

# Viewing Job Search as a Project

## Some Key Job Search Activities

1. **File for Unemployment**
    - a. 1-800-939-6631 or [www.TexasWorkForce.org](http://www.TexasWorkForce.org)
    - b. This takes 2 weeks.
    - c. Log your contacts. I have an Excel sheet.
  2. **Order Business Cards**
    - a. Using this link gets 25% discount on options:  
<http://www.vistaprint.com/frf?frf=404536582599>
    - b. Short term Cards can be printed using Avery or other Micro-perforated stock
    - c. Carry blanks for Network contacts that might not have cards with them.
  3. **Plan Your Health Insurance**
    - a. Cobra must be done within 1st 60 days
    - b. [www.CobraBusters.com](http://www.CobraBusters.com) & [www.einsurance.com](http://www.einsurance.com) have alternatives and advice
  4. **Develop some References**
    - a. Business References can validate information on your Resume
    - b. Personal References tell that you have been a good contributor for a long time.
    - c. Check references if suspicious
    - d. <https://www.annualcreditreport.com>  
your credit report is like another reference.
  5. **Finance Planning**
    - a. Pay your bill to protest your credit rating
    - b. Barrow if you must to last at least 6 mo.
  6. **Success stories**
    - a. These are the basis for your Cover Letter, Resume and Interviews
      - i. Situation: What were the obstacles to success, don't blame?
      - ii. Action: What did you do?
      - iii. Results: What were the numerical results? Numbers and percents are best.
      - iv. Bullets for Resume: Numbers tell the story.
    - b. This effort gives you a basis to comfortably answer almost any interview question through a story.
  7. **Determine Your Core Competencies**
    - a. What are you better at than others?
    - b. Why does an employer need your skills?
    - c. In what industries do you best contribute?
    - d. If you're interested in career vs. personality assessments  
<http://www.livecareer.com/>
  8. **Redevelop a flexible Resume**
    - a. Success Stories and Core Competencies should be the foundation
    - b. Resume should be Flexible so that it can be focused on the specific desired opportunity.
  9. **Practice Interview Questions (Common & Behavioral)**
    - a. Write out the answers
    - b. Practice the answers to a mirror or recorder.
  10. **Determine Target Companies**
    - a. Libraries give access to Company information
      - i. [www.referenceUSA.com](http://www.referenceUSA.com) is great source.
      - ii. <http://www.zoominfo.com/> is good source.
      - iii. Fifty companies is a good target list for a start.
  11. **Network all the time**
    - a. Informational Interviews
    - b. Sit with people you don't know at meetings
    - c. PMI Dallas information at: <http://www.pmidallas.org>
    - d. Use [www.linkedin.com/](http://www.linkedin.com/) to track contacts & find info.
    - e. Check out your church groups
  12. **Leverage Resources / Put People to Work for You**
    - a. Create distribution lists of family, friends, church groups, etc., and ask for help in your job search
    - b. Ask them to:
      - i. Keep their eyes open for your job title and description of your target job and what you do.
      - ii. Forward your email to other friends and family (but not companies)
      - iii. Reply with any job leads
    - c. Re-send the emails every 4 weeks to remind them you're still looking
    - d. Offer "dinner for two" for lead that lands a job
  13. **Internet**
    - a. Posting Your Resume & refresh on Fridays.
      - i. [www.Careerbuilder.com](http://www.Careerbuilder.com)
      - ii. [www.Monster.com](http://www.Monster.com)
      - iii. [www.Dice.com](http://www.Dice.com) for IT positions
    - b. Finding Job opportunities
      - i. Search the Job Boards
      - ii. Set up Robots(agents) that search for you
      - iii. Use [wwwIndeed.com](http://wwwIndeed.com) agent with a key word and your zip code to get lots of leads.
      - iv. [www.6figures.com](http://www.6figures.com)
      - v. [www.sologig.com](http://www.sologig.com) Use and agent Contract jobs.
      - vi. [www.CareerDFW.org](http://www.CareerDFW.org) site for DFW seekers.
  14. **Job Fairs**
    - a. Research Companies
    - b. Determine Targets
    - c. Be prepared to interview on the spot
    - d. Follow-up with your contacts with thank you notes
  15. **Other Resources**
    - a. [www.CareerConnection.org](http://www.CareerConnection.org)
      - i. Tuesday Mornings 10 AM-Noon
    - b. Southlake Focus Group
      - i. [SouthlakeFoucsGroup@yahoogroups.com](mailto:SouthlakeFoucsGroup@yahoogroups.com)  
[White's Chapel Methodist Church of Southlake, 185 S White Chapel Blvd, Southlake, TX 76092](http://www.White'sChapelMethodistChurchofSouthlake.com)
    - c. FREE Career Transition Workshop classes  
<http://www.careertransitionworkshop.org/>
    - d. <http://www.rileyguide.com/> Tons of useful Guidance
    - e. <http://www.quintcareers.com/> Sample documents.
  16. **Interviews:**
    - a. Be timely, know the company, have questions.
    - b. Reread your practice answers
    - c. Follow-up with thank you notes.
  17. **Make Networking a Life Time Activity**
    - a. Do this at least an hour a week for your entire career.
- Corrections to this sheet should be sent to:**  
**TLeverenz@verizon.net 972-365-6650**

