

Christian Employment.com

The 2020 Job Search

Form an Accountability Team

God: Utilize God in all aspects of your job search. Allow Him to provide direction as you pursue employment. He can instill discernment as to the idiosyncrasies of the job search maze. The Master of All can also be your Master of the Job Search! Seek Him in daily prayer. Tell Him your fears and concerns while opening your heart and soul to His input. You will be surprised with the abundance of wisdom He can provide in a brief amount of time.

Utilize the Push Principle...*Pray Until Something Happens!*

“Lord, forgive me for always wanting to manage my own affairs. Teach me to trust in Your wise and timely intervention in my life and to keep my hands out of Your way.”

When we put our problems in God’s hands, He puts His peace in our hearts.

Bible: Read the Word every day! By studying God’s Word, you will read and apply what God has to say to you within your current situations and life overall. Establish a daily habit of absorbing God’s Word for at least 10 minutes. You will be amazed how it relates to your current job search!

Accountability: The job search should not be conducted by yourself. First add God to your accountability list. As mention above seek Him first. In prayer let Him know your concerns, fears and goals. Ask Him to bless you with discernment in knowing the right (spirit influenced) path for your career. To complement the Lord in your search add one or two Christian accountability “partners”. You can accomplish more, while staying on target.

An accountability partner should be a Christian who has proven themselves as a business leader, owner or manager. *They should not be a relative (based upon the personal bias of their input).* They can provide insight regarding the status of your search (i.e. evaluation of your documents, provide encouragement, contribute managerial perspective, lend logic to balance your emotions and be a listening ear to your experiences). Plan a regular meeting with them at least once a week. In-person is best, but phone or Skype can be worthwhile alternatives.

4 Ways to Balance Activity during Your Job Search

Whenever we speak talk with job seekers who have been unsuccessfully searching for work for a long time, we often hear a common theme. These candidates have spent almost 100% of their job search

time sitting behind a computer searching through online job ads. This is simply not the most effective use of your time out of the workforce.

Here are some tips for balancing your activity during your job search:

1. Make a Point to Network Every Single Week

The old adage, “It’s not what you know, it’s who you know,” really is true. In most cases, a friend or colleague won’t be able to get you a job for which you’re not qualified, but they may be able to get you an interview when your resume would otherwise have been overlooked. Anything you do that involves talking to other people about your job search counts as networking, whether it’s lunch with a former co-worker, coffee with a recruiter or a formal networking event in your area.

2. Schedule Time for Follow-Ups

Whether you’re inquiring about a submitted job application or following up with a colleague you met while networking, these intimidating tasks often get pushed to the back burner as you prioritize your time. Scheduling them into your weekly agenda ensures that you will set aside adequate time to close the circle with various activities that you’ve started.

3. Update Your Social Networking Profiles

If you’ve taken the time to develop your LinkedIn profile, you should be logging in at least once a week, and preferably more often. The various groups on LinkedIn offer a never-ending conversation on topics from looking for a job to news relevant to your field. Following companies allows you to discern trends related to their hiring seasons. A fully developed profile also allows recruiters and hiring managers to search for you. Keep your information as current as possible.

4. Build Your Professional Brand

The candidate who walks into a job fair or interview knowing who they are and what they can provide has a remarkable edge over a candidate who’s still figuring these things out. Spend some time developing a branding statement, printing business cards for yourself, and engaging in activities that support your brand—whether that means volunteering, blogging or tweeting about your field, or consulting.

When you walk into a room, introduce yourself and ask your current contact, “Hello I am _____.” In response they will tell you their name. Then ask them “What do you do?” Based upon their response, if it reflects your career goal(s), tell them your name (again) and what title and/or industry you are currently in (or seeking). This creates an initial bond for a possible industry contact.

Having a customized resume is *critical* to your job search. Emailing your resume off to online postings is not how you should spend 100% of your job searching time. Make sure you’re interacting with other people both in person and online to maximize your chances of standing out from the crowd. Searching for a job is a full time job in itself.

THE JOB SEARCH PROCESS

The job search is also a process, containing many steps that need to be understood to make the search more effective. This package is an attempt to help you with that understanding. First, however, let's talk about the toughest part of the job search: how to deal with feelings of rejection, frustration and discouragement.

The very nature of a job search appears to be full of rejection, which causes frustration and discouragement. These feelings make it difficult to stay positive and even tempting to quit. Many times, however, what appears to be rejection isn't rejection at all. It's simply part of the hiring process.

