

2nd Annual **WOMEN IN TRANSITION**
CAREER CONFERENCE

October 10th • 8am – 5pm • Quantico, VA



2015 Handbook

Presented by: The Alliance of Creative Professional Women

Presented by:

The Alliance of Creative Professional Women

The Alliance of Creative Professional Women (ACPW)

is an organization dedicated to serving the professional goals of women while enriching the quality of their personal lives. Our members are women who bring the wisdom and experience that comes with time and who generously share these with others. They are smart, ambitious, talented, and come from a broad range of industries. Alliance members recognize and are grateful for the help others have given them in their own journeys and are dedicated to “paying it forward” to help others overcome the challenges they face as they learn and grow professionally.

OUR MISSION

Provide encouragement, support, and resources to one another in our individual quests for personal and professional growth and help women in our local communities achieve their own professional growth.

Our watchword is **ABUNDANCE** and our goal is to **THRIVE**

Are *YOU* a Creative Professional Woman?

Contact us if you are interested in joining.

🌐 www.creativeprofessionalwomen.com

🐦 @ACPW_WITCC 🐦 #ACPW

LEADERSHIP TEAM

CINDI JOHNSON
Founder & President

MELYNDA BENLEMLIH
Vice President

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AGENDA AT-A-GLANCE

8:00–9:00am	Registration
8:30–9:00am	Breakfast Networking
9:00–9:15am	Opening Remarks <i>by Cindi Johnson, ACPW Founder & President</i>
9:15–10:30am	Recruiter Panel Discussion <i>moderated by Cindi Johnson</i>
10:30–10:45am	Break & Raffle
10:45–11:45am	Workshop Round 1
11:45am–12:30pm	Employment Resources
12:30–1:30pm	Lunch Networking
1:30–2:30pm	Workshop Round 2
2:40–3:40pm	Workshop Round 3
3:40–3:55pm	Break & Raffle
3:55–4:45pm	Action Planning <i>Facilitated by Maria Washington</i>
4:45–5:00pm	Closing Remarks & Raffle <i>by Cindi Johnson</i>

We are grateful to all the organizations and individuals with us today sharing a sample of the training and services they offer their clients.

9:15 – 10:30 AM

A PEEK BEHIND THE CURTAIN *RECRUITER DISCUSSION PANEL*

DISCUSSION TOPICS

Résumés
The Hiring Process
Interviewing
Panel Advice

MEET THE PANEL

Share what you're learning today #ACPW

ADRIANA BROCKMAN

 adriana.brockman@icfi.com  571-247-7264  703-218-2540

ORGANIZATION: ICF International

TITLE: Senior Recruiter

YEARS IN THE INDUSTRY: 10 years

Adriana Brockman is an experienced Human Resources professional in functions such as college- and professional-level recruiting. Adriana currently provides senior recruiting support to ICF International's Energy, Environment & Transportation Group (EE&T). Adriana has lead the domestic and international full life-cycle recruiting for specialized current and future staffing needs. Areas of expertise include recruiting for professionals at all levels, developing recruitment strategies, knowledge of recruiting best practices, employee relations, proposal and capture recruiting, compensation, compliance, and client management. Adriana was named ICF's #1 Recruiter of the Year in 2013.

TIM YENDALL

 tim.yendall@insourceon.com  410-303-1646

ORGANIZATION: Insourceon

TITLE: Senior Recruiting Consultant

YEARS IN THE INDUSTRY: 10 years

Over the course of his 10 years in the recruiting industry, Tim Yendall has worked as an agency, corporate, and contract recruiter supporting start-ups, commercial businesses, non-profits, and government contractors alike. He has successfully recruited for organizations such as General Dynamics, SAIC (now Leidos), Lockheed Martin, Pandora Jewelry, Micro Focus International, Dickstein Shapiro, and the American Physical Therapy Association.

MIRANDA REED

 MReed@lucasgroup.com  202-292-6920  304-377-0865

ORGANIZATION: Lucas Group

TITLE: Executive Search Consultant –
Accounting & Finance Division

YEARS IN THE INDUSTRY: 4 years

Miranda Reed was a senior account executive in outside sales and has dedicated the last 4 years to developing and growing a client base in the greater Washington DC area. She has recently switched careers and currently specializes in assisting Accounting & Finance professionals with their career search and transition. She loves relationship building & helping people pursue their dream!

COREY EVELER

 corey@twomarinesmoving.com  571-217-5157  571-432-8875

ORGANIZATION: Two Marines Moving

TITLE: Director of Recruiting

YEARS IN THE INDUSTRY: 4 years

Corey Eveler started his career recruiting IT professionals for a number of government and civilian contracts. After 2 years, he joined the Two Marines Moving team as their director of recruiting and is responsible for locating, vetting, and interviewing all candidates that seek employment with Two Marines Moving.

MY QUESTIONS:

10:45 – 11:45 AM

WORKSHOP ROUND 1

SESSION OPTIONS

Résumé Reviews

Professional Photographs

Crafting a Résumé

Social Media: A Job Search Necessity

Managing Health Care/Benefits While in Transition

Interviewing With Power

WORKSHOP ROUND 1

Which session might benefit me the most?

Select a workshop you wish to attend, choose a backup if availability is full.

