



# National BDPA Job Hunt Guide

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<b>BDPA INFORMATION TECHNOLOGY THOUGHT LEADERS JOB HUNT GUIDE</b>
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## Job Hunt Guide

### Document Purpose

The purpose of this document is to help BDPA members find jobs. Although you don't have to be a BDPA member to take advantage of the advice in this guide, it is highly recommended that you become a BDPA member, if you are not a member already. Why? Because this puts you in the membership database that is used for sending out newsletters, magazines and other communication that directly benefits job hunters.

### Background

As a BDPA Leader, I have worked with hundreds of BDPA members over the years to find jobs. I have worked with college students, college graduates, IT professionals, entrepreneurs, academicians, IT executives and others. BDPA helps its members find jobs because the objective of BDPA is to accumulate a pool of Information Technology knowledge and business expertise with the intention of utilizing these resources to strengthen the expertise of minority members of the Information Technology community and offer this expertise to those minorities evaluating Information Technology for future career and business potential. BDPA helps you to connect with hiring companies, to prepare for the interview, to keep your skills marketable, to stay abreast of current technology, and to advance your career. There are no guarantees that BDPA will get you a job, however, by networking with professionals in the industry and by following the best practices in this guide, BDPA will surely give you a leg up on the competition.

This guide is for the unemployed and the underemployed. The pearls of wisdom I am about to share apply to you, even if you already have a job. It does not matter whether you are recently laid off or gainfully employed and looking for a better job opportunity, inside or outside of your current work group, you will still need a solid game plan for finding what you seek. There is no one size fits all solution. There is no silver bullet or a magic formula. Regardless of your personal situation, it will be a tough uphill battle. Why? Because it is a buyers market and the competition is fierce. Employers are in a position to be selective and picky and they are leveraging their bargaining position. They are looking to get more for less. They are going off shore and near shore to get the best deals. This is why you will have to make an extra effort to separate yourself from the competition. The way to compete is to be very aggressive, tenacious, and enthusiastic.

When naming this guide, I purposefully chose the term "hunt" instead of "seek" because that is the basis of the strategy that I have developed over the years. Some people take the seeking approach. They believe that the perfect job is out there and they just have to find it. This works for some folks, but it does not work for me. I believe you have to hunt for a job just like you would hunt for food if you were hungry. Sometimes a bird in the hand is worth two in the bush. A small meal today is sometimes worth more than a promise of a big meal tomorrow. Let your appetite for career success drive you to the results you seek.

### Determine Your Career Objective

The first thing you need to do is to figure out what you want, then you can use this guide and other tools to help you get there. Once you figure out what you want, you need to develop a game plan. This is your personalized guide for achieving your career objectives. This will require market research. You will need to look at the job boards and talk to people you know to get a good feel for what you are good at and what you have to offer a prospective employer. I have compiled a set of useful web links (see below) for job boards and career advice websites. Also check out the **National BDPA 2004 Job Outlook** for a comprehensive report on hiring trends and highly marketable skill sets. So start by looking at job postings and gathering the ones that look right for you. Figure out your market potential and what you are worth in dollars. Be honest with yourself and do your homework. You don't want to overprice or underprice yourself. Don't be afraid to ask others to assess your strengths and weaknesses and to tell you what they think you are worth. Make sure that your game plan has a timeframe associated with it. A strategy to find a job in a

year is very different than a strategy to find work in a few months. A long term strategy may involve going back to school to retool whereas a short term strategy may involve taking interim work as a stepping stone to the ideal job.

### **Everyone Needs a Career Coach**

Ask anyone who has a successful career and you will find that each and every one of them has utilized mentors and coaches. Some have used family members, college buddies, church members and life long friends as coaches. Others have found mentors and coaches through the BDPA network. A coach will help you maximize your career potential by evaluating your game plan, helping you to set interim milestones and working with you along the way to achieve your goals. Job hunting is an emotional roller coaster that is full of ups and downs. Your coach will help you stay on an even keel so you can remain focused and resolute. Your career coach will also give you real time tips tailored just for you and the situation you are in at any given moment in time. For example, do you look in the mirror when you talk on the phone to a potential employer? A coach will let you know that if you look in a mirror and SMILE when you talk on the phone, the sound of your voice automatically sounds more congenial and inviting. If you don't have a coach already, this is a good time to find a mentor/career coach that you can believe in and who's judgment you can trust.

