**Brazen Careerist presents ...** 

# WHAT I KNOW ABOUT GETTING A JOB

Advice from the Top Bloggers in Human Resources Edited by Rich DeMatteo



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# PENELOPE TRUNK

### THE BEST THING YOU CAN DO FOR YOUR CAREER ... IS TO GET A STRONG SET OF MENTORS.

The best thing you can do for your career after your education is to get a strong set of mentors. You probably hear this advice a lot. University of Virginia found that people with three mentors are more likely to get a promotion than someone with fewer than three. And studies from the University of California - Santa Cruz found that almost every Fortune 500 CEO can name a roster of mentors who helped them along the way.

The problem is, where do you find the mentors? It's hard to know who gives good advice and who will take time to care about helping you. On top of that, once you find the right person, it's difficult to know what question to ask.

This volume of job hunt tips from human resource experts is a way for you to overcome the hurdles of finding mentors. The chapters in this book come from people who are constantly evaluating candidates and investigating hiring techniques, and figuring out what makes a good match between

a candidate and a company. The authors of these chapters are big thinkers and do-ers and people who we at Brazen Careerist look to for trends in hiring.

These chapters also come from the heart. Each author has taken the time to write advice to you just to help. It's a compendium of good advice from people who care. And, as your career progresses, you should aim to have people like this in your life -- they are the types that affect change not only in their industry, but in the lives of the people they meet.

Brazen Careerist is honored to be able to publish this book of bright ideas. Thanks so much to everyone who contributed.

Penelope Trunk





### MARK STELZNER

### KNOW YOUR DESTINATION AND PURSUE IT WITH COMPLETE ABANDON.

After speaking with over 300,000 job seekers in the past twelve months, there is one message that I cannot emphasize enough -- know your destination and pursue it with complete abandon.

- 1) Know Your Destination: This is a tough process to entertain and doubly so when you are under emotional or financial duress. You must find the time and wherewithal to reflect on your skills, assess market conditions and honestly define what you want from your career. For many, this requires you to toss away what has come before and reinvent a new you for the future. Sit quietly, write it down, share with others, then refine and repeat.
- 2) Pursue With Abandon: Now that you've defined a course, be relentless in your attainment. Don't apologize for your passion and use all means at your disposal to achieve your

goals. You'll encounter barriers so surround yourself with those who will either lift you up or get out of your way. Do research on how others have attained your goal and do not be afraid to ask for assistance.

One thing is certain. If you don't believe in yourself you will absolutely fail. Grow through little victories and know that somewhere in the world I am cheering you on. Now stop reading and get to work.



Mark Stelzner is the founder of HR consulting firm Inflexion Advisors and the grassroots non-profit JobAngels. A highly sought after voice in the industry, Mark has been featured by the Wall Street Journal, the New York Times, Forbes, CNN and NPR.



### AT EVERY POINT IN THE JOB SEEKING PROCESS, ... MARKET YOURSELF BASED ON THE VALUE YOU WILL BRING.

I don't need 200 words to tell you how you can best position yourself for getting a job. Here's my advice to everyone, regardless of occupation, industry, geography and any of the other excuses people give for not taking great advice:

At every point in the job seeking process, understand, communicate and market yourself based on the value you will bring to the companies you want to work for.

That's it. Now there is the mistake that 95% of people who read this advice will make. You will confuse simple advice with easy advice. Understanding how you can bring value to an organization is actually incredibly difficult. That's why bloggers usually don't get jobs when they need them. They are communicating but they haven't fully understood their value to their target organizations.

Your value proposition has to be out there, consistent and

recognizable to all that see or hear about it. If your mom, spouse, best friend and dog can't explain what you can do in 20 seconds, go back to the drawing board to figure out how to better communicate your employment value.



Lance Haun is Community Director for ERE.net and blogger at Rehaul.com. He and his work have been featured on WSJ. com, MSNBC.com and BNet.com (among other publications). Connect with him on Twitter (@thelance).

## JOHN SUMSER

### IF YOU'RE SMART, YOU FIGURE OUT WHERE YOU WANT TO WORK, WHO YOU WANT TO WORK FOR AND NETWORK YOUR WAY IN.

If you're smart, you figure out where you want to work, who you want to work for and network your way in. For some, that's too much trouble. It's so much easier to surf the net, apply for a job and sit back and wait for the money to roll in.