Companies go through cycles of hiring and not hiring. They will take applications one month and not the next. They will be hiring people today but not tomorrow. These fluctuations are usually caused by the company's budgeting process. Plus, managers never know when someone is going to leave unexpectedly, opening up a position today that didn't exist yesterday.

What does this information mean to you? It means the hiring process can be very unpredictable. It also means being told by a company that they aren't hiring isn't necessarily a lie. In fact, the odds are great that it's the truth. So don't start beating yourself up, or believing that something is wrong with you or becoming angry with the person. Just understand how unpredictable the hiring process is, stay positive and continue to pursue other opportunities, which include checking back with the company in 30 days. Sometimes, we are simply in the right place at the right time and sometimes we're not. Your turn will come as long as you don't quit trying.

To decrease the frustration caused by the unpredictability of the hiring process, it is wise to do some research by telephone before going to the company to fill out an application. Call the companies ahead of time to determine which ones are taking applications and which ones aren't. This way you won't waste your valuable time and money traveling to companies unnecessarily. And it's less frustrating to hear the company isn't taking applications while still in the comfort of your own home. Plus some companies will email you the application.

For some people, the hiring process can be frustrating if the company requires several interviews and/or tests before making a final decision. More and more companies are using these techniques. Large companies, in particular, have numerous steps in their hiring process, which can take 3 to 4 months, counting the time from filling out the application to actually being placed in a job. It requires you to be more patient with the hiring process so you can find the job that is right for you. Too often, we start looking for a job in the middle of a crisis, forcing us to accept anything that comes along, even if it's a poor match with our interests, skills and knowledge.

Of course, the most difficult time for most people occurs when they don't get the job after being interviewed. They feel rejected as a person, convinced they did something wrong or aren't worthy in some way. Keep in mind; however, you aren't the only person being interviewed for the same job. Many companies, especially large corporations, interview numerous applicants, who are equally qualified, even though there is only one opening. Not getting the job doesn't necessarily mean you did something

wrong, it simply means only one person can get the job. And you don't want to burn any bridges with this company because they could have another opening tomorrow.

In conclusion, the right job is out there for you. You must know that and believe it. The only thing between you and that job is you finding it. And you will find it as long as you don't quit looking for it.

Now, let's review the steps of the job search process and see how you can maximize your efforts.

STEP 1: GOAL SETTING

STEP 2: THE RESUME

STEP 3: BE PROACTIVE

STEP 4: DETERMINE WHICH COMPANIES ARE TAKING APPLICATIONS

STEP 5: SUBMIT APPLICATIONS

STEP 6: NETWORKING

STEP 7: THE INTERVIEW

STEP 1: GOAL SETTING

How can you get there if you don't know where you're going? It's important to set goals in your life. Goals help us to focus our attention and energy on achieving something that we desire. However, there are two kinds of goals, short and long-term goals and we must understand how each of them applies to our plans in life.

Both short and long-term goals have a purpose and are important. Long term goals are your ultimate dreams, many times based on where you want to be in the next five years or what kind of life you want to be living by then. Short-term goals are the many small steps that need to be accomplished in order to achieve the long-term goals. Without setting short-term goals, it is unlikely that you will achieve your long-term goals.

When setting short and long-term career goals, we must also think about the kind of work we want to do. Most people spend more waking hours at work than they do at home, and research proves that we are more successful at work that we enjoy. Plus, each of us comes into this world with a gift and we should use it. Therefore, your long and short-term career goals should focus on work that matches your interests, natural abilities and talents. Once your goals are set, your job search will focus on companies and job opportunities that match those skills, knowledge and interests.

To help you determine your career interests, natural talents and abilities, think about your past work experiences. Which jobs did you enjoy the most? Why did you enjoy them? What parts of the job came easily for you? What kind of work were you doing when time seemed to fly by? What are your personal interests or hobbies? Is there some kind of work that includes your personal interests? Spending some time thinking about the kind of work you want to do, or even attending a job skills assessment program, can go a long way in helping you to find and keep a fulfilling and successful long-term career.

Let's look at an example that will illustrate setting long and short-term career goals that include personal interests, talents and abilities. Let's say, while in high school, you worked as a part-time sales clerk at a department store. You are very fashion conscious and you enjoyed helping customers with their selections. Plus, you enjoyed talking with the people, answering their questions and solving their problems. And your friends have always told you that you're a caring person. Also, during high school,

you took some basic computer courses. You found interacting with the computer fun and meant to take more classes but never got around it. Now, you're a single mother with two children in need of a job that pays a living wage.

