



# **10 Steps for Landing A Job**

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# 10 Steps

## 1: Identify The Target

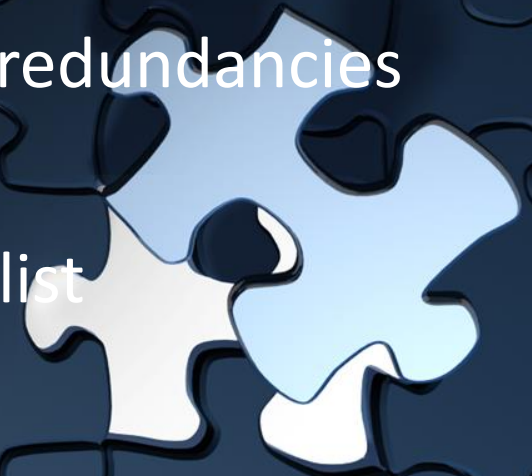
- What is the target job/role?
- Identify target companies
- Create a marketing document



# 10 Steps

## 2: Create/Consolidate Your Network

- Unify your contact list
  - Add contacts from friends, groups, neighbors
- Clean up
  - Update information, eliminate redundancies
  - Fill in missing information
- Most people can add 100s to their list



# 10 Steps

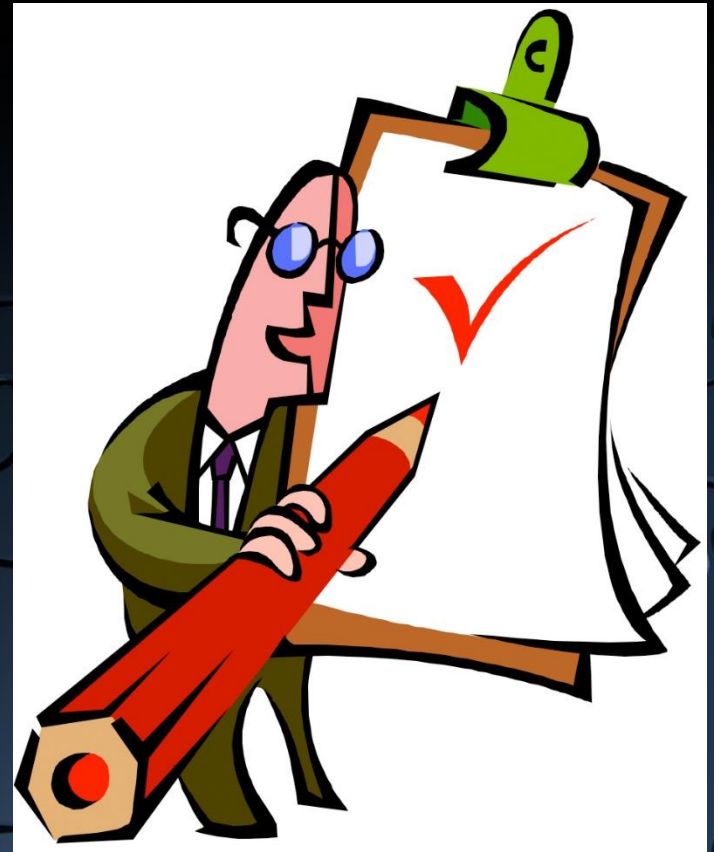
## 3: Clean Up Your Social Media

- LinkedIn
- Facebook
- Twitter
- Instagram
- Pinterest
- **Privacy, Pictures and Comments**



# 10 Steps

## 4: Get Organized



# 10 Steps

## Physical Organization

- Create an office/workroom
  - Free from distractions, noises; NO TV!
  - Kitchen table? Windows?
  - Eliminate junk/trash
  - Room/space for storage/folders
  - NOT a place to play
  - Visible to others?
  - Place to be phone/video interviewed



# 10 Steps

## Organizing Data

- Employment History
  - Company Name (new/old)
  - Job Titles, Start/End dates
  - STAR Statements
- Education/Transcripts
  - Your copy vs. sealed copies
- Reference Contact Information/Verify
- Save in Folder



# 10 Steps

## Organizing Other Folders

- Folder for “Networking”
  - Document- List of Target Companies
  - Document- People to Meet
  - Dynamic/Electronic
- Folders for “Applied for Job”
  - A subfolder per company
    - Job Description
    - Job Ad/Contact Information
    - Customized Resume
    - Journal





# 10 Steps

## Time Management

- 80% of jobs are found via networking
- Biggest 'mistake' of job seekers:
  - Too much time in front of the computer
  - Too little time in front of people



# 10 Steps

## 5: Find An Accountability Partner

- Characteristics
- Non-spouse



# 10 Steps

## 6: Develop A Master Resume

- Include all educational credentials
- Company names/dates/job titles
- STAR Statements
- References
- Get copies of transcripts



# 10 Steps

## 7: Network

- Occupation-specific networking events
  - LinkedIn Groups
- Christian networking events
  - C3G, RUMC
- Friends
- Family
- Groups/Teams



# 10 Steps

## 8: Monitor Job Boards

- Monster
- CareerBuilder
- Indeed
- LinkedIn
- Other, specialized sources



# 10 Steps

## 9: Prepare for Interviews

- Prepare for questions
  - Behavior Based Interviewing
  - Tell me about a time when...
- Know the interviewers
- Understand the company/industry
- Memorize STAR statements



# 10 Steps

## What to Bring

- Business cards
- Resumes
- Organizer/pens
- Water bottle
- Phone: No/off
- No gum



# 10 Steps

## Rapport

- Weather/News
- Traffic
- Sports
- Weekend
- Tell me about yourself
- What do you know about us
- Connections via LinkedIn





# 10 Steps

## Answering

- Listen
- How long of a reply?
  - 1 minute responses
- STAR Statements
- Connect the dots
- Smile



# 10 Steps

## End – Any Questions?

- Project yourself into the role;
  - issues facing this department/role?
- What would be my top priorities in this role?
- What are next steps?
- When should I expect to hear back?



# 10 Steps

## 10: Understand Job Offer Negotiations

- Know the salary range for your role
  - Salary.com, glassdoor.com
- Know your 'minimum' salary
- Don't feel compelled to accept offer on spot
- Justify any increase in salary you deserve
- Other options
  - One time signing bonus
  - Vacation time