Except it doesn't. Ever.

The odds of getting a job you apply for online are one in two hundred, unless you are a nurse, a coder with the latest skills or an undertaker. Otherwise, you're just one more resume in the pile.

Today, most job application processes are machine driven. Humans are only marginally involved. Expecting that someone is going to care about your application is silly.

When you apply for a job online, begin with the assump-

tion that it's like buying a lottery ticket. You have to play to win. Just don't count on winning and never expect the State government to say thank-you. The automated "we received your application" is as good as it's ever going to get.

Adjust your assumptions accordingly.



John Sumser has been following and prodding the development of HR Technology for almost 20 years. As the editor of the HRExaminer, he is building the first HR Magazine designed for the tablet. At HRExaminer.com, John hosts a group of seasoned industry veterans who are helping HR pros navigate their careers.







### POSITION YOUR RESUME WHERE ALL RECRUITERS HAVE FREE ACCESS TO IT, AND THAT IS YOUR WINNING STRATEGY.

If I wanted to hire you, could I find you? If I looked on jobboards, perhaps I could; but what if I don't look there? When companies post jobs online or search internally for resumes, it costs money. For this reason, companies save by looking for free resumes on the web.

If your resume isn't online, you are doing yourself a disservice. Search the web for "free web hosting," and you will find plenty of resources for posting your resume online for free.

Position your resume where all recruiters have free access to it, and that is your winning strategy. Recruiters look for resumes using specialized searches called "searchstrings," which are based on keywords that Recruiters think would be on your resume.

Create a Resume Profile page in lieu of a cover letter. A Resume Profile page is a keyword list a Recruiter can scan to understanding what you can offer. In 2002, I created

an HTML version of my Resume Profile page and placed it online. Today, I am still contacted by Recruiters who have found my Resume Profile from a Google search. (See it for yourself: http://jimstroud.com/resume.htm)

Position yourself to be "found," and you will no longer be looking.



Jim Stroud amassed a decade of recruiting experience consulting for such companies as Microsoft, Google, MCI and Siemens. Jim can be reached via his website at: http://www.JimStroud.com







#### "ARE THEY PASSIONATE ABOUT WHAT THEY DO?"

When you get inside a company that really wants to hire stars, a common phrase comes up when we discuss the merits of a candidate for any role:

"Are they passionate about what they do?"
Is that fair? Not to the clock-watcher, but let's face it -we're probably doing you a favor if we care enough about passion to probe you for it at your interview. What questions can you expect related to passion?

Here are three Llike:

- How do you stay up to date in your field outside of work? (Show thirst for cutting edge material without regard to the time that it takes)
- How have you used what you learn outside
   of work to get better at what you do for a
   living? (Always nice to see someone put "book
   learning" to work in their job)

 What's the biggest project you've chased and delivered on related to your career, outside of work?
 (Looking for the candidate seeking knowledge outside of work, and also projects that show entrepreneurial streak).

Insider tip: If they don't ask you these questions, weave the content into the responses you give to the more pedestrian questions you hear. You'll be happy you did...

By day, Kris Dunn is the VP of People at DAXKO, a cool software firm dedicated to providing solutions to the best membership-driven organizations in America. At night, he morphs into a blogger at The HR Capitalist and the Founder and Executive Editor of Fistful of Talent.



### TODD RAPHAEL

### IT WAS ABOUT FINDING A PLACE WHERE HE FIT IT IN, AND WHERE PEOPLE NOT ONLY ACCEPTED HIM

I had a good friend in college, two years ahead of me. In addition to being a really good athlete, he got straight A's and just worked his tail off in school.

At the time there was a recession -- and a "jobless recovery" like people are now talking about again -- and the big accounting firms just weren't biting on him. The cold war was winding down and military bases were beginning to contract. Real estate in some parts of the country was tumbling.

But it wasn't the economy -- he seemed to be the cream of the crop, and there are almost always jobs for the cream. At the time I couldn't figure out why no one was hiring this guy. He was a good person, and an ethical person. But in retrospect, maybe he was a little goofy, maybe not "cool" enough.