With this information, you decide to pursue a career in customer service work. Customer service work will allow you to interact with people and work with computers, as well as pay you a decent wage. Plus, the service industry is one of the fastest growing career fields, which means the job opportunities will be plentiful. To achieve this long-term goal, however, you first have to accomplish the following short-term goals:

- Find work to support you while attending customer service and computer classes
- Also find work that provides the kind of hours necessary to attend class
- Research and find the most effective training program with the lowest cost
- Study hard and complete the program with the highest grades possible
- Search for your ideal job while still employed at your current job
- Achieve your long term goal

In other words, you achieve long-term goals by setting and accomplishing a series of short-term goals, each one moving you one step closer to your dream. When setting goals you should determine what you want to achieve, why you want to achieve it and who will benefit from the achievement (i.e. you, your children, other family members, etc.). Knowing this information will help you to stay motivated.

Write your goals down and review them frequently. This will help you to stay focused on the future rather than the past. Explain the benefits to your family and ask for their support. It's always easier to achieve something together, rather than alone.

Long Term Goals: Ask yourself: Where do I want to be in five years? What kind of work do I want to be doing? What kind of life do I want in five years for my family and myself? Where do I want to be living? What kind of income do I want to be making? If the perfect job opportunity were in another city, would I move?

Short Term Goals: Ask yourself: What do I need to do to achieve my long-term goals? What will it take for me to achieve my dreams? Do I need job training? Do I need to get a GED? Do I need a job with hours that allow me to go to school? Do I need to work for a company that's located on the Marta line? Do I need to work for a large company that pays tuition aid? What kind of work would I enjoy doing? What individual steps do I need to accomplish, and in what sequence do I need to do them, for me to achieve my long-term goals? What can I do today that will move me one step closer to achieving my dreams for tomorrow?

STEP 2: THE RESUME

Key: one or two pages (*dependent upon the extent of the job description*)

Prepare a resume. More and more employers are requesting one, even for entry-level positions. A resume provides the employer, at a glance, with a record of your past work experiences, job skills and education, which they use to determine a potential job match. It also tells the employer that you are serious about getting a job and being a professional.

You also benefit from preparing a resume. It forces you to review your past work history, skills and accomplishments. And it provides you with a written record of this information, which you can use to refresh your memory prior to an interview. Plus, many classified ads are "blind ads." This means the company name, address and telephone number are not provided. The ad only shows a fax number or email address for you to respond to with a resume/ cover letter. Without these documents, you're unable to apply for these job opportunities.

The main purpose of the resume is to get the interview. Experts estimate that employers spend an average of 30 seconds on each resume. Within that time, they must find something of interest or they will discard it. This means what information is shown and how it is displayed, is critical.

Your goal is to show the employer why you are a match for *their* job. What natural talents and abilities, work experiences, job skills, education or training programs do you possess? Is the information well displayed? Is it well written? Have you been specific? (refer to the job description for the specific requirements of the employer) Does the resume look professional? Remember, the employer forms his/her first opinion of you based on your documents. Do all that you can to look your best.

STEP 3: BE PROACTIVE

By now, you have set your long and short-term goals, determined the kind of work you are seeking, reviewed your past work experiences and prepared a resume. Now, it's time to start putting your plan of action in motion.

The best way of finding a job is to be pro-active in your search. In other words, decide what kind of work you desire and create a list of companies that conduct that kind of work. One of the best tools used to accomplish this task is the yellow pages (yp.com). Your local telephone company yellow page directory (yp.com) lists companies based on specific categories, which frequently equate to what kind of workers they hire.

For example, let's say, you are a carpenter looking for work. For example use the yellow pages (yp.com) to create a list of potential employers such as general contractors, construction companies, construction union offices, specialty contractors, lumber yards, home builders, commercial builders, etc. In other words, all of these categories in the yellow pages contain businesses that use carpenters at some point in time or know people who do. And you are creating a list of business names, addresses and telephone numbers to call about work.

You also want to add to your list any appropriate job postings and job fairs found in major job sites search engines (indeed.com, simplyhired.com, linkup.com, glassdoor.com) and postings at the Department of Labor. The reason for utilizing all three resources, the yellow pages, search engines and the Department of Labor to create your list is because many jobs are never posted anywhere. Other job seekers are being pro-active in their search, finding the job opportunity *before* it is posted. And you should do the same.

