

# CAREER INSIGHTS

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**General Meeting Dates**

**2nd and 4th Monday, Monthly**

7:00 to 9:15 pm

Ministry Center

729 Grand Canyon,  
Hoffman Estates, IL

- 5/9 - "The Tell Me About Yourself - Question"
- 5/23 - "The Art of Peopletizing"
- 6/13 - "Will I hate My Next Job?"
- 6/27 - "Gaining Competitive Edge"
- 7/11 - "Working With A Career Coach"

**ABOUT THE MEETINGS**

The General Meetings of the St. Hubert Job and Networking Ministry consist of a career presentation / topic, followed by formal networking. Bring your handbill, resume copies or business cards to use in the facilitated networking portion of the meeting.

All St. Hubert Job and Networking Events are non-denominational, free and open to all occupational categories.

*Newcomers Meeting - second Monday—6:00pm before the regular meeting.*

**THE BEST APPLICATIONS OF**

The featured speaker at our April 11th meeting was Bruce Bixler. Bruce is a former member of the St. Hubert Job Ministry and a Project leader in his regular employment function. Along the way to his new job and career opportunity, Bruce picked up some very effective job search tools using what is commonly called social media. One site in particular, LinkedIn, was his focus and without a doubt it features an exceptional array of options a job seeker can employ to enhance their search and reach key targets of opportunity.

Bruce shared his insights with us and here is a summary of his excellent presentation: Beginning with a 'YouTube Video, Bruce made the point that LinkedIn was a tool of the future as well as the present. He showed us the relevance of its application to our pursuits if it is fully optimized. This means taking advantage of all the LinkedIn site has to offer. Bruce pointed to having a 100% fully complete profile as one way to get your page to show up in a search—former positions and descriptions help others find you.

Bruce shared his own public profiles as an example of

claiming your public profile URL.

A summary tool was offered as to what content is important in the 800 word limit LinkedIn places on the page. Bruce suggests loading up on key words within the 250 word space available.

Group tools are critical. Joining relevant LinkedIn occupational groups gives you a wider net to cast to attract interested parties such as search firms and industry hiring managers who are part of those groups. You can join as many groups as you like—but, be sure they are job focused and professional. Bruce recommends that you add value to the groups through regular input—it does you no good to be a "Wallflower," Bruce admonished. Add your expertise on subjects and it will increase people's knowledge of not only you but your expert knowledge in the subject. Following companies of interest is important—companies regularly check to see who is following and may be curious enough in you to make an inquiry.

Needless to say that this brings the employer to you! Bruce covered the job search

section of LinkedIn and how to use it effectively and then showed us how to use the advanced search tool.

Finding contact names is an art. It includes going out on Find People and inputting your criteria. You can also find a person you only know by last name and a profile of their experience. Bruce covered use of Google Profile tool and ended with trick and tips including other web site links such as Simplyhired, Jobinsider, Wordle and Twitter.

Wordle is a unique tool, it highlights the key words in ads by emphasizing them in size—it is close to a work of art, but gives you the emphasis of the employer to their needs which you can then build into your resume and interview replies.

We thank Bruce for an outstanding evening of absolute user friendly LinkedIn tutorial.

**- YOU ARE NOT ALONE -**

Job search can appear to be a mountain climb, an impossible task and a drain on our spirits that drive us to distraction. It is for these varying reasons that it is important to have partners and share the knowledge, experiences and the initiatives that may work for one another. Partners can give moral support and encouragement as well as offer advice, help us to think clearly and challenge our bad ideas. Take a look around for a partner to begin the process. Partners help us to not feel alone—they can give us double

"How the Job Finds You" Community Presbyterian Church—Mt. Prospect

**6/25—Sat. 9:00am to 12 Noon**  
"Organizing Your job Campaign"  
Immanuel Lutheran Church —  
Palatine

**FUTURE EVENTS CALENDAR**

Listed below are Resume Review and Seminar Events to place on your calendar. Please join us.