Popularity is important in elementary school and in old-age homes, in politics and in sports, in accounting and in everything. He ended up finding a good job, and then another and another. It wasn't about finding a job. It was about finding a place where he fit it in, and where people not only accepted him but also liked him for who he was.

That's everyone's task.



Todd Raphael is the Editor in Chief at ERE Media -- the leading media company handling recruiting issues. He has won a number of significant journalism awards, has written for the LA Times and other national magazines and newspapers, and is widely quoted and cited in the media's (e.g. TheStreet.com, Wall Street Journal) coverage of employment.







### IT COMES DOWN TO ONE OF TWO THINGS: SMART WORK OR DUMB LUCK. WHICH ONE DO YOU HAVE CONTROL OVER?

How does job search advice work for you? I got to the point where I almost despised it.

Here's what I figured out:

- The job search is principle-based. Much of the advice seems regurgitated because principles are unchanging.
- No job search advice applies to you. I know you feel this way because of your unique situation. Whether it's your community, degree, background, experience, good looks, whatever, the advice is always for "the other guy," right? That's how I felt, too.
- All of the job search advice applies to you. You
  don't have to do it all but you should understand it
  and figure out how to tweak it to make it work for
  you. You can't run from principles.

- As part of your career management you should use strategies and tactics from your job search... You can't get away from it.
- Sometimes a job isn't what you are really looking for, it's an income. And that income can come from multiple sources.

It comes down to one of two things: smart work or dumb luck. Which one do you have control over?



Jason Alba created Jibber Jobber.com, an online tool to organize your job search and professional relationships. He also wrote the book on LinkedIn and created the LinkedIn for Job Seekers DVD. Follow him at @jasonalba.





### SHARLYN LAUBY

### NO MATTER WHAT STAGE YOU'RE AT IN YOUR CAREER, YOU WILL HAVE INFORMATION OF VALUE TO SHARE IN THE CONVERSATION.

My first job was based on what I knew. But, every other job I've had in life was because of who I knew. I was fortunate to learn the importance of networking early in my career. And not just online social networking via LinkedIn, Facebook, Twitter, etc. I'm referring to face-to-face getting to know someone.

You don't have to attend stuffy association meetings to network. Some of the best conversations I've had were with people at social events or just hanging out with other professionals. When people are relaxed, they're willing to share. You don't become another face in the crowd. Relationships start to form.

No matter what stage you're at in your career, you will have information of value to share in the conversation. Trust me. It might be a website, a book or an opinion. Everyone brings value when it comes to networking. Always keep in mind to give before you receive and the purpose of networking is to share with others.

There's a really old saying "you're network is your net worth." It's true. Always be building yours and not only will you see job success but professional success.



Sharlyn Lauby, SPHR, CPLP is president of ITM Group Inc., a training and organizational consulting firm, located in South Florida. She is also the author of the blog, HR Bartender, which is a friendly place to talk about work. You can connect with her via LinkedIn, Facebook, Twitter and YouTube. She's also available via email (slauby@itmgroupinc.com) and phone (954.217.2165).





# LAURIE RUETTIMANN

### A JOB IS WHAT YOU DO WITH YOUR DOWN TIME. ANSWERING THOSE QUESTIONS WILL SET YOU FREE.

It's easy to find a job in America. Any circus chimpanzee can do it.

Piece together a resume, fill out an application, and keep your expectations low. Poke around on LinkedIn and Facebook. Identify networking events and meet with hiring managers who have the authority to make hiring decisions. Read Richard Wiseman's book called 59 Seconds and pay attention to the chapter on likeability. It's a primer on how to find a job.

Eventually, the will stars align in your favor. You'll find your-self back to work in no time.

Unfortunately, the trick to getting a job is actually surviving the job search and realizing that it's just a job. If your life lacks meaning, a cubicle and a tacky 'business casual' wardrobe from the local mall won't add depth and value to your life.

Here's what I know about work: a job is a means to a paycheck. Money is important, but once you've funded the 401k and staved the endless string of creditors off your back, you are left with the eternal search to find happiness, meaning and love in your life. Do people respect you? Listen to you? Do your actions matter in this world?

