

What Works in a Job Search –Networking / Social media

Networking in its purest form is simply talking to people, making connections and developing rapport to grow our circle of influence. For job seekers, building a network means meeting people who can help in the job search and who, in turn, can be helped. This can be as simple as letting your family and relatives know about your search and what job for which you are searching. Getting a job by referral is well documented; in fact, companies provide incentives for employee based leads.

Reconnecting and networking should be done at least once-a-week and your goal should be to create a list of 100 people.

~How to start networking ☑ Make a List

Sit down with a pen and paper and start writing down names. You know people you used to work with, and you know people in your neighborhood. You may know people at your gym or your place of worship. You know people through your family and through your friends. Here are some other groups of people you may have met, although these folks may not be top-of-mind for you right now:

- People in your book club
- Your fellow college and high school alums
- People you know from your kids' or grandkids' or niece/nephews' school
- People who attend networking events with you
- People you've met at Tupperware or other home-shopping parties
- Your hiking, running, climbing, cycling etc. friends
- Vendors you knew at your last or your previous jobs
- Customers you worked with at those past jobs
- People you perform with or do art or crafts with
- Fellow dog, cat or other animal people

Networking is a two-way relationship. If you are not a fit for a job/position found through a connection, you may know another job seeker who might be a good fit and can pass his/her name along. Hopefully, that other seeker is in your network and can pass your name along when he/she knows about a good fit for you.

~RESOURCES

Job-Hunt.org has a directory of networking and job search support groups. These groups can be a great source for job seekers to get involved in networking.

Pennsylvania

- Career Development Center– a branch of the Jewish Family & Children's Services, providing non-sectarian employment services in in Pittsburgh, PA
- Financial Executives International (FEI)– Central Pennsylvania chapter, meeting in the Hershey, Harrisburg, York area in Harrisburg, PA
- Jewish Employment and Vocational Service– not-for-profit and non-sectarian, metro in Philadelphia, PA
- North Hills Community Outreach– Allison Park, PA
- One-Stop Career Centers– locations across the state
- Pennsylvania Department of Labor & Industry Veterans Services
- Pennsylvania Institute of Certified Public Accountants– chapters, events, news, and education for Pennsylvania CPAs
- Pennsylvania Professional Employment Network– Pittsburgh, PA

- Pennsylvania Women Work– support and meetings in in Pittsburgh, PA
- Pittsburgh Asian American Young Professional Association (music starts with link)
- Society of Technical Communications– learn and network at Chapter meetings, includes a small job board, in in Pittsburgh, PA
- STC WorkQuest– job search support, supported by the Pittsburgh Society of Technical Communications in Pittsburgh, PA
- Toastmasters– network and polish your public speaking skills, meetings in in Allentown, PA
- Women's Business Network, Inc.– meetings in many locations in Western Pennsylvania
- WorkMinistry/Pennsylvania– directory of job support groups
- Yahoo's Business Organizations for Pennsylvania
- Yahoo's Community and Culture Organizations for Pennsylvania

~ANOTHER RESOURCE

DiscoverHopeHere.com

NEW LOCATION!

Community Room

The Rose Schneider YMCA

Erhman Road

Cranberry Township

8:15 AM to 10:30 AM

Enter through the main entrance. The Community Room is located on the right.

Get directions > button on right!

Join Discover HOPE Here on the first and third Tuesdays of the month for informal morning networking.

> Practice your 30-second speech

> Talk job search strategy with fellow participants

> Share ideas about how to stay motivated and uplifted during a career transition

> Enjoy fresh coffee, bagels and donuts!

SCHEDULE:

The schedule for Coffee With HOPE will continue on the following Tuesdays:

January 3

January 17

February 7

February 21

March 6

March 20

<http://www.discoverhopehere.com/Networking101.html>

For more help with your networking and job search, contact Harriet Gibbs, 412.487.6316, option 2, extension 3217 for more information.

Deborah, Job Coach

What Works in a Job Search – Company Research

Take the Time to Target Companies

“ It's important to take the time to research companies. You're wasting time and energy if you just apply for any job opening you find, even though you might feel like you're accomplishing something by sending out tons of resumes. The time you spend upfront investigating companies will benefit you in the long run, because you won't be spending time and energy applying to companies that aren't a good fit. Instead, you will be applying for jobs at companies where you would like to work.”

Alison Doyle, About.com Guide

Where to research companies:

The internet provides many possibilities for finding information about companies including reviews from employees at the company.

- google.com —

Enter a name for a company and google will offer site links related to that company.

EXAMPLE: UPS

[UPS® Official Site | UPS.com](http://www.ups.com)

www.ups.com

See How a **UPS** Account Can Help Your Business Grow. Sign **Up** Online Now.

[Enroll for UPS My Choice Shipping](#) [The New Logistics Business Solutions](#)

Enter a company name plus jobs and a variety of site links will be displayed.

ups jobs +pittsburgh, pa

EXAMPLE:

[UPS Jobs, Employment in Pittsburgh, PA | Indeed.com](http://www.indeed.com/q-UPS-I-Pittsburgh,-PA-jobs.html)

www.indeed.com/q-UPS-I-Pittsburgh,-PA-jobs.html

Jobs 1 - 10 of 181 – 181 **UPS Jobs** available in **Pittsburgh, PA** on Indeed.com. one search. all jobs.

