

Where to Begin

Employment is a serious concern in the Church. The Church expects priesthood leaders to address this issue at the local level. Leaders need to seek out those with financial or employment challenges and act with compassion consistent in finding improved opportunities. Unemployment of 8.5% is a concern, but if you are THE ONE in the tragedy, it is a significant personal challenge!

The following material is a catalyst for those persons who want a job, need a new job, or know of someone needing help searching for employment. It contains resources that can help you look for employment and get you thinking about what you want in a job. This is a place to begin.

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This Is Your Phone Call

Bishop Richard C. Edgley
First Counselor in the Presiding Bishopric
Ensign, May 2009

Let me say a few words to those of you who are currently unemployed. The responsibility for finding employment or improving your employment rests with you. Continued guidance comes from the Lord through regular fasting and prayer. Your quorum leaders, bishops, specialists, and employment resource center staff will help in your efforts. We fear, however, that often priesthood leaders are unaware of your situation. *Speak up!* Let them know you are looking for work. And bishops and priesthood leaders, *rise up* and let the brotherhood of the priesthood engage themselves in the wonderful opportunity to truly be a quorum, a brotherhood, a brother's keeper. For the complete General Conference Priesthood talk given by Bishop Eagerly, Click [here](#).

Initial Consideration When Unemployed, Underemployed or Employed

When times are good is the best time to prepare for when they are not. Your employment situation may not be looking good, or possibly it has ended. Here are some initial steps to begin getting control of both the situation and of yourself. Start at the beginning and assess the situation. Click [here](#) for more info.

You in 30 Seconds

As the saying goes, you never get a second chance to make a good first impression. When networking or interviewing, you need to be able to *quickly* express who you are with clarity and professionalism. A well scripted 30-second commercial describes your talents, qualifications and values that make you unique. Like a commercial for any product, you want your message to be crisp, concise, and memorable.

A simple format for a personal commercial includes:

- Background
- Accomplishments
- Objective

Example:

[Background] I have over five years results driven accounting experience coupled with extensive public relations experience in the automotive industry. **[Accomplishments]** I came to Acme, Inc. to realign their goals and objectives which resulted in a 40% cost reduction over 3 years. I instituted a complete re-engineering of the company culture which positively impacted staffing, quality, and customer satisfaction. **[Objective]** Whether challenges with start-ups or well established institutions, I have excelled and am confident I can do the same for you.

Your Networking Skills

So, how do your networking skills measure up? Answer the following questions and rate yourself on a 1-to-5 scale, 1 being not true and 5 being very true.

1. I have a large network of people I can call when I need help.
2. I record information about someone that I just met within 24 hours.
3. I add someone new to my contact list at least every week.
4. I follow up with new contacts right away with a note, a phone call or an article of interest.
5. I keep track of special things that matter to my contacts like their family, interests and achievements.
6. I can easily find out when I last contacted someone.
7. The spellings, addresses and phone numbers in my files are current and correct.
8. I notify others when I change employment and inform them about my career progress.

Total the points and score yourself:

- 0-10** You are in rough shape. It's time to make a change and start building your network.
- 11-20** You are doing some things right. Now let's get to work on the rest of it.
- 21-31** You are off to a great start. Build on what you've done so far.
- 32-40** You are already there. Keep up the great work!

First Contact

Schmoozing is a critical part of any job hunt, yet it's probably the easiest thing to get wrong. Knowing a few etiquette guidelines can help you keep your conduct aboveboard and perhaps ease a few fears about putting yourself in front of the well-connected.

Have a Solid Introduction. Make sure your attire, attitude, and appearance (including your breath) are the best possible before introducing yourself to someone.

Don't Confuse People with Your Pitch. No one needs to hear your entire work history upon meeting you. If someone asks you to tell them a bit about yourself, your explanation from start to finish shouldn't take more than 30 to 60 seconds.

Don't Tell a Sob Story. Complaining in general has no place in networking; whether it's about unemployment, how tough your job is, or how bad a former employer is.

Spend More Time Listening Than Talking. People were given two ears and one mouth and you should use them proportionately. Talking about yourself is a good way to spread the word about who you are, but listening closely can help you form a deeper relationships.

Avoid Being Socially Inept. There's a fine line between being friendly and personable and being awkward. You do not want to be the latter.

Don't Overstay Your Welcome. Taking up too much of a person's time is almost as bad as ignoring them. Learn when your time is up and let your contact move on.

Creating a Killer Resume

While not the best resource to obtain a job, a poorly written resume will surely knock you out of the running for any position. Following are some tips to ensure your resume is not immediately sent to the circular file:

Does your resume start with an objection? If so, delete it as it focuses on the needs of the job seeker rather than the needs of the potential employer.

Have you outlined achievements as well as responsibilities? Address your achievements in context by providing specifics. For example, replace a vague “contributed to product design” with “conducted market analysis for (name of product) to determine design and mechanics.

