

Foreword

101 Ways to Power Up Your Job Search fits the model for a paper-based performance support system. In fact, once it gets loaded onto the Internet with some HTML capabilities, it most likely will be the bible for job seekers. It provides just what you need, just when you need it, in just the right amount.

For seasoned professionals who have been through downsizing and workforce reductions, it is a great tool to renew and reinforce what you learned in the past but may have forgotten to maintain in the present. For new job seekers, it is a tool to help you identify who you are, what you work for, what you have to give, how to search for positions that have what you want, and so on.

Whether you're currently employed, just graduating, or between jobs, this book walks you through a step-by-step process that deals with your mental health and job security concerns. With downsizing, rightsizing, cost reduction, and early retirement hitting us from all sides, who isn't a little security conscious these days?

In today's chaotic business environment, individuals will be successful if they can focus both on what the business needs from them, as well as on what satisfaction they get from working. Those who gripe and growl about how bad it is, and how good it used to be, will be pushed to the side. This workbook provides you with the opportunity to proactively analyze your own needs and a business's needs to determine if there is a fit between the two. If not, it provides you the opportunity to seek for a better fit elsewhere. By working these applications, you can make the choice to go or stay before the situation stresses you out, or your performance puts you out.

You'll build confidence in your current competence, feel more secure with your capabilities, open avenues of employability you never knew existed, as well as build a network that will serve you throughout your career.

"You, Inc." will become a reality as you work through the activities. You'll begin to think of yourself and your capabilities from a sales perspective: "What value do I have to offer? How can I help this company? Where can I best apply my skills to support the achievement of this company's objectives?" And so on.

The book does not focus just on job seekers, but on those who are feeling disconnected and want to find a way to "fall back in love" with their current jobs. As organizations change, jobs change. Your challenge is to be prepared to know yourself and the company well enough to make good decisions about how you can best meet both the company's and your personal needs. Don't get caught in a job you can't stand: Prepare for the inevitable changes the future brings.

If you do not have self-confidence in your own competence, it is hard for those who work with you to have confidence and trust in your competence. This workbook helps you to gain (or regain) your self-confidence and self-trust. This new found (or rediscovered) confidence can then be applied to any position you wish: your current one or a new one. It's up to you to decide if your current job meets your needs, or if you desire to look outside and identify a job that better matches your competencies and work needs.

From the photographic map that guides the reader through the sections and chapters of the book, to the worksheets and work aids that clarify and simplify the work to be accomplished, this book is a keeper. You may not use it today, but you will use it sometime in the future. Maybe you picked it up to explore just who you are or to refresh your networking skills, or possibly to research another company. Whatever the reason, this is a book to purchase and keep on the shelf, because it is not a question of *if* you will use it, but of *when* you will need it.

I particularly like the Job-Finding Traps. How true! In my career counseling work with college graduates, I often encounter comments, thought processes, and barriers that parallel almost all the issues identified in this list.

Critical to future success and happiness with a job is the matching process between your personal needs and the job requirements. If you can't meet your personal needs through your job, there is little likelihood of success. If you're lucky, the mismatch

will create such tension that you will become a voluntary turnover candidate, or be reduced by the company before the psychosomatic illnesses begin to appear. If not, "Hello, pills and doctors."

The recommendation to manage your personal performance and record it on a monthly and yearly basis (in Chapter 3) is a wise idea. Your boss will be appreciative and you will be amazed at how much you get done. Measurement maximizes motivation; so you be the measurer of your own performance and tell the boss how you're doing.

I like the variety of ways Chapter 3 provides for identifying what is important to you in a job. Each of us gets different things from our jobs: Some of us like the money, some the accolades, some the friendships, and some the learning. What do you work for? Once you know *it*, you can share *it*, but the tough part is identifying *it* in the first place.

The matching of "What Is in It for You" and "What Is in It for the Company" to hire you, is the balanced perspective that all job seekers should assume. You must position yourself and your strengths to align with the company's needs. But never kid yourself and think you can get away with only considering the company's side of the equation: Your side is just as important and has to be balanced with the company's.

The information on people networking provides a good understanding of what a numbers game it is. The more contacts you make, the more likely you will find a job that matches your skills and desires. The fewer contacts you make, the less likely you will ever get the job you want. Unfortunately, it's also true that the more contacts you make, the more rejects you will experience. Maintaining a positive attitude, through the use of positive self-talk and good friends, is a must to be successful at the numbers game. Be prepared to share.

Another great assist is the recommendation to think twice and practice a bit before any interview. "Winging it" is for the birds—and a high-percentage risk when you only have one chance to make an impression on an interviewer. Remember, a bird in the hand *is* better than two in the bush.

I liked the "other-oriented" interview perspective recommended in the book. To see yourself as others see you is to feel

secure with your knowledge of the company, the person, and the situation. This requires much research and preparation, but guarantees positive outcomes—maybe not every time, but there will always be a next time when you positively impress the interviewer.

Videotape yourself in an interview. I did. “Wow!!!” What a learning process! I had a professional interviewer grill me with every question in the book. Only I saw the resulting video and learned from it. After I reviewed the video, the needs for change were obvious and most were easy to correct.

In the interviewing section, a thorough and complete list of questions to ask and prepare for during the interview is provided. Although many nonprofessional interviewers have their “pet” questions that require spontaneity and on-the-spot thinking, you will find that many of their odd questions have very little to do with the job. Try to tailor your answers so that your job-related strengths are highlighted.

A section to take note of is Negotiation. Frequently, job seekers are so excited that somebody wants them that they ignore the parameters of the offer and just take what they get. Be prepared with your list of musts and wants; otherwise you may not get any of them filled and regret it later.

The book ends with an emphasis on the future and the continuous improvement that all of us should be striving to achieve. Seeking and maintaining jobs is a never-ending process, and consists of many skill bases that can be continuously improved. Fortunately, these same skills are transferable to other applications and aren’t unique to just job maintenance and hunting. In the chaotic business environment which most of us work, organizations occasionally outgrow the people who work for them; these people need this book to remind them how to locate a new job. More likely, you are continuously improving your skills and will outgrow your current job, thus creating the desire to move up or move on. This book is for you too.

Learn the skills this book offers and begin to apply them in all aspects of your personal, civic, academic, physical, work, and family life. They work!

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