

STRATEGIES FOR CAREER SUCCESS



Welcome to the **Strategies for Career Success** newsletter by Pathways Career Success Strategies.

Every other month we offer effective strategies to assist you in your career development, career management, or job search.

If you haven't already subscribed to our free bi-monthly newsletter, sign up today!

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Building Your Network

Networking can be a very powerful job search strategy. What is networking? It's drawing on the relationships you already have and building new relationships, so when you are ready to look for a job you have a network of people to help you.

It's been said we all know about 250 people. The first time I heard that statement, I thought, "There's no way I know that many people." But when you write down all of the people you know from the different areas of your life, you can come up with an extensive list.

Who's Your Network?

- Family
- Friends
- Friends of friends
- Co-workers
- Former co-workers
- Acquaintances
- Neighbors
- People from professional organizations to which you belong
- Professionals including your doctor, dentist, and lawyer



If networking makes you uncomfortable, start with the people you know best first. Someone within your network may know of a company that's hiring someone with your skills and experience.

If you live in a large city, chances are there are job search/networking groups for job-seekers. Often held in churches, these groups provide an excellent opportunity to receive job leads. Check your local Sunday newspaper for a listing.

Speed Up Your Job Search

One way to speed up your job search is by setting daily and weekly goals. It's easy to get side-tracked and put important tasks on the back burner. Developing a weekly calendar of activities can keep you on track.

Set aside a block of hours each week day to devote to your job search. Activities can include the following: cold calling, submitting resumes and cover letters, networking, attending job search support groups and a professional organization related to your field. Other activities include follow up phone calls, interviewing, etc.

Good luck!

"The future belongs to those who believe in the beauty of their dreams."

-Eleanor Roosevelt

How to Find a Mentor

Having a mentor can be a good career management tool.

A mentor is someone who acts as an advisor helping you with:

- Time management
- Stress management
- Assertiveness
- Taking on new responsibility
- Handling difficult decisions

Finding a Mentor

A mentor can be someone within your immediate network. Consider talking to your supervisor, human resource manager, co-workers, family, and friends. Outside of your immediate network, look at past supervisors and co-workers, parents of your children's friends, and service providers including your doctor, dentist, lawyer, etc. Your goal is to find an expert in your field. The above people just may know of someone for you to contact.

Benefits of a Mentor

You can receive many benefits from being mentored, including:

- Increased productivity
- Improved career satisfaction
- Expanded knowledge
- Support and encouragement
- Enhanced sense of well being
- Honest and constructive feedback

How long will the relationship last?

Good mentors have a limited time to share with one person. After a year, they may need to move on to another partnership. It's also good for you to get a new perspective from another mentor.

Workshops

The following workshops are scheduled for this September and October at various locations throughout Western Wisconsin and Eastern Minnesota. Check out our Web site for further information.

- Career Management for the 21st Century
- Salary, Perks, and Raises: Negotiate to Get Paid What You're Worth!
- Unleash the Power of Publicity: A Marketing Strategy for the Independent Business Owner

Reward Yourself

Looking for a job is hard work. Don't forget to reward yourself after each interview. You deserve it. Some suggestions for rewards:

- Take a long, hot bath
- Listen to your favorite music
- Take a walk through a park
- Read a book by your favorite author
- Go on a picnic



Remember, don't give up! With persistence and hard work, you'll get the job you want!

"Your imagination is a preview of life's coming attractions."

-Albert Einstein

Is the Job a Good Fit?

Before you accept a job offer, make sure it's a good fit. How do you determine that? Do your research *before* you accept a job offer. Asking the following questions can help:

- What's the employee retention rate?
- With whom would you be working?
- Is there growth potential?
- Would you be doing what you do best?
- Do you like the people and the environment?
- Does the job take you where you want to go professionally?

If your answers are favorable to the above questions, the likelihood of being happy with your job are good.

Fast Facts

The President of the United States earns \$400,000 a year. The vice president's annual salary is \$186,300.

The current salary for members of both the House and Senate are \$145,100 per year.