

Providing Orange County with the Best Value for Accessing Professional Business Talent
 No-Fee Service to Employers and Members

Experience Unlimited Mission Statement

The mission of Experience Unlimited (Mission Viejo) is to assist volunteer members in developing employment opportunities through a mutual support network, which provides self-marketing training, career development seminars, and professional job matching, while offering Orange County employers a pool of high-caliber, qualified, professional job candidates.

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March EUMV Job Placement Rate

38 EUMV obtained employment in March. Their names, employers and new positions are listed on page 2. This is a 118 percent increase over March 2003.

46 EUMV Class attendees graduated in March (see one of this month's class photos on page 4). Graduations are held on Fridays.

You May Profit from a Non-Profit

By Pat Rarus



Are you concerned about age discrimination? Do you anticipate a corporate layoff because quarterly earnings fall below projections? Could your type of position be outsourced

(see *Non-Profit*, page 4)

Who Are EU Members?

Most EU members are mid- to upper-level executives. They have expertise in administration, management, finance, personnel, education, engineering, marketing, accounting, computer technology, and various scientific fields. They offer years of experience and often possess advanced academic degrees.

HR Assistant VP Provides Job Search Tips

By Bill Wood

Paula McLeod, Assistant Vice President, Human Resources, YMCA of Orange County, discussed successful job search techniques with the Board of Directors on March 26.

Initially, Paula stressed a few key areas: follow through; demonstrate problem solving, decisionmaking, and multi-task capabilities; many organizations are using behavioral interviewing techniques so be specific in the answers and examples you give.

(see *Job Search Tips*, page 3)

Continuing Education: Ten Commandments

By Earl See

Speech is an important ingredient during a job interview. While we focus on WHAT we say, do we ignore HOW we say it? We've become aware of our unspoken or visual "words" (body

(see *Continued Education*, page 3)

Customize Life During a Career Transition

By Heather Wieshlow

During a career transition, you have the opportunity to custom design a life of your choice. The path to accomplishing this includes clearly identifying your goals, setting a new direction, doing the homework and, as I say, "getting really comfortable in your own skin." As a Career Development Coach, I guide my clients in discovering who they really are

(see *Career Transition*, page 3)

EUMV Members Who Obtained Employment in March 2004 Congratulations!

Name	Hiring Company	Position Acquired
Pierce, Clark	Western Digital	Purchasing Agent
Cerny, Jeff	American Express	Investment Advisor Representative
Mjelde, James	Cadence	Design Engineer
Bogart, Edward	Tustin Mitsubishi	Service Manager
Cohen, Gerard	Capstone Turbine, Inc.	Manager of Engineering
Cortino, Delmy	HK Surgical	Quality Implementation Manager
Toro, Igor	Raytheon	Sr. Electrical Engineer II
Chamberlain, Michael	Fakhimi & Associates	Attorney
Stein, Barbara	Pacificare	Data Entry
Hayes (Villegas), Diana	Nichols Institute Diagnostics	Manufacturing Assistant
Heyman, Roger	United American Insurance, Avenida de la Carlotta	Agent
Kelly, Lauren	Healthcare Partners Med Grp	Project Mgr.
Kocisak, Linda	Brasstech	Sr. Buyer
Wilson, Jennifer	The Mentor Network	Recruiter
Bennett, Raymond	Bankers Life	Branch Manager
Watt, Sandra	Averatec	Product Planner
Alexander, Robert	City of Vernon	Field Construction Manager
Meier, George	Waveband	Project Manager
Pedder, Lindsay	Murad Skin Care	Project Manager
Smith, Robert	Quantum	Manager Engineering Finance
Tornig, Andre	Toshiba America Business Systems	Oracle ERP Programmer
Molinari, Vee	Innovative Staffing Solutions	Leasing Consultant
Beidler, George	Disneyland Resort, Harbor Blvd	Attractions host
Dardis, Milton	RMI Consulting	Credit Manager
Maclean, John	Self-Loan Advisors	Sr. Loan Processor / Quality Analyst
Pettit, Nadine	Meade Instruments	Buyer/Planner

Board Focuses on Better Delivery of Mission Statement

By Bill Wood

The EUMV Board of Directors have completed "brainstorming" sessions designed to better "deliver" the Mission Statement. The Board is overseeing the implementation process initially.

(You may notice that the Mission Statement has moved from the back of the newsletter to the front and has one revision--professional job matching has been replaced by professional job leads--to more accurately describe that function).

Bill Wood is a results-oriented Senior Marketing/Technical Writer searching for Marketing Writing and Technical Writing opportunities and can be reached at billwood323@yahoo.com.

Letter from the Editor

This issue contains articles on a job success story in the non-profit sector, job search tips from an assistant vice president of human resources, customizing your life during a career transition, and the Board of Directors' focus on better delivery of the Mission Statement.

You can send articles and testimonials about EUMV to billwood323@yahoo.com and rhaas@cox.net.

Bill Wood
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and what is most important to them. Then, we co-create the following coaching questions to assist you in gaining the most during your career transition.

We create coaching questions to assist you in gaining the most during your career transition.

What are your natural talents?

These talents may pertain to various areas of your life including leadership skills, work style, social or mechanical ability, intellect or even emotional openness. What are your natural gifts?

What talents do other people see in you?

Often others can see your talents more clearly than you can. What constructive feedback have your friends, family, previous managers, co-workers and even strangers given you?

What are your interests and hobbies?

What types of books do you own? What do you love to do in your spare time? Who do you spend your time with? If money weren't a concern, what would you do to help others?

What are you passionate about?

What do you care about? What do you get angry about? What could you converse about for hours without tiring?

