

# Starting the Job Search Boot Camp - 1





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Job Search Services Manager



# Know How to Play the Game

Self-Assessment



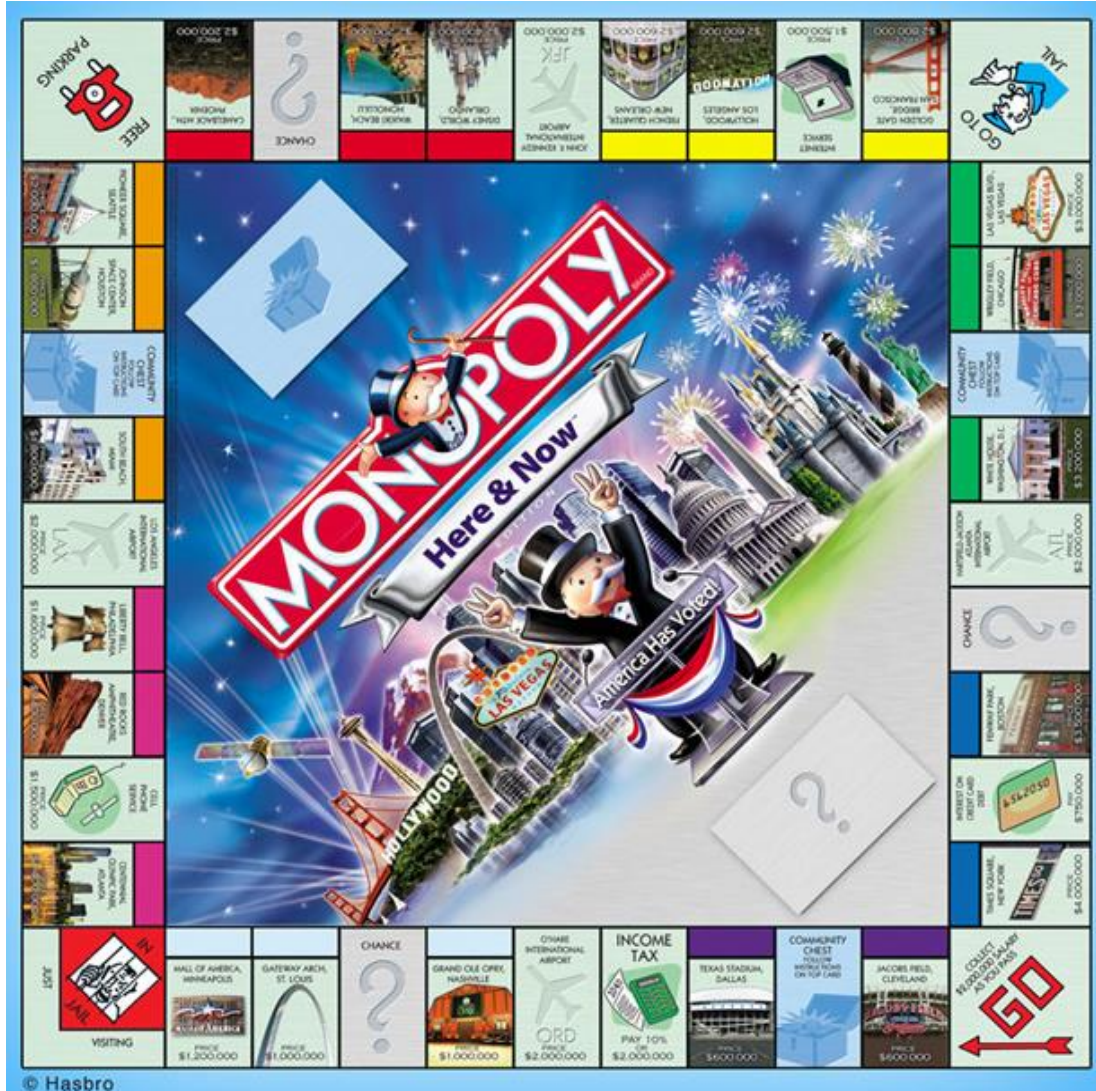
Resume

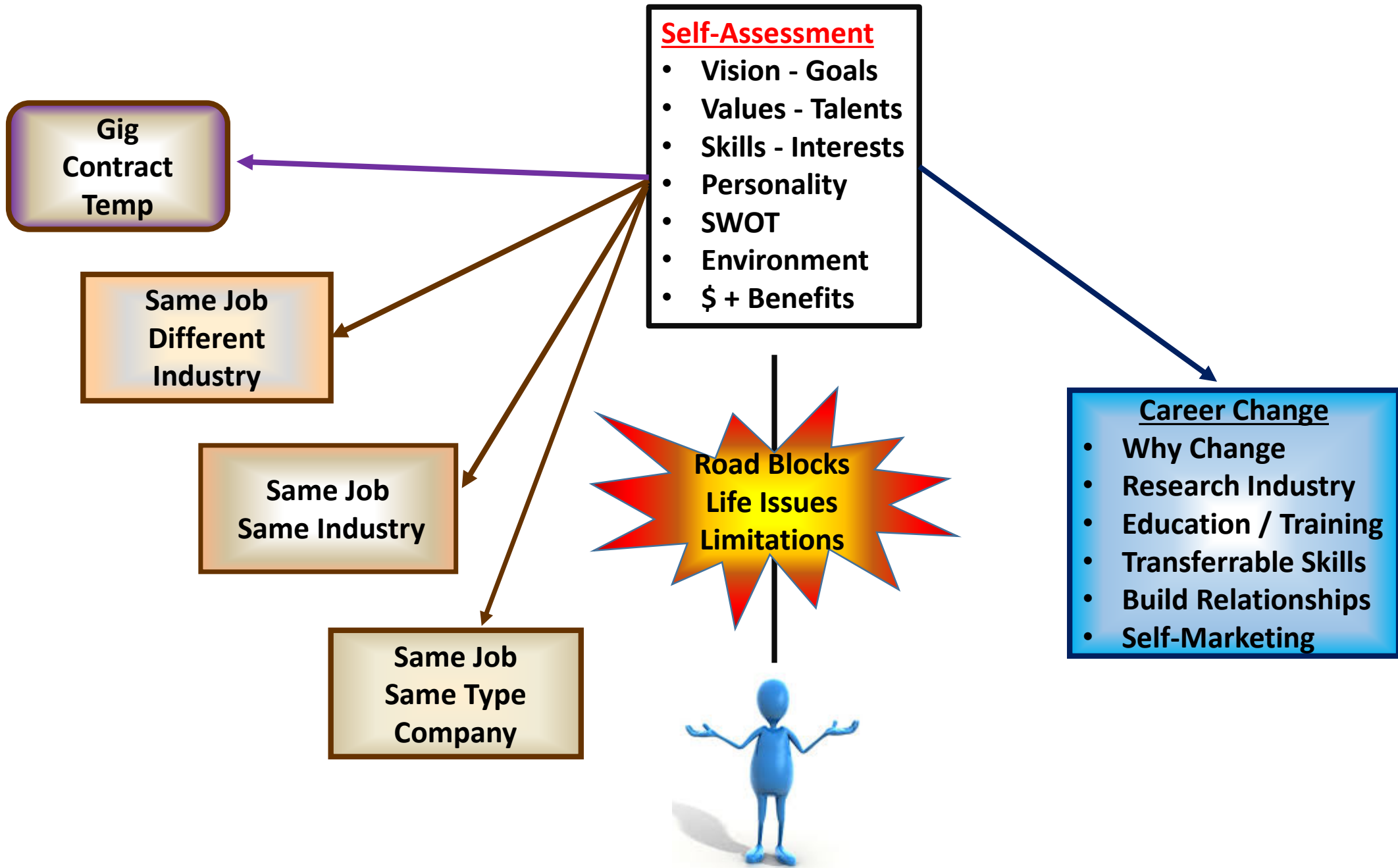


Interview



JOB OFFER(S)

