

# PMI-SV Job Seekers' Group • August 5, 2013

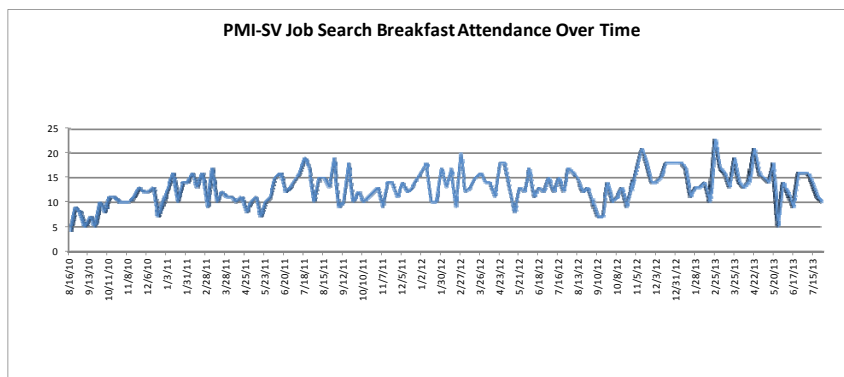
Monday, August 05, 2013  
7:30 AM

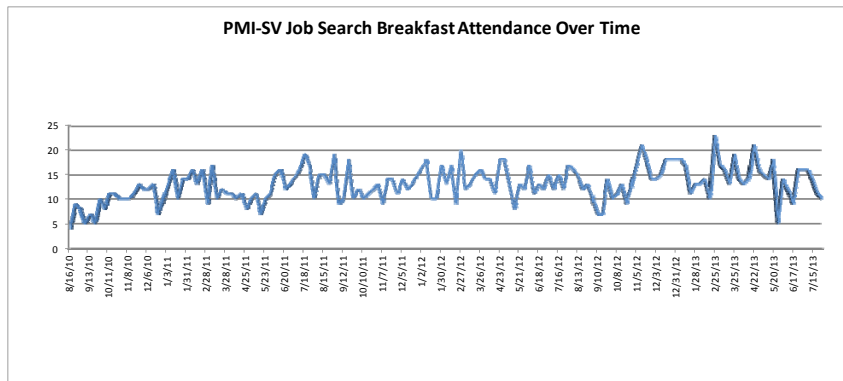
- **It is worth reminding people that our host location (Coco's) stays in business by:**
  - The restaurant survives on the price of the food that we purchase, and
  - The staff survive on the tips that we provide

... *please be appropriately generous in your patronage*
- **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:**
    - **Cover Letters**
  - 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/is-team/>

## Tips & Tricks

Have your PMP? – <b>claim your PDU credits</b>	<ul style="list-style-type: none"> <li>• For those who hold PMP certification, our meeting qualifies for 1.5 "category A" PDUs</li> </ul>
<b>Join the PMI-SV Job Reflector</b>	<ul style="list-style-type: none"> <li>• Located on the PMI-SV site at <a href="http://pmisv.org">http://pmisv.org</a></li> <li>• Go to "<i>My PMI-SV</i>", Select "<i>My Email Subscriptions</i>"</li> <li>• Check-box "<b>Job Opportunity Emails</b>"</li> <li>• <b>Job opportunities can be posted via the link</b> <a href="http://www.pmisv.org/index.php?option=com_rsform&amp;Itemid=132">http://www.pmisv.org/index.php?option=com_rsform&amp;Itemid=132</a></li> </ul>
Coach hiring organizations to <b>post their openings</b> to the Job Reflector - it is free!	
<b>Miscellaneous Resources</b> are posted to our Yahoo! Group (membership is required to view)	<ul style="list-style-type: none"> <li>• <a href="http://finance.groups.yahoo.com/group/PMISV_JOB_SEARCH_GROUP/files/Resources/">http://finance.groups.yahoo.com/group/PMISV_JOB_SEARCH_GROUP/files/Resources/</a></li> </ul>
<b>Word Cloud</b>	<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>
Two of the most popular <b>job-aggregator sites</b>	<ul style="list-style-type: none"> <li>• <a href="http://indeed.com">http://indeed.com</a></li> <li>• <a href="http://simplyhired.com">http://simplyhired.com</a></li> </ul>
<b>Researching a company</b>	<ul style="list-style-type: none"> <li>• <a href="http://LinkedIn.com">http://LinkedIn.com</a> (many methods, see the literature)</li> <li>• <a href="http://glassdoor.com">http://glassdoor.com</a> (salary and [somewhat negatively biased] insider reviews)</li> </ul>
<b>LinkedIn job Seeker</b> (not free)	<ul style="list-style-type: none"> <li>• \$16 - \$40/month, depending on level</li> <li>• Provides more information, promotes you in rankings</li> </ul>
<b>resunate.com</b> (not free)	<ul style="list-style-type: none"> <li>• \$16/month, \$100/year</li> <li>• Evaluates resume, compares to job description</li> <li>• Creates "focused" resume</li> </ul>