**RESUME REVIEWS**

**5/12—Thurs. 7:00pm to 9:00pm**  
Village Presbyterian Church—  
Northbrook

**5/28—Sat. 9:00am to 11:00am** St.  
Marcelline's Church—Schaumburg

**FREE RESUME REVIEWS AND SEMINARS**

**6/11—Sat. 9:00am to 11:00am** St.  
Isidore's Church, Bloomingdale

**SEMINARS**

**5/21 — (Sat. 9:00am to 12 noon)**"Mining For Company Information" Church of the Holy Spirit—  
Schaumburg

**6/2 (Thurs.) - 7:00pm to 9:00pm**

*Free Resume Review  
Unemployed?  
Underemployed?  
Seeking a job change?*

*Then Join us and our six Search  
and Human Resources Profes-  
sionals for a face-to-face Resume  
Review. Open to all and non-  
denominational. See event  
calendar, page 1.*

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*“Keep that box full  
of new opportunities”*

Career Speaker

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**Http://finance.groups.yahoo.com/  
group/  
St\_Hubert\_Job\_Ministry/**

**Who We Are...**

The Saint Hubert Job and Networking Ministry was founded in March of 2003. It continues to be a well attended job support group providing spiritual and career guidance, networking opportunities and a forum for helping one another through job transition. Join us for a meeting and gain the advantage in your job search. We are there to help you reconnect.

**The Job market is  
Improving!**



**THE CARDBOARD BOX SYNDROME**

A job search can sometimes take on the feeling of being in a closed cardboard box. On one side you have the anonymous job application—you send it in, but never hear back, on another side you send your resume to a recruiter and never hear back. Then there is another side and it is the help wanted ads and you send in your resume to a box number or innocuous web address and never hear anything . At the top is the



interviews that may go on forever and the box bottom is the rejections—all surrounding you and en-

capsulating you in a sort of box of nightmares. It can be an awful feeling.

One career speaker put it this way: “In my own job search, I felt as though each source of job opportunities were trying to keep me holed up in a cardboard box without options, without answers, without closure and without a job.”

Not a very good feeling. However, he went on to suggest that when we feel “boxed in,” it is because we feel that each and every item should be fully addressed because

we give it so very much importance. After all, securing another job is often a critical and essential activity — it pays the bills, gives us a sense of purpose, provides us with a sense of security. But, it is this very thing, when nothing happens, that creates the problem for us and closes that box over our heads. Here is how we tear that box apart—after all, it is only cardboard, right!?

- A. Try to respond to each job by identifying who the hiring person is.
- B. Follow-up with a phone call within a week of applying.
- C. Get a feel for what the process will be for selection for interview.
- D. Keep a log of applications and contacts you’ve made.
- E. Always ask if there is anything else they would like besides the resume—a summary of qualifications, a sheet of references, a list of past projects completed, etc.
- F. Connect with at least two other employees of the company you applied to, as resources for feedback and endorsement.

G. Keep that box full of new opportunities.

Being connected to a person gives you a voice and an address—there is less anonymity in the process. With a continual flow of opportunities, there is always something to look forward to.

**Facilitating**

Recently, we were asked what the profile is for a good facilitator. Since the St. Hubert Job Ministry has regular facilitated Networking Meetings and Accountability Groups, which are coordinated by facilitators it would be an obvious question as to what it takes to be a GOOD one. Here are some thoughts...

... Has previously created, over-



seen, facilitated and has been an active team member on work place

solution teams, quality teams, and/or has had other people leadership responsibilities. Understands team facilitation to be:

- 1.) Encouraging others to speak.
- 2.) Allowing ideas to flow - not imposing their view.
- 3.) Acting as a model to reaching the goals and purpose of the group.
- 4.) Establishes an atmosphere of focused and open discussion toward an objective.
- 5.) Maintaining time constraints and focus.
- 6.) A good listener and encouraging good listening.
- 7.) Able to add value to the conversation toward the team objective when hesitancy occurs.

Coaches, mentors and leaders tend to learn the skills of facilitation as they perform their roles.

It is a skill to be able to keep on track without imposing your dictates, while making each person feel they contributed fully and for each member to walk away satisfied that the meeting goal has been successfully reached.

**OUR NEW QR CODE !**

OK.. So what is a QR Code? Well, in the simplest of terms—it is a black and white series of boxes that dependent on the order, spell out a web address. The address can be scanned by a smart phone (which has a QR app loaded into it). The camera reader of the smart phone will then take the user directly to that web site.

Product manufacturers, service companies, charities, not-for-profit entities and others are now using QR codes. You’ll find them in advertisements , on their products to take a shopper or user to a web site that will help the user with more information on the product or service.

The Saint Hubert Job and Networking Ministry has a very active Yahoo Group. We thought it would be helpful to members and interested

potential members to be able to easily connect to our Yahoo Group for the latest in updated information relating to our activities and other helpful information.



Make sure your smart phone has a QR reader app—then, try the QR code above. See how fast you can connect directly to our Yahoo Group. While ours is job focused, you will surely begin to find other codes that will take you to shopper and user information that will be helpful, cost saving and in some instances will give you an on-line coupon for discounts or perhaps nutrition, ingredient and safety information.