

Transfiguration Catholic Church CareerCare Ministry

New Comers Package

February 2010



Transfiguration
Catholic Church

CareerCare Ministry

"I can do all things through Him who strengthens me." Philippians 4:13

About the Transfiguration Catholic Church CareerCare Ministry

CareerCare is a support ministry of experienced professionals and caring volunteers who provide both spiritual *and practical support to those who are in job transition.

The Ministry offers four basic services to the job seeker:

1. **Networking:**
 - a. A structured opportunity for expanding the job seeker's personal network through exchange of business cards and bios, and verbal presentation of your elevator speech.
 2. **Job Leads sharing :**
 - a. Job Leads, obtained by Career Care, or brought to the meeting by participants, are shared with all.
 3. **Job Search Skills Development:**
 - a. Because we know that a job search is a process requiring skills, tools, opportunity, and faith, we offer a comprehensive series of skills development modules. Offered in the Fall, Winter and Spring, these provide a job seeker with these valuable skills
 4. **Industry Guide Program:**
 - a. An opportunity to network with an experienced Industry Executive to learn about industries and fields of employment, for building networking skills and networks.
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The CareerCare Ministry Job Search Workshop

The Core Modules – Essential to every job search – be sure to attend these!!

1. **Job skills and accomplishment evaluation.** Study your personal attributes. List your skills, your accomplishments (at work and at home), your likes and dislikes. This becomes the basis for your search for your next job.
 - a. Remember, the prospective employer cares much less about your education and skills than what you have done with them. They need to understand why you can make their organization, and them, personally, successful. How is this done?
 - b. Cite a problem, state what you did, what personal tools and skills you used, and describe the outcome. Repeat, again and again, for each employer and position.

This CCM module provides a basis to build an honest and complete list of your skills, accomplishments, likes & dislikes and will become the basis for the remainder of your job search.

2. The "Narrative".

- a. In a job search, you are marketing and selling your capability to make your new company successful.
- b. This CCM module will enable you to create a statement of your attributes, worded in the 3rd person, as though someone else was describing you. ("John Doe" is a highly successful Account Manager, elevating sales from \$1.5 million to over \$3.4 million the first year.)

In addition to being the basis for your **marketing plan** (next module), the narrative provides a basis for the many conversations you will have with networking contacts and prospective employers. For most of us, talking about ourselves in this manner is NOT a native skill. The Narrative is a critical confidence builder.

3. **Preparing your resume:**

- a. This CCM module will help you prepare an effective communication tool...again, answering the employer's question: "What can this person do for me; why should I select them to talk to out of the 200 resumes I have on my desk?"
- b. This is the traditional resume, expected as a matter of course by many employers. We help you build a resume to separate you from the masses, and tell you how to use it.
- c. Like the Tri-Fold Brochure, an effective resume is based the output of the **Job Skills & Accomplishments** module.

4. **The Marketing Plan and the "Tri-Fold-Brochure"**

- a. **The Marketing Plan** puts structure around your job search. Structure is critical, as there are only so many hours in the day, and you have much to do. The marketing plan keeps you on track, applying your resources (time, talent, and money) where they deliver the most benefit. Without it, you will waste precious time. The candidate with the best plan, well executed, will win.
- b. The "**Tri-Fold-Brochure**", is an innovative alternative to the traditional resume, which, placed in the hands of the highest ranking employer representative (ideally the "Company President") provides a compelling "reason to interview".

This CCM module will yield a plan which will guide your "quest for the next position" and provide you the opportunity to develop a highly effective communications tool (the Tri-Fold Brochure) to highlight your added value...why the prospective employer should hire you.

5. **Networking.** Eighty-five (85) percent of all jobs, or more, are won because of a personal connection between the hiring company and the successful job seeker. This is the power of the **network**, the people you know, or will know, as a result of a well orchestrated program to meet people and make introductions. The CCM module teaches you how to create this plan, beginning with what you will have learned in the first two modules (**Job Skills/Accomplishments, the Narrative**), and then how to apply it, building a personal network of people who remember you when it's most important.

