

GOLDEN CAREER STRATEGIES

Career Tips

Winter 2007

From Ending to Beginning by Ann Golden

Ann Golden, wife of Myles Golden, recently started her own new beginning by joining the firm as VP, Secretary and Treasurer.

Leaving a stable, structured environment, either voluntarily or not, means that you must let go of the known world. This is an ending. Now you must get to the beginning. Most career transitions go from the ending of one job to the beginning of another, or at least, the search for another. This can be a great opportunity to find your next career, not just another job.

Endings are important and you can take an active role, choosing not to be a "victim." A career transition coach can take you through being clear in your own mind about what is actually ending. Be honest and objective with yourself and your coach about what you stand to lose. You will need to actively let go of old assumptions and old ways. Then you can assess what you have to gain.
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FIVE RULES FOR INTERVIEWING

by Myles Golden

There's an old saying, "You never get a second chance to make a first impression". This is so true and I must admit I am as guilty as the next person when it comes to forming first impressions. I have met many a person who went to an interview thinking, "This is it. I just know this job is for me," only to be disappointed with the outcome of the interview. Some say, "It started going down hill when I entered the room. I just don't understand. We had a great telephone interview, I have the qualifications and I feel that I am the best candidate". I will ask, "What do you think happened that may have taken you out of the running? Could it be that you were not *in the moment* for the interview? Maybe you made the wrong impression."

Recently Deb Sofield, Executive

Speech Coach, spoke to our Monday morning roundtable. Deb is a member of the National Speakers Association and is a popular keynote speaker for many events. I want to share a few adaptations of her Rules for the Road that are applicable to interviewing:

1. Lighten up – keep a relaxed face. In the first two minutes of a meeting, interviewers notice appearance first, so look professional and comfortable at the same time. Smile, gesture, and make eye contact. *I agree with Deb that dressing appropriately is important to that first impression. I suggest you dress one level above the suggested dress code of the company. Don't hesitate to inquire when you accept the appointment.*

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"To find a career to which you are adapted by nature, and then to work hard at it, is about as near to a formula for success and happiness as the world provides. One of the fortunate aspects of this formula is that, granted the right career has been found, the hard work takes care of itself. Then hard work is not hard work at all."
Mark Sullivan

From Ending To Beginning cont.

Next could come a time of ambiguity and disorientation. You may feel adrift and frustrated, but, thinking positively, this could be the best time and opportunity of your life! Use the freedom this time gives you to explore new things, experiment with new ideas, and learn new information. Rather than becoming consumed by uncertainty, accept ambiguity, communicate openly, keeping channels open in every direction, accepting assistance and suggestions from your coach and other people. This is the time to explore every network at your disposal, including family, friends, church, social and civic organizations and volunteer opportunities.

Before you know it, a new horizon will emerge! Take action on leads, even if this is uncomfortable to you. It gets easier with practice. Set a daily schedule of work toward finding your next opportunity. Write your own mission statement, acting as though there are no barriers to achieving your goals. Use that personal network and actively involve people in your quest. This is how you get to the Beginning, perhaps of the best time of your life.

Here are some tips and strategies in getting from Ending to Beginning: (especially if it hasn't happened yet.)

1. Pay attention to clues around you which might indicate that your cheese is moving. (Anticipate change.)
2. Glass half-empty or half-full? (Change can be a great opportunity.)
3. Relieve stress in your most effective manner, whether through exercise, self-talk, soothing music, hobbies, prayer or meditation.
4. Take care of your work obligations accurately and on time, if you are still working.
5. Burn no bridges. In fact, build some bridges.
6. Be receptive to change or offers of assistance.
7. Be open in sharing your situation.
8. Be a friend.

Check out Golden Career Strategies for help with your transition.

“A true work-life balance had become paramount as we had young, preschool children and my previous life as a consultant for a Fortune 500 firm, traveling over 80% of the time, was not an option any more. I realized it was a tall order to find a job that kept me local and enabled a specific quality of life while still meeting a minimum financial mark and, ideally, stimulating me intellectually. Myles' program was the key to doing just that.”

Samantha S. Wallace
HUMANEEING International, Inc.

Five Rules For Interviewing cont.

2. Vary your voice. Work at sounding believable and conversational. Speak with energy and enthusiasm, showing that you are glad to be there. Women need to be careful not to let their voices rise at the end of a sentence because it sounds like a question, rather than a statement. *This tip gets into the whole area of body language. I would add that sitting upright and mirroring your interviewer is a good suggestion. You don't want to appear too rigid. However, slumping or slouching will give the impression of low energy and low interest.*

3. Master the power of language. Make your words count, using clear, simple and expressive language. Be careful about using current slang, clichés or overused words, such as empowerment, rightsizing, reprioritizing, etc. *This is one of my pet peeves. Please don't say "to tell the truth" such as "To tell the truth, we were not competitive." Are you saying "I usually lie, but for you I'll tell the truth?" While "Git'R Done" is a popular saying, thanks to that cable guy, you might not want to use this one in an interview.*

4. Talk about the company. Research and focus on the potential employer, letting them know how you could fill their need. *This is a big one in today's competitive market. Most interviewers expect you to have done your homework and be knowledgeable about the company and the position. By all means go to their website and learn as much as you can about their products and services. It's also good to know the company history. I suggest you try to find someone employed by the company and learn about the culture. In addition, have a list of questions that are most important to you. Remember an interview is a process of questions and answers going both ways. Many a candidate lost out simply by not asking the right questions.*

5. Maintain a calm and even delivery. Abrupt changes in behavior can unsettle an interviewer. Act cool and in control even if you are panicking inside. *Control is the key in this suggestion. If you don't know the answer simply say so. Don't try to fake it. Recently I was given the opportunity to be on a panel of interviewers in which we interviewed 8 candidates. One who lost out had many of the qualifications, but was just too talkative. He actually talked himself out of the opportunity to advance to the final interview.*

These are just five of Deb's Rules for the Road. Rest assured there are many more. In our Golden Course for Career Transition we offer many more powerful tips for conducting an interview. Mock interviews and video taping are just two of the tools we use for our clients. As I said in the beginning of this article, most likely you will not get a second chance to make a first impression.

See www.goldencareerstrategies.com for more information on career transition and www.sofield.com to learn more about Deb's Rules.

Golden Career Strategies Round Tables

All Executive Roundtables are held
at our office on Monday mornings at 8:00 AM

Reservations are required.

Please see our website for upcoming topics at
www.goldencareerstrategies.com/news.html