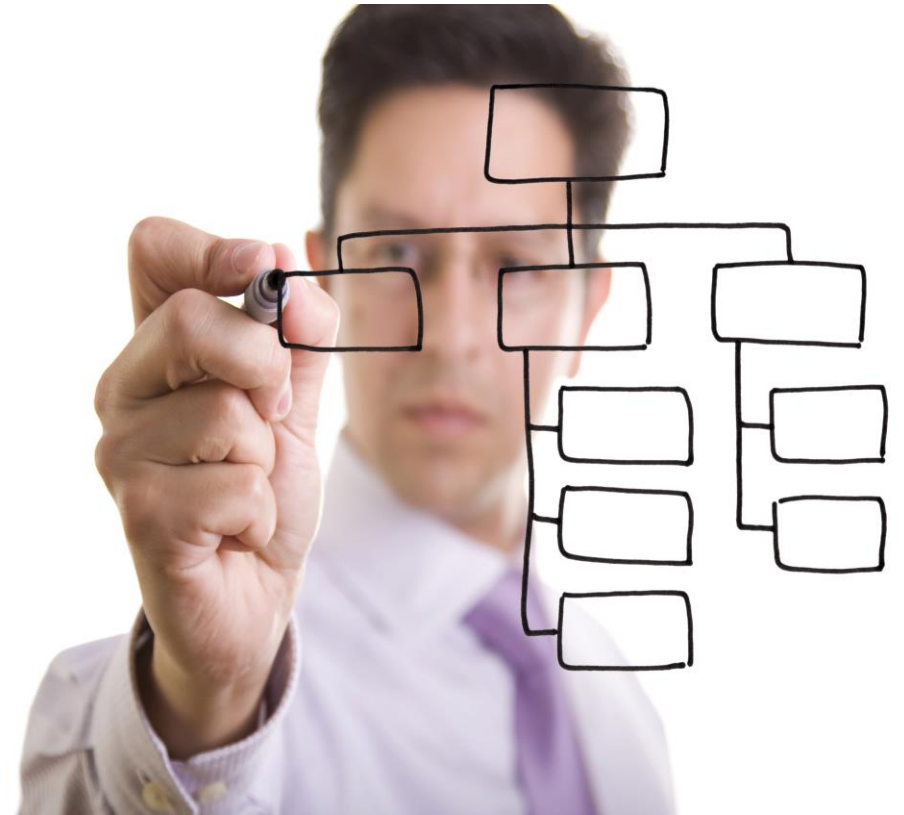






# Need for Structure

- **Plan:** Make, get, buy a Planner
- **Schedule:** Month, Week, Day
- **Research:** Self, Trends, Industries, Companies
- **Internet:** Schedule Usage, Resumes & ATS
- **Networking:** Talking Points- Anytime, Anywhere, Anyone
- **Social Media:** LinkedIn, Facebook, Twitter
- **Telephone:** Reach out Contacts
- **Interviews:** Informational, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>
- **Negotiation:** Needs vs Wants, Tangibles/Intangibles
- **Follow-up:** After Interviews, Support



# Things To Do

- Assess Finances
- Schedule your Day
  - \* Exercise
  - \* Schedule Time for you
  - \* Attend Workshops
- Debrief self after Interviews:
  - \* Positive
  - \* Interesting
  - \* Negative
- Find People Who Will Support you
- Attend Job Clubs / Support Groups
- Keep a Journal
- Surround Self w/ Positive Influences





- <https://www.asktheheadhunter.com>



- <https://www.livecareer.com/quintessential>



- <https://www.jobscan.co/>



- <https://www.indeed.com/>



<https://www.glassdoor.com/index.htm>



- <https://www.linkedin.com/>



- <https://www.payscale.com/>



<https://trello.com/>



- <http://www.speedupmyjobsearch.com/>



- <http://illinoisworknet.com/>



- <http://www.worknetdupage.org>



- <https://illinoisjoblink.illinois.gov>



- <http://www.ides.illinois.gov>

# Career Exploration, Training, Assessments, Jobs

<http://www.illinoisworknet.com/>

Careers, Training, Jobs, Assessments

<https://www.illinoisworknet.com/explore/Pages/ExploreCareers.aspx>

Careers. Wages, Trends

<https://www.careeronestop.org/>

Career Exploration, Training Jobs

<https://www.bls.gov/ooh/>

Occupational Outlook Handbook

<https://www.mynextmove.org/>

Careers by Keywords, Industry and Interest Profiler

[www.thebalance.com/employment-skills](http://www.thebalance.com/employment-skills)

Employment skills listed by Job Title A-Z

<https://cod.emsicareercoach.com/>

College of DuPage Career Coach





## Strengths

What are your professional skills?  
What are you good at?  
What favorable personality traits do you have?  
What resources do I possess?  
Achievements most proud of  
What are your values?  
What services can you offer?