6. **The Interview (and what to do afterwards!)**

- a. Many interviewers you will meet are not "professionals". They will be earnest, well trained, and prepared, but both they, and you, will benefit from YOU being more prepared, playing an active role.
 - i. Learn the questions you need to be able to answer.
 - ii. How to keep the conversation on the important stuff...How you can benefit them.
 - iii. What to expect. (What's going through the interviewers mind?)
 - iv. How to prepare. What to do and what NOT to do.
 - v. How to benefit from every interview. Each one is an opportunity to learn.
 - vi. How to follow-up, be remembered, and get that next job.



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SCHEDULE OF UPCOMING EVENTS – Monday Nights – 7:30 to 9:30 PM.

Areas Covered: Spiritual Support, Attendee Introductions, Job Leads, Industry Guide Program, What is Going On In Atlanta, Job Search Skills Workshop

- Monday, March 1** **CLOSED FOR THE VOLUNTEER MEETING**
- Monday, March 8** **MONEY MANAGEMENT FOR THE JOB SEEKER-** How long can you survive? What are the do's and Don'ts.
- Monday, March 15** **THE INTERNET!** – How the Internet can help you get your job!
How the Internet can be used as a Job Search tool and a research tool to locate information on available job openings.
- Saturday, March 20** **CORE WORKSHOPS 8:30 – NOON (PLEASE RSVP MIKE@LANG.NET)**
JOB SKILLS EVALUATION/FIRST STEP - Explore your past experiences, likes, dislikes, and desires to evaluate and determine where you are and where you are going.
THE NARRATIVE – An Alternate Approach To Landing The Job!
Learn how to develop a 1-2 page summary/biography using your background and experience.
MARKETING PLAN – Identify the elements, source, construct and model.
- Monday, March 22** **CLOSED – DUE TO MEETING SATURDAY MARCH 20**
- Saturday, March 27** **CORE WORKSHOPS 8:30 – NOON (PLEASE RSVP MIKE@LANG.NET)**
PREPARING AND EVALUATING YOUR RESUME - Bring A Copy! What types of resumes work best for different backgrounds and jobs? Have your resume reviewed and critiqued.
THE INTERVIEW, QUESTIONS, FOLLOW-UP – How To Get The Job!
Learn about the questions that today's hiring managers are asking. Learn critical pre-interview things to do. Follow-Up Techniques available.
NETWORKING - Your keys to success!
- Monday, March 29** **CLOSED - DUE TO MEETING SATURDAY MARCH 27.**
- Monday, April 5** **CLOSED FOR EASTER.**
- Monday, April 12** **CLOSED FOR CONFIRMATION & ARCHBISHOP.**
- Monday, April 19** **FAITH** - A key to your Career Success – Inspiring testimony and dialogue with those who have used faith experiences to sustain them and provide growth as they faced career challenges.
- Monday, April 26** **STARTING YOUR OWN BUSINESS** – Have you ever wanted to Start Your Own Business? Get the Tools and Encouragement to Achieve the American Dream.
- Monday, May 3** **GUEST SPEAKER, Monsignor Patrick Bishop.**
- Monday, May 10** **GOVERNMENT JOB SEARCH** – The how to set-up, search, apply, status.

INDUSTRY GUIDE – Volunteers who are available to help you in your job search, network with you in your Industry – Company.

CareerCare supports ALL those who are in career transition either through unemployment, misemployment, or a desire to change their present situation. Contact: mike@lang.net or 678-642-3727 (C) for information.

