

## ***Personal Career Planning: You Don't Ask, You Don't Get***

### **PEARLS OF WISDOM: What I wish someone told me before I went to college**

- Find something you like to do and a career where you can do it for money
- Determine what you want to do and then map a plan to get there
  - See it; have a vision
- Shadow, volunteer with or talk to people in the field before you pursue it
- Educate broadly, experience specifically – keep your options open
- Get the education/skills/experience you need
  - eligibility vs. success criteria
  - raise your hand; get all the experience you can get
  - make connections any way you can
- Dress for the position you want to get ...the top position you want to get
- Act the part; the workplace is your stage
- Speak the part; drop “like” (except when talking ice cream) and e-mail jargon
- When talking on the telephone, pretend you are face to face – sit tall, smile, do not eat, use good grammar
- Have a white collar (salary) mentality
- Do not let anyone intimidate you; everyone puts their pants on one leg at time
  - Believe in yourself; no one is better than you, they just may have more experience/education, you will get there
- Positive Mental Attitude (PMA) is EVERYTHING; be happy (even when you are not); positive things happen to positive people
- Self-fulfilling prophecy; believe and it will happen; you can do anything, excuses are a cop out
- Be willing (and able) to learn/find out how to do something on your own, but don't be afraid to say you don't know something
- Project yourself as a nice person and surround yourself with nice people; you can train a nice person to do anything, but you cannot train a person to be nice
- Be cliché; learn from your mistakes; make the best of everything; see the glass as half full; look on the bright side; if it is meant to be it will happen
- Always ask for what you want, assert yourself

### **Resume do's and don'ts; how to get an interview every time**

- Make no grammatical mistakes!
- Use clean, simple, block presentation
- Make it easy to read with bold headings
- Keep it brief
  - one page in early career, two pages later
  - give attachments at interview, if needed
- Use active voice
- Chronological order from present
- Be prepared to fill in blanks
- Do not look like a job hopper
- Cover letter should grab attention and set you apart from the rest

### **Review sample resumes**

## **What employers want; how to get the job you want in the first interview**

- First impression is everything
- Dress the part; be clean and well dressed
- Show a Positive Mental Attitude
- Keep in mind you are looking for a good career the same way they are looking for a good employee; find the perfect fit
- Be other-centered not self-centered
- Be prepared
  - have good answers to commonly asked questions
  - come prepared with questions to ask
- Do not talk money or benefits in the first interview
  - if asked, the position is more important than the money; the money will come and remember, money will not buy happiness
  - prove yourself first and accept/map long range plan to get your salary expectation
  - you may have to sacrifice salary for experience

## **Review sample interview questions; brainstorm answers**

## **People management; how to get what you want from people**

- Respect people and be someone people respect
- Be fair
- Be trustworthy
- Be kind
- Practice “management by walking around”
- Take time to listen
- Take time to communicate
- Get consensus/decision before meetings
- Let people feel like it was their idea; plant lots of seeds
- Use the Hawthorne effect to your advantage
- Empower people to settle issues at the lowest level possible
- Hire good people; get them training/experience and then let them do their job
- Delegate