Does your resume clearly position you as someone who meets the needs of the employer? Don’t just launch into a chronology of your career history. Rather, spell out your message at the start of the resume and give the reader your version of events upfront.

Have you listed irrelevant information? Don’t list hobbies or non-professional work unless it directly relates to the position you are applying for. Any personal information runs the risk of turning the reader off.

Are there any typos? Content aside, your resume has to be picture perfect or it will get tossed aside. Nothing puts off a person more than typos and misspellings.

Is your resume the “right” length? Your resume can be one, two, or (occasionally) even three pages. What is important is content and whether it meshes with the needs of a perspective employer.

Note: Without a good cover letter, your resume may not even get read.

Things You Can Do to Help Your Job Search

Ask your unit Employment Specialist for assistance. Find out when and where the Stake Employment Night is presented and attend with the Specialist.

- Complete 90% personal information at www.ldsjobs.org. Get Internet access..
- Set goals and identify how you are going to reach your objectives. Learn how to market yourself.
- Prepare a “killer” resume. Learn how to create a “killer” resume
- Establish a network of people you know or who know you. Learn about networking.
- Apply for employment. Get help completing applications.
- Prepare for a job interview. Learn what *not* to do at an interview.
- Evaluate offers as they come. Learn to negotiate salaries.

Employment Related Websites

LinkedIn (www.linkedin.com)

Business Connections. No games. No puzzles.

Koda (koda.com)

Business related resources

Ning (www.ning.com)

Customize and share your own social network

Doostang (www.doostang.com)

Business connections by invitation only

Jibberjobber (www.jibberjobber.com)

Track jobs to which you've applied

USAjobs (www.usajobs.gov)

Employment with the Federal government

LISjobs (www.lisjobs.org)

Librarian jobs worldwide

Higheredjobs (www.higheredjobs.com)

Positions at universities worldwide

911hotjobs (www.911hotjobs.com)

Emergency personnel jobs

Tweetajob (tweetajob.com)

Receive job related "tweets" based on areas of interest and location

Resumebear (www.resumebear.com)

Allows you to track who reads your resume with instant text notification

Great Answers to Hard Interview Questions

Question 1: Tell me about yourself.

Answer: I graduated from University X and since then, I have been working in sales with an agency where I have generated millions of dollars for my employer. While I've enjoyed working on the agency side, I'm looking to expand my horizons and start doing PR for corporate companies such as this one (basically *you* in under 30 seconds).

Question 2: Tell me about your worst boss.

Answer: While none of my past bosses were awful, there are some who taught me more than others did. I've definitely learned what types of management styles I work with the best.

Question 3: What are your weaknesses?

Answer: In my last position, I wasn't able to develop my public-speaking skills. I'd really like to be able to work in a place that will help me get better at giving presentations and talking in front of others.

Question 4: Why were you laid off?

Answer: As I'm sure you're aware, the economy is tough right now and my company felt the effects of it. I was part of a large staff reduction and that's really all I know. I am confident, however, that it had nothing to do with my job performance, as exemplified by my accomplishments. For example...

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Great Questions to Ask Interviewers

- What has your organization done recently to show it values its employees?
- What is the organization's plan for the next five years, and how does this department fit in?
- How will my leadership responsibilities and performance be measured and by whom?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- Can you describe your ideal employee?
- Could you describe your company's management style and the type of employee who fits well with it?
- What do you most enjoy about your work with this organization/company/agency?
- How does upper management view the role and importance of this department and this position?
- What don't you like about working here and what would you change?
- Are there any other questions I can answer for you?

What *Not* to Say at an Interview

Q: What is your greatest strength?

A: I'm 100% American (or whatever ethnicity to which you presently subscribe).

A: I can burp on demand and keep a straight face when telling a lie.

Q: What is your biggest weakness?

A: I'm addicted to (your drug of choice).

A: Wow, it's hard to pick just one. I miss deadlines, I'm late for work a lot, I have trouble working in teams, and I don't have good attention to detail. I guess the biggest one is that I'm lazy - but at least I'm honest.

Q: Why should we hire you?

A: Because last week when I delivered a package here, I saw a Korean dude and a dwarf – you *need* diversity here!

A: I'm desperate for work and no one else will hire me.

A: My boss is a jerk and the customers are hard to deal with.

Q: Do you have any questions for me (the interviewer)?

A: Are you single?

A: Do you have any kids?

A: How long is the probation period here because when it's over, I'm going to go berserk!

A: No, not a one. When do I start?

More information in interviewing: [Interviewing](#)

The Killer Thank-You Letter

You sent your resume and nailed the interview. Now what? The next step is writing a thank-you letter to seal the deal. Following are a few tips to get you started.

Contact Information and Greeting

- Address your letter “Dear Mr./Ms. (first and last name). Follow the greeting with a colon.
- Get their business card at the interview and use it to double check the spelling of their name before sending the letter.