## Weaknesses

What areas should you seek to improve?  
What are you afraid of?  
What tasks or jobs do you avoid?  
Resources do you lack?  
Negative work habits  
Poor Personality traits

## Determine Your SWOT

## Opportunities

What good opportunities are open to you?  
What training or educational programs are available?  
What trends can you take advantage of?  
How can you turn your strengths into opportunities  
What Companies / Industries could use your skills

## Threats

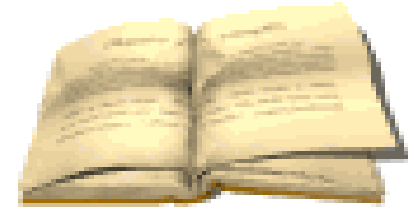
What obstacles are preventing you from employment?  
Is your industry / field obsolete?  
Who are your competitors?  
What skills do your competitors possess?  
What new technologies are you lacking?



# Researching Yourself

[www.illinoisworknet.com](http://www.illinoisworknet.com)

- Skills, Values, Work Environment Assessments
- Labor Market & Salary Information
- Veteran Information
- Starting a Business



[www.jobhuntersbible.com](http://www.jobhuntersbible.com)

<http://eparachute.com/> \$4.99 year

- “What Color is My Parachute” Site
- Information on Job Search and Self Assessment

[www.Keirseey.com](http://www.Keirseey.com)

- Free Personality Assessment



# Life-Long Learning

**Workforce Innovation and Opportunity Act – WIOA**

**Local American Job Centers:**

- **workNet DuPage,**

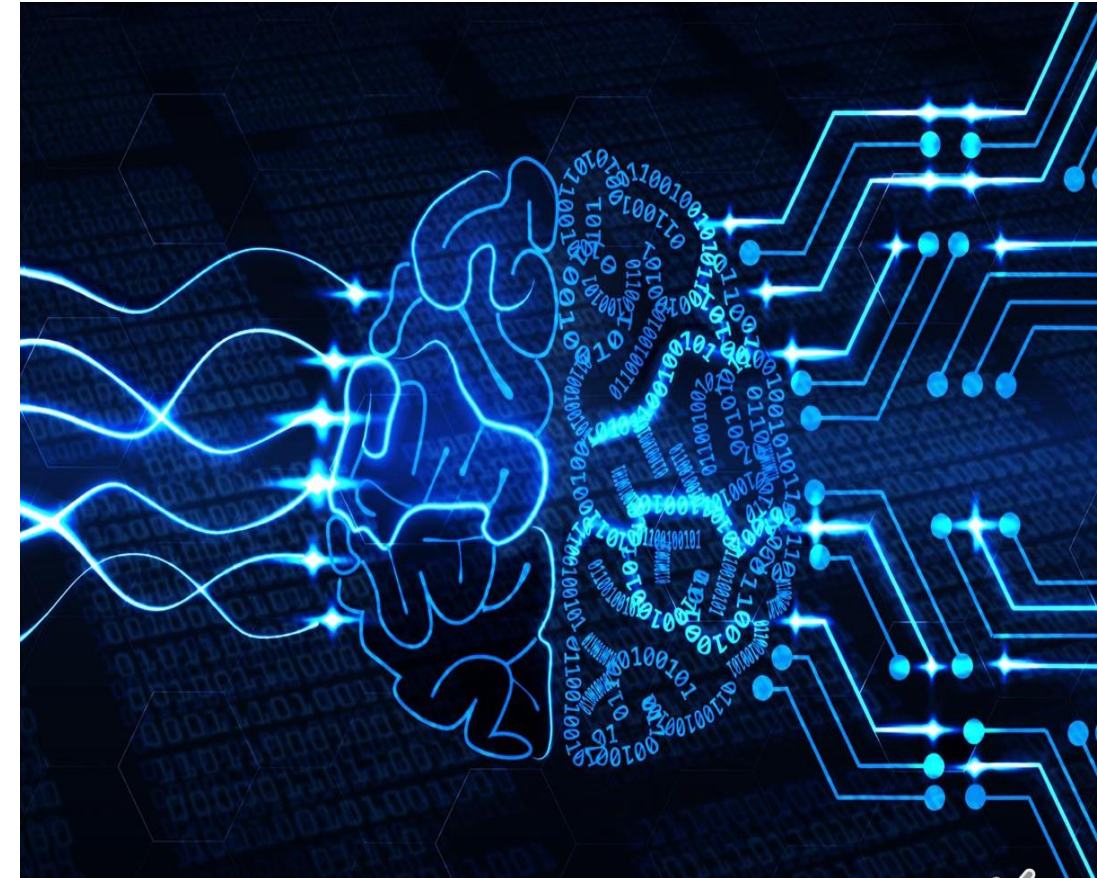
**Community Colleges – Adult Education**

