

# VIRTUAL JOB CLUB

---



## Research, Plan, Act

Jim Fergle, Facilitator

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





# **Workforce Innovation & Opportunity Act (WIOA GRANT)**

- Virtual Job Club - Open to Public
- Job Search Workshops (Registered Clients)
- Training Grants- up to \$10,000 (Registered Clients)
- \*Layoff to Launch workshop every Tuesday\*

**Visit our Website for Application  
and to sign up for the events:**

**[www.worknetdupage.org](http://www.worknetdupage.org)**

# FROM LAYOFF TO LAUNCH



## LAID OFF?

Take back some control  
of your career.

- You may qualify for a grant up-to-\$10,000 to upgrade your skills
- **Continue** to receive unemployment benefits
- **NO** need to pay back

Join us Tuesdays 9:30 AM  
to learn more.

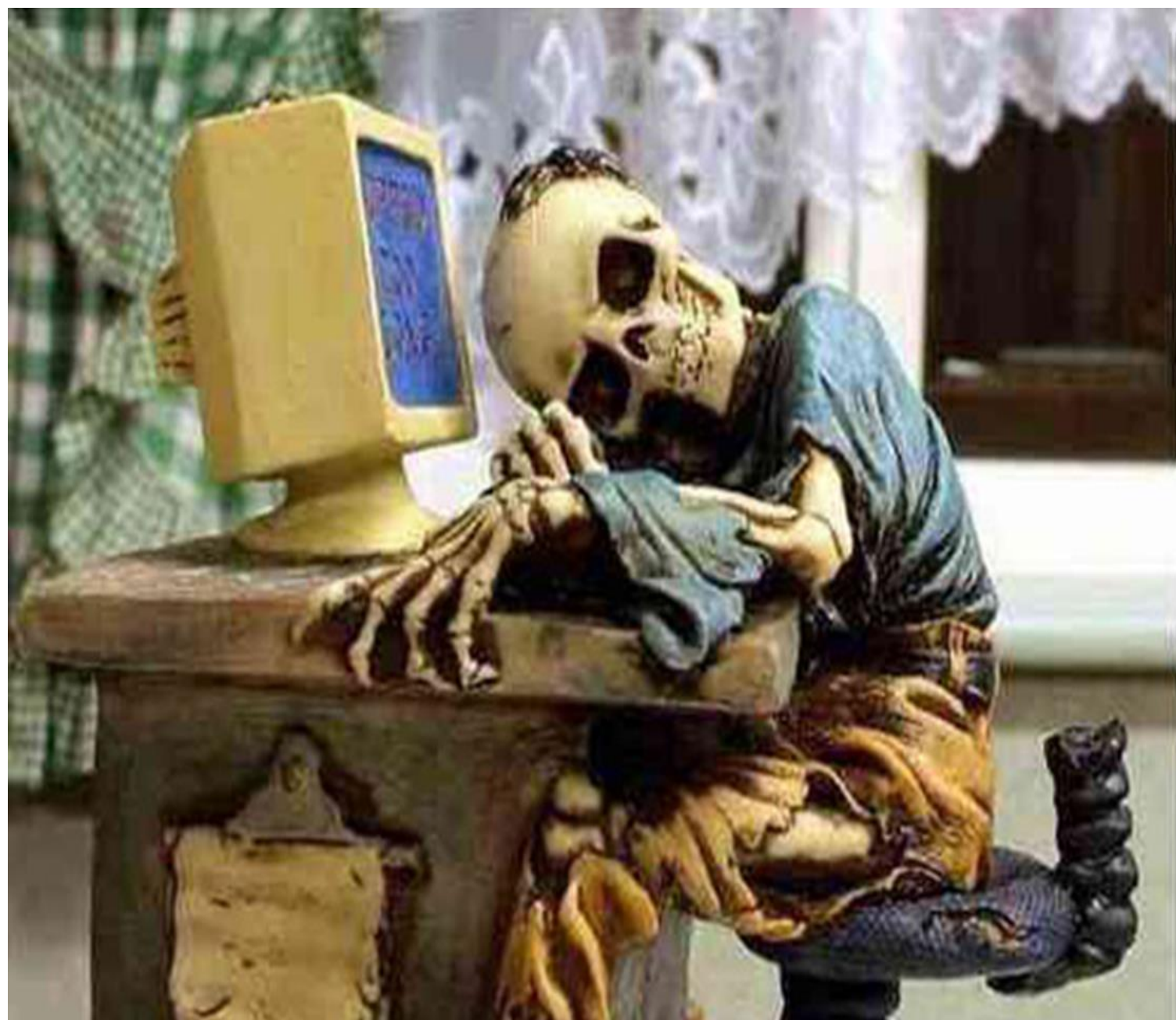
VISIT [worknetdupage.org/launch](http://worknetdupage.org/launch)