Body of the Letter

- Thank the interviewer. Give genuine (not gushing) thanks and address why the interview was great.
- Be specific. Mention an issue addressed by the interviewer, pose a follow-up question, and/ or briefly reiterate your qualifications.
- Closing. Extend one last thank-you to the interviewer and restate your interest in the company.

Other Tips

- Timeliness. Follow-up no later than a day or two.
- Length. Letters should be no longer than one page.
- Style. Whether handwritten, typed, or emailed, look to the organization’s style and preference. Personally, my handwriting is atrocious so I type everything.

The Top 10 Skills Employers Seek

1. Communication (listening, verbal, written)
2. Analytical/Research
3. Computer/Technical Literacy
4. Flexibility/Adaptability/Managing multiple priorities
5. Interpersonal Abilities
6. Leadership/Management
7. Multicultural Sensitivity/Awareness
8. Planning and Organizing
9. Problem Solving/Reasoning/Creativity
10. Teamwork

BONUS

Honesty/Integrity/Morality
Dedication/Work Ethic/Loyalty

The Top 10 Job Searching Myths

1. There are no jobs.
2. Finding a job after college will be quick and easy.
3. The Internet is the best place to search for a job.
4. Want ads represent the majority of jobs available.
5. If a company is not advertising, it is not hiring
6. I'll easily make at least \$40,000 on my first job.
7. Sending out hundreds of blind resumes will get me interviews.
8. The most qualified person(s) get the job.
9. Registering at several Internet sites will result in multiple offers.
10. If I don't know what to do after graduation, I should go to graduate school.

Burning Down the House

Let's face it – you hate your job, *or* your boss is a jerk, *or* you don't like your co-workers, *or* the customers are a pain in the neck and you just want to tell them off seven ways from Sunday. Looking to burn bridges at your job? Here's how to do it in style:

Quit without giving notice. Employers love having to scramble to fill positions. They will soon be crying for you to come back once they see the wide void your position left in the company.

Quit in the middle of a big assignment. Employers love having to scramble to finish up projects left by former employees. They'll soon be crying for you to come back as soon as they see all the valuable hard work you put in.

Be a whiner and complainer. The squeaky wheel gets the grease, right? Employers love getting complaints regarding their poor performance and will soon be crying for you to come back once they realize that all that "constructive criticism" was for their own good.

Quit for no good reason. You're an adult. You don't need anyone telling you what to do all day. Quit your job and run free with the buffalo. Employers will always hold jobs open for people who quit without notice, who never finish assignments, and who whine and complain because they can. There will always be a job waiting for you when you are good and ready to come back to work.

The Church of Jesus Christ of Latter-day Saints has a great resource called LDS Employment Services found at www.ldsjobs.org. This site is full of resources for job seekers, employers, and self-employed individuals. It is important to develop a Profile to make it available to potential employers as well as searching for jobs in your locality. For assistance in developing a Profile, go to [Develop A Profile](#).

For those seeking employment related assistance, LDS Employment Centers have been established and are managed by experts in the field of career management who are trained to help people with their employment, education, or small-business management needs. The LDS Employment Resource Center for the Denver Colorado Front Range is located at:

<https://www.ldsjobs.org/ers/ct/center/68481?lang=eng>.

PowerPoint Presentations:

- [Its Your Life Networking](#)
- [Resume](#)
- [Search for Employment](#)
- [Interview](#)
- [The Post Interview Rag: A Two-Step](#)
- [How to Make A Job Offer A Career](#)

Denver Employment Resource Center

3233 Fraser St Aurora CO 80011
Phone: 303-371-9180
Fax: 303-371-9187

8 am – 5pm, Monday – Friday
Closed Holidays

Upcoming Employment Training Classes:

<https://www.ldsjobs.org/ers/ct/center/68481?lang=eng>.

These free classes can make a significant difference in your competitiveness for employment. Call the Denver ERC and reserve a seat in these classes. Click on the link for each class to view the upcoming dates.

Financial Aid for College Students Class –
every fourth Friday of each month from 10 am to 12 pm

Resume Writing and Interviewing Workshops –
every Wednesday from noon to 2 pm

Networking for Professionals –
every other Thursday from 10 am to 2 pm

Career Workshop for Professionals –
first Thursday & Friday of each month from 8:30 am to 4:30 pm

Social Media for Job Seekers/Employers & College Students –
second Friday of each month from 9 am to 3 pm

Career Workshop –
second & fourth Tuesday from 9 am to 4 pm

Professional Networking Group –
every other Thursday from 10 am to 2 pm

Stake Employment and High Council Training –
third Wednesday each month from 7 pm to 8:30 pm by webinar

Self Employment Workshop –
third Friday of each month from 9 am to 4 pm

All Job listings are posted on www.ldsjobs.org.

Once registered you can create a profile and make it visible to employers as well as look for jobs that have been posted by employers in your career field.