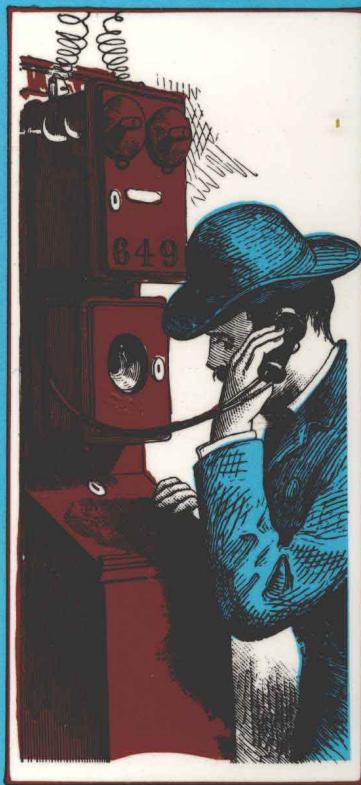


I GOT THE JOB!

Win a Job Your Way

Elwood N. Chapman



Prospecting Strategies and Interviewing Techniques
To Win a Job Your Way

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and Interviewing Techniques
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Win A Job Your Way

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ABOUT THIS BOOK

This Fifty-Minute I GOT THE JOB! program is not like most books. It stands out from others in an important way. It is not a book to read—it is a book to *use*. The unique “self-paced” format and the many exercises encourage the reader to get involved and try some new ideas immediately.

This publication will introduce the critical building blocks (system) to conduct a successful job-finding expedition. Using the simple but sound process presented, can help you find the best job available in the shortest period of time.

I GOT THE JOB! (and other books listed on page 69) can be used effectively in a number of ways. Here are some possibilities.

—**Individual study.** Because the book is self-instructional, all that is needed is a quiet place, some time and a pencil. By completing the activities and exercises, most readers will come up with a successful job-finding strategy in about one hour.

—**Workshops and Placement Seminars.** The book is effective in job search exploration courses. Students can “work through” the system with class support as they start the process of finding prospective employers and completing interviews.

—**As a special unit within a vocational course.** Many teachers like to add a job-finding unit to their course content. The low cost of I GOT THE JOB! makes it possible for students to buy their own copy.

I GOT THE JOB! is part of a series called BE TRUE TO YOUR FUTURE. Other books include a Fifty-Minute CAREER DISCOVERY program and PLAN B: PROTECTING YOUR CAREER FROM THE WINDS OF CHANGE. See page 67 for more details.

"A man's work is his dilemma; his job is his bondage, but it also gives him a fair share of his identity and keeps him from being a bystander in somebody else's world."

Melvin Maddocks



BE YOUR OWN EMPLOYMENT AGENCY

When you find the *right* job it can support and enhance your lifestyle but it can also provide a kind of happiness not found in your personal life. When this happens, you no longer consider your job activities “work”.

It is the purpose of this book to help you *discover* and *win* the best job available within your geographic perimeters. The strategies and techniques presented, however, are designed to help you do it *your* way. That is, you will have full opportunity to put all of your personal creativity into the search and interview process.

Best of all, you can start doing this now. When you turn this page and others you will be able to add to or revise the recommendations as you proceed. Do this! Be your own employment agency! All you need for a great start is a little time and a pencil!

Good luck!

PART I

THINK BIG



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TIE JOB-HUNTING TO A BIGGER GOAL

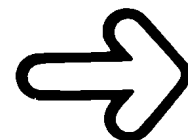
How can you give yourself an edge in the job market? How can you compete effectively with those of similar backgrounds and skills? Do you need to be more systematic? What about your grooming? While many factors covered in this book will contribute to your success, nothing will give you a better advantage than having a goal that is more important than the job itself.

We can explain.

The prime reason most people find it difficult to discover and win the right job is because they do not link their efforts to a life goal. Without developing a "bigger picture" at the beginning, they often drift in the job market like a space ship without a guidance system. They become fragmented because:

- (1) They worry too much about getting a job and not enough about what they plan to do with their lives. This can give a potential employer the impression they are "shallow" or uncommitted and have less to contribute than is really the case.
- (2) Winning the job becomes so important that they do not communicate during the interview process they have something "special" to offer.
- (3) Without a "bigger goal", they do not have the motivation it takes to stay with the job-hunting procedure until the right job is won.

