PMI-SV Job Seekers' Group ● August 12, 2013

Monday, August 12, 2013
7:30 AM

All good things come to an end . . .

Skip is no longer able to host this regular Monday-morning session. A fixed-schedule work meeting is required in this Monday timeslot.

. . . But they leave room for getting better

In the near term, Scott has agreed to take on the role of meeting host. You'll have solid leadership and a fresh perspective on job-hunting in the PM environment.

I'd like to congratulate Scott on his leadership transition and offer him my unqualified support during the transition and beyond.

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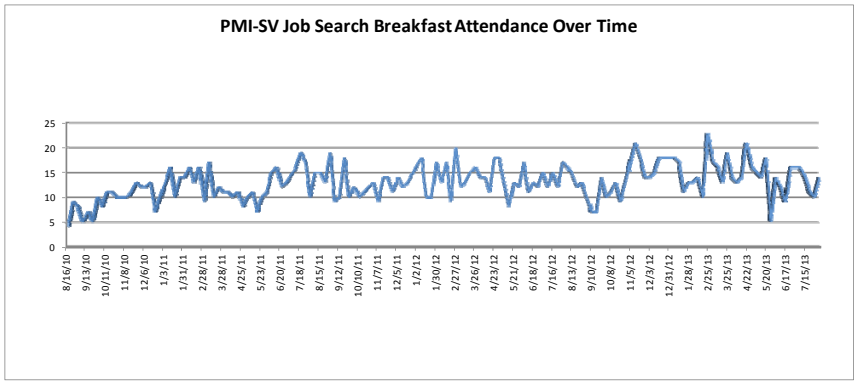
	• Creates "focused" resume



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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)

- May 2013: **Alan Bailey** * Disys * alan.bailey@disys.com
- 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) 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 manger'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.

- 08/05/2013: Cover letters
- 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)
- 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)