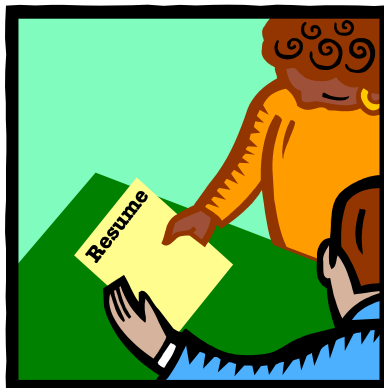


Finding a New Job



*A Start-up Kit for Job Seekers Who
Live in Chicago's Northwest Suburbs*

Published as a public service by First Presbyterian Church of Arlington Heights, IL
January 2009

Finding a New Job

A Start-up Kit for Job Seekers Who Live in Chicago's Northwest Suburbs

According to a poll by the Society for Human Resource Management and *The Wall Street Journal's* Career Journal.com, three-fourths of employees in America are job hunting. Most are looking because they want more money, more opportunity, or they're unhappy with their current jobs.

Not so with people who have been laid off. They're looking for a job because they're worried about the future and about paying their bills. If you or someone you know is in that situation, this pamphlet will be of help. Here are some things that can be done to begin and sustain a successful job search:

Let's start with your frame of mind – Success with job searching is mostly a matter of attitude, effort, abilities and contacts. Here are five job-finding keys that have stood the test of time. Use all of them simultaneously:

1. **Adopt and maintain a positive attitude** - Your old job is gone forever. Unless you are able to retire, you will need a new job. You have expertise and qualities that someone needs. Instead of “Woe is me,” it should be “What can I *gain* from this situation?” You get what you focus on...and believe. So, be proactive; get started with something.
2. **Make finding a job your new job** – Your old job took effort. Your next job will take effort. Why not apply similar effort to finding that job? Develop a job search strategy and stick with it. Spend your days face-to-face and work on the computer in the evenings.
3. **Identify and sell your positive attributes** – You have valuable knowledge, abilities and personal characteristics. What are they? You have accomplishments; what are they? Include the key words in your resume and all your written communications (brand yourself). Create 30-second and 60-second sales pitches (practice them!) and a flexible marketing letter/email that will grab attention.
4. **Identify and use your connections** – Give your business contacts, friends and acquaintances copies of your resume and ask for their assistance.
5. **Be open to something different** – What are the alternatives? What would you *really* like to do; what will give you the most job satisfaction? What are you willing to do if the ideal situation doesn't come along?

Here are some specific things that you can do to get started:

Start NOW – After you've recovered from the initial shock, hurt, anger or embarrassment—and gotten into a more positive frame of mind—it's time to start working on the recommendations in this pamphlet. Job search advisors insist that taking a breather, a vacation or otherwise delaying the search process can hurt you. Laid off Friday? Start Monday—if you're emotionally ready—even if you have a severance package.

Assess your skills and passions. Identify past contributions – Before you start writing a resume, networking or making cold calls, get grounded in who you are and what your strengths and developmental needs are.

Determine your goal – Not: “To find a job.” Not: “To earn X dollars.” *Instead*: “My goal is to work as a _____ in _____.” Pursue employment *after* you’ve clearly targeted what you want.

Write a powerful, results-oriented resume – It should emphasize your skill set and contributions/accomplishments, *not* job duties performed; and it should contain the right “trigger words” (words important to the employers you’re targeting).

Read what the experts say – The outstanding and engaging book, *In Search of the Perfect Job* (second edition) by Clyde C. Lowstuter, is targeted at the executive level but outlines a workable eight-step process for any job seeker and provides useful insights and very helpful worksheets, exercises and examples. *It’s like having your own top-notch job search advisor!* It’s probably in your local library, but can be purchased at Amazon.com (see the reviews there) and may be available at Barnes & Noble or Borders (it’s well worth buying). A quick read, but full of good basics and helpful tidbits, is Kiplinger’s “How to Find a New Job”; it can be found at www.kiplinger.com/features/archives/2007/01/newjob.html; be sure to click on the links such as “What Not to Say At a Job Interview.”

Talk to others who have been successful at job searching – Ask around; who among your acquaintances (or their acquaintances) have lost their jobs and found new ones? Find out what you can learn from them.

Start looking for jobs –

- **Look in the right places:** Job search advisors report that 60-80% of the people they help get their jobs through networking. From the employers’ perspective—according to the CareerXroads’ 7th Annual Sources of Hire Study (of a cross-section of highly recognizable retail, technology, transportation, manufacturing, pharmaceutical and finance firms)—28% of outside hires come from referrals, 14% come from company websites, 12% from online job boards, 9% from direct sourcing (such as a company’s marketing to targeted lists), 5% from media/print, 5% from rehires, 4% from college, 3% from third parties/agencies, 3% from temp-to-hire, 2% from career fairs, 1% each from search engine advertising, walk-ins and open houses, and 12% other (other = survey respondents gave no answer to the question).
- **Network** – Since networking is likely to bring you the greatest possibility of success, you should network as much and with as many people as possible. Research online about an hour a day (in the evenings), but focus your efforts on making individual contacts and connections. Research those companies you *most* want to work for and are in fact targeting. Identify the key contacts in those companies that have influence or say in hiring for the job/department you wish to work in. Then seek those individuals out via a network referral (helps to drop a name they know) and establish a rapport with them. There are many networking groups in the Chicago Metro area. Get a copy of “Chicago Area Job Networking and Support Groups” from the Answer Center at the Arlington Heights Memorial Library. Most of the organizations listed below provide networking services.
- **Do your own research:** Most libraries’ reference sections are a great source of information about businesses—especially via frequently updated databases such as Reference USA, Million Dollar Directory and Hoover’s Pro. (For example, the first two databases can be accessed remotely on the Arlington Heights Memorial Library website, www.ahml.info; click on Quick Links, Online Databases; requires library card barcode, or, non-residents may obtain a remote access card at the library.) You’ll be able to identify names of companies by industry, location, number of employees, etc., as well as

be able to find the names and contact information for the executives of those companies. Use these leads to identify companies and individuals you want to target.