Of course, establishing a bigger (life) goal is easier said than done. Still, it need not be a frustrating, painful, or lengthy process. In fact, with concentration you can do it now.



TIE JOB-HUNTING TO A BIGGER GOAL

A good way to start is to stop looking at college degrees, career possibilities, and job-seeking as ends in themselves. Rather, consider them as vehicles to take you where you want to go in life. At first, this may seem overwhelming, but all it really means is that you need to change the focus of your present thinking about job-hunting. Instead of thinking about a "job", project yourself into the future. Think bigger! Once you have a direction based on a life goal, your insight into the job-finding process will be more clear, and your motivation to succeed will be stronger and easier to maintain.

When Brad started his job-hunting expedition he was loaded with confidence and enthusiasm. After six weeks of unsuccessful efforts, he was lost and defeated. Brad often felt as if he was trying to find a street address in a strange city without directions. The more time that passed, the more desperate he became. He became increasingly ineffective, especially during the interview process.

Brad decided to take a break. During this period he gave serious thought to what he really wanted to do in life. Finally, he identified a life goal, Brad was then able to take a more relaxed, professional approach. His new perspective (placing a life goal ahead of getting a job) brought success. Not only did he get his confidence back, but everything he did had a better "ring" to it.



TIE JOB-HUNTING TO A BIGGER GOAL

Please do not get the idea that you must develop a highly altruistic, euphoric life goal to become more effective in your job-hunting efforts. Very few individuals can make a significant scientific discovery, win a Nobel prize, or will be voted most valuable player of a professional sports team. Your life goal may be a very practical thing like:

- raising a happy family,
 - building a dream home from scratch,
 - making other people happier with themselves,
 - achieving recognition through creative efforts,
 - creating an estate.

LIFE GOALS DIFFER FROM OTHER GOALS

It is easy to confuse a life goal with other worthy aspirations. For example, finding the best job in a prescribed geographical area is a significant accomplishment. It is not however, a life goal. Buying a home is a worthy objective but unless there are some special circumstances (like designing and building it yourself) it is not, for most people, a life goal.

A life goal is usually expressed as something personal which is beyond the framework of a job. An ideal life goal will provide inspiration over a lifespan. It becomes a daily “booster pump” to one’s attitude. A life goal often makes most other challenges, (like finding the right job), easier to achieve. For those lucky enough to have a meaningful life goal, daily living has more spirit, substance and direction. When a crisis hits those with a life goal they survive better.

BRING YOUR LIFE INTO FOCUS

Most people do not have as much trouble coming up with a life goal as they may anticipate. This is because, perhaps without knowing it, they already have one (or more) within them. These are *there* and need to be brought to the surface. To help you do this, try asking yourself this question.

WHAT DO I WANT TO ACCOMPLISH
WITH THE TALENTS AND ABILITIES I
POSSESS THAT WILL GIVE ME A SENSE
OF LASTING FULFILLMENT?

Another approach is to project yourself into the future and imagine you are looking back on your life. Then ask yourself:

WHAT WOULD HAVE GIVEN MY LIFE
MORE MEANING?



Life goals are often personal and you may or may not want to share your thoughts about them with others. Often, however, an open discussion with a person you respect and trust can help bring your goal to the surface and into focus. If this is comfortable for you, do not hesitate to initiate such a discussion.

Although it may be ideal to think that all life goals are worthy and contribute to humanity, this is not necessarily true. Some goals, such as accumulating personal wealth, or achieving power are not altruistic. Yet these can be life goals because they can be highly motivating to some people.

THE CHOICE IS YOURS ALONE

No other person can define your life goal or impose one on you. Your goal must come from within. And you must *want* to have one. Sadly, even when the stakes are so high, few people take the time to identify a life goal. Others may have had one temporarily but permitted it to be buried by survival necessities or other external events. Thus they drift. These individuals often occupy a hum-drum job beneath their potential.

The exercise on the next page is designed to help you isolate and clarify a life goal for yourself. It can help provide examples of how other people came up with their goals and how this discovery allowed them find the best available job. As you proceed, remember that minds are like parachutes—they don't function until they are open.