CareerCare Ministry Web Site: http://www.transfiguration.com/ministry_careercare.htm



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NEW JOB SEEKERS NETWORKING CHECKLIST

1. **www.godel.com**, The job seekers web site will read Knoxville CPA for Small Business, when you open it. Click Atlanta Job Aides pull down. You will have access to meetings, job hunting advice, job sites, career tools, career tools, professional organizations, post resume, job fairs.
2. **Business cards**, - a must. Design your own or order from **www.vistaprint.com**. They are free other than postage and handling \$5.50.
3. **Yahoo groups** – join one or more to advertise yourself, request contacts in your target companies and job leads. Some of the metro Atlanta groups are: Job Seekers Perimeter, Job Seekers Cobb, RUMC Jobnet, Career Mavens, Parkway Business Network.
4. **Other Job Networking Groups** – attend as many as possible, like one or two a day. Pick the one or ones you like best and attend them regularly.
5. **Professional Groups/Associations** – attend as many as possible with employed people for great networking. The working people will know of new jobs first.
6. **www.littongroup.com** - this is Jay Litton 's company web site. Jay heads up the Jobnet Ministry at RUMC. They meet every 2nd and 4th Monday 6:45 PM each month. Jay is also the author and owner of the WOW interviewing technique for job seekers.
7. **AJC Sunday Job Networking List** – every Sunday page 2 of the Jobs Section.
8. **www.techlinks.net** - check it out and sign up for their newsletters on what is happening in Atlanta, business and meeting wise for companies and organizations.
9. **www.jobconnection.com** – This is the Web site for recruiting companies in Atlanta that belong to the Georgia Association of Personnel Services (GAPS). Allows you to find Recruiters that specialize in your field.
10. **www.vetjobs.com** - VetJobs.com makes it easy to reach not only the transitioning military member, but also the highly qualified men and women who are veterans that have separated over the last several decades and are now productive members of the civilian work force in all disciplines.
11. **www.scsjobs.com** – St. Catherine of Siena Career Ministry web site. Site has listing of Job Opportunities and information on their weekly meetings.
12. **www.directemployers.com** – Provides access to all types of employment opportunities at all levels.
13. **http://www.transfiguration.com/ministry_careercare.htm** – Transfiguration Career Care Web Site, Online Job Board, Current Workshop & Job NetWorking Schedule, Job Seeker Resources (Direct Link to Godel.Com “ The Job Seeker’s Bible”).
14. **www.ajobs.com** – Atlanta Jobs Book.



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INDUSTRY GUIDE PROGRAM & GUIDELINES – 60 PLUS TRANSFIGURATION **VOLUNTEERS TO HELP YOU**

1. If a name is already taken, please choose someone else. This is about networking so consider selecting someone that has many contacts like commercial real estate agents.
2. Introduce yourself via e-mail with **Transfiguration CareerCare Ministry Industry Guide** as your subject header. If calling mention you selected their name from the **Transfiguration CareerCare Ministry Industry Guide**.
3. Have a goal for your conversation. Be specific. This is more than just whom they know. Ask about:
 - Networking groups you should attend.
 - Companies that are hiring that they know about.
 - Contacts they think may help you.
 - Anyone else in his or her company that could help you.
 - Events or trade shows you may attend.
 - Trade publications that could help.
 - Mutual friends that they may have in common with you.
4. 15 minutes. I have asked the volunteers to give you 15 minutes of time. If it goes over that please ask if they have a few more minutes. Some Industry Guides may not know exactly how to help you unless you are specific. Remember, even if they don't know how to help you this is about networking – not just getting job leads. Also, be aware that they may be resistant to giving out all their contacts every time so think of alternative objectives of the call so you can benefit.
5. Give it 10 days. Many of our volunteers travel, take vacations and are doing the work of two people. Our recommendation is to contact them once every 3-4 days with an alternative form of communication. For example, tomorrow leave a voice mail. Day 4 leave an e-mail and so forth.
6. After 10 days and no reply. Please let me know at [**mike@lang.net**](mailto:mike@lang.net) or Al Thompson at [**al_thompson@bellsouth.net**](mailto:al_thompson@bellsouth.net). It is important that we only provide you with active and able **Transfiguration CareerCare Ministry Industry Guide** volunteers.