### **Design Your Presentation**

Once you know what you want, you will have to tailor your presentation to match your career objective. You do this by picking certain key words from the job posting and including them in your paperwork and your oral presentation. If you have several career objectives, each one may require a slightly different presentation.

Your paperwork consists of a short cover letter that can be read in 90 seconds or less and a resume. There are many good books and online services that can help you write a resume, so I won't go into that detail here. The main point that I want you to consider is that the resume should start with a succinct career objective statement that is not too broad or too narrow in scope. I have reviewed thousands of resumes and have found the career objective to be the most common area that needs attention. My advice to you is to learn to think in terms of a Corporate Recruiter. They receive thousands of resumes a month and even though many job sites allow key word searches, they still have to comb through many resumes by hand to find the ideal candidate. So when they read your resume with their job opportunities in mind, your career objective statement has to clearly show that you are a good match.

Based on feedback from corporate recruiters, we are finding that successful candidates are able to show a well rounded and multidimensional set of skills. It is not enough to be a technical guru. This is the baseline expectation. In addition to demonstrating technical competence, you have to demonstrate proficiency in other areas like leadership, team building, communication and general business skills.

Behavioral interview questions are used to test core competencies in the non-technical skill areas. Questions are structured in such a way that the candidate must explain what was done in response to a particular situation. When responding to these questions you should restate the Situation, and present your personal impact Actions that lead to positive Results (SAR).

To ensure that you have a multi-dimensional resume, study the skill categories and behaviors presented in Appendix B (e.g. 12 Leadership Assets, 9 Breakthrough Strategies You Need to Succeed). Then review your resume and make sure that you have examples of these skill categories covered as much as possible. Also, when you prepare for interviews by studying the behavior interview questions, formulate answers by identifying situations where you have demonstrated these behaviors and achieved successful results.

The rest of your presentation consists of your verbal 30 second summary, 90 second summary and three minute summary. The 30 second summary is used when you talk to someone the first time and they ask you what you are looking for. The 90 second summary is used in a conversation where you have a little more time to embellish upon your background, your skill set and your accomplishments. Think in terms of business results. How have you helped your employers not just stay in business but excel past the competition?

### **Network to Find an Inside Track**

Finding a job in today's tough economy is not easy. You have to meet people and form relationships. You can send in resumes and post to job sites, but believe me, this is a long shot. The people finding the choice jobs nowadays have some kind of inside track. So please take time to socialize and develop relationships. You should make a special effort to talk with family, friends and neighbors because you just don't know where you will make the connection to your ideal job. I always recommend networking online through the vast BDPA network. This is a good time to consider engaging in volunteer assignments so you can get to know more people and they can see your work ethic first hand. Use the helpful links to develop a list of your ideal companies to visit.

You have to network to find a job. Corporate Recruiters receive thousands of resumes on a regular basis and their challenge is to find the right candidate for job openings that they can pass onto hiring managers. Often times the recruiters use automated tools to select resumes out of databases based on keyword searches. You may get lucky and get a hit based on posting your resume alone, but the odds that this will happen are slim. That is why you need an inside track. You need to have a contact inside the company that will promote your resume, speak up for you and help you get in touch with the right people at the right time. Send in your resume and follow-up with your networking contacts. Don't be bashful or feel like you are imposing on anyone. Many companies pay employees thousands of dollars for new hires that come in through employee referral programs.

If a company has 5 job openings and 1,000 candidates that are automatically selected based on keyword searches, HR recruiters don't spend the time to review all resumes. Instead, they review 20-30 resumes until they have enough strong candidates to present to the hiring manager and then they call it a day. Due to the depressed job market and the influx of resumes at all levels, there is a pretty good chance that your resume will never be considered unless you find some way to distinguish yourself from the crowd.

BDPA is working with several companies to use BDPA as a keyword to ensure that BDPA resumes are pulled into the consideration process. This is especially helpful for job openings targeted for diversity candidates. BDPA Members are encouraged to include the "BDPA" keyword on their resumes so that corporate supporters can track resumes going into the screening process and candidates coming out of the screening process. As a BDPA member, you get a bdpa.org email address and you are strongly encouraged to use it. It is much more impressive than yahoo.com , aol.com, msn.com, prodigy.net, etc. and shows companies that you are proud to be a BDPA member. Companies are asked to provide metrics on resumes going in and BDPA hires coming out of the hiring process. Members are asked for feedback on corporate hiring practices. This feedback is shared with BDPA corporate partners to help them to improve their processes.