# Job Security – Ripped Apart



**Pandemic,  
Globalization, Automation, Technology**



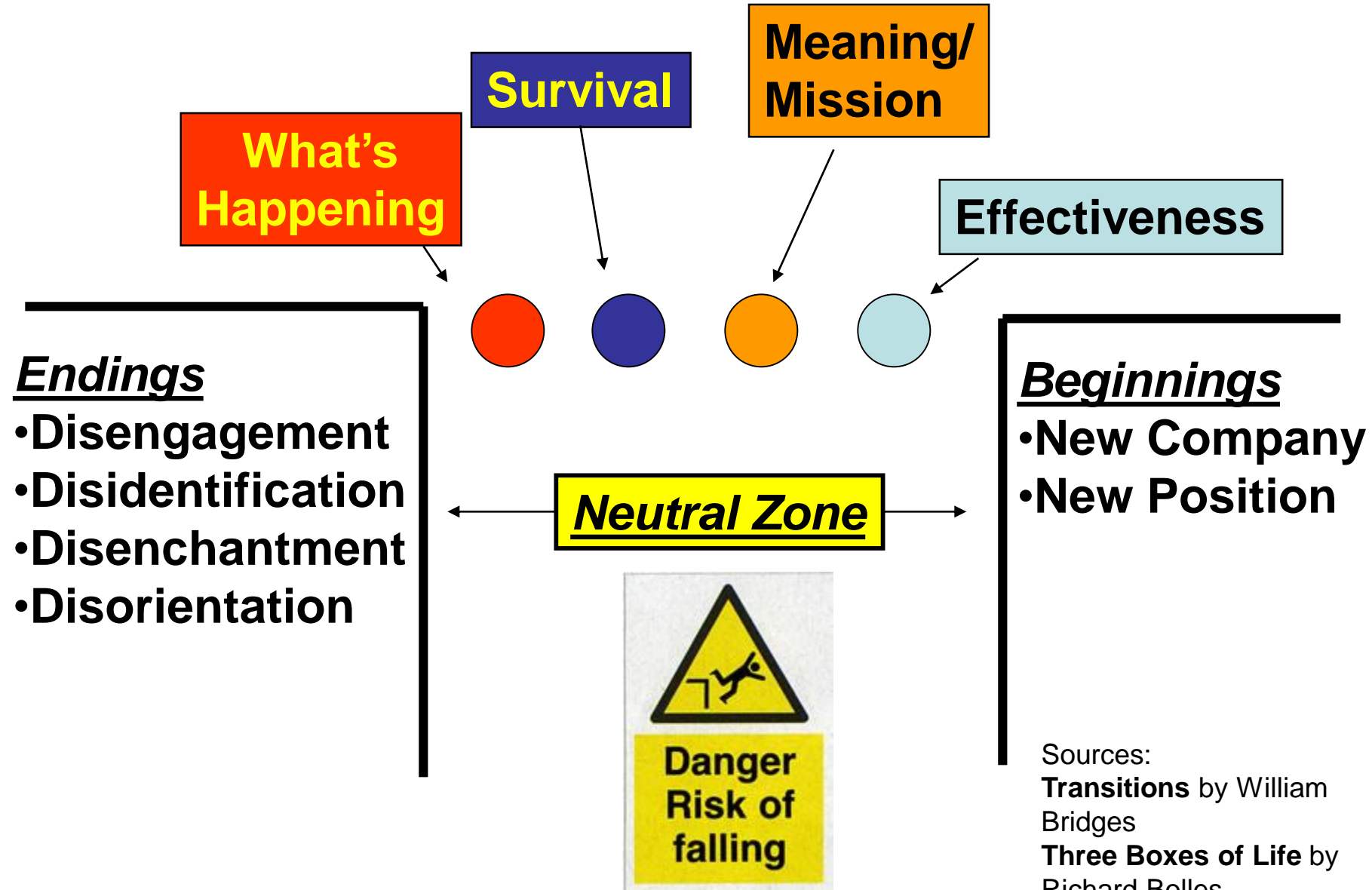


# **What's Happening?**

## **Where do I start?**



# TRANSITIONS



Sources:  
**Transitions** by William Bridges  
**Three Boxes of Life** by Richard Bolles

# Nervously Employed



- 8-5 Work
- Wages to match age
- Specific Job Descriptions
- Promotional Ladder
- Livable wages
- Retirement / Pension 67

**Illusion of secure & “in control”**



# The Game has Changed



# New World of Job Search and of Work

- **Flexibility**
- **Accountable**
- **Internal / External Customers**
- **Work Anywhere, Anytime**
- **Collaborative**
- **Multi-device**
- **Multi-facet**
- **Rapid Response**



**Work is not a place you go, but a thing you do.**

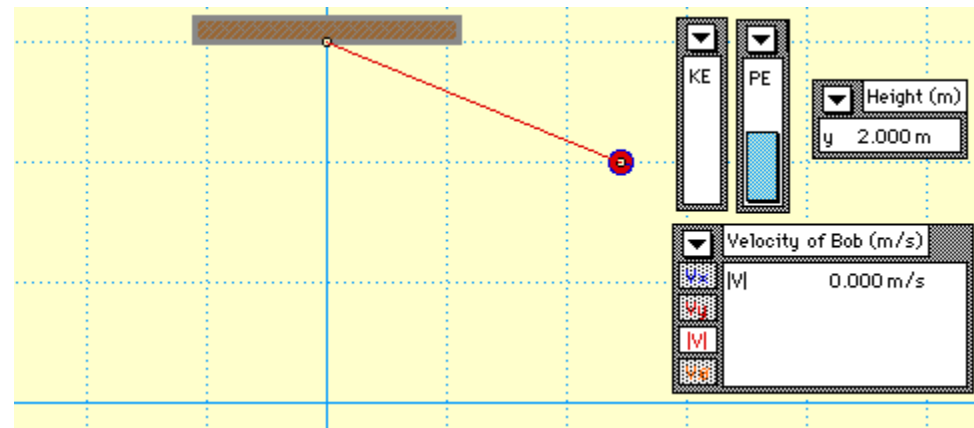


# Occupational Forecast Accuracy ?

**Shortage of Workers  
Surplus of Jobs**



**Surplus of Workers  
Shortage of Jobs**



# RESEARCH





All Businesses are leaving...

All jobs are going to...

