

Looking for a Safety Job in Challenging Times

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SAFETY CONFERENCE
Golden, Colorado



Agenda

Introduction

Preparation

Networking

The Search

Interviewing

Completion

Resources

To Do List



Introduction

Background

Tough Economy

Safety & Health can be challenging in weak economies

Telecommunications

Challenging industry

Wireless has best potential

Positives from Negatives

Terrorism

Emergency Preparedness Planning





Preparation

Start before you need a job – determine career goals & objectives

Resume – Always have one ready

Cover Letters

Networking

Volunteering

Resources - Websites and Books

Certifications – concentrate on well known established and respected ones – CIH, CSP, CUSA for this industry. Alphabet soup. If they are not a true challenge to get, then they're not worth much.

Degrees and advanced degrees helpful, and often required

Networking

Networking, Networking, Networking

Keep in touch with friends and colleagues periodically, and especially when you don't need them!

Consider many different networks – work, career, friends, alumni, volunteer groups, neighborhood, church, sports, clubs, etc.

Be respectful of your contact's time

Short informational interviews

The Search

Can be frightening!

Don't rest – work HARD at finding a job

Finding a job is a full time job

Start immediately

Networking

Nothing to be ashamed of – let people know you're looking

Volunteering

The Search (continued)

Keep an Open Mind

Industry

Government

Consulting

Remain Positive and Confident

Follow up on all leads

Develop List of References – ask them before they will be contacted

Exercise

The Search (continued)

Industry Associations

Career Counselors

University Career Development Center

Internet

Libraries

Short informational interviews – 20-30 minutes

Career Networking Groups

Interviewing

Practice interviews – role playing, jobs you may not be truly interested in

Business Dress – invest to look your best

Document of Accomplishments – for yourself – review before going in

Resume and References – always bring a copy

Bring portfolio to take notes, and store any papers neatly

Phone on vibrate, off, or in car

Interviewing (continued)

Salary Surveys – be realistic about what you're worth

Honesty

Learn as much as possible about the company before you interview – local papers, internet, financial info and friends, forecasts, trade publications, annual reports

University alumni databases – can help locate other alumni that work for the company

Completion

Networking

Thank you

Negotiation

Helpful to have choices – compare them carefully – develop spreadsheets

Offers can be different, but baby steps

Be polite and thankful to companies you say “NO”

Thank the people (family & friends) that helped you

Resources

Career Resources

Websites

Books

Industry Associations

Search Firms

College Career Development Centers

Job Placement Services

Best Resources



Career Resources

Quintessential Careers

www.quintcareers.com

Job Hunter's Bible (from the What Color is Your Parachute author)

www.jobhuntersbible.com

Vault

www.vault.com

The WSJ's career site

www.careerjournal.com

The Riley Guide – Career Guides

The A-Z index is the easiest way to explore this site

<http://www.rileyguide.com/careers.html>

Career Resources (continued)

WetFeet

www.wetfeet.com

O*Net Online - Searchable directory of occupations

http://online.onetcenter.org/gen_search_page

Occupational Outlook Handbook

<http://www.bls.gov/oco/>

ASAE's Gateway to Associations

<http://info.asaenet.org/>

Informational Interviewing

http://www.quintcareers.com/informational_interviewing.html

Websites

www.EHScareers.com

www.aiha.org

www.asse.org

www.nsc.org

www.rims.org

www.Monster.com

www.Hotjobs.com

Websites for newspapers for cities in which you are looking



Books

Knock 'Em Dead

Martin Yate

What Color Is Your Parachute?

Richard Bolles

Second Acts

Stephen Pollan

What Should I Do With My Life?

Po Bronson

Creating You & Company

William Bridges

Do What You Are (Based on the Myers-Briggs)

Paul Tieger and Barbara Barron-Tieger

I Could Do Anything If I Only Knew What It Was or *It's Only Too Late If You Don't Start Now*

Barbara Sher



Best Website

Quintessential Careers - www.quintcareers.com

Includes:

Career Tool Kit

Cover letters

Resumes

Networking

Interviewing

Salary negotiation

Guide to Researching Companies, Industries, and Countries

Glossary of Job-Hunting Terms

Career and Job-Hunting Do's and Don'ts

Best Book

Knock 'Em Dead

Martin Yate

Chapters:

The Well Stocked Briefcase

Getting to Square One

Great Answers to Tough Interview Questions

Finishing Touches

In Depth

Many Appendices and Valuable Resources

To Do List

Revise your resume!

Get involved in some volunteer activities!

Start Networking!

Stay Positive!

Don't Wait!

BULLETIN

**This JOB is a test.
It is only a test.
Had it been a actual job,
You would have received
Bonuses, Raises and
Promotions.**

Questions?

Questions?

Comments?

Thank You & Good Luck!!



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