JOB-GETTING AND LIFE GOAL PROFILES

Listed below are examples that illustrate the significant relationship between life goals and a successful job search. Please ☒ the one with which you most closely identify.

- ☐ More than anything Jake wants money. Having grown up lacking material goods, Jake sincerely wants financial security. Ultimately he would like an affluent lifestyle. So strong is his desire, that he intends to remain single until his goal is well on the way to reality. Although some of his friends consider Jake to be narrow-minded and selfish, his goal has motivated him to prepare for and find a job as a CPA because he is convinced this will provide the level of income he so strongly desires.

- ☐ Freda has two life goals woven into a single fabric. One is to travel, the other is to promote international understanding. Freda has struggled over a long period of time to reach her goals. As a result, she was 36 when she completed her travel related and language courses. Freda is now fluent in Spanish and French. These two educational achievements have given her the competitive edge to find and win an outstanding opportunity as the international agent with the best travel agency in town.



JOB-GETTING AND LIFE GOAL PROFILES

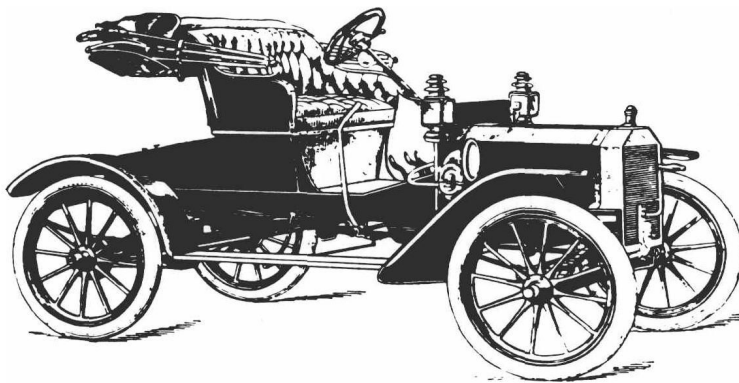
- ☐ Jennifer aborted her first three job-hunting expeditions and was forced to fall back on her family for support. Then she became a born again Christian. This gave her more insight and motivation and she consistently searched for and found a job that others considered a "plum" as a youth organizer in her church's national office. Jennifer claims the edge she received was communicated primarily during the interview process when she was more poised, confident and directed.

- ☐ When Mark and June ended their marriage, June's goal was to be a good parent and provider for her son Jimmy. With help from a college guidance center, she decided to find a career that allowed her to work at home part of the time. Word processing turned out to be the perfect solution. Even better, June was able to find a job that was close to home, had stability, good income benefits, and allowed her to work at home three days a week. What gave June the competitive advantage to make it all happen? Having a primary goal to provide quality care for Jimmy made the difference.

- ☐ Raymond completed two years of college, did a hitch in the Marine Corps and worked in construction part-time as a laborer for three years. During this period he did not give much thought to finding something better. Then he met Sue. By the time they were engaged, Raymond was working full time and at the suggestion of his employer was attending night school to become a journeyman carpenter. Raymond puts it this way: "Getting a full time job with a demanding contractor was easy once I communicated that I was in charge of my life and wanted a future."

JOB-GETTING AND LIFE GOAL PROFILES (Continued)

- ☐ After 25 years as a long-haul truck driver, Jack was forced to resign because of a back injury. For two years he lived off of his disability payments and showed little interest in the future. Then he and his wife were invited to take a trip in an R.V. with friends. The experience was so much fun that Jack and his wife came up with a life goal: to buy an R.V. and build a second career around it! This motivated Jack into some career counseling, sent him back to school for some specialized training and gave him the desire and confidence to follow a recommended job-finding procedure. The result? Jack is now a well-paid and respected dispatcher for a manufacturing concern. He comments: "When you are over 50, you need all the motivation you can muster to find a good job that will enhance your retirement."



DOING YOUR OWN PROFILE

(The profiles you just read may suggest the kind of profile (or script) you should write for yourself. If you feel ready to attempt writing such as script, please do so in the space provided.)

MY LIFE SCRIPT