- RÉSUMÉ REVIEWS** MAIN ROOM

Presented By: **ALL PANEL DISCUSSION RECRUITERS**

Did you remember your résumé? Join this session for a one-on-one résumé review from one of the recruiters in the panel discussion! While you wait, get a professional photograph taken by SASs Photography.
- PROFESSIONAL PHOTOGRAPHS** MAIN ROOM

Photographer: **SYDNEY SWEAT** • *Affiliation:* SASs Photography

Are you ready to take your LinkedIn profile to the next stage? A professional headshot can attract the right type of recruiter or impress a potential new employer. Get your professional headshot taken today. You will receive a touched-up, electronic version via email from the photographer for you to post on social media when you are ready!
- CRAFTING A RÉSUMÉ THAT REFLECTS YOUR JOURNEY** ROOM 1

Presented By: **LAURIE CARRIGAN** • *Affiliation:* Thoreau Society of Résumé Writing

Résumé writing is a tedious chore for the writer and the reader. It takes patience and precision to carefully craft and present your knowledge, skills, and experience in a relevant and meaningful way that captures your audience's attention. In this 1-hour workshop, we will review the basics, trends, and types of résumés. We will then quickly move into the less familiar areas of connecting cultural, technical, and design aspects of résumé writing that will help you find your job by telling your story.
- SOCIAL MEDIA: A JOB SEARCH NECESSITY** ROOM 2

Presented By: **JOHN E. FOSTER** • *Affiliation:* Career Network Ministry of the McLean Bible Church, Vienna, VA

Workshop will address necessity and concerns about social media and introduce LinkedIn—how to get started and use it in your job search. A pioneer at using LinkedIn, this workshop will show others how to “sell” themselves using social media at various government employment centers, colleges, universities, and the Career Network Ministry.
- MANAGING HEALTH CARE / BENEFITS WHILE IN TRANSITION** ROOM 3

Presented By: **THOMAS UNANDER-SCHARIN** • *Affiliation:* Career Network Ministry

Thomas Unander-Scharin is an independent licensed insurance broker and internationally seasoned professional and who dedicates his time to educating and supporting people and families by helping them leverage and plan to manage their healthcare through challenging work-life transitions. Mr. Unander-Scharin generously donates his time as a volunteer as part of the McLean Bible Church's Career Network Ministry Financial Review team, sharing his expertise with those looking for work on how best to protect themselves and their families when healthcare benefits are put at risk.
- INTERVIEWING WITH POWER** (ALSO AVAILABLE IN WORKSHOP 2) ROOM 4

Presented By: **SIMONE SCHOENBERGER** • *Affiliation:* Doorways for Women and Families

In this workshop, learn what behavior-based questions are and how to best prepare for them. Most companies include behavior-based questions as part of the interview process because they are deemed more predictive of future performance than “traditional” interview questions.



1:30 – 2:30 PM

WORKSHOP ROUND 2

SESSION OPTIONS

Decoding Job Descriptions

Don't Leave Money on the Table: Job Offer Negotiation

Applying for Federal Government Employment

Seizing Opportunities: Turning Risks into Rewards

Interviewing With Power

WORKSHOP ROUND 2

Which session might benefit me the most?

Select a workshop you wish to attend, choose a backup if availability is full.

- DECODING JOB DESCRIPTIONS** MAIN ROOM
Presented By: LISA NONAMAHER • Affiliation: SAP
An interactive workshop designed to help you analyze job descriptions, align requirements with your capabilities, experience, and interests, and create quality responses. This workshop will help you create targeted, customized, and effective responses to job postings to entice the employer to have an interest in you as a candidate.
- DON'T LEAVE MONEY ON THE TABLE: JOB OFFER NEGOTIATION** (ALSO AVAILABLE IN WORKSHOP 3) ROOM 1
Presented By: HELEN HORTON • Affiliation: LDS Employment Resource Services
Learn the art of job offer negotiation; determining what the job is worth, answering questions about salary without tipping your hand, understanding benefit components, and leveraging the nuance of silence.
- APPLYING FOR FEDERAL GOVERNMENT EMPLOYMENT** ROOM 2
Presented By: BONITA MCNEILL MARTIN • Affiliation: EDUCATION2TRANSITION, INC.
This workshop will cover the “10 STEPS TO A RÉSUMÉ MASTERMIND.” From understanding the different résumé formats, applying on USAJobs.gov, Analyze Vacancy Announcements for Keywords, and tracking and evaluating your application to understanding why a résumé is not best qualified.
- SEIZING OPPORTUNITIES: TURNING RISKS INTO REWARDS** ROOM 3
Presented By: RENEE YUENGLING, PH.D. • Affiliation: Renee Yuengling & Assoc.
Dr. Yuengling will lead a discussion on identifying career opportunities and ways of evaluating the risks they can often present. Whether in a career progression or an entrepreneurial endeavor, she will discuss how to identify what you want in your professional life, how to evaluate risks decisions bring, and the value of failure and resiliency on your path to success.
Dr. Renee Yuengling is an entrepreneur, researcher, and consultant. She is the founder and research partner of Renee Yuengling & Assoc., a firm that specializes in leadership diversity and high performance, working primarily with the military.
- INTERVIEWING WITH POWER** (ALSO AVAILABLE IN WORKSHOP 1) ROOM 4
Presented By: SIMONE SCHOENBERGER • Affiliation: Doorways for Women and Families
In this workshop, learn what behavior-based questions are and how to best prepare for them. Most companies include behavior-based questions as part of the interview process because they are deemed more predictive of future performance than “traditional” interview questions.

1:30 – 2:30 PM

WORKSHOP ROUND 3

SESSION OPTIONS

A Powerful YOU!