**Internships / Returnships**

**On-the-Job Training – OJT**

**On-line Training:**

- [www.Lynda.com](http://www.Lynda.com)
- [www.Coursera.org](http://www.Coursera.org)
- [www.Udemy.com](http://www.Udemy.com)
- [www.Openculture.com](http://www.Openculture.com)



# Look at the Past

## Find Clues for the Future

- **Write out 7-10 Success Stories from your Life (School, Teams, Personal Challenges, Business Problems, Customers, Managers, Co-workers)**
- **Identify Skills: Job, Personality, Transferrable**
- **Find Common Skills**
- **Look for Moments of Flow (Timelessness)**
- **How did you Feel?**
- **What did you like / dislike about event?**
- **What have you learned?**





# Focus on the Benefit of Hiring You

Need + Fit + Chemistry = Job Offer

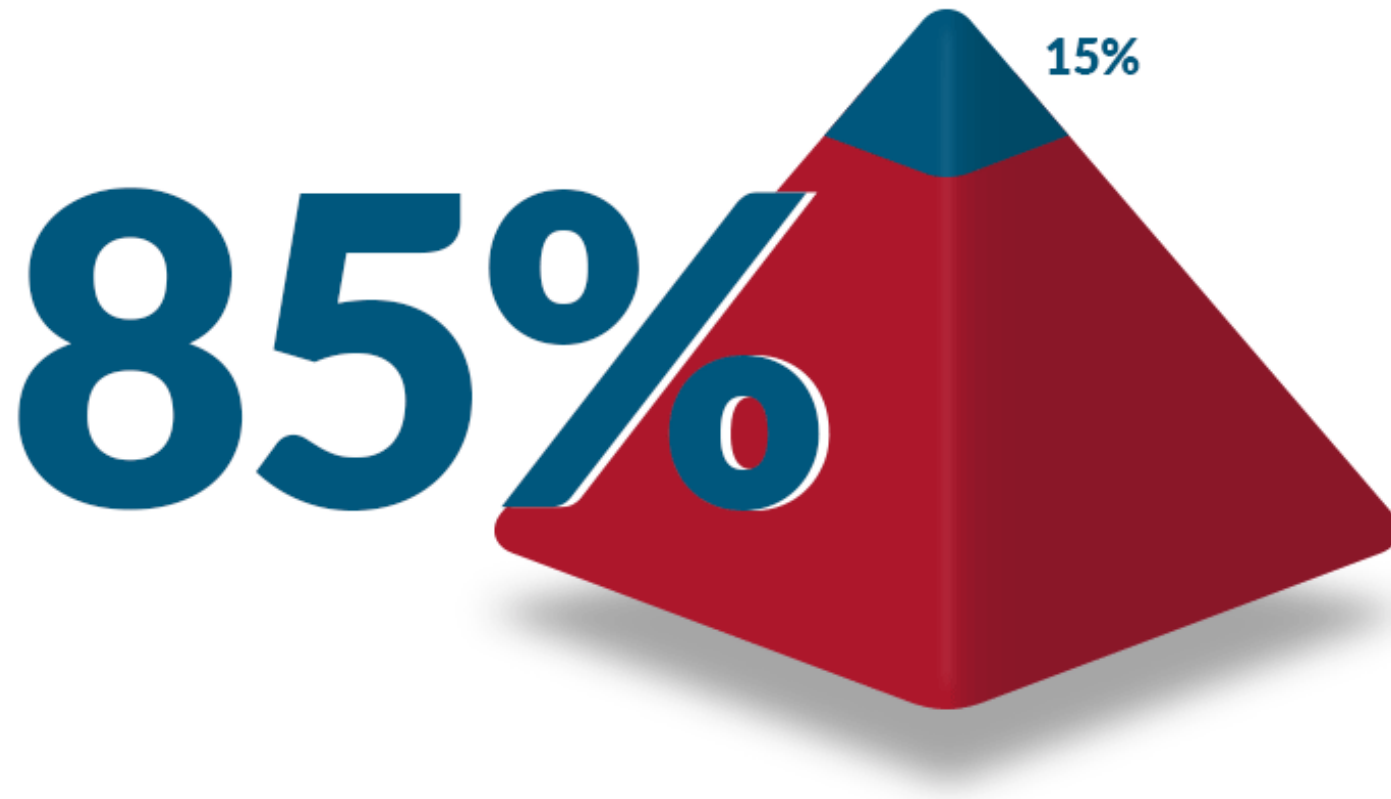
1. Problem Solver

2. Profit Maker



# Job Success

Research conducted by Harvard University,  
the Carnegie Foundation and Stanford Research Center, has all concluded that  
**85% of job success comes from having well-developed soft skills and people skills,**  
and only 15% of job success comes from technical skills and knowledge (hard skills).





### **Job / Work Content Skills:**

*Types of Machines:* Dayton P11 Combination Lathe/Milling Machine, 115VAC

*Software:* Microsoft Office: Word, Excel, Access, PowerPoint; QuickBooks

*Tools:* Micrometers and Calipers, Read Blueprints, Calibration Equipment

*Functions:* Bookkeeping, auditing, payroll, spreadsheets

*Technical:* Java, Python, HTML, AWS

*Foreign Languages:* Fluency in Spanish, German, Mandarin

### **Transferrable Skills:**

Attitude, Communication, Problem-solving, Teamwork,  
Time Management, Customer Service