A job is what you do with your down time. Answering those questions will set you free.



Laurie Ruettimann is a full-time Human Resources writer who advocates for a common sense approach to traditional employment practices. Ruettimann blogs at PunkRockHR, she is a columnist for The Conference Board Review, and her career advice has been featured in various publications such as The New York Times, US News & World Report and CFO Magazine.





### ALEXANDER KJERULF

SO WHEN YOU CHOOSE YOUR CAREER PATH, ABOVE ALL CHOOSE ONE THAT WILL MAKE YOU HAPPY, DON'T SETTLE FOR ANYTHING LESS.

Imagine waking up early on a Monday morning. Picture yourself as you turn off the alarm clock, and lie in bed for a moment before getting up. Your bed is comfortable and warm and you really want to enjoy that feeling just a little bit longer, but just thinking about the work week ahead of you makes you jump out of bed, elated.

You just know it's going to be a wonderful week where you will do work you can be proud of. You look forward to having fun with your co-workers and your boss and you also can't wait to come home after work all fired up from a great day.

Imagine for a moment how it would feel to lie in bed on a Monday morning going "MAN, I love my job!"

Is it possible to be this happy at work? Or must we simply accept that work is unpleasant and tough and that is why we get paid to do it - especially now that jobs are harder to find?

No! Not only is happiness at work possible, it's essential. Happy people are more productive, more innovative and end up making more money and being more successful.

So when you choose your career path, above all choose one that will make you happy. Don't settle for anything less.



Alexander Kjerulf, AKA The Chief Happiness Officer, is one of the world's leading experts in happiness at work. He is a popular speaker and best-selling author of 3 books including Happy Hour is 9 to 5. He blogs at www.positivesharing.com





# BEN EUBANKS

### FIND OUT WHAT PEOPLE NEED AND DO WHAT YOU CAN TO ASSIST.

It's easier than ever to look for a job, get on someone's radar, and share about yourself before the interview even starts. If you aren't found in a Google search, you should be! Employers and recruiters Google candidates all the time. The only thing worse than not showing up in a Google search is appearing in a negative light. Make sure your online persona is up to snuff. Not sure how to get started with that? It's surprisingly easy to blaze your own path.

Start a free blog on WordPress. Create a LinkedIn profile that demonstrates your accomplishments. Write an article and use it as a guest post for a popular blogger in your industry. Start a Twitter account and share relevant and interesting news items. But the most amazing thing I've learned about getting a job (or anything else you want) is even more powerful. Two words. Are you ready?

Help people.

Yep, that's it. Find out what people need and do what you can to assist. It will instantly make you more credible and valuable, and people will be more likely to help you, too. It's amazing what people will do for you and say about you if you voluntarily help them solve problems.



Ben Eubanks is an HR professional from Huntsville, AL. He blogs at UpstartHR several times a week and pretty much lives online. Catch him on Twitter or via email.



## STEVE ROESLER

### ORGANIZATIONS THRIVE BECAUSE OF COLLABORATION. IF YOU WANT TO BE SEEN AS A PLAYER, THEN BE ONE.

I recently spent three hours with a management client who is highly intelligent and results-oriented; but not seen as collaborative by anyone at any of the company's worldwide locations. He achieves all goals set out for him and no one dislikes him personally.

When I asked, he acknowledged that he knew people didn't see him as collaborative, but they were "wrong" because "I communicate when I decide it's important."

I suggested some easy changes; he listened, gave intellectual rebuttals, and chose not to do anything differently.

### What happened?

His management career is finished with this employer; he'll be given a shot at being an individual contributor. Some people burn bridges. He never built them.

#### What we can learn

1. Organizations thrive because of collaboration. If you want to be seen as a player, then be one.

- 2. A high IQ doesn't compensate for low EQ. Your Emotional Quotient--your willingness and ability to relate and connect--is important to your company and your career.
- 3. Task results don't always matter if your behavior disrupts the rest of the system.



Steve Roesler is an award-winning speaker, consultant, and writer in leadership, management, influence, and talent development. He can be followed online at steveroesler.com, All Things Workplace, and @steveroesler.