7 Techniques to Project Your Best Image

Don't Leave Money on the Table: Job Offer Negotiation

Managing Finances While in Transition

**Anticipating and Preparing for
Unconscious Bias in Interviews**

A Marketing Plan for Your Job Search

WORKSHOP ROUND 3

Which session might benefit me the most?

Select a workshop you wish to attend, choose a backup if availability is full.

- A POWERFUL YOU! 7 TECHNIQUES TO PROJECT YOUR BEST IMAGE** **MAIN ROOM**

Presented By: **CYNDY PORTER** • *Affiliation:* *Cyndy Porter Style & Photography*

In this fast paced world, we have less than 7 seconds to make a first impression. What impression do you make? Do you feel great about how you look when you leave for work in the morning. In this workshop, participants will learn how to create a personal brand and how to dress that brand so they communicate who they are, matching the outside with the inside, boosting self confidence, and getting recognized for the strengths they possess. By leveraging her corporate background, her portrait photography skills, and training as an image consultant, Cyndy teaches how you can reveal your best YOU.
- DON'T LEAVE MONEY ON THE TABLE: JOB OFFER NEGOTIATION** (ALSO AVAILABLE IN WORKSHOP 3) **ROOM 1**

Presented By: **HELEN HORTON** • *Affiliation:* *LDS Employment Resource Services*

Learn the art of job offer negotiation; determining what the job is worth, answering questions about salary without tipping your hand, understanding benefit components, and leveraging the nuance of silence.
- MANAGING FINANCES WHILE IN TRANSITION** **ROOM 2**

Presented By: **LOUIS BROMLEY** • *Affiliation:* *Marine Corps Community Services, Personal & Professional Development Programs*

In this workshop, you will analyze your current financial situation and review items that will help you reach your goals. The workshop will cover basic budgeting items, how to review your credit report and monitor it, and where to start the process of developing financial goals during your time of transition.
- ANTICIPATING AND PREPARING FOR UNCONSCIOUS BIAS IN INTERVIEWS** **ROOM 3**

Photographer: **CARL BALDWIN** • *Affiliation:* *Carl Baldwin and Associates*

Bias is a universal trait in all human beings. It lives primarily in one's unconscious mind and impacts decisions we make every day. We can never stop having bias, but we can learn to recognize it in ourselves and others. This workshop will outline the tenants of unconscious bias, provide practical strategies for participants to use when preparing for interviews, and to help frame interactions with others who may make decisions based previous experience or assumptions rather than our actual interactions with them.
- A MARKETING PLAN FOR YOUR JOB SEARCH** **ROOM 4**

Presented By: **FRANCINE TOLSON** • *Affiliation:* *Career Network Ministry of the McLean Bible Church, Vienna, VA*

Businesses conduct extensive research and analysis to identify their product's competitive advantage in the marketplace and who is likely to buy it. A job search should follow essentially the same process; as a job seeker, it is critical to identify:

 - The unique combination of critical skills that you bring to an employer that will add value
 - The employers who will "buy you," or put another way, need your skills
 - The companies who are a good fit for you in terms of organizational culture, geographic location, and size

EMPLOYMENT RESOURCE PROVIDERS



Personal and Professional Development (P&PD) Marine Corps Base Quantico

P&PD assists service members and their family members to enhance their personal and professional skills and abilities by providing services in the areas of transition from active duty to civilian life, relocation services, financial management, and academic advising (college degrees and career technical training). These services are provided through workshops, career coaching, assessments, job and education fairs, and other events.

The Career Network Ministry (CNM)

The Career Network Ministry (CNM) is a ministry of the McLean Bible Church and a volunteer-led organization providing caring support to individuals during career transitions. CNM seeks to encourage, equip and empower job seekers to discover one's God-given gifts and find a career that is right. CNM carries out its mission by providing workshops, speakers, and assistance for those in transition by helping them develop both basic and advanced job search tools and skills that include résumé writing, social media savvy, interviewing techniques, networking, personal branding, managing finances during transition, and much, much more!



LDS Employment Services

LDS Employment Resource Services is a faith-based NGO that helps job seekers increase job hunting skills at no charge to clients due to generous philanthropists. Learn networking, résumé building, interviewing and job offer negotiation. Attend a class or schedule a one-on-one coaching session. Register at LDSJobs.org, call 703-639-0810 or email WEL-EC-VirginiaNorth@LDSChurch.org.

Lucas Group

Lucas Group is North America's premier executive search firm. Since 1970, our culture and methodologies have driven superior results. We help mid-tier to Fortune 500 clients find transcendent, executive talent; candidates fully realize their career ambitions; and associates find professional success.

Combining local knowledge with national reach, Lucas Group has the geographic breadth and industry depth necessary to deliver results. We provide trusted, consultative service by truly listening and responding to the needs of our clients and candidates. We are professional, high-performance, and passionate industry veterans with both insight and integrity, making a very real difference in businesses and careers. We listen. We understand. We deliver.



3:55 – 4:45PM



MAIN ROOM

ACTION PLANNING

ASSESS. EXPLORE. PLAN. ACT.

These four phases enable improvement in any area of development.

- **ASSESS** where you are now.
- **EXPLORE** possibilities and gather information.
- **PLAN** your next move with goals and action steps.
- **ACT** on your plan!

This action planner guides you through key job search activities and provides space for you to set goals and action steps.