### **Personality Traits:**

Determined, Assertive, Creative, Precise, Resourceful, Tenacious, Outgoing



# Your Work History

- **Company Name**
- **Position**
- **Likes / Dislikes**
- **Size of Organization**
- **Product / Service**
- **Work Tasks**
- **Working Conditions**
- **People**
- **Management Style**
- **Location**
- **Benefits**



\*Exercise



# What are you looking for?

- Salary
- Medical Benefits
- Vacation
- Hours
- Location / Commute
- Industry
- Product / Service
- Retirement / 401K



- Culture
- Management Style
- Mission
- Core Values
- Stability
- Purpose
- Variety of Work



# Salary Research

**JobStar.org Gateway-** [www.jobstar.org](http://www.jobstar.org) : the website is a gateway to hundreds of salary surveys of salary available on the Internet.

**Salary Tools:** The following sites are a good place to start; you can easily find many more by entering the word “salary” into your favorite search engine.

Salary Information Websites:

[www.bls.gov](http://www.bls.gov)

[www.illinoisworknet.com](http://www.illinoisworknet.com)

[www.ides.illinois.gov](http://www.ides.illinois.gov)

[www.salary.com](http://www.salary.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.monster.com](http://www.monster.com)

[www.salariesreview.com](http://www.salariesreview.com)

[www.careeronestop.org](http://www.careeronestop.org)

[www.indeed.com](http://www.indeed.com)

[www.payscale.com](http://www.payscale.com)

[www.salaryexpert.com](http://www.salaryexpert.com)

[www.salarysource.com](http://www.salarysource.com)

[www.wagepage.com](http://www.wagepage.com)

[www.glassdoor.com](http://www.glassdoor.com)

[www.roberthalf.com/salaryguide](http://www.roberthalf.com/salaryguide)