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Recruiter's: Sourcing, Evaluating, Working, Communicating, Motivating

How to utilize the talents of a recruiter?

The 7 Rules for Working with a Recruiter:

1. Work with a Limited Number of Recruiter-- 3-5, no more
2. Interview them, history in recruiting, procedures, fees, recruiting philosophy and most recent successes.
3. Ask how many candidates they present for any given opp.
4. Ask How do they get their candidates? Web, referrals, ads, etc
5. Establish and verify their credentials, if you can talk to other candidates
6. Control your paper, be sure your paper goes where you want and you have the final say where it goes.
7. Be sure to stay in touch, on a weekly basis

Truths for working with a recruiter:

1. Just as the recruiter has certain unwritten obligations to his candidate, honesty, ethical behavior, openness, and access, so too does the candidate have similar unstated obligations to his/her recruiter.
2. Candidates must remember that the recruiter represents both the candidate and the Client Company in the hiring process, but the Client Company is always ultimately responsible for paying his fee. Although the recruiter has an allegiance to both, and without the candidate there is no fee, the recruiter is an authorized contracted agent for the Client Company.
3. If at any time in the "process," the recruiter feels that the candidate is prevaricating, the candidacy will be withdrawn, even at time of offer.
4. Just as candor is the basis of the relationship between the recruiter and the candidate at first contact, so too the candidates must remember that that honest relationship must be hallmark of their relationship with the recruiter. The candidate can have no hidden agenda. There is more than an implied trust relationship between the recruiter and the candidate.
5. Understand that the recruiter expects the candidate to accept an honest offer from his client enthusiastically once it is tendered. If there are reservations, be sure that they are on the table long before the offer, not during or after.

Do you want your paper read?

No icons to other sites in the resume, No fancy colors, No special unique fonts, No introduction sheet, No "zip" pages, No long cover letters, If it takes more than 2 seconds to open, forget it., If it does not have accomplishments, redo it. Target, Target, Target!

Beware of the “too good to be true recruiter.”

Candidates are now being contacted often by various “recruiting” firms to rewrite their resume, to market them, or to conduct a mass emailing of their resume or to “share” that marketing secret of how to get a great job now. These special secrets will be shared with only you for a mere \$3500 or more. One candidate recently shared with me that he was going to spend \$4700, and thought it was a bargain, fee now up to \$17,500. If you wonder how they know you are there, it is because of a resume that you have placed on the web or thru responses to various “fictitious” ads on the web, or in print. There are no secrets, to representation, only schemes to separate you from your money. Remember, if it sounds too good to be true, it is. Oft-times lies sound good, when the truth is too painful to face. Transition is hard emotionally and fiscally. It is hard on the dehiree, the family, and the friends. Think carefully before you act on schemes.

Types of Interviews: Not all Interviews are positive.

1. Actual interview, looking for a real position to fill
2. "Market Survey" Fact finding meeting, not looking for candidate but background info on the market, esp, when about to enter a new market or vertical
3. “Apple Pie” (You serve as a filler for the real candidate) Recruiter sends in 3-5 candidates, one real candidate and 3 or 4 fillers.
4. “Brain Drain:” Seeking names only
5. Bug Killer.....Raid competition
6. Number Crunchers & Tire Kickers Just in case or merely #'s



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Networking and Workshop Meetings around Atlanta

WWW.GODEL.COM The Job Seekers Bible

1. Go to www.godel.com .
2. Display will be: The Knoxville CPA, L.W. Godel, Jr. CPA, PC
3. Select **JOB AIDS**.
4. Select **MEETINGS** .
5. Select **ATL MEETINGS** .
6. Click on the **CALENDAR** .
7. Enlarge the calendar.
8. Click on any day Monday thru Sunday for all the meetings that day.

Note: There are always **2 months available** by day.