Large companies take applications, interview and test applicants on a regular basis. Once the applicant has qualified in all these areas, their name is added to a list until a relevant job opening occurs. When it does, these applicants are contacted to see if they are still interested in the position. Consequently, if one of the qualified applicants on that list accepts the position, the job opening will never post

anywhere. These activities aren't meant to exclude anyone, but you must understand them in order to compete.

STEP 4: DETERMINE WHICH COMPANIES ARE TAKING APPLICATIONS

Now that you have a complete list of companies that do the kind of work you are interested in and qualified for, it's time to find out which ones are taking applications. And you save valuable time, energy and money by calling the company before going to apply online or in-person

The purpose of the call is to ask how to apply for work at their company. One of two things will happen: they will either tell you how to apply or they will tell you they aren't hiring. If they tell you how to apply, follow their instructions. Be sure and ask what days and times are appropriate as well as directions to their location. If they tell you they aren't hiring, ask if you can still put in an application for future consideration. In other words, you want to get your application on file at as many companies as possible.

If the company isn't taking applications for future consideration, thank them for their assistance and make a note to call them again in 30 days. Remember the unpredictability of the hiring process. The same company not hiring this month may do so next month. And, if you haven't found what you're looking for by then, give them another call. Who knows, they may be hiring and have the ideal job for you.

It may take you two or three days to call all the companies on your list, but it will save you time and money in the long run. Now that you know which companies are taking applications, and which ones aren't, you're ready to organize your trips to the companies.

STEP 5: SUBMIT APPLICATIONS

You will save even more time and money by organizing your trips to the companies that are accepting applications. By grouping the companies together according to their service/product, staying focused on your goals, conquering your fears, learning from your mistakes and believing in your GOD and yourself, you will continue to improve your success rate.

Believing in God and ourselves turns negative situations into positive ones. For example, let's take the situation of not being hired after an interview. Many times in this situation, the employer doesn't call you back, leaving you with the assumption that you didn't get the job. However, never assume anything; call them for feedback. Who knows, they may have the wrong number for you. If you didn't get the job, accept the information graciously. It's natural to be disappointed, but getting angry with the interviewer, or yourself, serves no purpose. Let them know that you understand and accept their decision. Remain polite and respectful. Then, tell them that you still hope to work for their company in soon and ask them to keep you in mind for future openings. Many people who are strong enough to handle the situation in this manner find themselves in the running for future jobs.

Remember, you'll never get anywhere in life by hiding from the truth. You're the one who wants the job, not the interviewer. It's your responsibility to pick up the telephone, ask for the results, face any bad news and move through it positively. Today's loss could turn out to be tomorrow's gain, provided you don't burn any bridges.

During the interview, try to relax and be yourself. It's natural to be nervous, but don't try to be someone you're not because you will appear to be phony. Simply be the person that you are and do your best; that's all you can ever ask of yourself. Besides, most interviewers make allowances for nervousness, and preparing ahead of time will give you more confidence.

Plan ahead. Create a job search folder containing the following information and take it with you to fill out an application and to the interview:

Write down past employment information (resume or information discussed earlier); gather past employment addresses, telephone numbers, supervisors' names and references; document all training and educational programs you have attended and locate the appropriate diplomas and certificates; take picture identification, military records and Social Security card.

Determine what questions you have for the employer and write them down. Take a pen and paper with you so you can make notes during the interview. It's important to be on time or a few minutes early and to be well-rested.

Practice the interview:

Ideally, in an interview, you should be talking 80% of the time. The employer is asking you open-ended questions, usually starting with: "How do you feel" or "What do you think" or "Tell me about," in order to determine three important issues. Those issues are: can you do the job; if hired, will you do the job; and if hired, will you get along with all the people in the department. He makes those determinations by asking questions.

Always be polite, even when asking for information or directions. The person you're talking to on the telephone may be the one taking your application. So don't burn any bridges. Dress neatly and conservatively. Most managers prefer dark clothing with few frills. A simple dress, skirt and blouse, pants and shirt, or suit are appropriate. Jeans, gym shoes, sandals, shorts, tank tops and T-shirts are inappropriate at any office building.