### **Interviewing Tips**

In preparation for an interview, you want to try extra hard to get an inside track. You should try to touch bases with someone inside the company who can tell you about the culture, the work environment, the business area you would work in and something about the hiring manager's style. It may be difficult to find someone on the inside, so in lieu of a personal connection, go to the company's website and surf the internet to find out as much as can about the company, their business and what is important to them. Do your homework!

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When you go on an interview you should dress a cut above the dress in the normal working environment. Men wear suits and women wear sharp business attire. Don't dress casual or business casual unless you are certain that this is what is expected. And please, make sure you are well groomed. This gets into polishing your nails, smelling good, and looking good. You have to look like a million bucks! Be punctual. There is no reason to be late for a job interview. Your image is so important that you should get a second opinion. Don't hesitate to ask a friend how you look? A true friend will be honest with you and let you know where you need to improve. Let them hear your presentation and see you model your interview suit. And please, go over your paperwork with a fine tooth comb to eliminate all typos, spelling mistakes and grammatical errors. You only get one chance to make one first impression so make it count!

There are a few standard interview questions that you should be prepared to answer. Remember to leave every sentence on a high note and sounding good about yourself. Keep your responses brief (1-3 minutes) and to the point.

- Tell me a little bit about yourself.
- What are your short term and long term career objectives?
- Why did you leave your last job?
- Name 3 strengths and 3 weaknesses?
- What are you looking for?
- What are your salary requirements?
- Why should we hire you?
- How well do you work in a stressful work environment where requirements are constantly changing?

### **Power Words**

BDPA

ambitious professional

technological leadership

deliver high-level solutions

share a passion for innovation

special insight

impact bottom line

unique perspective

large system migration

desire for technical challenges

flexible

versatile

significant contribution

### **References**

It is not just what you know but who you know. In this tight job market, relationships are the key. You will need references and entrées. You will need to compile a list of people who will speak up for you and let others know verbally and in writing how good you are. Compile your list and check it twice. Talk to your references and make sure that they are on board with giving you a stellar thumbs up. Your references can help you make connections too. Ask them if they know of anyone hiring someone like you. Anybody and everybody you talk to should be asked if they know of anyone or anyplace hiring. Ask them if they would be willing to introduce you to the hiring manager. Having good references who will go to bat for you is well worth the effort to establish and sustain relationships.

### **How Hungry Are You?**

As with any hunt, you have to be driven by an insatiable appetite for the prey. For a job hunt, you don't want to seem desperate or pushy, but you have to be able to instill a sense of urgency into the situation. A prospective employer has to know that they will have to make a hiring decision or

you will have to look elsewhere. This is where you need to do your homework and set your limits. How long can you remain unemployed? Set realistic target dates for finding work based on your financial situation. How low will you go in salary? Will you accept contract work or only full time employment? Are you willing to relocate? Will you work in a job that requires travel? These are all questions that you may be asked so you should be ready with answers. Don't be surprised if over time you have to lower your sights in order to get off the unemployment line. This is not unusual. Many people start off looking for the ideal job at the ideal company making the ideal salary and end up taking something else. Sometimes the something else is better, but sometimes it is not. The best approach is to remain flexible so that you are presented with options to consider as you continually reevaluate your career objectives.

### **Contract Work**

I happen to prefer doing contract work while I am looking for a full time job. This work is hard to find too, but it offers many benefits. It is usually easier to find short term assignments and it is not uncommon to be retained by an employer if they like you. To find contract work, you want to find a staff augmentation consulting company that has a good reputation and work with them to find placement. A good consulting company will take the time to analyze your technical experience and help to identify the truly marketable components of your background. You will get immediate feedback from the marketplace when you look for contract work.

### **BDPA Chapter Resources**

BDPA Chapters offer their members access to jobs in a variety of ways. The most important step for tapping into BDPA Chapter resources is to let people know that you are seeking employment opportunities. You should make announcements at the program meetings, through the chapter email lists and at networking events. You should also consider writing articles for the chapter newsletter so you can get yourself known. Make sure to check in with the Chapter President and ask for career counseling and advice. For example, you will want to know when and where the chapter posts jobs. Chapters are also encouraged to offer professional workshops and seminars that teach resume writing and interviewing skills as well as other key business and interpersonal skills needed to find that ideal job. Some chapters also organize special interest groups, self-help groups, pink slip networking events and mini career fairs that allow job seekers to get together on a regular basis to compare notes. Chapters are always looking for volunteers to work the BDPA Booth at local career fairs and tech expos. By volunteering your services, you will gain direct access to recruiters and job opportunities. If your chapter does not offer these services, consider volunteering to coordinate a service offering because this will put you into direct communication with corporate recruiters and hiring managers.