Note: Review all other JOB AIDS on the JOB AIDS DISPLAY

- Advice
- Job Sites
- Search Tools
- Career Tools
- Groups
- Post Resume
- Job Fairs



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Transition Compass' Useful Websites

The below might be useful as you plan your marketing attack program.

www.hoovers.com Business Information

www.yahoo.com Business Section, also provides ALERTS

www.google.com The World's Search Engine

www.google.com/alerts Set Up Your Own Web Alert System right to your email

www.zoominfo.com Names & Company Information

www.salary.com Compensation Comparisons

<http://www.homefair.com/homefair/calc/salcalc.html>

<http://www.entrepreneur.com/bizstartups>

www.switchboard.com Telephone Directory

www.martindale.com Legal Help

www.linkedin.com Electronic Network Tool

www.mapquest.com Maps and Driving Times

www.zillow.com Home Price Comparisons

www.fillthatjob.com The Employment Matchmaker

www.hound.com Job Search Leads

www.manta.com/mb Job Search Leads

www.jobsweeper.com Job Search Leads

www.salesforce.com – Track your Job Search as Sales Calls- Free for 30 days, and then tell them that Bruce Dreyfus told you about them and you should get it for free.

We do understand the current frustration of many candidates. Recruiters are not employment agencies. They find people for jobs, not jobs for people.

In fact our two tag lines: Candidates, not merely Resumes; and Results say what you must do.



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WEB-sites Employment Information

Information is Subject to Changes

-Job Searching -and- Networking Information-

Angel Food Ministries - WEB-site: www.angelfoodministries.com -Food Assistance

Archdiocese of Atlanta - WEB-site: www.archatl.com Job Postings

Atlanta Business Chronicle - WEB-site: www.atlantabizjournal.com

Atlanta Employment Foundation - PHONE: 770-281-7317

--Career Fairs, Job Information, Job Opportunities in Metro Atlanta area.-

Atlanta Journal Constitution NEWSPAPER - WEB-site: www.ajcjobs.com

-Job Postings...YAHOO HOT JOBS...

Career ONE STOP - WEB-site: www.careeronestop.org - Job Information Resources

Catholic Social Services. Village of Saint Joseph COUNSELING.

WEB-site: www.catholiccharitiesatlanta.org --PHONE (404) 733-3527

Cherokee County Schools, Canton, Georgia - Web-site: www.cherokee.k12.ga.us

Cobb County Chamber of Commerce - WEB-site: www.cobbchamber.org

PHONE: 770-980-2000 FAX: 770-980-9510

Cherokee Tribune - NEWSPAPER- WEB-site: CherokeeTribune.com - Job Postings

Cobb Convention & Visitors Bureau - WEB-site: www.cobbcvb.com

One Galleria Parkway, Suite 1A2A, Marietta, Georgia 30339 E-mail Address:

PHONE: 1-800-451-3480 Toll-Free Fax: (678) 303-2625 cobb@cobbcvb.com

Cobb County Government - WEB-site: www.cobbcounty.org - Job Postings

100 Cherokee Street, Marietta, Georgia 30090 PHONE: (770) 528-1000

Cobb County Schools/Board of Education - WEB-site: www.cobbk12.org - Job Postings

514 Glover Street, Marietta, Georgia 30060 PHONE: (770) 426-3300

Cobb County LEGAL Services. WEB-site: www.atlantalegalaid.org

30 South Park Square, MARIETTA, Georgia 30090 ---PHONE: (770) 528-2565

Cobb Works - WEB-site: www.cobbworks.org - Training information, Job postings

463 Commerce Park Drive, Marietta, Georgia 30060

Phone: 770-528-4300 Fax: 770-528-4302 E-mail: info@cobbworks.org

Craig's List - WEB-site: www.atlanta.craiglist.org - Job Info/Networking Info.

WEB-site: www.directemployers.com - Access to various Employment Opportunities

Georgia Association of Personnel Services - WEB-site: www.jobconnection.com

(GAPS) Has information on Recruiters and Recruiting companies.

Georgia Career Development Association - WEB-site: www.gcda.net

(GCDA) Professionals offering career related information.