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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)*

- May 2013: **Alan Bailey** \* Disys \* [alan.bailey@disys.com](mailto:alan.bailey@disys.com)
- Apr 2013: **Christine Conway** \* MSquared \* [cconway@msquared.com](mailto:cconway@msquared.com)
- Feb 2013: **Edward Rippe** \* PT Systems \* [erippe@ptsystems.com](mailto:erippe@ptsystems.com)
- Feb 2013: **Laura Garcia** \* Kforce \* [lgarcia@kforce.com](mailto:lgarcia@kforce.com)
- 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)

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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) Using the LinkedIn "Jobs" section
- 2) Job search record keeping and items that can be written off taxes (will have to be prefaced with a recommendation to check with you tax professional)
- 3) Addressing hiring manager's concerns if you come from a consulting or small business ownership background (i.e. are you a competitive threat, having been a consultant can you fit in/stick around as a full time employee, can you work in a company if you are used to running your own small company, etc.)
- 4) Positioning yourself when purposefully trying for a job at a lesser level/scope than your job history suggests
- 5) Using the Company Search tool in LinkedIn
- 6) Sourcing Alternatives and Project Management outside of the IT environment
- 7) Finding PM jobs that are not in the IT industry
- 8) Job interviewing at "medium distance" -- outside of your "comfort zone"
- 9) Dealing with Passive/Aggressive Stakeholders
- 10) Evaluate a job offer
- 11) Be perceived as a good "Maniginator"
- 12) "read" your network -- making sure that your message is heard
- 13) Managing conflict within a team
- 14) Showing your expertise to different classes of "customers" (recruiter, hiring manager, other interviewer, social contact, etc.)
- 15) Resume hints (dos, don't, best way to present oneself)
- 16) LinkedIn Groups (how to leverage the groups for job search)
- 17) Finding and contacting HR & recruiters WITHIN a company
- 18) Key questions to ask of recruiters and interviewers
- 19) Reading the interviewer and adjusting yourself accordingly
- 20) The structure of job-searching -- taking charge of the job-search
- 21) Incident and Problem Management
- 22) Using your PM experience to organize and manage your job search
- 23) Share Web and other resource links
- 24) Share actual interview questions heard by recent interviewees
- 25) Two things that you are doing (or will do) differently in your job-search this week
- 26) Keeping yourself motivated
- 27) IT as a field
- 28) Making your own decisions
- 29) Using humor to make your point(s) -- including advantages and pitfalls
- 30) The worth of domain knowledge as a PM (Project mgr, Program mgr)
- 31) What temp agencies are associated with which companies
- 32) 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.

- **07/22/2013:** Taking a lesser position
- **07/15/2013:** Using internships and volunteer work to provide current examples of working experience

- 07/01/2013: Networking as a PM
- 06/24/2013: Using Twitter in your job search
- 06/17/2013: Leveraging LinkedIn groups
- 06/10/2013: Content providers for PMP and CSM certification courses
- 05/27/2013: Elevator "pitches"
- 05/20/2013, 04/29/2013, 02/25/2013, 02/18/2013, 07/16/2012: Visit with a recruiter
- 05/13/2013: Improving your interviewing skills: in-person interviews
- 05/06/2013: Improving your interviewing skills: phone interviews
- 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](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)