### **College Student Programs**

If you are a high school senior or college student you want to take advantage of the BDPA Student Intern Program (SIP). Many corporations set aside summer internship positions for technology students and look to BDPA Chapters to provide candidates. Job opportunities are publicized through the BDPA network and resumes are provided. BDPA also offers coaching and career counseling to BDPA interns to help them apply their technical skills and to teach them the unwritten rules of the corporate culture.

### **Entrepreneur Programs**

BDPA offers entrepreneurs and small business owners a unique opportunity to network with potential clients. The best face-to-face networking opportunity is at the Entrepreneur Showcase held at the Annual Conference. This is where entrepreneurs can attend seminars on how to start and expand a business as well as present their business models to venture capitalists for funding. Entrepreneurs can also present their business products by acquiring a booth at the National BDPA Conference Career Expo for a reduced fee. During the year, entrepreneurs are encouraged to network in the chapters and within the online community to promote their businesses. Many business owners form partnerships and strategic alliances and become BDPA

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Corporate Sponsors. For example, they sponsor networking events and executive receptions to make direct contact with potential clients. Entrepreneur programs are still being developed and are open to the infusion of fresh ideas.

### **Final Word**

Are you an expert job hunter? Most people look for a job so infrequently that they forget how it is done and fail to keep their job hunting skills up to speed. This is unfortunate because the same skills that help you land a job also help you to move up the career ladder. Have you reached your full career potential? I contend that you have to look for a job annually, you have to change jobs every 2-3 years and you have to seriously consider changing companies every 5-7 years. Sometimes your current job is your best job, but until you look, you just don't know. And when comparing what you have to what you want, don't be like the dog who lost his bone when he saw his reflection in the water. Take time to evaluate all the aspects of a job that important to you. Sometimes fringe benefits and career potential make a job worth keeping and sometimes a career change is what is needed to jump start your career.

Don't go it alone. Utilize your fellow BDPA members and the vast BDPA network. Talk to somebody. Don't reinvent the wheel. Your career challenges are not new or unique to you. You greatly improve your chances of success by partnering with others. And remember to reach back and help others. This is what makes the BDPA network so successful. By working together we can do great things!

Milt Haynes, President  
National BDPA

## Appendix A – Useful Links

<http://groups.yahoo.com/group/BDPA-Chicago-Jobs/files/JobSeekerAdvice/JobSearchAdvice.doc>

<http://groups.yahoo.com/group/BDPA-Jobs/files/JobSeekerAdvice/JobSearchAdvice.doc>

[www.workplacediversity.com](http://www.workplacediversity.com)

<http://www.allUSAcareers.com/>

<http://www.diversitycareers.com/>

The following site is externally accessible (login=lucent, password=remember55)

<http://connecting.teiru.net/lucent/>

<http://www.internet.com/sections/careers.html>

[http://www.computerworld.com/storyba/0,4125,NAV47\\_STO67699,00.html](http://www.computerworld.com/storyba/0,4125,NAV47_STO67699,00.html)

