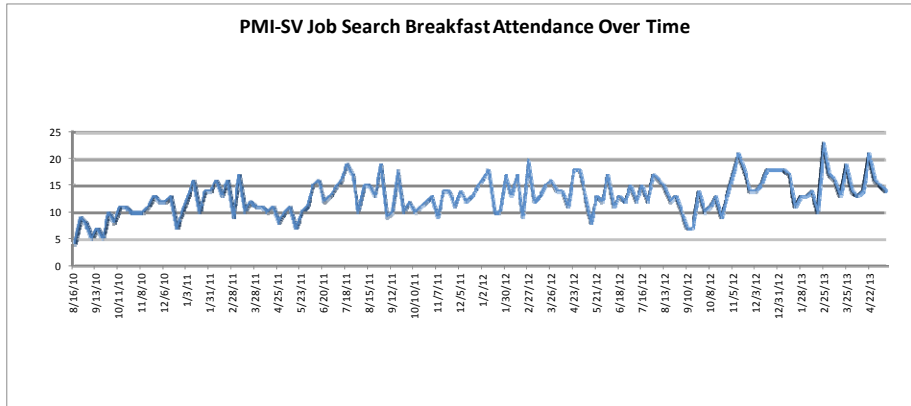
- Notes from this meeting are abbreviated (names and introductions are removed) and posted in the "Files" area of our Yahoo! Group at http://finance.groups.yahoo.com/group/PMISV_JOB_SEARCH_GROUP/

- 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



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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)

- 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 "Manigator"
- 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
- 15) Using your PM experience to organize and manage your job search
- 16) Share Web and other resource links
- 17) Share actual interview questions heard by recent interviewees
- 18) Two things that you are doing (or will do) differently in your job-search this week
- 19) Keeping yourself motivated
- 20) IT as a field
- 21) Making your own decisions
- 22) Using humor to make your point(s) -- including advantages and pitfalls
- 23) The worth of domain knowledge as a PM (Project mgr, Program mgr)
- 24) What temp agencies are associated with which companies
- 25) 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.

- 05/13/2013: Improving your interviewing skills: in-person interviews
- 05/06/2013: Improving your interviewing skills: phone interviews
- 04/29/2013, 02/25/2013, 02/18/2013, 07/16/2012: Visit with a recruiter
- 04/15/2013: Your Marketing Plan

- 04/08/2013: Researching companies
- 04/01/2013, 11/08/2010: Preparing for an interview
- 03/25/2013: Getting more hits on your profile
- 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
- 02/11/2013: Reading the job market
- 01/28/2013: LinkedIn, Identification, and Privacy
- 12/10/2012: Dealing with Conflicting Shareholder Needs
- 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
- 11/26/2012: Responding to the question "how do you manage conflict in your team?"
- 11/19/2012: Using your PM expertise to organize and manage your job search
- 11/12/2012: Questions to ask in informational interviews
- 11/05/2012: Finding companies that you may not have heard of
- 10/29/2012, 10/22/2012, 10/15/2012: Using Social Media in your job search
- 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
- 09/17/2012: Managing the phone screen
- 08/27/2012: What's your go-to tool for job hunting?
- 08/20/2012: What's your biggest job-search failure?
- 08/12/2012: The DISC personality assessment (http://en.wikipedia.org/wiki/DISC_assessment)
- 08/06/2012: What's your game plan?
- 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
- 06/11/2012: Dealing with recruiters
- 06/11/2012: Your cover letter
- 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
- 05/07/2012: How to conduct a job search remotely
- 04/30/2012: PM Career Progression
- 04/16/2012: Working a Job Faire -- research, preparation, networking, the Faire itself, follow-up
- 04/02/2012: Share your LinkedIn Profile
- 03/26/2012, 03/19/2012: Share your resume
- 03/12/2012: Managing the Interview
- 03/05/2012: Social Etiquette
- 02/27/2012: Focus on LinkedIn
- 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
- 11/28/2011: Managing Stakeholder's Expectations -- In the job, in the interviewing process
- 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
- 10/14/2011: Ways to get or enhance your visibility
- 10/03/2011: Handling complacency
- 09/26/2011: Advice about how to present yourself
- 05/16/2011: Presenting yourself
- 08/22/2011: What do you think of the current financial roller coaster and how it impacts your job hunting
- 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
- 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)

- 06/13/2011: Share a simple one-page graphic or diagram that is significant to you. Explain it to your interviewer
- 05/30/2011: What do you feel is blocking you from passing the interview and/or landing the job
- 05/23/2011: Share business cards and resumes (style, format, content, organization)
- 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
- 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)
- 03/28/2011: 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
- 03/07/2011: Managing your relationship with temp and employment agencies
- 02/07/2011: Other programs that exist for the job-seeker
- 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
- 01/24/2011: Learning during the interview
- 01/17/2011: How do you suggest or recommend change in an interview situation
- 01/10/2011: Definition of Project Mgr, Program Mgr, Portfolio Mgr, System Mgr
- 12/13/2010: Share business cards (style, format, content, organization)
- 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"
- 11/15/2010: Technical level, Business ownership, Process / process consultant, Hands-on "doer"
- 11/01/2010: Business Card (dos, don't, best way to present oneself)