## KEVIN W. GROSSMAN

### ... YOU ARE YOUR OWN CAPTAIN OF INDUSTRY. REVEL IN THE CULTURE SHOP AND THE BECOMING.

When the dot.com boom busted in 2001 and the company I worked for went "poof", rather than pounding the pavement to find further employment at any cost, my fiancé and I went to Europe for two months.

It wasn't like we had cash socked away; we didn't. We had minimal if any savings and my severance package was just as bleak. It wasn't like we were just out of college; I was 36 years old and she was 30.

Never had I considered doing anything like this before, living with such ambiguity. It was a huge culture shock.

And an expat I was not. Staying employed made sound fiscal sense, and maybe, just maybe if I found another job quickly I'd get a better break, instead of making my own. Never had I considered I could actually become what I was capable of becoming; I had to turn the culture shock into culture shop.

The Europe trip, the people I met along the way and the daily reflective conversations with my fiancé altered my perceptions of life and work dramatically. It's been nothing short of fulfilling ever since.

What does this all have to do with getting a job today? I'm not suggesting you should literally stop, drop and roll all over the world. However, you are your own captain of industry. Revel in the culture shop and the becoming.



Kevin W. Grossman is the President at HRmarketer.com. He has over 22 years of marketing communications experience working in the human resources and recruiting services industries, high-tech, and higher education. Kevin is an HR industry Top 100 Influencer (via John Sumser) and is one of the Top 25 HR Digital Influencers (via the HRExaminer and Traackr.com).



## LISA ROSENDAHL

### BE DIFFERENT AND BE DISTINCT. LEAVE THE GIMMICKS BEHIND. IT ALL COMES DOWN TO YOU.

Far too many job seekers surrender their job search to chance and place their fate in the hands of others. It doesn't have to be this way.

There is a job with your name on it. Interested? Take control and don't leave anything to chance. Engage your network and make it your job to get your name in front of the right people - not just one time, for one job - but all the time. You've got a story to tell and you are the only one who can make sure people hear it the way it needs to be heard.

You've tried? Let me guess. You like working with people and you work well as part of a team. Your weakness is perfectionism. You are organized, a hard worker, and a quick learner. You want the job more than anyone else. Sound familiar? It does to a hiring manager too. Hiring managers are seeking people who can get the job done and it's not long before candidates look, and sound, very much the same.

Be different and be distinct. Leave the gimmicks behind. It all comes down to you.

And you are good.



Lisa Rosendahl, SPHR is a Human Resource Professional with over 15 years experience who blogs about leadership, personal growth and human resources at Simply Lisa. You can follow her on Twitter or connect with her on LinkedIn.





# CHRIS FERDINANDI

THE KEY IS TO BUILD A NETWORK BEFORE YOU NEED A JOB. IF YOU WAIT UNTIL YOU'RE LOOKING, YOU'RE ALREADY BEHIND THE CURVE.

Three words: Network. Network. Network.

I'm not talking about the how-many-business-cards-can-l-collect game that a lot of people call networking. I'm talking about real networking.

Networking (the right way) is really a form of informal mentoring. It's about building relationships. It's about helping people and sharing ideas – and occasionally asking others to return the favor.

### **Getting Started**

Can I learn more about what you do over coffee... my treat?

Memorize that phrase, and use it often. Ask people what they're working on, and if there's anything you can do to get involved.

See something that could be done better? Fix it! Don't wait

for someone else to make it happen. Pitch your idea to whoever you need to pitch it to, get some people to help, and make it happen.

The key is to build a network before you need a job. If you wait until you're looking, you're already behind the curve.

If that's you, don't worry too much. It's never too late to start!



Chris Ferdinandi is a human resource and social media pro at EMC Corporation, a global, Fortune 500 data management organization based in Hopkinton, MA. Chris writes at RenegadeHR.net, a blog about hiring great people and helping them do amazing things. There you'll find ideas and insights on business, culture and technology. Email him at chris@renegadehr.net or follow him on Twitter.





# PETER CLAYTON

### IT IS POSSIBLE TO LOVE YOUR JOB, RESPECT YOUR EMPLOYER, FEEL VALUED, AND DO WORK YOU CARE ABOUT. PROMISE.

Your job and your career are not the same. You need to invest in, and nurture both. Recruiters search for and recommend passive candidates, (i.e. people with jobs). That's their job. Not helping you find a job.