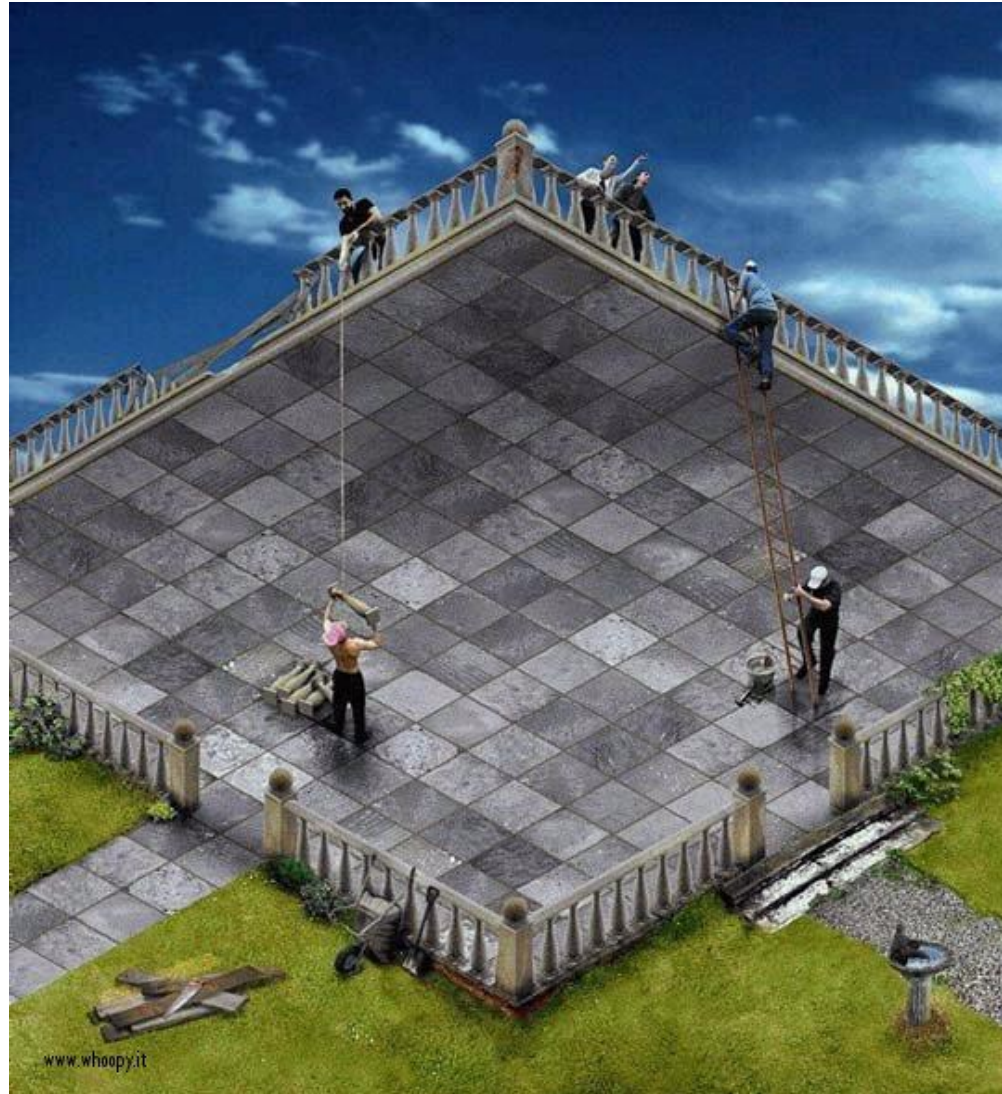
No one will hire me because...

There are no jobs...





# Change Your Perspective



# Phases of Job Search

Investigate

Express

Orchestrate

Analyze

Uncover



# What is your Vision ?

Vision: combination of your knowledge and dreams

Visionaries:

- Time Travelers who look into the Future to *discover* possibilities. Come back to the Present to *act* upon necessary steps to get to their goal .



# Vision Questions?



- What do you want ?
- What skills /experiences support this ?
- What actions do you need to take ?
- How will you know when you get there?
- What is your message?

**Career  
Change**

**Same  
Occupation**

**Contract**







Assessment:  
Personality  
Skills  
Talents  
Interests  
Experiences

Preparation & Planning:  
Resume  
LinkedIn  
Research  
• Industry  
• Position  
• Location  
Social Media  
Job Search Plan

The Search:  
Schedule  
Tracking Tools  
Network  
Workshops & Clubs  
Info Interviews  
Job Boards  
Interview Prep &  
Practice  
Evaluate

Transition:  
Job Offer  
Negotiate  
Onboarding  
Restore Family Routines  
30 day Review

Vision of  
Future  
Position



# Focus on the Benefit of Hiring You

Need + Fit + Chemistry = Job Offer

1. Problem Solver

2. Profit Maker

# 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?



# **Your Work History**

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



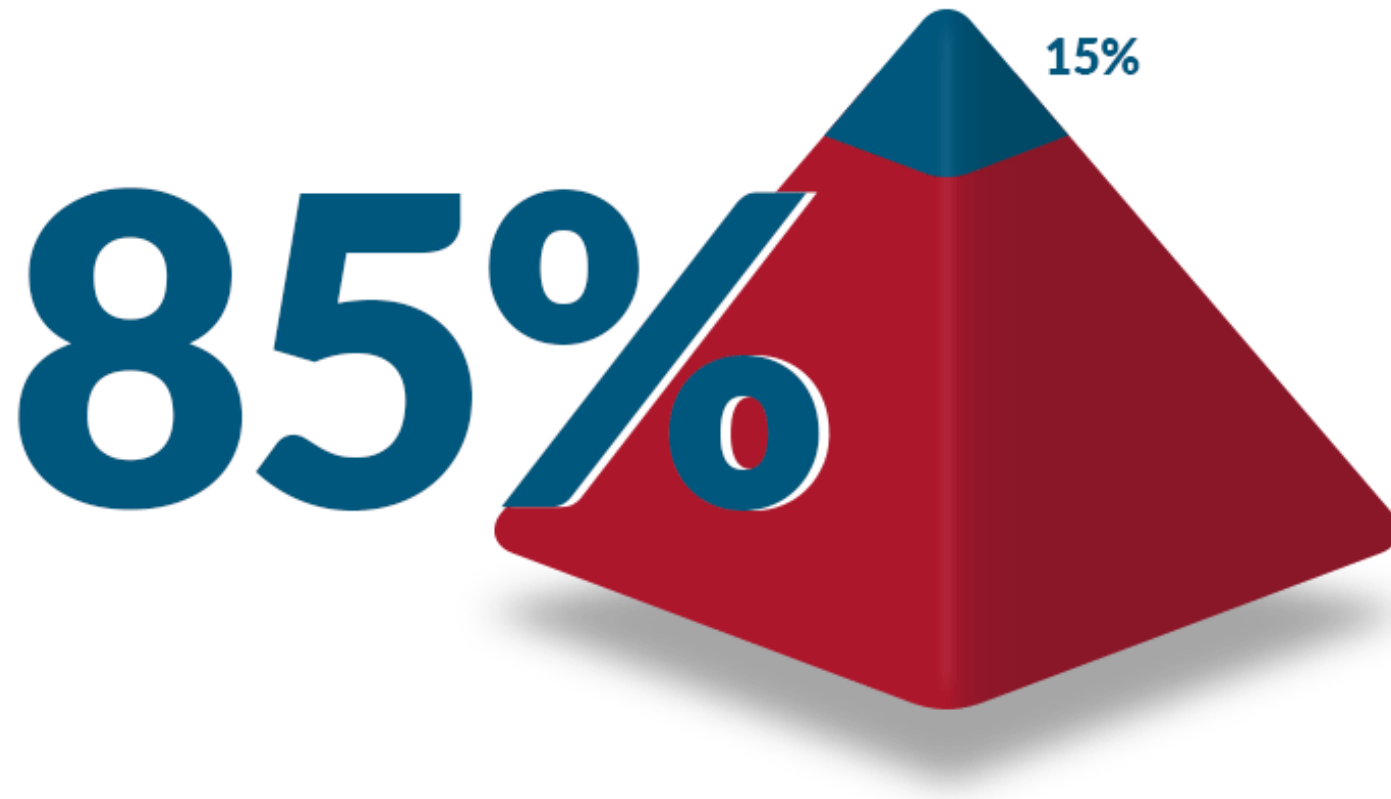
**Information to start your resume and prioritize your search objectives**

