JVS
CHICAGO

EMPLOYMENT SERVICES   TRAINING AND EDUCATION   SMALL BUSINESS SERVICES

**the need is great – and
our commitment even greater**

We are JVS Chicago

- a 127 year-old non-profit, non-sectarian social service agency.
- providing exemplary employment and training services customized for youth and seniors, people with disabilities, high level executives, as well as job seekers from entry level to advanced.
- housing the Illinois Small Business Development Center/Duman Entrepreneurship Center providing one-on-one business advice at no charge to existing and start-up small businesses offering entrepreneurial training, business assistance, mentoring and access to capital.
- supported by the Jewish United Fund/Jewish Federation of Metropolitan Chicago and other public and private funding.

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Outline of Presentation

- Coping with Layoffs and Unemployment
- Career Plan
- Owning strengths and abilities What employers expect
- How to maintain your professional image
- What clothing, gestures and nonverbal communication say about us
- Organizing for the job search
- Resumes/Cover Letters
- Interviewing
- Networking
- Stay motivated

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Where to Begin

Assess:
- Finances
- Healthcare options
- Emotions and support

Review:
- Resume/cover letter
- References
- Interviewing
- Skills

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Develop a Plan

- Organize

- Keeping track
  - Job applications
  - Networking contacts

- Decide how you'll do it and follow through

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Develop a Plan

- Establish a daily routine

- Don't isolate yourself

- Manage your anxiety

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What do you want?

•Establish a career identity

-Do your skills match what you want?

-Elevator speech

•What do you need?

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Assessing Skills

•What are your skills?

•What needs to be updated?

•Technology Skills!

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An Online Job Search

•Websites
-www.indeed.com
-Industry sites, professional -
associations, company sites,
LinkedIn

•Keep track again!
-Usernames, passwords, job
numbers, -Contact information
-Resume and cover letter sent
-References

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References

•Often required in online applications

•Things you'll need
  -Name
  -Title, Current Employer
  -Phone Number
  -E-mail
  -Relationship to you

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Resumes

•Get your resume reviewed -- friends, family or career counselor

•Keep it relevant and up-to-date

•Chronological vs. Functional

•Summary vs. Objective

•1-2 pages

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Networking

•Start with people you feel most comfortable with and then ask for introductions.
•Go online – LinkedIn.com, Facebook, Twitter
•Attend events
•Elevator speeches
•Keep track of your contacts and introductions
•Help others!

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Interviewing

- Know how to get there
- Bring picture ID, extra resumes, and references
- Research the company
- Get cards of interviewers (for thank you notes)
- No perfume, flashy jewelry, food, gum, phones
- Shake hands firmly
- Appear confident and prepared
- Smile!!

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helping people work their way through life

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Improving life through employment and productivity, recognizing that personal development is a lifetime endeavor.

Getting Started and Creating a Plan

You wouldn't build a house without a blue-print nor should you start a job search without a plan. Successful job-hunting in today's market is a process that needs planning, organization, dedication and fearlessness.

In today's economy it takes 9-18 months to find a job. So "put down the mouse and pick up the phone" and Network! Network! Network! 85% of all jobs today are landed through networking.

Reality Check
- ☐ Do you have a career Identity?
- ☐ What are your transferable Skills?
- ☐ Can you indentify your interests and the type of work environment in which you will be successful?

Tool box Assessment
- ☐ Personal brand
- ☐ Elevator speech
- ☐ Resumes
- ☐ Cover letters
- ☐ Networking skills
- ☐ Social Networking
- ☐ Interviewing

Diversified Job Search
- ☐ Explore open positions on the Internet, newspaper, employer and recruiter websites
- ☐ Network your way into a company using LinkedIn or your personal network
- ☐ Go out on Informational interview
- ☐ Join associations and professional organizations
- ☐ Attend events/ workshops/presentations/lectures

Other successful job search strategies
- ☐ Have business/networking cards made
- ☐ Target resume and cover letter for each position
- ☐ Have a tracking system for job applied
- ☐ Follow-up each resume sent with a phone call or email
- ☐ Focus your internet job search by only applying to one or two targeted, quality posit

Have a system to track jobs applied to, responses and your follow-up.
- ☐ A lead book – For work of mouth and networking leads
- ☐ Position applied for folders- For cold applications
    - o One folder for each job applied for that houses, job description, resume, cover, cover letter. Outside of folder use to track when and whom application was sent.