<http://www.bankrate.com/brm/news/career/20021230a.asp>

<http://www.microsoft.com/careers/diversity.htm>

<http://www.wetfeet.com/cb/schools/utaustin/toc.asp>

<http://www.wetfeet.com/>

Just Tech Jobs <http://www.justtechjobs.com>

Nationjobs.com <http://www.Nationjobs.com>

latpro.com <http://www.latpro.com>

headhunter.net <http://www.headhunter.net>

nshmba.org <http://www.nshmba.org>

hispandata.com <http://www.hispandata.com>

jobsites.com <http://www.jobsites.com>

marketingjobs.com <http://www.marketingjobs.com>

careerpath.com <http://www.careerpath.com>

careebuilder.com <http://www.careebuilder.com>

ihispano.com <http://www.ihispano.com>

brilliantpeople.com <http://www.brilliantpeople.com>

redruiteronline.com <http://www.redruiteronline.com>

firstinterview.net <http://www.firstinterview.net>

careermart.com <http://www.careermart.com>

topechelon.com <http://www.topechelon.com>

saludos.com <http://www.saludos.com>

MBAjob.com <http://www.MBAjob.com>

careemosaic.com <http://www.careemosaic.com>

bestrecruiters.com <http://www.bestrecruiters.com>

interbiznet.com/eeri/ <http://www.interbiznet.com/eeri/>

futurestep.com Korn & Ferry <http://www.futurestep.com>

micontacto.com <http://www.micontacto.com>

jobsonline.com <http://www.jobsonline.com>

Career Tools <http://www.Career>

Careerlab.com <http://www.Careerlab.com>

Careerperfect.com <http://www.Careerperfect.com>

Jobweb.com <http://www.Jobweb.com>

[www.hotjobs.com](http://www.hotjobs.com)

[www.flipdog.com](http://www.flipdog.com)

[www.dice.com](http://www.dice.com)

[www.nettemps.com](http://www.nettemps.com)

[www.monster.com](http://www.monster.com)

[www.workplacediversity.com](http://www.workplacediversity.com)

[www.carrerjournal.com](http://www.carrerjournal.com)

[www.carrerjournal.com](http://www.carrerjournal.com)

<http://www.jobseekernews.com/>

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<http://www.hirediversity.com/>  
[www.job.com](http://www.job.com)

### **BDPA Chicago Program Meeting**

For information on the BDPA Chicago program meeting, please go to [www.bdpa-chicago.org](http://www.bdpa-chicago.org) and look under program meeting.

### **Corporate Links**

Alcatel  
[www.usa.alcatel.com](http://www.usa.alcatel.com)  
[recruit@usa.alcatel.com](mailto:recruit@usa.alcatel.com)

Information Technology  
Tyco Electronics  
[www.tycoelectronics.com](http://www.tycoelectronics.com)  
[diversitycareers@tycoelectronicscareers.com](mailto:diversitycareers@tycoelectronicscareers.com)

Customer Solutions  
Siemens  
[www.siemenscareers.com](http://www.siemenscareers.com)

Supplier Diversity  
Supply Management  
John Deere  
[www.johndeere.com](http://www.johndeere.com)  
[recruitingDeere@johndeere.com](mailto:recruitingDeere@johndeere.com)

Information Technology  
Baxter  
[www.baxter.com](http://www.baxter.com)  
[cynthia\\_cobb@baxter.com](mailto:cynthia_cobb@baxter.com)

Technical Support  
StorageTek  
[www.storagetec.com/careers](http://www.storagetec.com/careers)  
[stkjobs@storagetek.com](mailto:stkjobs@storagetek.com)

Customer Relationship Management Solutions  
Supply Chain/Operational Solutions  
PriceWaterhouseCoopers  
[www.pwcglobal.com/mcscareers](http://www.pwcglobal.com/mcscareers)  
[kathleen.ruiter@us.pwcglobal.com](mailto:kathleen.ruiter@us.pwcglobal.com)

Customer Support Professional  
Business Objects  
[www.businessobjects.com](http://www.businessobjects.com)  
[us-staffing@businessobjects.com](mailto:us-staffing@businessobjects.com)

System Administration  
Help Desk Support  
Desktop Support  
Data Center Operations & Administrative Support  
MIT  
[is-jobs-2001@mit.edu](mailto:is-jobs-2001@mit.edu)

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Corporate Operations  
Compuware  
www.compuware.com/careers  
ads@compuware.com

Systems Administrators  
Fannie Mae  
www.fanniemae.com/careers

Information Technology  
Comdisco  
www.comdisco.com  
employ@comdisco.com

Production Support  
Convergys Corporation  
www.convergys.com  
hr.recruiter2@convergys.com

Information Technology  
ebaycareers.com

Member Technical Staff  
Spring  
www.sprint.com/hr

Operations  
Administration  
net.com  
www.net.com  
employment@net.com (text only)

Information Technology  
Facilities  
WindRiver  
www.windriver.com  
jobs@windriver.com

Administration  
U.S. Nuclear Regulatory Commission  
www.nrc.gov

Information Technologies  
Sony Electronics  
www.sonyjobs.com

mycareer.ford.com

<http://www.vault.com/>

<http://www.job.com/>

<http://www.career-magic.com/>

Career Planning Tool  
<http://www.emode.com/tests/rightjob/>

CertMag.com Feature:

CERTIFICATION: Something of Value

[http://www.certmag.com/issues/dec01/feature\\_gabelhouse.cfm](http://www.certmag.com/issues/dec01/feature_gabelhouse.cfm)

May 2003 Certification Magazine Article

Finding Work in Tough Times

[http://www.certmag.com/articles/templates/cmag\\_feature.asp?articleid=203&zoneid=9](http://www.certmag.com/articles/templates/cmag_feature.asp?articleid=203&zoneid=9)

Certification Magazine Article

Certification, Salaries & the IT Market

[http://www.certmag.com/issues/dec02/feature\\_gabelhouse.cfm](http://www.certmag.com/issues/dec02/feature_gabelhouse.cfm)

### **Interested in Jobs at Microsoft?**

People interested in jobs at Microsoft should go to their career site and register for the monthly newsletter. They will receive information and tips about the job market, the application process and skills information, etc. This is great. The other thing that is great about this is the person can set up their own profile to receive information about jobs that they are interested in on an ongoing basis. Here is the link to all this great information:

<http://www.microsoft.com/careers/>

One thing that the students will want to do while they are still IN SCHOOL is to contact a MS college recruiter. They can find this information on the college recruiting website. [www.microsoft.com/college](http://www.microsoft.com/college). They should also find the exact type of skills needed for each position as well. It is more important for them to learn this before they complete all their courses and graduate. They should also connect with our recruiters and other company's recruiters when they come to campus and find out what is needed to get a job at whatever company. They should never wait until graduation and assume that they will get a great job just because they have a degree. There is not much that a company can do to help once the person has graduated and do not have the skills that match the job openings. MCS certifications should be pursued as an add on skill or for a new step in the persons career.

National Public Radio featured author Joan Damico who wrote "[\*How to be a Permanent Temp\*](#)".

"The number of temporary workers hired climbed for the second month in a row. That growth is considered a leading indicator of an improving employment picture. Stephanie Curtis talks with business writer and consultant Joan Damico about being a member of the temporary workforce. (Jul 12, 2003)"

See the links below for more tips on finding temporary work.

<http://www.soundmoney.org/>

<http://careerplanning.about.com/cs/temporarywork/>

Jobs in Healthcare Nationwide

<http://www.medhunters.com/Titles.html>

BDPA Richmond Job Announcements and Resume Postings

<http://www.staffingdiversity.com/>

National BDPA 2004 Job Outlook

<http://www.wideopenwest.com/~mhaynes2690/bdpa/2004joboutlook.pdf>

## **Appendix B – More Tips**

### **P.I.E. – A Formula for Success**

There are three elements important to players who want to fine tune their skill and move up in their profession. They must:

- Perform exceptionally well.
- Cultivate the proper image.
- Manage their exposure so the right people will know them.

Each of the three P.I.E. elements carries a different weight in upward mobility. All three are essential to promotion but they have different roles and weights relative to their impact on long term success. The breakdown is as follows:

- Performance = 10%
- Image = 30%
- Exposure = 60%

From *Empowering Yourself* by Harvey J. Coleman

### **12 Leadership Assets**

Harness the Power of *Coaching*

Exhibit an Affirmative *Attitude and Purposeful Behavior*

Ride the Crests of *Change*

*Communicate* in a Dynamic, Essential, and Effective Manner

Prize *Diversity*

Excel in *Performance*

Exercise your *Teamwork*

Surf the waves of *Technology*

Command your *Time Management*

Eternalize a Life of *Service*

Calibrate your *Work/Life Equation*

Crystallize Your *Personal and Professional Framework*

From *Due North! Strengthen Your Leadership Assets™* by Jylla Moore Foster

### **9 Breakthrough Strategies You Need to Succeed**

Technical Competence

Taking Initiative

Self Management

Networking

Perspective

Teamwork

Followership

Communication

Diversity

From *How to Be a Star At Work: 9 Breakthrough Strategies You Need to Succeed* by Robert E. Kelley

### **Work Breakdown Structure (WBS) – Process Steps**

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Plan your work and work your plan.

### **Planning**

*Gather and analyze the facts of the current project situation.*

Study Yourself

Set Your Objectives

- Set project objectives (desired results).

Study the Environment

Work Out a Strategy

- Develop possible alternative courses of action.
- Identify the negative consequences of each course of action.
- Decide on a basic course of action.