# Sample Interview Questions

## General Questions

1. Tell me about yourself?
2. Why did you leave your last job?
3. What are your strengths?
4. What are your weaknesses?
5. Describe your ideal job?
6. Would you rather work with information or people?
7. What are the qualities of a good employee?
8. What are the qualities of a good manager?
9. How much training do you think you will need to become a contributor in this organization?
10. Why did you choose to pursue this career?

## Team Work & Conflict

11. Are you a team player?
12. Can you work independently on a task?
13. How do you handle conflicts?
14. Tell me about a time when you had a disagreement with another employee?
15. Tell me about a time when you had a lot of work pressure and how you handled it?
16. How much supervision do you need to be successful?
17. Do you work better with data or people?
18. Give me an example of when you had to use initiative?

## Goals

19. Do you set goals?
20. Are you goal oriented?
21. Do you have any plans for further education?
22. What Career goals do you have?
23. What do you think you need to achieve in the first 60 to 90 days to be successful?
24. What motivates you?
25. Where do you want to be in 5 or 10 years?
26. What do you plan to do to achieve your goals?
27. Give me an example of a goal you set and achieved?

## Salary

28. Is money important to you?
29. How much money do you need to be happy?
30. What kind of salary are you looking for?
31. This position only pay's X. Why would you be happy with that?

## Company Knowledge

32. What do you know about our company?
33. What is the reputation of our company based on your research?
34. Why are you interested in our company?
35. Why do you want to work here?
36. Why should we hire you?

## Expertise

37. Do you have "an expertise" that you lack?
38. What expertise do you bring to this position?

## Decision Making & Problem Solving

39. Tell me about a split second decision that you made and the results?
40. How do you solve problems?
41. Tell me about a difficult decision you had to make in the last year?

## Leadership

42. What is your definition of leadership?
43. How do leaders help their people solve problems?
44. Tell me about a time when you needed to influence others to be successful?
45. Tell about a time when you changed the opinion of a superior?

## Behavioral Questions

46. If you were a color what color would that be?
47. Who should play your role if they make a movie of your life?
48. If you had to live your life over again, what would you change?
49. Tell me about a time when you had a lot of work stress, what it was and how you addressed it?
50. Give me an example of when you used good judgment and what were the results?
51. Tell me about a good and a bad presentation that you did?
52. Tell me about an important written document that you developed and the results?
53. When have you had to go above and beyond the call of duty?
54. Have you ever had too much to do? What did you do about it?
55. Tell me about a failure?
56. Tell me about a time when you missed an obvious solution to a problem?