# Do You Know Your S.W.O.T

- Internal/Self Analysis (assess yourself)
- **Strengths**: Identify the positive areas that are under your control you can take advantage of in planning.
- **Weaknesses**: Identify the areas that are under your control and you plan to improve.
- External/Outside Analysis (opportunities in your field and the market place)
- **Opportunities**: External conditions you do not control but can plan to take advantage.
- **Threats**: Negative conditions you can not control but the effect of which you can lessen.

# 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).





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

<https://www.careeronestop.org/ExploreCareers/Assessments/skills.aspx>

<https://www.careerkey.org/identify-your-skills/index.html>

<https://www.jobs.ie/job-talk/how-to-identify-your-skills/>

<https://www.thebalancecareers.com/free-career-aptitude-tests-2059813>

<http://www.jobhuntersbible.com/for-job-hunters/category/job-hunter-what>





### **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, Work Ethic

### **Personality Traits:**

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



# Questions to Identify Skills

- 1. What makes you unique in the workplace?** (think about what others at work might say about you)
- 2. What are your top 3-5 skills / traits / talents at work?** (very creative, can fix anything, always on time, etc..)
- 3. What are you passionate about doing?** Think about a time you were in “flow” at work and lost track of time. (problem solving, helping others, researching, etc...)
- 4. What do you do well?** (think about work, hobbies, school, and volunteer experience)

# Career Questions

- Agriculture, Manufacturing, or Information/Service
- Things, Data, or People
- Fields of Knowledge
- Different Preparation Times
- Different Kinds of Workplaces
- Prescribed or Discretionary



# Returnship Programs

BP: Returnship Program and Mom Project

<http://www.bp.com/us>

The Northrop Grumman Returnship Program

<http://www.northropgrumman.com/Careers/Pages/iReturn.aspx>

Corps Team, Mom Corps

contract and direct hire jobs in accounting, finance, marketing, HR and more.

<https://www.corpsteam.com/corps-team-home/about-us>

reachHIRE

<http://www.reachhire.com/about-us>

SecondShift

<https://www.thesecondshift.com/about>

Irelaunch

<https://www.irelaunch.com/>

PepsiCo: Ready to Return

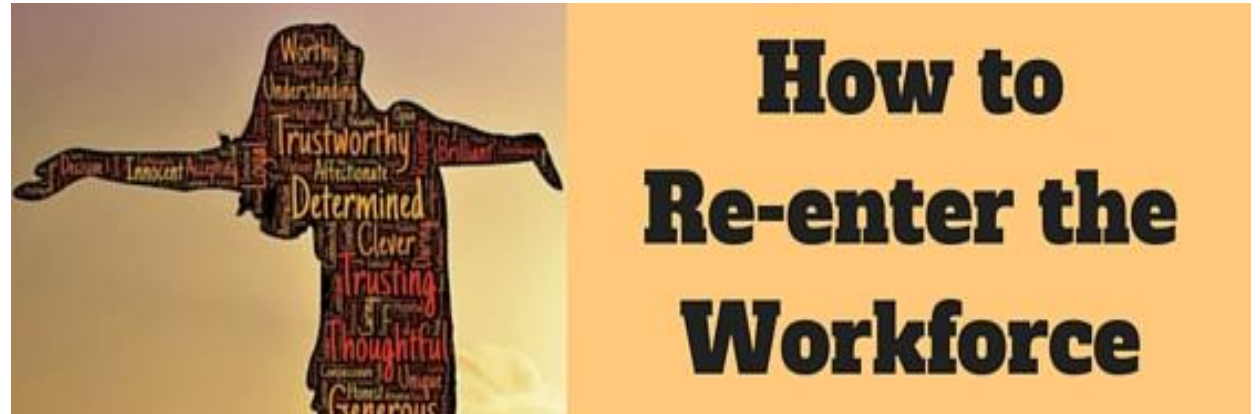
<https://www.pepsicjobs.com/readytoreturn-us/?>

Encore Careers

<https://encore.org/>

AARP

<https://www.aarp.org/work/>



# Career Exploration, Training, Assessments, Jobs

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

Occupational Outlook Handbook

<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.mynextmove.org/>

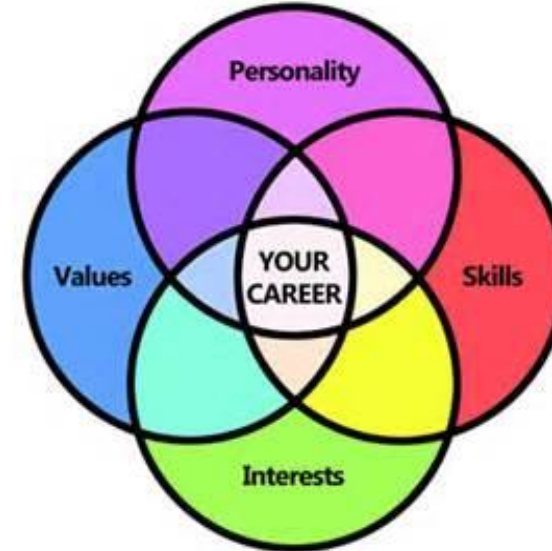
Careers by Keywords, Industry and Interest Profiler

