

C33 - How to Take Control of Your Job Search

Chris Murdock



September 21, 2009 – September 23, 2009



Make Your Own Door

How to Take Control of Your Job Search Without Being a Job Stalker

Chris Murdock
Sr. Partner, IQTalent Partners
chris@iqtalentpartners.com



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Get a Clue

It's important to start your job search off right. You need to ask yourself these questions, as the answers will help you organize and kick your job search off in an organized manner.

- Where do I want to live?
- What do I want to do?
- For which companies would I like to work? A good place to start would be to look at the Career Pages of the Sponsors of today's conference.

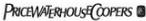
A small version of the 'CONVERGEMERGE' logo, featuring the word in bold black letters with a red circle and arrows pointing outwards.



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Prep the Digital You

- Prepare your resume. This could mean that you have versions for full-time and consulting positions.
- Create a LinkedIn Profile that rocks. Create a profile that helps you get found by recruiters and hiring managers.
- Clean up your Facebook page.
- Ask your friends to clean their pages too.
- Be careful what you Tweet.




Plan Your Attack

- Research, Research, Research
- Leverage all the tools available to you
 - Public Library
 - ISACA.org and SFISACA.org
 - Ning communities, Yahoo! Groups, LinkedIn Groups
- Prioritize the Industries, Companies, and Positions you want to target.



Get Connected

Connect with Parents, Relatives, Professors, Alumni, ISACA members, and everyone you interview with, Me

- LinkedIn – This is the best business networking site.
- Facebook – This is for social networking. I recommend that you keep this for social connections to minimize unprofessional content being found by professional contacts.



Email is Great, but the Phone is **AWESOME!!!**

- Email
- LinkedIn Inmails
- IM (don't do this unless you're asked)
- Texting (don't do this unless you're asked)
- Use the Phone!!!

- Outreach Structure: Introduction, The Why, and the Call the Action

The logo for CONVERGEMERGE, featuring the word "CONVERGEMERGE" in a stylized font with a red circle around the "E" and a grey arrow pointing to the right.The logo for ISACA San Francisco Chapter, featuring the word "ISACA" in a bold font with a red starburst to the left, and "San Francisco Chapter" in a smaller font below it.

Find a Reason to Call and Dial

- What is your goal?
- Do we have something in common?
- Is there a job opening?
- Leverage your network for introductions
- Research the people you're calling (but not stalkerish stuff)
- Polite Persistence
- Approaches: Mentor/Mentee or Job Seeker

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The Goal

- Get Advice
- Find a Champion
- Get introductions into the company
- Employee Referrals
- External Referrals



You Have an Interview...Now What?

- Research the Company, Industry, Competitors
- Know who you're meeting with and what they do
- Understand the role
- Prepare Questions in Advance
- Um, Uh, and Ah are not words
- Don't play with your pen
- Be Confident, Be Clear, and Be Concise



Thank You Notes

- Go Old School
- Thank anyone that does you a favor
- Thank all interviewers

The logo for CONVERGEMERGE features the word "CONVERGEMERGE" in a bold, sans-serif font. The letter "E" is stylized with a red circle around it. The logo is set against a grey arrow pointing to the right.The ISACA logo consists of the word "ISACA" in a bold, sans-serif font with a red starburst graphic to the left. Below it, the text "Serving IT Governance Professionals" and "San Francisco Chapter" are written in a smaller font.

After You Land

- Be a Mentor
- Be a Champion
- Be nice to recruiters

- Stay Connected

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