Critical: figure out who you are, what makes you happy, and where you fit in. Corporate culture is real, and really important. Size counts: Do you want to work for a Fortune 500? A mid-size company? A startup? How do you define success? Answer these questions now, and you'll be ahead of 70% of the population. Put in the hours and be honest with yourself. Once you're on the treadmill, it can be very difficult to get off. What matters most to you? Work/life balance? Career advancement? Pick one.

Next, make a list of 10 to 15 companies that fit your personality and goals. Use Linkedin to find employees you can connect with in those companies through groups or referrals. Network. Use a phone script. Don't waste hours surfing job boards: Set up search agents on aggregators like

SimplyHired.com and forget it. Don't put pictures from that drunken frat party online.

It is possible to love your job, respect your employer, feel valued, and do work you care about. Promise.



Peter Clayton is producer/host of Total-Picture Radio, a career and leadership development podcast he started in 2005. He produces webcasts and podcasts for associations and corporate clients, and produces RecruitingPods.com, a podcast promoting third party recruiters and staffing agencies. He is based in Westport, Ct.



### IF YOUR CAREER PROVIDES THE INCOME AND FLEXIBILITY TO PURSUE YOUR REAL PASSIONS, THEN YOU'RE IN BRILLIANT SHAPE.

Passion isn't everything.

You don't have to go very far to find a blogger, author, or speaker lecturing on the importance of passion in work. And if you're involved in social media, good luck escaping the passion brainwashing. It's everywhere, and initially, I fell victim too.

After deep thought one day, I began looking at my father's career. He's worked his entire life building up an Italian deli here in Philly. He and his partner's hard work paid off. Their specialty store has four locations, a fairly large pasta factory, and is a favorite of many Italian food lovers in Philadelphia.

Is Italian food my father's passion? No, it certainly isn't, but family is. The deli's success provided a nice living, and being his own boss gave him freedom to attend family events and plan vacations. Maybe it wasn't the easiest job at times, but he made it work.

The lesson here is that passion doesn't NEED to be in your career. Sure, it's nice if it is, but it's not EVERYTHING. Your passion could be skiing, or fishing, or health/nutrition, or your favorite sports team, or your family! The list goes on.

If your career provides the income and flexibility to pursue your real passions, then you're in brilliant shape.



Rich DeMatteo is a Philly area HR Specialist and Recruiter. He blogs over at Corn On The Job, where he and his Corn Heads discuss the job search, HR, recruiting, social media, and life. His work has been featured on Monster.com, PersonnelToday, and other blogs & publications. Say hello to him on Twitter or email Rich at CornOnTheJob@gmail.com

### WHAT IS BRAZEN CAREERIST?



Brazen Careerist exists to give everyone an opportunity to build and nurture a network of trusted peers.

Other professional sites allow you to display a network, but not necessarily build one. Microblogging resources like Twitter can tell you who you should network with, but it's tough to build a real relationship on 140 character missives. And social networks like Facebook are great for having a conversation, but it's a conversation that employers don't want to hear.

Brazen Careerist brings the best of all these worlds into one, cohesive, social media based career management tool. Think of it as a 24-7 virtual networking event, filled with people who can help you get ahead in your career.

Click here to join Brazen Careerist >>
Hiring? Learn more about our Social Recruiting solutions >>

### **ABOUT THE EDITOR**



This eBook was edited by Rich De-Matteo from Corn on the Job.

Corn On The Job is a job search, recruiting, and human resources

blog. Its goal is to start the conversation, and then its community of job seekers, HR professionals, and recruiters take over providing valuable feedback, answers and discussions for people at all stages of the job search process. Corn On The Job was developed by Philadelphia based Staffing/HR professional Rich DeMatteo while he was in a career transition of his own. Since its inception in 2009, it has quickly become one of the most active sites in the industry.

Rich holds a PHR designation, a Masters in Human Resources from Villanova, had his writing featured on prestigious sites such as Monster.com,PersonnelToday.com & as a guest blogger on various HR websites. In addition, he has spoken at various regional & national events on the topics of Generational Issues, Social Media & Job Search.

Click here to visit Corn On The Job >>
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