

UNEMPLOYMENT - A TEMPORARY INCONVENIENCE

- There's a real fine line between "**stepping stones**" and "**stumbling blocks**" so make sure you know how you're utilizing opportunities and obstacles that are placed in your path. This is a time in your life that it can be either of the aforementioned situations, and it's all that you make of it that will constitute one mode versus the other.
- There are 5 steps to the job search process and they are:
 - Denial
 - Why did they do this to me? I didn't deserve it. This really isn't happening to me. I know they'll call me back when they realize their mistake.
 - Fear
 - What will I do now? How am I going to survive? Where will I get the money to live? How will I provide for my family?
 - Anger
 - They shouldn't have done this to me. I'll get even with them. I'll go see somebody and show them who they're messing with. They are not going to get away with this. I'll make sure of that, no matter what it takes, or how long it takes.
 - Depression
 - I'm never going to get anything close to what I was doing or making before. I'm not good enough. Oh whoa is me. Help me, please help me.
 - Acceptance
 - The quicker you get to this final stage, the sooner you can start meeting people without any fear of carrying excess baggage from your previous employs that will deter you from getting the next job. Get over it. Who cares? So what. Don't live in the rear-view mirror, just reflect on it and learn from it. And never start meeting people about potential jobs until you're at this stage, only when you're serious and ready.
- Attitude is everything. Believe in yourself!!! Have faith in your abilities. You are your own best friend, but you can also be your own worst enemy. Never give up, never surrender. It's real easy to fall into a mode where you regress. It's totally up to you to plod ever forward, sometimes step, by grueling step. Nobody said this was easy but it can certainly take its toll on you if you allow it to do so.
- Only you care about you and what accomplishments come from your job search.
- Practice, practice, practice- then practice some more.
 - How's your body language? Remember the 55-38-7 Rule? 55% of all communication is non-verbal, 38% is tone-of-voice, and only 7% is verbal.
 - Amateurs practice until they get it right. Professionals practice so there's never a chance that they'll get it wrong. So get your act together.
- Location, location, location. It is important. Go to places where business people meet and associate with one another.
 - Chambers-of-commerce
 - Professional organizations
 - Job fairs
 - Civic events
- Network, network, network- then network some more, and more, etc...

- You'll only get out of this job search what you put into this job search. Don't think the world is out there waiting to come and get you because they're not!!
 - Take the right "path" when you're networking.
 - Looking for sympathy is somewhat acceptable
 - Getting someone to empathize with your situation may help you a little
 - Just don't be pathetic about what you're doing
- **Be patient.** Good things come to those who wait. This job search may take a lot more time than you can imagine. Plan for it by taking the worse-case-scenario approach.
- **Research** the companies where you think you want to work.
- You need to wear your "**game face**" every time you walk out your door because you never know who you're going to meet.
- In today's job market, **it's not what you know, and not so much who you know, it's more who knows you.** That's where networking derives the most benefits. Since the general Pittsburgh region has a small town reputation, the six degrees of separation theory in this vicinity is probably more like three degrees of separation, for those of you who want to stay local only, and relocation is not an option.
- Try to accomplish networking tasks during the working world's time frame, that's normally considered 8:00 AM to 5:00 PM, Monday through Friday, excluding holidays and the like. Try not to get caught up in the fascination of being on the internet for e-mailing people you know just to occupy time. You'll be wasting precious job search time you can never recuperate. Don't think that spending as little time as you can at your job search will be sufficient. You only reap what you sew.
- **Time is finite.** It doesn't increase. Once it's gone, it's gone. The only thing you can do with time is utilize it more effectively thereby making more time for other things. You won't get maximum results from minimum effort. It doesn't work that way. You need to put the time in to get the benefits out.
- **Get professional help** as needed to assist you in various aspects of your endeavors. Don't be duped into a false sense of security by investing in recruiting firms, personal coaches, or employment agencies because they're agenda is not the same as your agenda. There are plenty of less expensive alternatives available, and a lot of them can be discovered through groups such as PAPEN. We have speakers who offer less expensive programs, and they're probably more local than the big firms, and a lot more accessible. It's your money, invest it wisely.
- Take the time to attend a job search class, like the one offered for free at our PA CareerLink here at Youngwood. It is invaluable in getting you started down the right path toward a successful campaign.
- Everybody has **transferable skills.** What are yours?
- **Don't be afraid to change,** modify, adapt. That's part of a successful campaign. Don't just "stay the course" because by the time you get to where you thought you were heading, you'll probably be somewhere else. A pilot constantly makes heading corrections to allow for things (s)he has no control over, so that (s)he gets where (s)he intended to be.

- When you leave a message for someone, you've now left the control of the situation in their hands. Try to get in touch with a live person because it's not their first priority to call you back.
- **Be persistent** but make sure you're not being a pest. There's a real fine line and it varies with the audience. When you finally get someone, ask what's the best time and frequency to call back. You're on their schedule and if it conflicts with what's important to them, you lose.
- Get someone to be "brutally honest with you. How to you present yourself to others?
 - Your hair?
 - Your glasses, if appropriate?
 - Your "dress for success" attire: blouse/shirt, tie, belt, pants, coat, socks, shoes, watch, ring(s), perfume/aftershave or cologne, and similar items?
- What does your **business card** tell the recipient? People normally save business cards above all other means of written credentials so make sure it's a good reflection on you. It is in fact you that it represents. Carry them with you no matter where you are or where you're going because you never know who you're going to meet.
 - Does it have enough contact information on it to make it easy for someone to get in touch with you?
 - Is it too cute?
 - Is all of the information correct and properly spelled?
- **Get Internet capability.** It's essential in today's job search world. Have a professional e-mail address, not a potentially controversial one. You'll lose precious time and potential contacts because you think you're being cute or clever when in fact you're making a huge mistake. Once you turn someone away from you, it's more difficult to "bring them around" a second time much more so than if you'd done things right in the first place.
- Have a **phone interview packet** available at your beckon call wherever you are. You never know when someone's going to call you and you should always have certain things ready as a "Just in case" it happens to you scenario.
 - Copy of your Resume
 - Other supporting documents (seminars, training sessions, schools, etc...)
 - References
 - Salary information
- Practice sending **thank you cards** to everyone who helps you in you job search endeavors. Someone may not always remember that you took the time to send them a note of appreciation, but they sure as hell will never forget that you didn't. It's such an inexpensive way to tell someone you do appreciate the fact that they helped you, and it never hurts your networking chances. Don't forget to include a business card.
- Don't be afraid to **ask for help.** Most people are almost always willing to lend a hand when necessary. Just don't be overbearing about what you want.
- Occupy your excess time with **worthwhile ventures.** Join some volunteer organizations and actively participate. Take responsible positions because they pay for themselves in the long run. They are also looked on more positively by those you meet when you go for

the job interview. People like the fact that you're helping people even though you in fact need help yourself.

- It's okay to be Polish, but it's better to have Polish when it comes to your job search because it's your future you're dealing with and people are very, very judgmental whether you like it or not. The sooner you realize that, the sooner you'll get with the program.
- Smile, be charming, and be yourself. Remember that during any interview you're on a peer-basis with the person sitting across from you. You're not a subordinate until you get the job so act accordingly.

****Take time off to regenerate. Enjoy the things you love to do, just don't use the time as an excuse not to accomplish job search tasks. Remember that nobody's going to do any of this for you, so if you don't do it, it by no means will get done****

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