



CAREER LADDERS

Newsletter

Valuable Career Websites

Do you need information?

Whether you are looking for career opportunities, salary information, professional associations or company research, the Web is your ticket.

Here are a few free resource sites to get you started:

Salary:

www.salary.com
www.careerbuilder.com
www.salaryexpert.com
www.salarysource.com
www.wageweb.com

Career Information:

Occupational Outlook
Handbook: www.bls.gov/oco

Dictionary of Occ. Titles:

www.occupationalinfo.org

Occupational Info. Network:

www.onetcenter.org

Company Research:

www.wetfeet.com

www.vault.com

www.corporateinformation.com

www.newsdirectory.com

Responding to Salary Questions

Before interviewing, always know your salary requirements and goals as well as what the market will bear.

When you are asked, "What kind of salary are you looking for?" you need to keep in mind that this is being used as a screening tool. In order to keep your options open until you know more and have convinced the employer you are the person to hire, use safe answers such as:

- "I'm negotiable, what do you have allotted for the position?"

- "At this early point in the interview process, I don't feel that either of us has gained enough information to value my skills for the job yet. Could we please address this at a later point?"
- "What's important to me at this point is not so much the salary, but whether I am the right person for the job. I am certain if we both end up agreeing that I am the right person for the job, we'll be able to come to a fair agreement, don't you think?"



Always be prepared to respond to salary questions!

Is it time to update your resume? Contact us this month and receive a 10% discount. Be sure to mention this ad.

Phone: 888-247-3786

Fax: 916-714-6661

Email:

careerladders@frontiernet.net

Web:

www.federalresumewriter.com

www.career-ladders.com

Could A Computer Virus Be Keeping You From A Job?

We recently received information from an Information Technology professional, that many job seekers are unwittingly e-mailing their resumes to employers with viruses attached!

In fact, at this particular company, almost 40% of incoming resumes are infected. We weren't surprised, as we check all incoming files and find viruses on 1 of 10.

We've even received viruses from IT professionals at top IT companies! Yikes.



Accidentally sending a virus to a

company you want to work for is a sure way to find yourself deleted from the files and from consideration with the company!

If you are not using a good virus protection software like Panda Antivirus, Norton AntiVirus or McAfee VirusScan, you need to install or update now!

Designing & Using an Employment Portfolio

Starting and maintaining an employment portfolio is a good way to:

1. Keep a record of your career and educational accomplishments.
2. Demonstrate to a job interviewer what you have to offer.
3. Support you when you are up for an internal raise or promotion.

So what is an employment portfolio? It is a notebook, typically a three-ring binder,

where you compile documentation supporting your accomplishments. Items to consider including are:

1. Resume and cover letter.
2. Letters of recommendation.
3. Performance evaluations.
4. College transcripts.
5. Training certificates, certifications and licenses.
6. Samples of work or papers.
7. Award certificates.

The portfolio works extremely well in demonstrating your ability to perform certain tasks

or achieve accomplishments.

For the new graduate or individual who has difficulty interviewing, referring to the notebook to show examples can be extremely helpful.

When interviewing, don't be afraid to let the employer see the portfolio.

Introduce it when answering a question or simply place it on the desk in front of you (after getting permission) to grab the interviewers' attention.

The Human Resource Personality Test

Does the thought of being tested to determine if you have the "right personality" for the job leave you cold? Personality tests, referred to as psychometric instruments, are growing in use by human resource departments.

Their popularity is based on their ability to determine if you really are what you appear to be in the interview. And with built in fail-safes, it's hard to trick them.

According to Edward Hoffman, Ph.D., and author of "Ace the Corporate Personality Test", there are six dimensions of personality that tests measures:

1. Conscientiousness: Can you be absolutely counted on?
2. Extraversion: Are you the life of the party?
3. Integrity: Are you honest as the day is long?
4. Going postal: Do you feel

angry?

5. Are you entrepreneurial?
6. Stress Tolerance: Can you keep your cool.

Watch out for questions that say "always, never, everything" as these are usually set-ups to see if you are lying. Examples, "I have never lost my temper" and "I have never told a lie."