[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



# \$alary Negotiation Resources

## Negotiation Websites:

- Bureau of Labor Statistics: <https://www.payscale.com/salary-negotiation-guide>
- Illinoisworknet: <http://www.illinoisworknet.com/explore/Pages/ExploreCareers.aspx>
- Educate to Career: <https://www.jobsearchintelligence.com/salary-calculator-intro-etc>
- Salary.com: <https://www.salary.com/salaries/>
- Payscale.com Negotiation Guide: <https://www.payscale.com/salary-negotiation-guide>
- Harvard Law School Program of Negotiation: [www.pon.harvard.edu](http://www.pon.harvard.edu)

## Books:

- **Get Paid What You're Worth** by Robin Pinkley & Gregory Northcraft
- **Salary Tutor** by Jim Hopkinson
- **Everything's Negotiable ... When You Know how to Play the Game** by Eric Skopec & Laree Kiely
- **Friendly Persuasion** by Bob Woolf



# Life-Long Learning

**Workforce Innovation and Opportunity Act – WIOA**

**Local American Job Centers:**

- **workNet DuPage,**

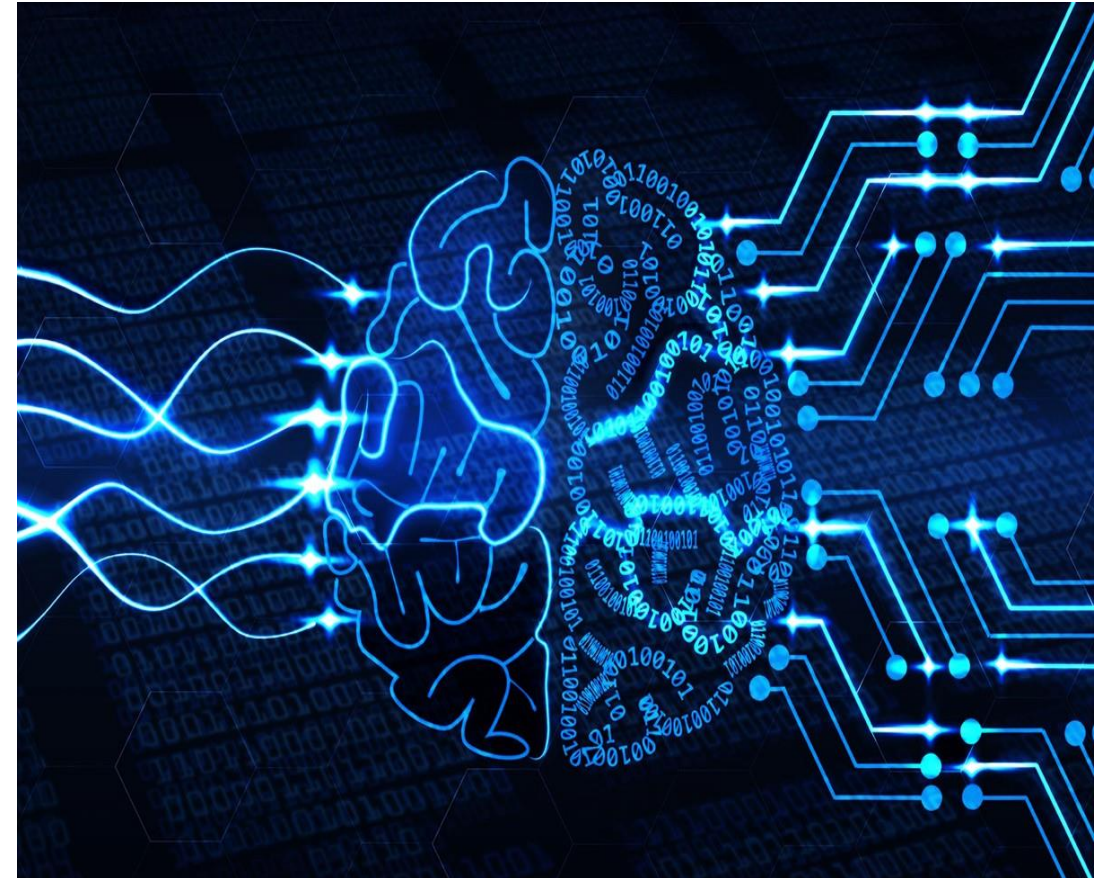
**Community Colleges – Adult Education**