Georgia Department of LABOR - WEB-site: www.dolstate.ga.us - Jobs, Training Information, Workforce Investment Act-WIA.

WEB-site: www.godel.com - Networking Group Meetings, Job Hunting/Career Information in the Atlanta Metro area.

Good Samaritan Health Center - WEB-site: www.goodsamcobb.org -Health CLINIC.

WEB-site: www.Indeed.com - Internet Search Engine site, Job Hunting information

WEB-site: www.jobnet/jobcircle.com - Job Postings/Job Board

WEB-site: www.jobsite.org - Job Postings

WEB-site: www.atlantajobzone.com -- Job Zone ...JOB FAIRS / Information

WEB-site: www.jobexpo.com -Job Expo...JOB FAIRS / Information

WEB-site: www.kudzu.com - Internet Search Engine site, Job Search Information.

WEB-site: www.littongroups.com - Job Net Ministry at **RUMC** -Roswell United Methodist Church. Interviewing Techniques at job seeker meetings.

Marietta Daily Journal -NEWSPAPER- WEB-site: MDJonline.com - Job Postings

Marietta City Schools - WEB-site: www.marietta-city.k12.ga.us Phone: (770) 422-3500

MARTA Job postings - WEB-site: www.itsmarta.com/work/default.asp

Resume Doctor - WEB-site: www.ResumeDoctor.com - Job Search information

Roswell United Methodist Church - WEB-site: www.rumcjobnetworking.com

Saint Ann's -CAREER QUEST- WEB-site: www.st-ann.org/careerquest

Saint Catherine of Siena -CAREER MINISTRY- WEB-site: www.SCSjobs.com

SHRM - WEB-site: www.shrm.org...Personnel Employment Information

State of Georgia - WEB-site: www.gov.state.ga.us

Transfiguration Church-CAREER CARE- WEB-site www.transfiguration.com/ministrycareercare

WEB-site: www.techlinks.net - Networking Group meetings, Community Information

Turner Broadcasting Systems - WEB-site: www.turner.com/careers

United Way of COBB County - WEB-site: www.unitedwaycobb.org

-Address: 995 Roswell Street NE, Marietta, GA. 30060-3507

PHONE: 770-428-8344 FAX: 770-421-6297 Where to Turn To, Helping Hand.

U. S. Dept. Health & Human Services - WEB-site: www.hhs.gov

U. S. Department of LABOR - WEB-site: www.dol.gov - Job Postings

Women at Work - WEB-site: www.womenatworknetwork.com

Women for Hire -WEB-site: www.womenforhire.com

WEB-site: www.zoominfo.com - Internet Search Engine site, Job Search Information.

.....zoominfo.com -May charge a fee to access the web-site???

HEALTH CARE Services Information

WellStar Health/Hospitals -Cobb County-

-CONTACT: Leslie Rand -at- E-mail: leslie.rand@wellstar.org

A G Rhodes Homes -Nursing Home Care- WEB-site: www.agrhodes.com

-PHONE: (770) 427-8727 Ext. 107 - MARIETTA, Georgia

Cartersville Medical Center - Georgia -WEB-site: www.cartersvillemedical.com

-PHONE: 770-382-1530...Ask for HR/Employment

Coventry Health Services. Insurance Services Comp, - WEB-site: www.chcga.com

Gentiva Health Care - WEB-site: www.gentiva.com/jobs

Good Samaritan Health Center - WEB-site: www.goodsamcobb.org -Health CLINIC

Para-Quad - Medical Care Services. WEB-site: www.paraquad.net

Local -COBB COUNTY- Colleges/Universities -WEB-sites-

Chattahoochee Technical College - WEB-site: www.chattcollege.com

Kennesaw State University - WEB-site: www.kennesaw.edu - Job information

North Metro Technical College - WEB-site: www.northmetrotech.edu-jobpost- Job Board,

Southern Polytechnic State University: -WEB-site: www.spsu.edu