Teamwork for Job Search Success

Having to perform a job search is rarely at the top of a list of "fun" ways to spend ones time. Job search is generally regarded as dreary work at best.

The process is almost always spent independently. Job seekers look at newspaper ads independently, make calls to companies independently, get turned down independently, wonder if they are ever going to find a job...independently.

Now, I'm not suggesting you should take friends to your job interview; I'm talking about a support network.

Job search doesn't have to be lonely. So many studies have shown that teams can out-perform and out-achieve independent workers.

Why don't job seekers have buddies? No, not someone who will let you cry on their shoulder, but another job seeker!! Think about it. Without positive support in any new and

uncomfortable situation, it's so easy to become discouraged, to start to believe negative hype. Many job seekers find themselves settling for a job they aren't happy with because they



believe that there are no jobs out there. There are jobs out there!!

You just have to find them.

How can you stay motivated?

It becomes very easy to feel that you are all alone and that this is not happening to anyone else. So, it either becomes a problem with your methods of job search or a problem with the job market.

The real problem is isolation. How can you possibly stay motivated in a vacuum? Who will tell you that you will get that job? Hearing "no" is crushing to anyone's ego, especially a job seeker who may be worried about paying the next electric bill. So how can you avoid this isolation and the negativity that can build up around an

independent job search?

Find a team, form a team, or hire us as your career coach!

With a team, you have people who are going through worse situations and make your problems seem insignificant. With a team, you have support and praise. With a team you have a network. With a team, you can keep going. A team builds steam to keep it moving forward.

You can frequently find structured job clubs or success teams through state employment offices, some college employment offices, churches, and professional organizations.

You can also form your own group if you know of other job seekers or work with us to match you with team members.

However you do it, do it!! The team concept works and will not only keep you motivated but will help you network for job leads, expand your contact list, and uncover many new possibilities that you might not have yet considered in conducting a successful job search.

Use Self-Coaching to Start Your Day

Remember the acronym GIGO for "garbage in garbage out?" Well, the opposite is also true: feed yourself with positive and you will be more positive.

Master motivator, Anthony Robbins suggests starting each day off by asking yourself motivating, thought provoking, and directional questions as you get ready for each day.

It's important that you ask

yourself three, 3-part questions such as:

What am I grateful for today? – What about that makes me grateful? – How does that make me feel?

You'll probably start slow with the first set:

1. I'm grateful I have a roof over my head.
2. It makes me grateful because

- (1) the alternative is to be homeless. (2) I like my house. (3) It's good to have a place to call your own.
3. It makes me feel (1) really lucky. (2) truly blessed to have this security. (3) happy I can look around and realize I'm doing pretty good.

Then on to another set: I'm grateful I have such a strong support group around me. It makes me grateful because.....

Career Ladders

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Need help?

Contact us today at:

888-247-3786

or email: careerladders.com

Developing Your Two Minute Commercial

At some point in your job search you will be asked to tell something about yourself.

Focus on what you have to offer. This is like a television commercial about you. A commercial sells products. Therefore, you should emphasize those strengths and qualifications most suited to the position you are pursuing.

Watch your language and presentation style. Use the formula: language + motivation = outcome. In other words, positive language + positive body language and behaviors = a positive and favorable outcome. This means there is absolutely no room for negativity.

When you see advertisements, you will notice that they emphasize the positive outcome you will gain from the product, not the downside.



A sample two minute commercial may include information such as: personal qualifications, technical skills, relevant education, training, certifications and achievements.

Look at this sample two minute commercial from a corporate accountant:

"I am a CPA with over nine years of corporate accounting and financial reporting experience. In my most recent position, I was selected to

spearhead and lead several special projects which included strategic planning, forecasting and corporate treasury functions.

I was recognized last year as Manager of the Year for my ability to develop my accounting staff and provide training in many facets of customer service, auditing, time management, problem solving and other key functions. I have an MBA and am active in both the National Management Association and the Space Coast Chapter of the Florida CPA's Association."

Developing a fluid, confident and natural sounding commercial takes time and practice.