Set SMART Goals

SPECIFIC

Clear, concise, tangible

MEASURABLE

Dollars, volume, time, experiences

ACTIONABLE

You can do something to actually make this happen

REALISTIC

50% realistic is fine

TIMED

Deadlines announced, committed to

ASSESS YOUR JOB SEARCH READINESS

Take the "Where Am I At?" Assessment

WHERE AM I AT?

Assess your job search readiness. On a scale of 1 (weak) – 5 (strong) circle one.

I know my skills and how they fit the job I want.	1	2	3	4	5
I know which resources can help me choose a career or job.	1	2	3	4	5
I have someone to help me make decisions about my career path.	1	2	3	4	5
I know what resources can help me develop my job search.	1	2	3	4	5
I know how the steps to take to get a new job.	1	2	3	4	5
I know how to prepare for an interview to get the job I want.	1	2	3	4	5
I know how to best present my skills and abilities to an employer.	1	2	3	4	5

READINESS NOTES

BUILD YOUR AWARENESS

What am I worth?

Where could I uncover my dream job?



RESEARCH



Positions

- Clarify your options for position titles and locations
- Read multiple postings: *What trends do you see for similar positions?*



Résumés

Search for and review résumés with comparable experience and objectives for trends and inspiration.



Know Your Worth

Finding the right position that uses your abilities and interests should allow you to obtain a competitive salary.

Two of the biggest compensation sites are **SALARY.COM** and **PAYSCALE.COM**. Other places to look include:

- **GLASSDOOR.COM**, which encourages people to post salary information anonymously
- Major job sites with salary calculators (e.g., **MONSTER.COM** and **CAREERBUILDER.COM**)
- The Bureau of Labor Statistics Occupational Outlook Handbook offers salary projections for hundreds of jobs
- **JOBSTAR.ORG** offers government, non-profit and other salary survey links

Cost-of-living comparisons for relocations are available at the CNN/Money Web site. Also, professional or trade association Web sites have salary surveys, but are usually only available to members. Investigate salaries for all equivalent job titles, but beware double- or triple-role positions. Be prepared to increase salary requirements if you take a jack-of-all-trades role.

UNCOVERING HIDDEN JOBS

Many jobs are unpublished. Some are created for particular individuals based on newly recognized needs within the organization. You may be privy to such information. Keep your eyes and ears open and talk about your goals in your network to uncover such opportunities.

RESEARCH NOTES

BUILD YOUR NETWORK

How strong is my network?

Who could I add to my network?



STEP 1 Develop a Goal

Your network has resources for you to utilize. Start with a goal. You might want to:

- Get a new job
- Get up to speed in a new job quickly
- Get new assignments
- Get behind organizational initiatives
- Get visible in your organization
- Get known in a new career or field
- Get the best talent
- Get business intelligence
- Get a project up and running
- Get the business
- Get ahead

MY GOALS

STEP 2 Build Your Network

Building your network is vital to the support of your goal. Connect with people in some of these places, and share your goals with them:

- Past and current jobs
- School or college
- Sports or hobbies
- Church, temple, mosque
- Vendors
- Civic activities
- Realtor
- Veterinarian
- Neighbors
- Hairdresser
- Scoutmaster
- Pharmacist
- Doctor
- Dentist
- Lawyer
- Banker

NETWORKING IDEAS

STEP 3 Get the Right People to Help You

The right people can help you accomplish almost anything. Here are some suggestions about the contacts you'll need to succeed:

A BRAIN

Someone with hot-off-the-press information, best practices, know-how, experience: *Your subject-matter expert.*

A SPONSOR

Someone with the ability to provide time, money, resources. Somebody who can marshal support, pave the way.

A CRITIC

Someone who will “tell it like it is,” ask the hard questions, give candid feedback, play devil’s advocate, challenge your decisions.

A SARGE

Someone who will hold you accountable, remind you of deadlines, set the pace, and push you to excel.

A PROMOTER

Someone with market savvy, customer, or end-user perspective.

A WIZARD

Someone who can work magic, bring creativity, and snatch ideas out of thin air: *Your innovator.*

A CHEERLEADER

Someone whose energy is infectious, who’s always upbeat, raring to go: *Your encourager.*

A GURU

Someone whose opinion you respect, who sees long-term and big-picture.

You might not need all of these types. You might need a couple of people in one category or someone might fill multiple roles. You will need about 15 people to help you accomplish a networking project.

Go for diversity. Deliberately seek out people unlike you—people:

- At different professional levels
- In different locations
- Without your biases
- Who expand your capabilities and horizons
- In different functions
- In different organizations
- Who you can learn from

MY SUPPORTERS

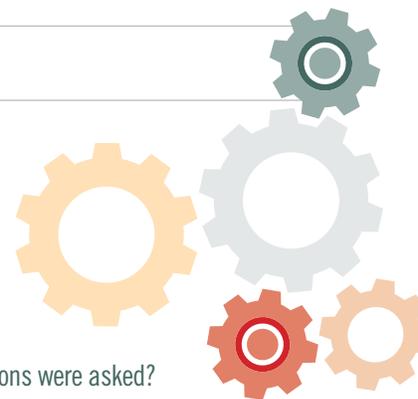
STEP 4 Cultivate References

Using the right reference can make all the difference in getting the new job.

Here are some tips on setting up the right reference:

- Always ask permission of your reference
- Help them help you—send them your most recent résumé and let them know the position you are applying for
- When requested, list their name, phone number, current title, company, relationship and address
- Ask for feedback once they have been contacted
- What questions were asked?
- What topics were covered?
- What concerns were raised?
- Thank your references!

