

Conducting a Job Search

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Job Search - Overview

- **Current Market – My Take**
- **Resume / Defining Yourself**
- **List Target Companies**
- **Identify Hiring Authorities (HA)**
- **Objectives of Job Search**
- **Keep Organized**
- **Using a Head Hunter**
- **Schedule and Plan**
- **Final Thoughts**

Resume / Defining Yourself

- **Defining Yourself:**
 - What good at?
 - What like to do?
 - What are your career goals?
- **Resume**
 - One good one
 - Chronological vs Skills
 - Using positive, achievement oriented descriptions
 - Example
- **One Minute “Elevator Speech”**
- **What say about self during Interview?**
- **ALL THE SAME...!**

List of Target Companies

- **Given your skills, career and life goals, what is your:**
 - Dream job?
 - Dream company?
 - Dream location?
- **Type of Company:**
 - Operating
 - Engineering
 - Technology Licensing
 - Etc?
- **Make list of all companies in that area(s)**
- **Rank them (Top, medium, least)**
- **“Pick and choose” vs “Scratch and claw”**

Identify Hiring Authorities

- What is a Hiring Authority (HA)?
- HA vs HR vs Internet / Websites
- The “hidden” job market
- How find HA – including contact information?
 - Persons you know
 - Persons who know someone who knows
 - Linked In
 - AICHE
 - Google

Objective of Job Search

- Find a job!
- Keys:
 - Make contact
 - Resume to the HA
 - Follow-up Interview
 - Can be lunch mtg → Followed by Office Interview
 - Job Offer
 - Do not lose site - Make it a mantra!!!
- E-mails, leaving messages?
 - No – direct contact is best
 - Making cold calls – not always easy
 - “One minute sales pitch”
 - Ways to make happen – time of day, using a friend,
 - How end the call, lunch, visit, etc.?
 - Think sales – you are selling yourself!

Keep Organized

- **Master list of companies w/ contact information and hours of operation.**
- **Keep a file for each company:**
 - What type, what business, news releases, etc
 - Persons you know there w/ their contact information
- **Notes for each company:**
 - Prep prior to call
 - Notes during the call
 - Follow-up call - use different color ink?
 - Separate File folders
 - Electronic on hard drive
 - E-mail
 - Hard copy?
- **Set-up an office**

Using a “Head Hunter”

- What is a “Head Hunter”
- What it implies:
 - You are their candidate
 - You must keep them involved
 - Can you be offered a job and them not be involved? Maybe?
 - What it means from the hiring side
 - Fee – how much?
 - Salary implications
- I’m not an expert – do your own research

Schedule and Plan

- Use a Calendar
- Month – Big picture laid out
- Week – Specific days/times
- Days – To do list
- Each week – Company A and B (maybe C)
- Next week – Continuance of A, B, Adding C (maybe D)
- Moving from A – Z on your list
- Keep working it – just like you do when executing a project

Final Thoughts

- **Order of companies to contact?**
 - Consider those of least interest first
 - Why?
 - Practice
 - Make mistakes
 - Get better
 - “Training” for company most interested in
- **How many chances get?**
 - Maybe one!
 - Make the best of it
- **Networking**
- **Asking for advice and guidance can lead to a job**

Conclusion

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