Make some notes ahead of time. If you don't have a resume, write the following information down and take it with you: the dates you started and left each job; your job title and responsibilities; the company name, address telephone number and supervisor's name; and your educational background such as where and when you finished high school or obtained your GED, any job training programs or college you have attended and any training certificates or awards you have received. Writing the information down ahead of time makes you more efficient, accurate and complete when filling out the application. Plus, it means you're prepared for an unexpected interview.

STEP 6: NETWORKING

Networking with your friends and family is an effective job search technique. Sometimes, our first instinct is to hide the fact that we're unemployed or under employed. But you are sacrificing your chances for success due to false pride. Looking for work is nothing to be ashamed of; in fact, it is admirable.

Telling your friends, neighbors, acquaintances and family the truth allows them to keep you informed of additional job opportunities, as well as provide you with encouragement and support. Let them know

that you aren't asking them to get, or give, you a job; you're only asking them to keep you informed of available opportunities. You're responsible for landing the job based on your own merits. Also, give them the authority to pass your name, telephone number and qualifications on to potential employers. And don't forget to thank them for their assistance.

STEP 7: THE INTERVIEW

The interview is the ultimate goal of the job search. It is your opportunity to sell your skills, knowledge and natural abilities to the employer and convince him that you are the right person for the job. You do that by showing him your sincerity, determination and professionalism... and by believing in yourself. Regardless of your past experiences, you must believe in yourself. All of us make mistakes, but mistakes give us the opportunity to learn and grow. Do not let your fears of the unknown, or change, stop you from achieving your goals. Maintain a positive attitude and respond with more than a simple yes or no answer. You want to be prepared to answer the questions completely and accurately.

Below, you will find the most common questions asked in an interview. Write out how you would answer these questions. Take time to practice reading your answers out loud. Add something new to your answers each time you read them. Ask family and friends for their ideas and opinions. Talk about the specific activities that you performed at previous jobs. Repeat the information in your mind over and over again. This learning technique is storing the information in your mind through repetition. By recording the information in your mind ahead of time, you are able to respond more spontaneously during the interview, even if you're nervous. It's when a question catches us off guard that our minds go blank. This learning technique and preparation will help you to overcome that reaction.

- Tell me about yourself.
- Why should I hire you for the job?
- Why do you want the job?
- What are your goals?
- What are your strengths and weaknesses?
- Why did you leave your last job?
- How do you think your previous boss and co-workers would describe you?
- Why do you want to work for the company?
- What skills do you bring to the job?
- What salary would you expect? (Try asking the amount they plan to pay before committing yourself to a figure. If they insist, give a salary range, such as mid 50's rather than a specific figure. A salary range gives you more room for negotiation. Be realistic, but start a little high. You can always negotiate downward.)

Be polite, pleasant and sincere, even when it's not returned. If the job requires dealing with the public, the interviewer may be testing you to see how you react to stress. Also, everybody has a bad day so try not to judge him. Answer questions honestly. If caught in a lie, it's unlikely you will recover from it. Also avoid criticizing your former employer. It could appear that you're a complainer or blame others for your problems, rather than accepting responsibility for your actions.

If not provided, ask when you may call for an answer. Thank the employer for the interview and email a thank you note.

***Exercise:**

An element that is rarely, if ever addressed regarding the job search, is exercise. Most job seekers do not exercise and if they do it is minimal. When your body is stressed (i.e. unemployment, career transition) It can experience at times elevated heart rate (pulse), shortness of breath, rapid breathing, headaches, negative emotions, elevation of stress hormones, highly susceptible to depression and the like. Due to these conditions or in combination, the job seeker can experience a possible weight gain and food cravings. At the top of the list are sugars, salts and carbohydrates.

In order to combat the symptoms, one will need to embark upon an exercise program to:
Increase the calorie expenditure (benefits heart, lungs, mental focus and overall health
Increase of the hormones; Irisin, Testosterone, Peptide YY and Endorphins contributing to a positive and energizing outlook on life).

Take time to decide on what type of physical activity to participate in. You are unique so decide on an activity(s) that best suite you dependent upon your physical state and goals. You might want to go to your local gym and ask for a consultation from a personal trainer. Lay the foundation for your current physical activity and then revise as your healthy status adapts. Be sure to continue with your exercise regimen after you have attained employment or a new career.

**Be sure to consult with your health care provider before attempting a new exercise program.*

Resources

ONLINE RESOURCE CENTER

<https://christianjobnet.com/christian-career-resources-2>

One-On-One Counseling Session Details

<https://christianjobnet.com/christian-career-counseling-jobs-employment/>

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