MY TARGET REFERENCES



DEVELOP YOUR IMAGE

How am I unique?

What can I do to improve my current image?

CREATE YOUR BIO

Start with a dynamic presentation ready, powerful, yet adaptable to various situations.

- Take stock of yourself
- What do you need?
- What do you want?
- Be sure your objective is clear, focused, and realistic
- Focus on your strengths
- Develop a sound strategy that will enable you to use your time effectively
- Create a self-marketing plan, essential to a successful outcome
- Craft into online profiles, your personal résumé Web site, or leave it with the interviewer at end of an interview



YOUR RÉSUMÉ

Your résumé is a sales tool; it should support your objective.

- Chose a suitable format for your industry:
 - ◆ **REVERSE CHRONOLOGICAL**
Standard reverse chronological listing of relevant experiences
 - ◆ **FUNCTIONAL**
Highlight experience by knowledge, skill, or ability and is often used when changing industries, pursuing a radically different profession, or entering the workforce
- Define your abilities and strengths
- Use wide margins, bold headings, and indentations or bullets to guide reader to important points
- Eliminate “I” and just use strong action verbs, like “Manage” or “Managed”
- **PROOFREAD!**
Have someone else review it as well
- Use spell check after any changes, and always before sending!
- Mention your successes (e.g., that you were elected to the school board or received the Employee of the Year award), especially if it supports your objective
- Use key words to mimic what’s in the ad (Writing resource: Electronic Résumé Revolution by Joyce Lain)
- Don’t include irrelevant points (e.g., You bowl or play golf; or your first job was as a teacher or salesperson, but now you’re applying to run a nuclear power plant)

MY UNIQUE ATTRIBUTES

MARKET YOURSELF

How much exposure do I have?

What does my image convey on social media?

APPLICATIONS & EXPOSURE

Apply to select jobs throughout your search. Let recruiters find you—post your availability on the Internet, using caution to protect your identity. Keep records of your search:

- Date and where you applied
- Copy of the job posting
- Where you interviewed
- Conversations and follow ups
- Potential offers
- Rejections and the rationale

INFORMATIONAL INTERVIEWS

- Ask how have they managed their career
- Get information about targeted companies
- Get referrals into targeted companies
- Get referrals to others with whom you can continue the process
- Don't ask for a job

MARKETING LETTERS

- Send to the decision maker—bypass HR
- Call the company to make sure your contact is still employed
- Make sure it summarizes your background and focuses on what you can do for them and the employer



Social Media and LinkedIn

Employers can easily look up candidates on social media platforms to gather additional information. Ensure your public image is suitable for the jobs you are applying for.

- When you are not logged into Facebook, examine your public profile
- Connect with past colleagues and employers to maximize your network
- LinkedIn and other social media platforms can be useful in your career management, personal branding and résumé exposure
- **HOW TO REALLY USE LINKEDIN:**
<http://s3.amazonaws.com/lyro-production/bf161e8907f9a079e0270230df68d594%2FHow-to-REALLY-use-LinkedIn.pdf>
- **100+ SMART WAYS TO USE LINKEDIN:**
<http://linkedintelligence.com/smart-ways-to-use-linkedin>

MARKETING TASKS

ACING INTERVIEWS

Who can I practice interviewing with?

What are my interviewing weaknesses?

YOUR INTERVIEW

Interviewing is a sales process. See yourself as a product or service and sell it!

Interviewing Fundamentals

Be yourself, not what someone expects you to be! Beyond that...

Do's

- Dress for success!
- Demonstrate enthusiasm, interest, and confidence
- Maintain eye contact
- Stay on the positive side of issues
- Listen well
- Keep answers crisp and focused

- Ask for their business card
- Stay calm, even if interviewer is rude to you
- Remember if you run out of questions, you can always ask, "What's the next step?"
- Be aware of your body language (e.g., handshake, eye contact, arms folded, tapping feet, shifting in seat)

Don'ts

- Talk too much
- Talk about personal problems
- Argue
- Talk ill of past employers

INTERVIEWING CONCERNS

MOCK INTERVIEW PARTNERS

IMPROVEMENT AREAS

Discover What Problems the “Buyer” Wants Resolved

Before the interview ask yourself these questions:

- What are the biggest challenges they are facing?
- What are the implications of those problems?

“Sell” Benefits of Your Employment

Highlight your accomplishments, the results you have been able to produce (e.g., productivity, profitability), and the solutions you can provide.

- Make them see **STARs**
 - ◆ A specific **SITUATION** or **TASK**
 - ◆ Your **ACTIONS**
 - ◆ The **RESULT**
- Focus your highlights to the interviewer's needs you elicited at the beginning of the interview
- Stress your work ethic and energy level

What Do They Have to Offer You?

You have as much on the line as they do; some would argue more. Don't be bashful about asking questions that let you know what you're walking into. Why should you choose them?

- What qualities does the person who fills the position need to succeed?
- What is the boss' management style?
- Do they have a 1- or 5-year plan for their business, industry, or growth?
- What would be the first thing you would like them to address should you get the position?
- What opportunities are there for professional development?
- What is their turnover rate?

Tackle Difficult Topics

Reason for Leaving

Put your best foot forward, but be truthful. Many factors result in someone leaving to find a new opportunity. Pick the reason that's the most positive and easiest to explain.