Work Out a Game Plan

- Develop strategies (priorities, sequence, timing of major steps).
- Determine when and how overall progress will be measured.

### **Organizing**

*Identify and analyze the various job tasks necessary to implement the project.*

Form Your Team

- Define scope of relationships, responsibilities, and authority of new positions.
- Establish qualifications for new positions.
- Determine the allocation of resources (including budget, facilities, etc.).

Implementing

- Find qualified people to fill positions on your team.
- Train and develop your team for new responsibilities/authority.
- Develop individual performance objectives.
- Assign responsibility/accountability/authority.

Project Execution

- Coordinate day-to-day activities.

### **Controlling**

*Measure progress toward and/or deviation from the project's goals*

- Measure individual performance against performance objectives and standards.
- Take corrective action on the project (recycle project plans).
- Deliver appropriate consequences for individual performance.

## **Job Hunt Toolbox**

*Be prepared! Sharpen your sword. Dress to impress! Here is a checklist that you can use to make sure you are aware of all the tools of the trade.*

Dress

Resume

30 second summary (career objective)

## BDPA JOB HUNT GUIDE

90 second summary (cover letter)

Mentor and Career Coach

Employment References

- Previous supervisor
- Peers
- Professional Associations

Who's Hiring Leads

Resource Websites

Networking Events

- Pink Slip Parties
- Career Fairs
- BDPA Program Meetings
- Social Networking

Salary Research

Company Research

Technical Certifications

### **Recommended Reading**

- "Beyond Performance: What Employees Really Need to Know to Climb the Success Ladder" by Roland D. Nolen
- "Cracking the Corporate Code: From Survival to Mastery" by Price M. Cobbs and Judith L. Turnock
- "Dig Your Well Before You're Thirsty" by Harvey Mackay
- "Due North! Strengthen Your Leadership Assets" by Jylla Moore Foster
- "Emotional Intelligence: Why It Can Matter More than IQ" by Daniel Goleman
- "Empowering Yourself: The Organization Game Revealed" by Harvey Coleman
- "How to Be a Star At Work: 9 Breakthrough Strategies You Need to Succeed" by Robert E. Kelley
- "National BDPA Job Hunt Guide" by Milt Haynes
- "People Skills" by Robert Bolton
- "The Personal Touch" by Terrie Williams
- "The Seven Habits of Highly Effective People" by Stephen R. Covey

## **Appendix C – BDPA Careers**

### **BDPA Careers - Project Management**

As organizations flatten and the technical disciplines of project team members become more diverse, many companies are finding that project managers are worth their weight in gold. Companies with Project Management Offices (PMOs) introduce advanced methodologies into their corporate culture find that they are able to deliver products on time, within budget and with higher quality. Business Analyst and Application Developers are pursuing lucrative careers as project managers as a long-term career path. Additionally, displaced middle managers are finding opportunities for a career change to project management as continued downsizing has eroded market demand.

Are you contemplating a career in Project Management? If so, you should seriously consider getting your Project Management Professional (PMP) certification from the Project Management Institute (PMI). See [www.pmi.org](http://www.pmi.org) for more information. Currently, PMI supports over 100,000 members in 125 countries worldwide. PMI members are individuals practicing and studying project management in many different industry areas, including aerospace, automotive, business management, construction, engineering, financial services, information technology, pharmaceuticals and telecommunications. Over time, PMI has become, and continues to be, the leading professional association in project management. Consider joining PMI and a local chapter and/or special interest group. Resources are available for PMP Certification testing preparation and PMI has online and offline resources to help its members find jobs. Also, a monthly magazine (PM Network) comes with PMI membership.

**Job Alert:** The federal government is planning a virtual career fair for project managers in the June 2003 timeframe. Hundreds of open requisitions from around the country need to be filled. In some cases, hiring bonuses and retention bonuses are available to better compete with the higher salaries of the private sector. For more information see [www.usajobs.opm.gov](http://www.usajobs.opm.gov) and [www.firstgov.gov](http://www.firstgov.gov). Stay tuned for more announcements on job opportunities in the public sector.

For continuing dialogue on this topic, please visit BDPA-Jobs and

For continuing dialogue on this topic, please visit BDPA-Jobs BDPA-ProjectManagers yahoogroups at the links below:

<http://groups.yahoo.com/group/BDPA-Jobs>

<http://groups.yahoo.com/group/BDPA-ProjectManagers>

### **BDPA Careers - Excerpt from U.S. News and World Report, February 24/March 3, 2003 Issue**

Finding Work: With the right skills and a willingness to shift fields, you can strike pay dirt right away.

