

Before Your Job Search Begins

*Accepting the Loss &
Recognizing the Opportunity*

*Today's Promise
Career Coach*

Chuck Dettman

Accepting the Loss

Admit your feelings

Your feelings play a critical role in your ability to walk through a crossroads in your career. That is why ATTITUDE is the first and most important step. Whether you have lost your job or you are in a job that you wish you could lose, you need to admit, understand and grieve the loss. Be honest with yourself about your negative feelings and emotional pain. **First**, admit each of your feelings – shock, denial, irritation, anger, fear, panic, sadness, depression, stress. This grieving process parallels the experience of a family death, separation, divorce or severe illness.

Let your feelings out

Second, get your feelings out. You might write about them in a personal journal or talk about them with a person you trust – spouse, friend, parent, siblings. You might even consider talking with a professional counselor. Our tendency is to want to give in and get out when the going gets tough. To trust God in the good times is commendable, but to trust him during the difficult times tests our limits and exercises our faith. By all means, DO NOT try to find solace by abusing chemical substances, alcohol, pornography, gambling or other means of masking your feelings. If you sense you'll lean on these methods of coping, immediately seek assistance from a professional, your clergy or other trusted source.

Forgive everyone involved

Third, forgive everyone involved in your situation – including yourself. **THIS LOSS IS NOT YOUR FAULT.** List everyone you

feel is to blame.

Have friends, family or colleagues who know you, help.

- Ask those who know you best to give “input” about your skills, talents and abilities. *(You may be surprised how much you will learn about yourself.)*

Recognizing Opportunity

Define “who” might hire you

Yellow Page employer lists

- Look for prospective employers in multiple classifications in the Yellow Pages

Chamber of Commerce

- Obtain the membership roster from ALL local Chambers of Commerce
- These lists contain valuable contact information for your targeted employers

Friends/family/work acquaintances

- Don’t forget to “ask” those closest to you “who they know” that might have a position for a person with your qualifications.

Do pre-interviewing homework

Using the lists of possible employers you drew from the Yellow Pages, the Chamber of Commerce lists or from other sources; do research. Go visit target companies before applying.

- What products do they produce or sell?
- Where are they located?
- Do they have multiple places you might work

- Who do they hire; *Men – Women – Race or Cultural Preference?*
- What do the people who work there “look” like?
- Is this a “healthy” company or will it close

“Package” yourself

- Resumes, grooming, language
- Get Job Applications written or typed and printed
- Get Resumes and Letters prepared
- Practice Verbal Interviews
- Have a friend or relative video you. Amazingly you’ll “see” areas to improve your presentation.

The practice interview and the “verbal” resume

- Warm fuzzies
- Three step “verbal” resume
- Tell him/her what you’ll tell him/her.
- Define the 3 keys you can promise
- “Prove” it with examples
- Using the “homework” you did earlier; see if you can pinpoint areas where your special skills could make a difference. Then put together a solution in written form, or be prepared to share it verbally in an organized fashion.

Avoid scams – don’t pay anyone for a listing of opportunities.

Internet Search engines like Yahoo.com, Excite.com, HotJobs.com, or Google.com use very specific terms to define the skills you have, the types of jobs/companies you are looking

for. Bookmark the ones that seem to bring you good information. If you don't have web access at home, go to your local public library.

IN THE GAME

The season has begun. Football has started. Baseball is about to close, then Basketball and Hockey seasons commence. For most of people the transition from one sport to another is nearly transparent. Others succumb to withdrawal, denial and anxiety. The same can be said for switching between employers after downsizing and layoffs. Some have such diverse talent and exceptional skills that change are extended. Economic trends seem to force an endless quarter in the search. Networking translates to the playbook.

How is the game to be won? Ignore the rules. Fix your mind and sight on the goal. Create a new playbook. The huddle is necessary if you are to win. Attack the challenge with team-mates of a common desire to *beat 'em at their game*. Visualize your enterprise, develop the game plan and run the ball.

Ok, so how does all this affect the game plan? Simple, you cannot sit around a table one or two days a week thinking someone else will provide the magical career for you! You must commit to a team game – find innovative ways to control your destiny. *(Develop your play book)* You must hit the field with force and generate points. The coach, (Today's Promise Career Coach) shares the plays; it's up to us to execute the plan.

Today, I am asking you to GET IN THE GAME. I am asking you to COMMIT to developing a play book, come to practice at

least 5 days per week. Begin to score. Without your willingness to JOIN THE TEAM, the team will not succeed. To accomplish a collective goal we must play as one – not rely on a few to win the game for us.

Today's Promise Career Coach, America's #1 Career Guru, has time-tested methods for your successful search. Join our plan today and begin the path to your next opportunity.

SAMPLE ONLY