

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

- 6/28 - "The Job of Finding a Job"
- 7/12 - "Establishing Rapport with the Interviewer"
- 7/26 - "E-Resume Techniques"
- 8/9 - "TWITTER—Follow or be followed to a new career"
- 8/23 - "Strategies in Building Optimism"

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.

PLAN—B PLANNING

At a recent St. Hubert job Ministry meeting, Bob Podgorski, Coordinator, provided a road map to individuals contemplating changing their focus away from their former occupations to something different. Bob started with the options people have when seeking new employment—they can continue to seek work they are most comfortable with, look for alternatives, retire or



give-up. It is in the alternative choices that this presentation concentrated its information.

Bob first talked about choosing a good reason for making a change, since leaving your former occupation or industry is a major move. Disappearing jobs, lack of challenge, difficulty in staying current, changing life-style and income issues led the list of good reasons. He cautioned that frustration with the job search is not an excuse for abandoning a career with longevity, reward and opportunity.

To begin Plan -B planning, Bob suggests we do a great deal of reflection, determine our capabilities and do our research. Often we find transferable

skills—applicable to many job situations that can benefit a multiplicity of employers. Problem Solver, Team builder/motivator, Communicator, Quality Analysis, Business developer were some of the transferable skills mentioned.

To select a new industry, Bob suggested you begin by finding the things in your past work environment that spelled success for you. he asked: "What were the two or three most important things you need in which to thrive?" He added, "There are always diverse industries that will have these characteristics. Some examples are: Fast Paced, Technologically driven, Growth oriented, People focused, etc. Use those features most appropriate to you to identify new frontiers.

To better assess your capabilities, use assessments as well. It will help you to determine your basket of employer values.

There was more to this presentation, but the above provides you a sketch of how to do some Plan-B Planning.

TRANSITION

No Longer a Game of Chance

For some job seekers, making a transition is a card game. They may leave it to chance to find that next job opportunity, using the same old methods they did twenty years ago. Send out hundreds of resumes to want-ads and not deal with their thoughts, emotions and select proper actions.

Our presenter Megan Walls, President, Conscious Connections, Northbrook, Illinois, took us through a scenario of thinking that had us look at change as a card game. Beginning with the toss-in, shuffle, deal and playing the game. In each phase, there are our thoughts, emotions, actions and tools. The Toss-in represents our identity—ending a life phase and picking up on another. Our thoughts can move to confusion upon losing a job, our emotions can lead to fear of the unknown and self-doubt. Our actions can lead to paralysis. Understanding this helps us to overcome and redirect these phases to a smooth transition.



In the shuffle we address self assessment, value identification and direction.

(cont'd page 2.—Transition)

FUTURE EVENTS CALENDAR

FREE RESUME REVIEWS AND SEMINARS

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

RESUME REVIEWS

7/10—Sat. 9:00am to 11:00am
St. John the Evangelist Church — Streamwood

8/14—Sat. 9:00am to 11:00am
St. Matthew's Church—Schaumburg

9/11—Sat. 9:00am to 11:00am
St. Julian Church—Chicago

SEMINARS

Thurs. 6/24 - 7:00pm to 9:00pm
"Interviewing - from both sides of

the desk" - Village Presbyterian Church — Northbrook

Sat. 7/24—9:00am to Noon
"The Thrill of the Hunt" - St. Francis de Sales Church—Lake Zurich

Sat. 8/7—9:00am to Noon "Career Direction—the real you." St. Matthew's Church—Schaumburg

VOLUNTEER WORK AS JOB EXPERINECE

We had the pleasure of hosting Craig Eberts, Outplacement expert with First Transitions of Chicago. Craig provided us a seminar on the perspective that volunteer work can be used to show relevant and important skills and abilities that an employer would be excited about.

Craig first encouraged us to consider doing volunteer work during a job search. This has several benefits such as, showing we are engaged and active as well as learning and contributing our talents and abilities. He also encouraged us to place volunteer experience on our resumes, when it is meaningful work, where our skills and abilities where engaged and where we learned new skills.

Our goal is a new job, and in the application process employers will want to know what happened during gaps in dates. This is your opportunity to bring forward the relevance of your volunteering while job seeking.

Volunteering also leads to getting noticed. Volunteering is a form of active networking. Check around as to who you are working with, supervised by and connections

they have. It is possible some of your co-volunteers will have connections in target companies you desire.

New skills can be picked up and learned. As you use these new skills you are becoming proficient in a new area of talent and capability. Interviews can move to positive impressions as one describes the assignments, projects, results and skills used. Craig suggested that volunteering can bring out skills such as leadership, organizational abilities, administrative strengths, motivational characteristics and communications skills. These are all desirable traits.

In answer to the concern that volunteering takes away from your job search, Craig took another perspective. He said that volunteering can refresh, build strengths, new capabilities and open doors. He also quipped, "Job search, 24/7, can drive you insane!" He also gave a good tip on transitioning out of volunteer work. He suggested phasing out rather than running out to give the volunteer group opportunity to adjust to your leaving for that new position.

Twitter Tips

Job seekers and employers are beginning to use Twitter as a way to get connected. For the job seeker your Twitter profile should be professional and not personal. It should emphasize your professional status, talents and capabilities, professional affiliations and interests rather than your personal style statement. Keep comments to thoughtful professional pros and not emotional outbursts. It is important to "Tweet " about positives not negatives.



Twitter gives you the chance to follow others. Select these carefully with the intent to emphasize your career and industry. Select reputable companies that have Twitter Accounts as such— so do many industry leaders. To gain followers, pick a public profile. A private profile will eliminate public view—the advantages of public view is that company recruiters can find you

Twitter allows you to put in web sites. If you have industry favorites or for that matter, your own web site, there is an opportunity to list it in your profile. And, one last point—spell check your "Tweets," for the best impression possible. Use recognized abbreviations— Note: Twitter allows for only 140 character messaging.

TRANSITION (contn'd)

In the deal we address choices. It is after we address the initial thoughts, concerns, emotional responses, and feelings— putting these in perspective that we begin to effectively set goals achieve results, deal with new challenges and contribute significantly, slowing down and checking in when the game is not working. Our thanks to Megan Walls. Her insights were on target for those in transition.

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

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

“Are you targeting too narrowly and eliminating your options?”

Jerry Aurigemma
St. Hubert Job Ministry
Coordinator, Accountability Groups

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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.

NAVIGATING AN EXTENDED JOB SEARCH



Recently, Our own Jerry Aurigemma, coordinator of the Accountability

Groups , presented a seminar on working through a prolonged job search. Our host Parish was Orchard Evangelical Free Church. Jerry made some very key observations that could help candidates traverse the concerns of extended job seeking. Here are the topics he covered:

- **Unemployment and Temporary Assistance Resources**
- **Family and Friends**
- **Taking Care of Self**
- **Eye on the Objective**
- **Impact of Long-term Unemployment**
- **Trouble-shooting**
- **Campaign Re-evaluation**
- **Effective Targeting**
- **Job Search Accelerators**
- **Extended-Search Precautions**

- **Unemployment and Temporary Assistance Resources**
- **Family and Friends**
- **Taking Care of Self**
- **Eye on the Objective**

You can see by the extensive coverage that this seminar addressed many areas on the minds of those who have a job search longer than anticipated.

To trouble shoot: Check on how many hours you spend on your search and the quality of your efforts. Are you targeting too narrowly, thus reducing your options? Are you aiming too high or too far afield? Conduct a self-assessment. Ask: Do I represent essential abilities that today's employers seek?