- Keep it short
- Be positive

Salary History

- Do not send unless requested
- Always be honest and accurate if you provide it
- Salary requirements can be flexible depending on the nature and scope of the position
- Salary history should include vacation, bonus, and additional compensation packages

Age

Being older is less of a problem than most people think. While it is a restriction in some organizations or a negative to some people, it is a plus for employers who value experience, judgment, motivation, and stability. Emphasize these points in your interview.

After an Interview

Keep all the doors open.

- Make notes in the car so details of interview are fresh
- You never know if the person offered the job will leave after a few weeks or if another position will open up
- Always send thank-you notes within 24 hours that summarize key points of the interview
- Don't ask how you did, about salary and benefits, or if you are being seriously considered for the job
- If you're not offered the job, send a gracious response



YOU GOT IT!

What happens now?



JOB OFFERS

Always get an offer in writing before verbally accepting a new position or resigning an old one. Analyze the written offer and collect missing information.

Compensation Package

A compensation package can include many methods of payment and benefits. Make sure the package covers your needs. Items may include:

- Base salary and increases
- Bonus structure/signing bonus
- Health Insurance, STD, LTD, waiting period waived or COBRA paid
- Retirement program(s)
- Tuition assistance
- If not available, ask for a specific number of courses to be covered per year by an increase in your base salary
- Vacation/Personal Time Off
- Ask for what you want, increase it for lower offers
- Equipment and expenses
- Association dues
- Relocation fees

Negotiations

- Always express appreciation over the job offer before you begin to negotiate
- Conduct negotiations face-to-face when possible
- If you don't get the salary you want, think about asking for other benefits: health club membership, parking, 6-month raise, additional vacation, etc.

ACCEPTANCE

- Verbally accept and complete all required written paperwork
- Keep copies of all signed paperwork
- Craft and master your introductions
- Prepare your questions for your first day
- Catalog new connections that may help you acclimate to your new position

MANAGE YOUR TRANSITION

Leaving a current job

- Submit a written resignation letter to your employer including specific information of your departure
- Talk with your boss about transitioning current projects off your plate
- Keep copies of all signed paperwork
- Decide if anyone should join your social network and connect
- Leave on a high note, remain positive to the end of your tenure

Starting a new job

Don'ts

- Keep any personal files at the office (i.e., résumé/job search files, flex spending account file, etc.)—assume the IT folks regularly scan
- Keep personal contacts on your office computer

Do's

- Review past performance evaluations to find out what skills your former supervisors considered to be your best attributes
- Be positive, truthful, and enthusiastic
- Remember that you are looking at the company—the same way the company is looking at you!

RESOURCE MATERIALS

TO ACCESS THIS DOCUMENT ONLINE WITH LIVE HYPERLINKS GO TO:
www.CreativeProfessionalWomen.com/2015Handout.pdf

USEFUL WEB LINKS FOR JOB SEEKERS



Free or discounted support services include:

Emotional Support

<http://www.dcmmentalhealthamerica.org/> — *District of Columbia*
www.mhamc.org — *Montgomery County Mental Health Association*
www.mhapgc.org — *Prince George's County*
<http://www.vafreeclinics.org/> — *State of Virginia*
<http://www.fairfaxcounty.gov/csb/> — *Fairfax County*
www.arlingtonva.us/departments/HumanServices/BehavioralHealthcare/page74144.aspx — *Arlington County*
<https://www.pwcgov.org/government/dept/cs/Pages/Adult-Mental-Health.aspx> — *Prince William County*
<http://www.loudoun.gov/mhsads> — *Loudoun County*

Career Counseling & Placement

www.chopracareers.com — *Career counselor, exploration & salary negotiations*
www.hirestrategy.com — *Metro D.C. area staffing firm*
<https://www.myresuméagent.com/> — *My Résumé Agent recruiters & career management*
www.lhh.com — *Lee Hecht Harrison, career management firm*
www.mbrownassociates.com — *Coaching and leadership*
www.morrisdc.com — *Career management*
www.net-temp.com — *All job types*
www.staffingadvisors.com — *HR Recruitment broker and job listing board*
www.right.com — *Talent and career management workforce solutions within Manpower Group*
www.randstadusa.com — *Nationwide staffing*
www.spherion.com — *National staffing, local focus*
www.thewomenscenter.org — *D.C. Metro career counseling, coaching, résumé reviews and other resources for women*

Career Fair Listings

www.JobZoneOnline.com — *Jobs and career fairs*
www.raffa.com — *HR outsourcing*
www.thehrsource.com — *Temporary to permanent*
www.donnadavis.com — *HR jobs nationwide*
www.mccormickgroup.com — *HR jobs*
www.premierpers.com — *HR jobs*
www.friendsandcompany.com — *Temp to Perm*
www.businessworkforce.com — *All jobs*
www.careerbliss.com — *All jobs*
www.careerrocketeer.com — *Job search research, resources, and networking*
www.careersherpa.com — *Paid "self-discovery tool" to identify "natural career paths" that fit you best*

Career Search Materials

www.Vistaprint.com — *Free business cards*

Communication

www.aiim.org — *Global community for information professionals, job board, certifications and training*
www.STC.org — *Society for Technical Communicators job board, training, and certifications*

Diverse & Bilingual

www.lmdiversity.com — *Diversity Village—jobs, career management information*
www.latpro.com — *Hispanic & bilingual jobs*
www.Saludos.com — *Hispanic & bilingual jobs*