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**Technology:** Everyone hopes the technology industry has hit bottom, but computer and telecom companies continue to shed jobs. Many non-tech companies, though, have a steady appetite for skilled computer workers, says Scot Melland of Dice Inc., which runs an online recruiting service for tech professionals. Those hiring such workers include healthcare, defense, and government agencies. The burst Internet bubble left behind a supply that still outstrips demand, but workers with certain programming skills--in computer languages like C++ and Java--are needed. And they're often working on Web-related projects. "We're certainly not finished with the Internet," says Maria Schafer of market researcher Meta Group.

**Now Hiring:** Network administrator/analyst. In hard times, companies can save money by improving links between computer systems from various makers and even eras, such as mainframes with newer personal computers. The best job candidates know how systems work together or are certified in operating the hardware that provides the glue, such as Cisco networking gear. Internet cops--those with experience in tightening network security--are in special demand, particularly in the booming healthcare industry as it scrambles to meet new privacy regulation, says Dawn Neiffer with the recruiting firm of Hall Kinion & Associates. Other recruiters report the same for secretive defense industry. A bachelor's degree is usually necessary. Administrators typically ear \$46,000 to \$77,000 a year, while analysts make \$42,000 to \$95,000 a year.

**Future Prospects:** Database manager/analyst/developer. They're in demand now, and are likely to be for many years to come, as companies and government agencies gather a huge amount of data on customers, suppliers, and markets--and struggle to do something useful with it. Medical giant Kaiser Permanente, for example, recently announced a \$1.8 billion project to computerize patient records. Good developers know not only Oracle or one of the other major applicants but also how it swaps data with others, say Glenn Hoogerwerf of VMC Consulting, whose work for companies includes software testing. That's an area that will draw more works with liberal arts degrees. Computer science program won't keep up with demand, anyway, and a decade from now, tech managers and analysts will better value communication skills in supporting applications. A bachelor's degree is usually required. Salaries range from a low of \$40,000 a year for a new analyst to \$86,000 for an experienced administrator.-David LaGessee.

Visit U.S. News and World Report online at [www.usnews.com](http://www.usnews.com).

For continuing dialogue on this topic, please visit BDPA-Jobs yahoogroups at the link below:

<http://groups.yahoo.com/group/BDPA-Jobs>

### **BDPA Careers - Sample List of Web Site Resources**

**Illinois Career Resource Network (<http://www.ilworkinfo.com/icrn.htm>):**

See Career Information System (CIS) and the IDEAS Inventory. IDEAS (Interest Determination, Exploration and Assessment System™) is a 128 item tool for students considering how their interests may fit with the world of work. Students' preferences are displayed in 16 clusters. Each cluster has several workgroups with occupation titles. The occupation description tell how to prepare for a job in that field, suggested classes, how much it pays, and the outlook.

## **WHO AM I? (Assessment)**

Self-Assessment-Bowling Green State University

[http://www.bgsu.edu/offices/sa/career/students/ol\\_career\\_res.html](http://www.bgsu.edu/offices/sa/career/students/ol_career_res.html)

### **Career Key**

<http://www.ncsu.edu/careerkey/>

### **The Princeton Review Center-Career**

<http://www.princetonreview.com/cte/>

**Interests—Take the Self Directed Search on line for no cost.**

<http://self-directed-search.com>

### **Preferences – Career Interest Game**

<http://career.missouri.edu/article.php?sid=146>

## **Where Am I Going? (Research/Goal Setting)**

Bureau of Labor Statistics

<http://www.bls.gov>

Career/Occupation Information—Includes jobs currently available through the U.S.

<http://www.careermosaic.com/cm/>

Illinois Dept. Employment

<http://www.workforceinfo.state.il.us>

America's Career InfoNet

<http://www.acinet.org>

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Need career advice? Want a career assessment? Looking for career resources?

Check out the links below:

<http://www.careerbuilder.com/JobSeeker/CareerBytes/Index.htm>

<http://www.careerbuilder.com/JobSeeker/CareerBytes/Resources.htm>

<http://www.careerbuilder.com/JobSeeker/CRC/CareerAssessmentCenter.htm>