- **Online:** Use the free online business networking sites, www.linkedin.com and www.spoke.com. You should also check out the major online job boards like www.careerbuilder.com and www.monster.com. And there are vertical job boards for specific categories of positions; for example, www.theladders.com specializes in executive level jobs. Or you can search by job title and location at www.indeed.com. If you are a blue-collar worker, check out www.bluecollarcrossing.com and www.snagajob.com. A general, comprehensive online job search resource is www.job-hunt.org. But, beware! Searching online can consume most of your waking hours and is not nearly as productive as networking; again, it's wise to limit online searching to one hour per day.

Get help from: (most services are free)

- **Arlington Heights Memorial Library** -- Business Librarian, Barbara Vlk (847-870-3642) will provide basic assistance with resume preparation and point you to helpful resources. There are also two tables full of useful books near the Answer Center (formerly, the Reference Desk) in the north side of the Library. (www.ahml.info, 847-392-0100)
- **Barrington Career Center** – For a small fee, the center runs networking sessions, interviewing skills workshops and job skills-building seminars; administers two very useful assessment tools, Meyers-Briggs and Strong Interest Inventory; and provides one-on-one job coaching. The center also offers a bank of up-to-date computers with Internet access and wi-fi access for use with laptops. The website features links to other job search resources. (www.barringtoncareercenter.com, contact Teri Wilson or Kelly Wlas, 847-304-4157).
- **Career Resource Center** -- Located in Lake Forest, for a small fee the center offers education, training and mentoring in a supportive environment. It provides a comprehensive array of services that reflect current marketplace conditions including: private advisory sessions, educational seminars, interview preparation, networking sessions, job search roundtables, Internet and software training, and access to a reference library, computer lab with Internet and employer databases, work space and office equipment. (www.careerresourcecenter.org, contact Jan Leahy, 847-295-5626,).
- **Executive Network Group of Greater Chicago** – This group is targeted at people who are experienced in middle or senior management positions. Most meetings are held on the second Thursday of each month at Arlington Heights Memorial Library. The website allows employers to post job openings and job seekers to receive job postings. There is a small annual membership fee and nominal meeting fees. Visit www.engchgo.org for more information.
- **Holy Family Job Support Group** – Volunteers assist unemployed or underemployed with resume preparation, networking and interviewing skills during meetings in Inverness every Saturday morning from 7:30-9:30 a.m. (www.holyfamilyparish.org, Pastoral Care, Support Groups; contact Brian Healy, 847-359-4097).
- **Illinois Worknet Center** – (Part of IDES, the Illinois Department of Employment Security) The IWC's office in Arlington Heights helps with networking, job postings, and provides access to computers, fax and telephone (<http://worknetncc.com>; contact Ted Kasch, 847-437-8913). A representative at IWC from Harper College (Diane Carter-Zubko, 847-758-2372) coordinates job search-related workshops, offers a career assessment, and provides other job search resources, including information about education and training programs offered at Harper College. Starting this January, IWC will be running a monthly one-day workshop on interviewing, resume development and

networking, at the Arlington Heights Memorial Library; register at www.ahml.info (Programs & Events, Adult) or call the library receptionist at 847-392-0100; for more information, call Barbara Vlk, 847-870-3642.

- **St. Francis de Sales Employment Ministry** – Located in Lake Zurich, the ministry runs a two-day Job Search Workshop that focuses on interview preparation; it’s free (donations are accepted) and is open to everyone. Other help is offered, including job search assistance, resume preparation and review, and job leads via email. (No website; email employmentministry@stfrancislz.org, or leave a message at 847-726-4888.)
- **St. Hubert’s Job and Networking Ministry** – Located in Hoffman Estates, the ministry is open to anyone who would like to attend twice-monthly evening meetings and programs related to job networking, career skills presentations, resume preparation and interviewing techniques—all in a supportive Christian environment. Free daily job listings are also provided. For more information: www.sainthubert.org (click on Organizations, then Job and Networking), or contact Bob Podgorski, 847-925-6005.
- **Willow Creek Job Connection** – Located in South Barrington, Willow Creek Community Church provides: a way for employers to post job listings and for job seekers to search for positions and post resumes; written tips on resumes, interviewing, marketing, networking and negotiations; a workshop entitled “LifeWork Transitions” to assist job seekers with their identification of skills, resumes, interviewing and networking techniques; and links to other local resources (www.willowcreek.org/careers, contact Ray Ercoli, 847-765-5000).
- **Work Ministry** – The ministry’s exclusively online service allows job seekers to post resumes, search for jobs and join networking groups, and it allows employers and staffing pros to connect with networks of job seekers to identify candidates (www.workministry.com, contact Bill Broderick, 224-484-8926).

From a faith perspective: Do your best, pray about it often, and leave the results to God.

* * * * *

The latest version of this pamphlet may be duplicated and distributed without prior approval of the publisher. It can be downloaded, as an 8-1/2” X 11” pdf, at www.fpcch.org.

If you know of ways to make this pamphlet more helpful, please contact Bill Ginnodo at ginnodo@pridepublications.com.

***** NOTES *****