D.C. Metro Region Specific

www.dcjobs.com — *All jobs*
www.washingtonpostjobs.com — *D.C. metro-area jobs through*

Mid-Level Management Recruiter

futurestep.com — *Middle management jobs*



The Washington Post

<http://www.bizjournals.com/washington/jobs/> — *Weekly Business Newspaper*

Executive

www.asacenter.org — *Association executive jobs*

www.6FigureJobs.com — *Executive level—\$100K+ jobs*

www.Ekornferry.com — *Executive search*

www.Execunet.com — *Executive level—\$100K+ jobs*

<http://www.heidrick.com/> — *Heidrick Struggles executive search*

<http://www.theladders.com/> — *Social networking for \$100K+ jobs, fee based*

Federal

<https://www.clearancejobs.com/> — *Position postings for those who already possess active Government security clearances*

<https://www.exfederal.com/> — *Federal direct employee to Federal contractor transition postings*

<http://www.americajobs.com/> — *Federal résumé writing*

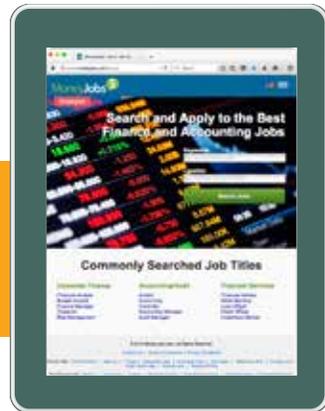
www.USAJobs.gov — *All Government jobs*

www.résuméplace.com — *Federal jobs/résumé preparation*

www.truecareers.com — *Federal Government jobs*

Finance & Accounting

<http://www.moneyjobs.com/en-us/>



Higher Education

www.chronicle.com — *Jobs in higher education*

www.higheredjobs.com — *Higher education job board*

Freelance

www.elance.com — *For expert freelancers, writing and other disciplines*

www.freelancer.com — *Freelancers, any discipline*

Nonprofit

<http://fdncenter.org/> — *Development and foundation jobs*

www.idealists.org — *Nonprofit sector postings*

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

www.nonprofitjobs.org — *Nonprofit sector postings*

Human Resources

www.cbodn.org — *Chesapeake Organization Development network*

www.careerxroads.com — *Recruiting best practices and technologies*

www.cluffassociates.com — *HR job resources*

<http://www.dcatd.org/> — *Metro DC Chapter of ASTD*

www.directemployer.com — *OFCCP-compliant recruitment & branding resources for employers*

www.donnadavis.com — *HR jobs nationwide*

<http://www.hrjobs.org/> — *HR jobs*

www.nonprofithr.com — *HR firm specializing in nonprofits*

<http://www.odnetwork.org/> — *Organizational development jobs*

<http://www.dlir.state.md.us/poac/poacprograms.shtml> — *Professional outplacement assistance center Maryland state employment (FREE)*

www.shrm.org — *HR jobs*

www.towerconsultants.com — *HR jobs nationwide*

<http://www.willmott.com/> — *HR jobs*

International

<https://www.devex.com/en/> — *International development jobs*

www.devnetjobs.org — *International development jobs*

Marketing

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

<http://www.roberthalf.com/creativegroup> — *Graphic Design jobs*

<http://vitamintalent.com/> — *Graphic Design jobs*

<http://www.creativecircle.com/> — *Graphic Design jobs*

National, General Job Sites

www.bostonworks.com — *General jobs, not just the Boston area*

<https://sjobs.brassring.com/> — *Résumés, career counseling, talent management*

www.careerbuilder.com — *General jobs*

<http://www.doostang.com/> — *General jobs*

www.monster.com — *General jobs*

www.craigslist.com — *Classified ads for jobs and other local resources*

www.job-hunt.org — *Association jobs*

www.wetfeet.com — *Jobs by city*

National Aggregate Job Searches

www.indeed.com — *Aggregate jobs in any industry, posted to any job board*

www.LinkedIn.com — *Aggregates, social networking, jobs*

www.mkt10.com — *JobFox aggregate job alerts*

<http://www.simplyhired.com/> — *All jobs, U.S. and international*

<https://www.ziprecruiter.com/> — *Lets employers post to 50+ job boards at once and provides aggregate search for seekers*

Networking

www.linkedin.com — *Aggregates, social networking, jobs*
<http://www.meetup.com/http-www-cluffassociates-com/>
— *Project S.A.V.E. HR networking group—Virginia*

Research & Exploration

<http://www.dol.gov/> — *U.S. Department of Labor*
www.fastcompany.com — *Information on fast growing companies*
www.hoovers.com — *Research company information*
www.vault.com — *Research on companies*
www.yellowpages.com — *Research*

Technology

www.dice.com — *Technology-related jobs, mostly IT and support*

Women

www.womenforhire.com — *Jobs for women, any discipline, nationwide*

Workers Over 50

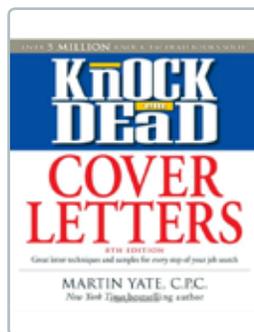
http://www.aarp.org/work/employee-benefits/best_employers/
— *Best employers for workers over 50*
www.retiredbrains.com — *Full-part time jobs; links to other sites*
www.seniors4hire.com — *Multiple jobs/career advice*
www.seniorjobbank.com — *Multiple jobs and links, nonprofit job board*

RECOMMENDED BOOKS, E-BOOKS & OTHER REFERENCE MATERIALS

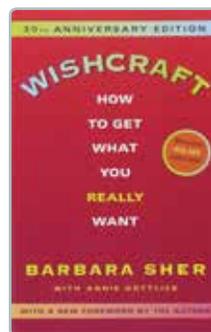
- Department of Labor Job Seeker Tools: <http://www.careeronestop.org/jobseekertools/>
- Area guides permit search for all companies in a particular city or area of the country that relates to your topic: http://restonva.areaguides.net/ypcyellow.html?activeSort=TOP_PICKS%7CASC&city=Reston&offset=1&searchType=KEYWORD&state=VA&what=Human+Resources&where=Reston.