[UPS Jobs, Employment in Pittsburgh, PA | ImagineMyNewJob.com](http://www.imagineMyNewJob.com/jobs/UPS-in-Pittsburgh,-PA)

[imaginemynewjob.indeed.com/jobs/UPS-in-Pittsburgh,-PA](http://www.imagineMyNewJob.com/jobs/UPS-in-Pittsburgh,-PA)

Jobs 1 - 10 of 137 – Job search for **UPS Jobs**, Employment in **Pittsburgh, PA** at ImagineMyNewJob. com.

[Pittsburgh Pennsylvania Ups Jobs](http://www.ups.jobs.net/jobs/pittsburgh,pennsylvania.aspx)

[ups.jobs.net/jobs/pittsburgh,pennsylvania.aspx](http://www.ups.jobs.net/jobs/pittsburgh,pennsylvania.aspx)

[Pittsburgh, PA Jobs | Simply Hired](#)

www.simplyhired.com/a/jobs/list/l-pittsburgh,+pa

Jobs 1 - 10 of 33698 – Every **job** in **Pittsburgh, PA** on the web. 33698 **jobs** available. Recent **Jobs**: UPS Field Service Engineer, Senior Recovery/Resolution ...

[Pittsburgh Startup Jobs | StartUpHire](#)

And more will be displayed

- **Glassdoor.com** –

Is a site which gives inside look at companies, reviews, interview questions.

[Glassdoor – an inside look at jobs & companies](#)

www.glassdoor.com/

Search jobs then look inside. Company salaries, reviews, interview questions, and more - all posted anonymously by employees and job seekers.

Another site offering company and job information for job seekers.

- **jobbite.com**—

www.jobbite.com/

Info about companies, salaries, pay and job reviews from current and former employees.

- **LinkedIn.com**

This is a premier site to research companies, network with professionals and make your skills and abilities known. There is no cost for a basic account. 135 million people are currently using LinkedIn to build relationships. Joining groups and subgroups can be a means to finding people in the same business or industry. Companies post “Insightful Statistics” with employees profiles and “Careers” for job postings.

[World's Largest Professional Network | LinkedIn](#)

www.linkedin.com/

100 million+ members | Manage your professional identity. Build and engage with your professional network. Access knowledge, insights and opportunities.

For more help with your company research and job search, contact Harriet Gibbs, 412.487.6316, option 2, extension 3217 for more information.

Deborah, Job Coach

What Works in a Job Search –Refining Your Soft skills

“Corporate Voices for Working Families, Partnership for 21st Century Skills, and Society for Human Resource Management reveals that while the three "R's" (reading, writing, and arithmetic) are still fundamental to every employee's ability to do the job, employers view "soft" skills as even more important to work readiness. The report also finds that... workers frequently lack these skills, which include:

- Professionalism or work ethic
- Oral and written communication
- Teamwork and collaboration skills
- Critical thinking or problem-solving skills “

<http://www.dol.gov/odep/pubs/fact/softskills.htm>

Career experts also have views of what soft skills a successful job candidate must possess. Improving these skills is changing or improving behaviors and thought patterns about yourself and others.

- Self-management skills or those we use to manage our emotions, self-perception, and reactions to unexpected situations. Examples of these soft skills include stress management, self-confidence, emotion control, etc.
- People skills or those we use to influence how others perceive / receive us, our work, our ideas. Examples of these soft skills include communication skills, leadership skills, teamwork skills, ability to deal with difficult personalities.

Specific soft skills necessary for job and career success include:

1. Math.
2. Safety.
3. Courtesy.
4. Honesty.
5. Grammar.
6. Reliability.
7. Flexibility.
8. Team skills.
9. Eye contact.
10. Cooperation.
11. Adaptability.
12. Follow rules.
13. Self-directed.
14. Good attitude.
15. Writing skills.
16. Driver's license.
17. Dependability.
18. Advanced math.
19. Self-supervising.
20. Good references.
21. Being drug free.
22. Good attendance.
23. Personal energy.
24. Work experience.
25. Ability to measure.
26. Personal integrity.
27. Good work history.
28. Positive work ethic.
29. Interpersonal skills.
30. Motivational skills.
31. Valuing education.
32. Personal chemistry.
33. Willingness to learn.
34. Common sense.
35. Critical thinking skills.
36. Knowledge of fractions.
37. Reporting to work on time.
38. Use of rulers and calculators.
39. Good personal appearance.
40. Wanting to do a good job.
41. Basic spelling and grammar.
42. Reading and comprehension.
43. Ability to follow regulations.
44. Willingness to be accountable.
45. Ability to fill out a job application.
46. Ability to make production quotas.
47. Basic manufacturing skills training.
48. Awareness of how business works.
49. Staying on the job until it is finished.
50. Ability to read and follow instructions.
51. Willingness to work second and third shifts.
52. Caring about seeing the company succeed.
53. Understanding what the world is all about.
54. Ability to listen and document what you have heard.
55. Commitment to continued training and learning.
56. Willingness to take instruction and responsibility.
57. Ability to relate to coworkers in a close environment.
58. Not expecting to become supervisor in first six months.
59. Willingness to be a good worker and go beyond the traditional eight-hour day.
60. Communication with public, fellow employees, supervisors,

Workforce Profile, source: www.workforce.com

For more help with your soft skills and job search, contact Harriet Gibbs, 412.487.6316, option 2, extension 3217 for more information.

Deborah, Job Coach