What personal assets do you possess?

This includes previous job experience, education, and training. It also includes life experiences and circumstances, personal contacts, equipment, space and other belongings. What do you know or have that gives you an advantage?



What is your mission for this life?

Closely tied to passion this gives you a reason to live. It may result from a deeply held social belief, a traumatic life experience, a problem you have overcome or an injustice you want to change. If you died today, what would you want to be remembered by?

What are your values?

What do you stand for? What is most important in your life? What are the core elements of your being?

By pondering these questions and journaling your answers, you will begin to design a roadmap in creating a life and career that are customized, and provide meaning, passion, and purpose. Do not be afraid to take chances--ask for help

and enjoy your journey of self-discovery!

Heather Wieshlow is a Career Development Coach, Trainer and Owner of Turning Point Coaching and Consulting. She has guided 1000's of individuals in the discovery, design and development of their professional careers through her workshops and personal coaching. For further information contact her at 949-643-5505 or aturningpoint@earthlink.net.

(Continuing Education from page 1)

language), but are we fully aware of the carrier (speech) of our spoken words? **The basic steps in optimizing your speech during a job interview can be summarized in the form of Ten Commandments.** Briefly, they include:

1. Pronounce words carefully (proper pronunciation)
2. Speak to be heard (don't mumble or slur your words)
3. Look alive (speak lively and vigorously to arouse interest)
4. Take your time (pause when necessary and speak slowly)
5. Be concise (don't be too wordy)
6. Be specific (make your point clearly and do not digress)
7. Be original (steer clear of clichés and trite expressions)
8. Vary your approach (vary voice tone to suit the situation)
9. Learn to listen (effective communication is a two-way street)
10. Have something to say (talking is one thing; speech is the ability to think, feel, speak and effectively communicate)

Optimize your speech during a job interview ... in the form of Ten Commandments.

Let's discuss this at the next Continuing Education workshop on Thursday, April 29 (next is May 27), from 8:30-11:30 a.m.

Earl See is a Management Professional who can be reached at earlcsee@yahoo.com

(Job Search Tips from page 1)

What is the most successful technique job searchers use at your organization that results in a job offer?

Resumes that are submitted through the Internet are generally electronically reviewed – you need to differentiate your resume from your competitors – you may want to fax and mail professional-looking resumes. Make contact with the hiring manager (HM). It is best to cover all bases; and followthrough and followup are most important.

How does one find the HM?

One can simply ask the receptionist.

By going over HR's head to the HM, are they upset?

Not usually, but make sure HR also has the correct information (resume, etc.). Make sure to follow up with thank you notes and affirmations.

(see Job Search Tips, page 4)

(Job Search Tips from page 1)

Should resumes be tailored to specific opportunities?

Definitely, and learn as much as possible about the organizations before you apply.

“Followthrough shows me that candidates can get through to the decisionmakers.”

What about cover letters?

Never make excuses or apologize in a cover letter for any lack of qualifications; customize the cover letter to the individual and the organization. Cover letters addressed to the HM or CEO get read, while those addressed to HR are skimmed at best; resumes are reviewed in 10 seconds or less.

What about “Age Discrimination?”

I believe that age discrimination is not a big problem today, what many companies discriminate against is “snittiness” – applicants ranging from 18 to 95+ who display the snitty factor – uncooperative, negative, inappropriate behavior. They are frequently discriminated against. I know of a 95-year-old who is teaching aerobics and 20-year-olds who cannot get jobs because of the snittiness factor.

What are some important factors that HR or the HM look at during the first interview?

Definitely the lack of the snittiness factor. Good posture, pleasant, engaging and passionate. Why do a job you are not excited about?

How does one handle the salary dance?

Be politically savvy. Your salary history will be apparent, but let them know that the current market is not supporting higher salaries in many instances, and that you are negotiable.

(see Job Search Tips, next column)

EUMV Graduating Class of Week Ending March 19, 2004



(Front left to right): Victoria Bishop, Dyan Kirkland, Jaci Cuddy, Curt Ferguson, and Herman Neal. (Back left to right): Antony Muratti, Charles Hahn, Ronald Davis, and Bill Morse (EUMV President).

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to India? If so, you may wish to take your talents to the non-profit world where these situations are less likely to occur.

While salaries tend to be lower, benefits may be higher.

Best of all, your business-world expertise honed in the private sector can enormously benefit these do-good organizations, and they know it. Senior management may appreciate you more than executives in the for-profit sector.

I recently accepted a position as Communications/Special Events Manager for Meals-on-Wheels Greater San Diego, Inc. I found the position on Monster.com along with some 300 other job searchers who had applied. Initially, I did not take this position seriously because I was hoping and praying that another more lucrative offer would materialize. My other two opportunities came from a large health-care organization and a high-tech startup – both in San Diego (near my home). Despite what I thought were good interviews, I did not get offers from either opportunity.

I did nothing special to obtain my position at Meals-on-Wheels. I was highly qualified, and the chemistry with the hiring authorities was right.

That’s really all it takes. Because I wanted the higher paying positions, I relaxed during the “Meals” interviews. I didn’t try too hard.

My advice to you: Interview for interesting positions even if the salary is less than you would like. **You can always get promoted later.** Cast a wide net and always have a Plan B. It may become your A1 Opportunity!

Pat Rarus is a Communications/Special Events Manager and can be reached at prarus@cox.net

(Job Search Tips from previous column)

In conclusion, Paula said, “Followthrough speaks volumes. Use every avenue available to get your resume in front of the right person. Networking is extremely important. Remember the six degrees of separation: once you connect with a person, an entirely different dialogue occurs.

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Professional Connections

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