“Knock ‘Em Dead Interviews”
by Martin Yate



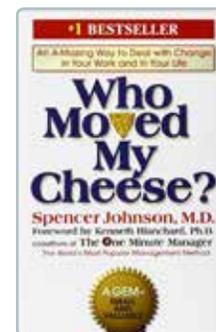
“Knock ‘Em Dead Cover Letters” etc.
by Martin Yate



“Wishcraft, How to Get What You Really Want”
by Annie Gottlieb and Barbara Sher



“What Color is Your Parachute? A Practical Manual for Job Hunters and Career Changers”
by Richard Bowles



“Who Moved My Cheese?”
by Spencer Johnson and Kenneth Blanchard

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CO-HOST



The Alliance of Creative Professional Women would like to extend our sincerest gratitude to the women of the MCCS Personal & Professional Development team for being outstanding partners in hosting this year's Women in Transition Career Conference. Everyone here today is benefitting from their unflagging enthusiasm, their generosity in offering their facilities and resources, and their flexibility as the conference grew and evolved through the last several months. We are indebted to you, Parisa Fetherson, Dee Thomas, and Emily Lamb.

Thank you!

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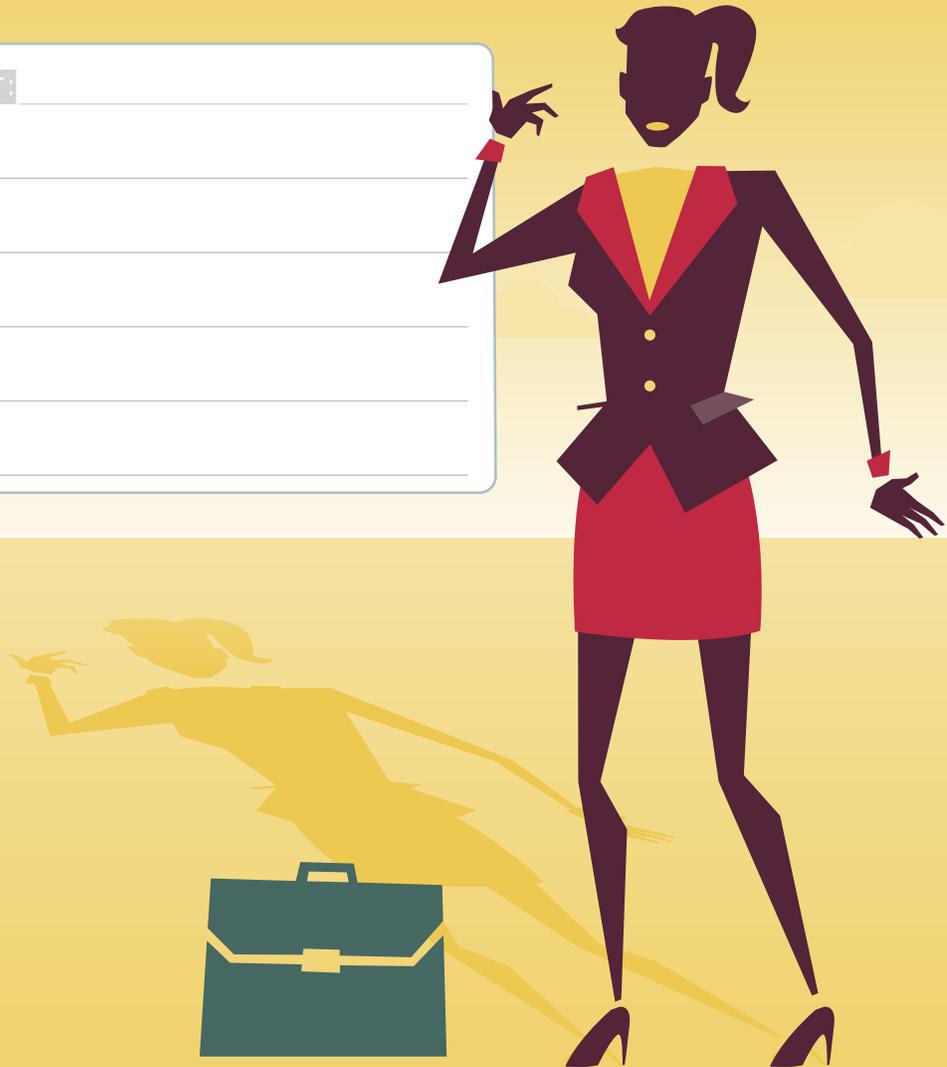
Solomon Thompson Jr.

Felicia Kleinfelt

Michelle White Walker

What one thing am I going to do Monday morning to keep my search moving forward?

MY COMMITMENT:



/ACPWWomenInTransition



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