**Internships / Returnships**

**On-the-Job Training – OJT**

**On-line Training:**

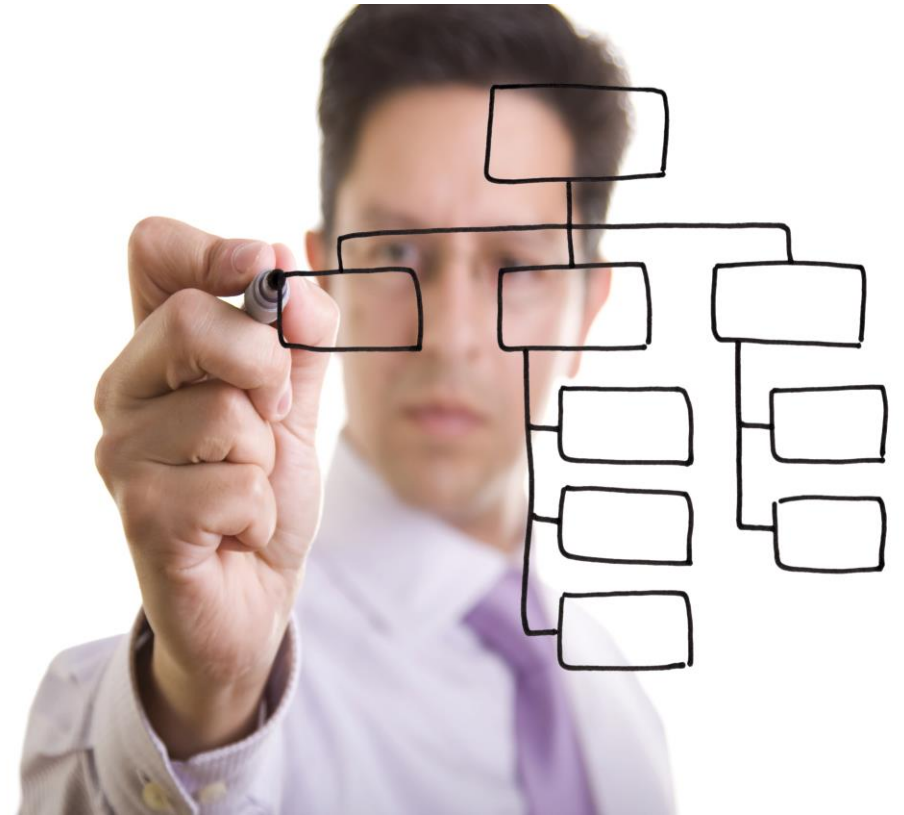
- [www.Lynda.com](http://www.Lynda.com)
- [www.Coursera.org](http://www.Coursera.org)
- [www.Udemy.com](http://www.Udemy.com)
- [www.Openculture.com](http://www.Openculture.com)



PLANNING

# 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



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-730	Gym	Bike	Gym	Bike	Gym		
8-9 am	Open Job Link Check Emails	Open Job Link Check Emails	Open Job Link Check Emails	Open Job Link Check Emails	Open Job Link Check Emails		
9-10 am	Online Search	Online Search	Workshop workNet	Workshop workNet	Job Club workNet	Mark Game Talk w Parents	
10-11 am	Follow-up	Follow-up	Workshop workNet	Workshop workNet	Job Club workNet	Mark Game Talk w Parents	Church Service
11-12 pm	11 Network Pete Green XYZ		Workshop workNet	Workshop workNet	Job Club workNet		
12-1 pm				MAP group			
1-2 pm		130 Interview ABC Inc.	Cleaner Clothes	Resume workNet			
2-3 pm	Interview Prep ABC Inc	130 Interview ABC Inc.	Library	Online Search Follow-up			
3-4 pm	Interview Prep ABC Inc						
4-5 pm							
6-9 pm		Job Club Compass	Softball Game	Job Club St. John		Dinner Steve & Alison	

# Social Media Presence



Recruiters search  
Research Company / Interviewers  
Find Industry & Company Contacts  
Find Positions

- Online resume
- Professional Picture
- Personalized URL
- Summary Story – What You Do
- Keywords – Skills
- Work History
- Show Scope & Results
- Education / Certifications
- Add Resume, Articles, & Videos



Research Company  
See Company Culture  
Find Positions

- Alert Friends to Search
- Professional Content
- Develop Professional Page



Follow Companies  
Find Positions  
Share Professional Articles

Professional “Handle”  
Professional Picture



# Directions

Corporate

Education

Freelance

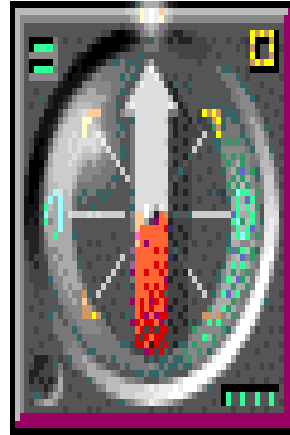
Government

Non-profit

Military

Volunteer

Entrepreneurship



# Target Companies

## A) AUTOMOTIVE SECTOR:



## B) HOME APPLIANCES SECTOR:



## C) PROCESS INDUSTRY SECTOR:



## D) AUTOMATION SECTOR:



## E) ENGINEERING SERVICES PROVIDERS:



- 30 million companies in U.S.
- 99.9% have less than 500 employees  
99% have fewer than 100 employees
- Job seekers look first at companies of 100+ employees
- Account **less than 25%** of all employment
- Tough competition
- **2/3 of all jobs at companies of 2-99 employees**
- **Less competition,**
- **More willing to go with “good enough”**

# Identify People



- Use **LinkedIn** to research companies & connections
- Use **social media** to find referral to company employees
- **Employee Referral Programs**
- Better **percentage** of getting the Interviews
- **More likely to get hired**
- **More likely to stay**

# Planning and Direction

Looking for a:

- Job
- Company

Or an:

- Opportunity
- Problem



# Look behind the Doors for Possibilities



**New  
Companies**

**New Product**

**Company  
Expansion**

**Management  
Changes**

**Winning  
Contracts**



# 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**





# Traits Needed for the Search

COURAGE

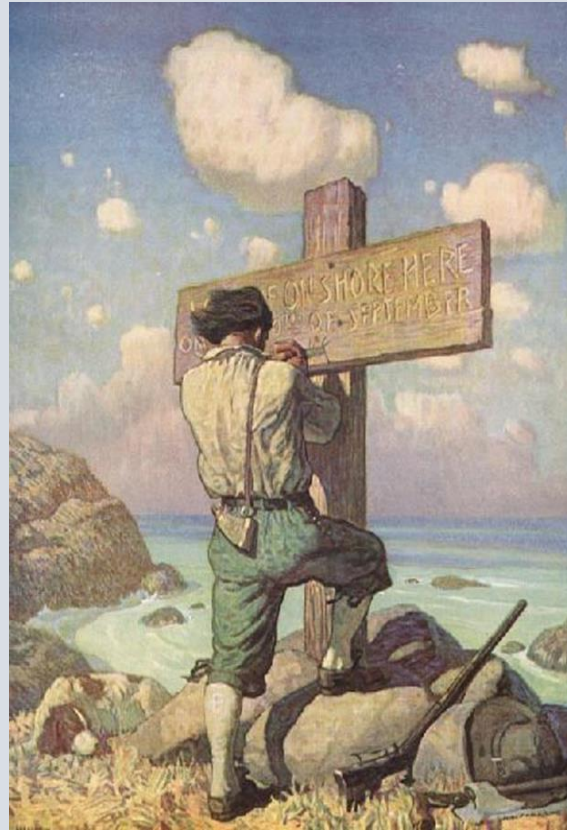
CONFIDENCE

PERCEPTION

PERSEVERANCE

RESOURCES

RESILIENCE



CONFIDENCE

PERSEVERANCE

PERSEVERANCE

RESILIENCE

RESILIENCE

RESILIENCE

# Create a Job Search Routine

- 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

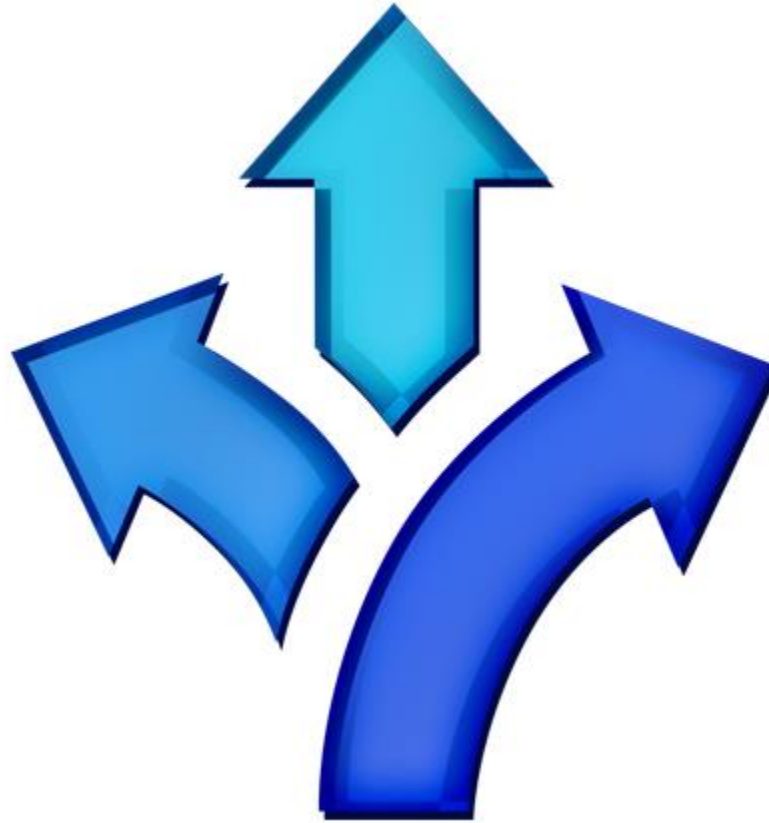




**(70%)**  
**Known  
Candidate**

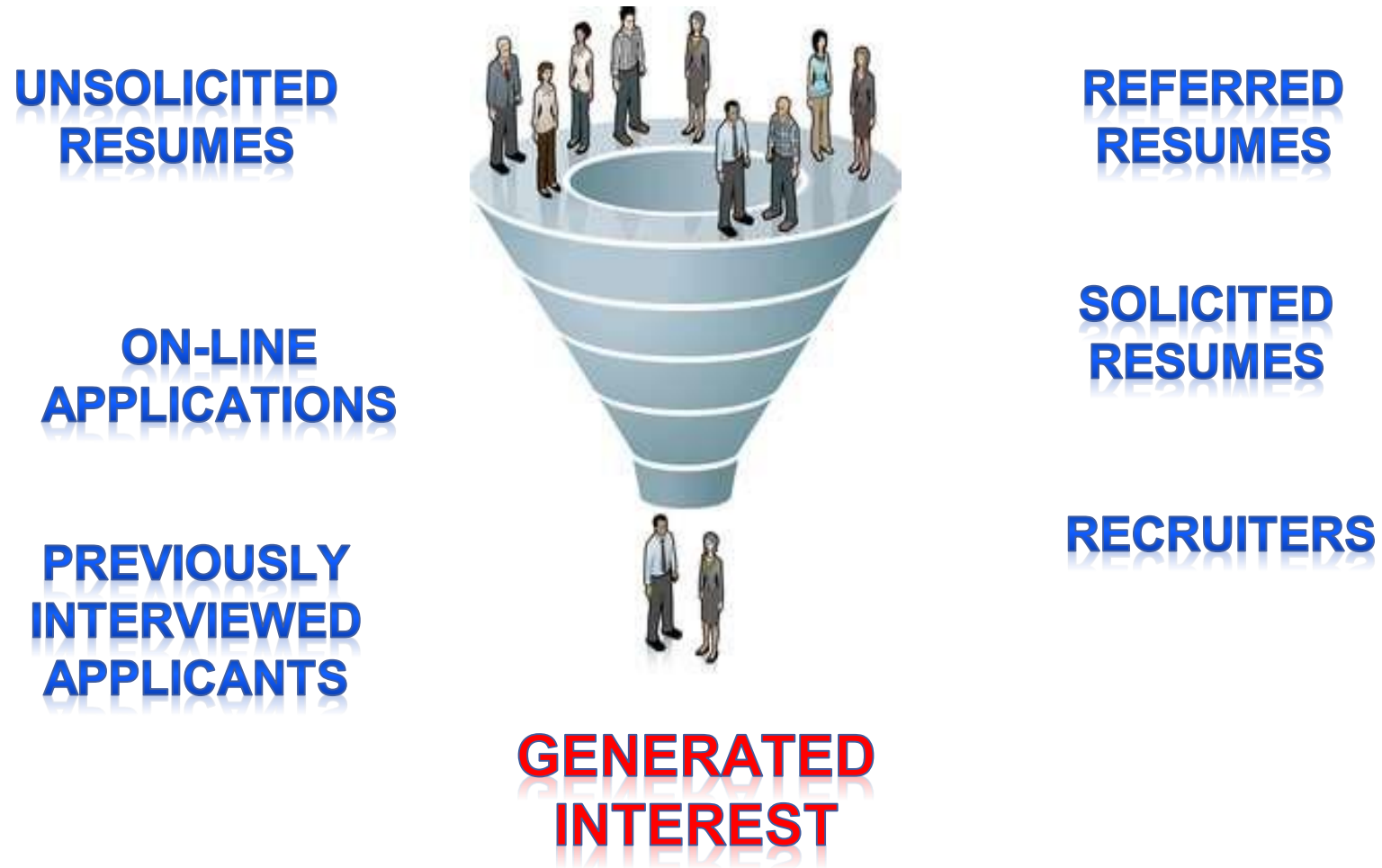
**(5%)**  
**Created  
Position**

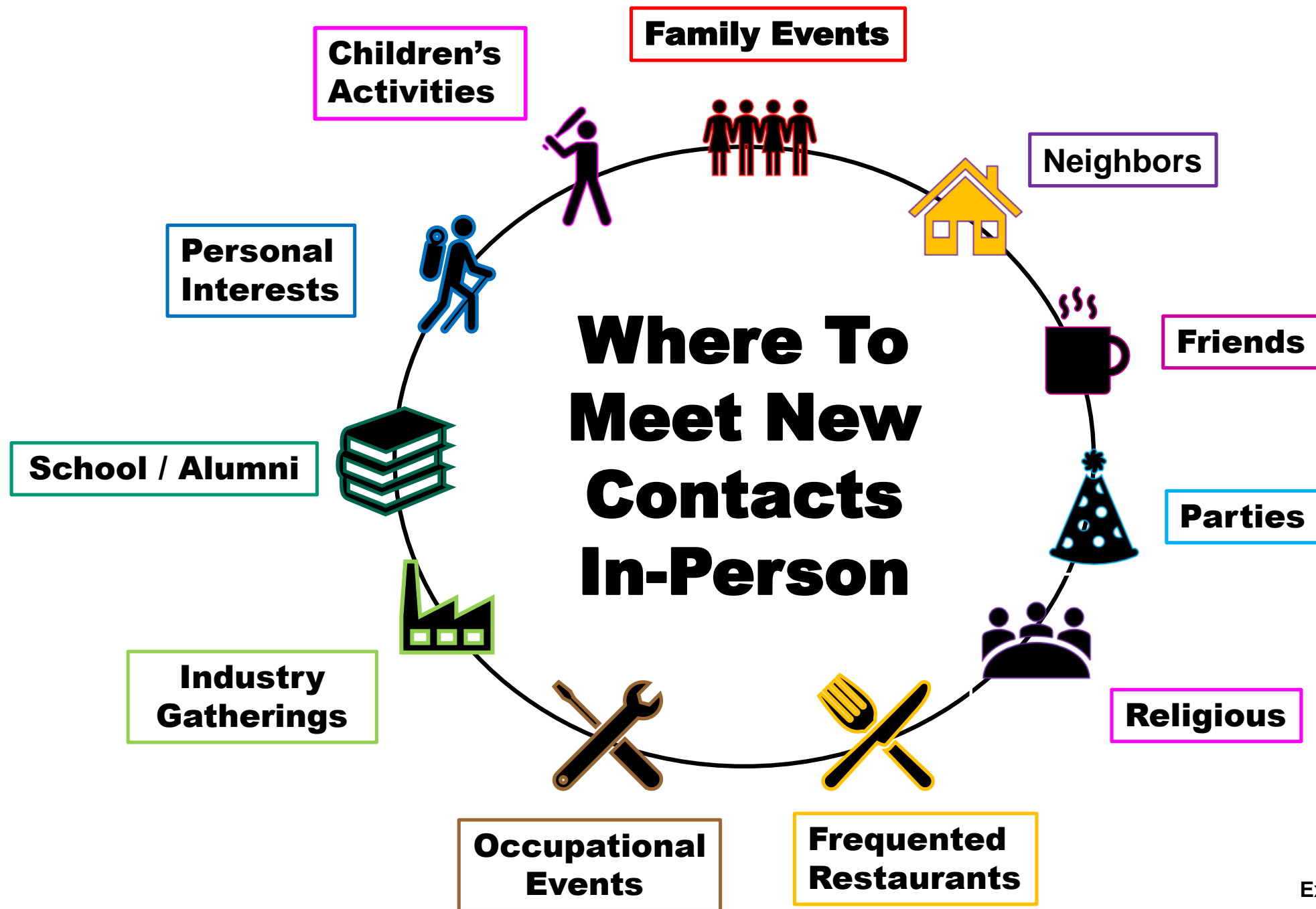
**(25%)**  
**Applicant  
Pool**





# APPLICANT FUNNEL





# Be a Winner!

**W**

***ORK***

**I**

***NTELLIGENTLY***

**N**

***OW***



# Resources

- **Ask the Headhunter** by Nick A. Crocodillos

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

- **Job Search Magic** by Susan Britton Whitcomb

- **What Color is Your Parachute** by Richard N. Bolles

- **Three Boxes of Life**

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

- **Working Identity** by Herminia Ibarra

- **The 2-Hour Job Search** by Steve Dalton

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

Occupational Outlook Handbook

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

Careers, Training, Jobs, Assessments

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

Career Exploration, Training Jobs

<https://glassdoor2.lookbookhq.com/get-job-toolkit/get-job-toolkit-job-search>

Glassdoor Get a Job Toolkit



# Code for WDD Counselors





# VIRTUAL JOB CLUB

---



**Open for Registration** Next Virtual Job Club :  
May 29 How to Find a Federal Job  
– Megan Straza

## **Future Virtual Job Clubs (Public):**

- June 5 **S.U.R.V.I.V.A.L. Guide for Job Search Wilderness** – Jim Fergle
- June 12 **How to Really Work a Room** – Kathleen Gallagher & Angela Smith

**Let us know how we are doing:**  
**Please fill out the survey**

# Let us know when you find a new job!

**Your story will encourage others!**

**Allows us to serve more people!**

**Congress keeps grant program funded!**





**Jim Fergle**  
**[www.worknetdupage.org](http://www.worknetdupage.org)**  
**[jfergle@worknetdupage.org](mailto:jfergle@worknetdupage.org)**