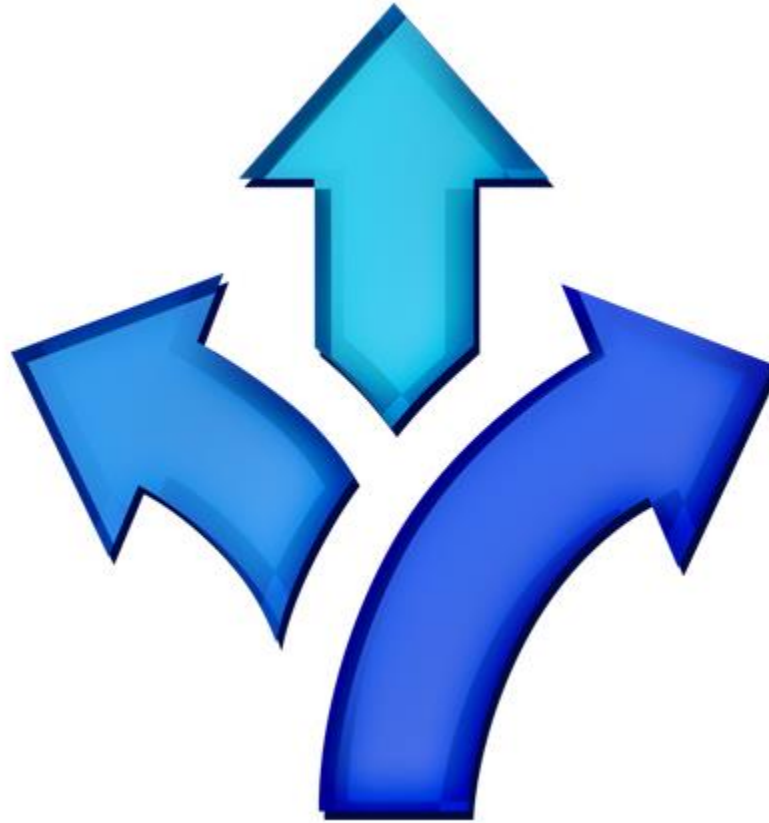
<https://salary.aauw.org/>



**(70%)**  
**Known  
Candidate**

**(5%)**  
**Created  
Position**

**(25%)**  
**Applicant  
Pool**



# Employer

## Typical Stages of Job Development

The number of Xs represent the potential size of the competition for the job opening

### 1. PERCOLATION STAGE

XX

Replacement Need Develops  
New Business Planning

Acquisition or New Product Development  
Existing Business Considers Expansion

### 2. EARLY NOTIFICATION STAGE

XXXXXX

Internal and External Notification  
Announcements about business activity that may generate job openings

#1 Method for External Hires

### 3. INFORMAL NOTIFICATION STAGE

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Information known within business circles (General, Trade or Community Specific)  
Informal Recruitment Begins

### 4. FIRST STAGE OF FORMAL HIRING BEGINS

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

### 5. FULL SCALE PUBLIC RECRUITMENT

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Advertising

Mailings

Major Outreach Campaign

Personnel Agency

MOST HIRING IS DONE IN STAGES 1 THROUGH 4. ONLY 10% OF PEOPLE ARE HIRED IN STAGE 5.

# Job Seeker



# Possibilities

Corporate

Education

Freelance

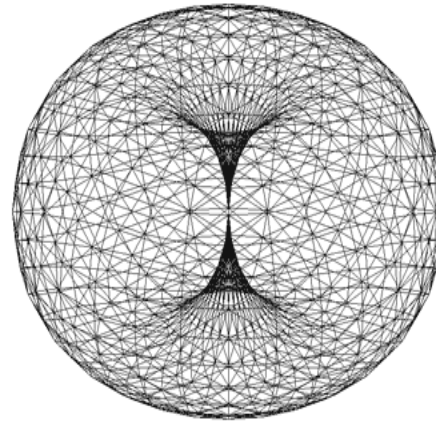
Government

Non-profit

Military

Volunteer

Entrepreneurship



# Libraries and Reference Librarians

## Databases:

- [www.atozdatabases.com](http://www.atozdatabases.com) [www.referenceusa.com](http://www.referenceusa.com)

## Business News:

- Inc., Fast Company, Fortune, Business Ledger, Crain's, Wall Street Journal, Major Newspaper / news-websites
- [www.industryweek.com](http://www.industryweek.com)
- [www.techrepublic.com](http://www.techrepublic.com)
- [www.workforce.com](http://www.workforce.com)

## Directories:

- Service Industry Guide
- Manufacturing Directory

Professional Organizations & Associations:  
Trade Magazines, websites, member lists

Company Websites



# Look behind the Doors for Possibilities



**New  
Companies**

**New Product**

**Company  
Expansion**

**Management  
Changes**

**Winning  
Contracts**



# In Summary

- ✓ Know your skills
- ✓ Research Careers and Jobs
- ✓ Have a job search plan
- ✓ Research companies and job openings
- ✓ Start local; find opportunities
- ✓ Be proactive and make personal contacts
- ✓ Have a written daily plan
- ✓ Follow up!

