

Preparing yourself for a job search in a down economy

At the FVJC on April 5th from 10am-12pm - presented by the Men's Club.

Whether you are unemployed, not sure of your future with your current employer or vying for a promotion, this presentation will likely give you the tools to help you achieve your goals. If you are interested in a particular topic and you would like it to be addressed during the presentation, feel free to email us ahead of time at L.rubin@comcast.net

The Panelists are:

Chuck Wolfe, Owner of Charles J Wolfe Associates, LLC www.cjwolfe.com

Melissa Rubin, Global HR at Alstom Engineering www.Alstom.com

Dave Kravet, Founder of Grayling Associates Executive Search www.graylingassociates.com

Larry Rubin, Owner of IT Services Executive Search www.itservicesusa.com

1. Keeping Your Current Position and Company
 - a. Dealing with change, understanding the emotional impact of the down economy, and what you can do to adapt successfully
 - b. Keeping your job or getting a promotion – how to stand out, going the extra mile, personal relationships with your boss and others, in early and leave late, volunteer, don't complain.
 - c. Executive & Career coaches – what they do and why you may need one- Mind set and Coaching, emotional intelligence, assessment testing – how they're used in hiring
 - d. HR's roll in an organization – process, how HR interfaces with the management teams, what HR is looking for in new candidates and existing employees
 - e. Presenting yourself - approach, getting noticed, interview and getting hired.

2. Searching for a New Position and Company
 - a. Finding your next Job – job boards, agents, aggregators
 - b. What agency recruiters do - Contingent, Retained, Executive Search, Headhunter, Container, Temp, Perm and why you may need one.
 - c. Your resume – keeping it up to date, structure and accomplishments and standing out
 - d. Networking in today's economy – new tools to be effective with Social Networking sites
 - i. LinkedIn, Facebook and other networking groups and marketing yourself
 - e. Behavioral based Interviewing – why it's used and what you need to know
 - f. Emotional based interviewing – why it's important and how it works

- g. Preparing for an interview – your homework, e.g., knowing the types of questions likely to be asked
 - h. The interview – questions you should ask to bring you to the top of the candidate pool, tips on successful interviewing, leaving your dirty laundry at home.
3. Getting the offer – close the deal, everything is negotiable – done properly

Please keep in mind the following:

- **Every member of the FVJC or any other congregation is welcome to attend.**
 - The session will be a broad overview on the subject but specific issues can be addressed if you notify us in advance.
 - There will be ample opportunity to ask questions. If there is something you want to know, this is your opportunity to ask.
 - Handouts will not be available during the presentation but we can e-mail them to you (please contact L.rubin@comcast.net).
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