

**JOSEPH'S PEOPLE
MY JOURNEY
BY MICHAEL SCHREIBER**

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My Background

- Finance and Business Professional
- Broad and in-depth background with technical skills in many areas including Budgeting and Financial Management, Financial Analysis and Modeling, Mergers and Acquisitions, Project Management and Audit and Compliance.
- Long Career at Wyeth / Pfizer in various Finance Roles
- Separated from Pfizer 2013
- Earned Project Management Professional (PMP) certification from the Project Management Institute (PMI).
- Currently Assoc. Director Financial Planning & Analysis at Impax Laboratories



Managing Your Transition Plan

- Review your Finances
 - ❖ Apply for unemployment
 - ❖ Review your expenses - cut or put on hold anything that is not necessary
 - ❖ Make a budget and try to keep to it

- Job Search plan – update and organize your documents and ask people to review and give you feedback
 - ❖ Resume (Chronological / Functional)
 - ❖ Cover Letter – create a template but personalize for each job application
 - ❖ Reference Letters – contact past managers and colleagues and request references
 - ❖ Target Company List – research and build a list of companies where you might want to work
 - ❖ Networking Brief – one page resume with target positions and companies used for in person networking

- PA Career Link provides many resources for unemployed individuals including assistance with resume writing and Fed grants for career training (www.pacareerlinkchesco.org)

- Build and maintain a record of your contacts

- Make a Plan of what you want to accomplish each week; make adjustments if something is not working.

Networking

- Get good business cards from Vista Print (250 for under \$30)
- Join Networking and Support Groups
 - ❖ BENG (Business Executives Networking Group www.thebeng.org)
 - ❖ FENG (Finance Executives Networking Group www.thefeng.org)
 - ❖ My Career Transition www.mycareertransitions.com
 - ❖ Hire One www.hireonecc.com
 - ❖ Great Careers Group
 - ❖ Joseph's People www.josephspeople.org
- Continuously Network
- Networking is sort of like a small snowball you roll down hill.... it will continue to grow and grow the more you do it.
- LinkedIn
 - ❖ On-line Resume
 - ❖ Use it for networking and to find contacts at your target company list
 - ❖ Recruiters can find you based on your experience and skills
 - ❖ Look for free training at public libraries
 - ❖ Lynne Williams bonjour606@mac.com offers free courses – connect with her on LinkedIn

Time Management

- Manage your Time between Networking and Applying for Jobs
- Post your Resume on Job Boards
 - ❖ Indeed, Career Builder, Monster, The Ladders
- Contact Third Party Recruiters
 - ❖ Robert Half, Magellan, Attolon, Gateway Search, Kforce, A C Lordi
- Apply for jobs on Mondays and Tuesdays – these are the best days for getting recruiters to reply
- Taylor your cover letter to the position for which you are applying. This takes time but you will get more responses.
- Use your network to help get your resume to the HR Recruiter and Hiring Manager.

Interviews

- Prepare, Prepare, Prepare
- Phone Interviews – Look up person on LinkedIn. Have notes in front of you and stand up to sound more authoritative.
- In-Person Interviews – Dress professional, arrive early and close by expressing interest and asking about next steps. Send thank you letters.
- Review and Prepare for Most Frequently Asked Interview Questions
 - ❖ Tell me about yourself?, What are your strengths?, What are your weaknesses?, Why do you want this job?
- Review and Prepare for Behavioral Interview Questions (designed to determine how you would respond to specific situations, problems, issues)
- Create a 30-60-90 “Plan for Success” document (hard copy slide deck) and bring it to your in-person interview. It is mainly a high level plan but the point is that you are motivated and will make an impact quickly.



Challenges

➤ Are you the Right Person for the Job?

- ❖ Do you have the required skills?
- ❖ Are you a good fit with the Organization?
- ❖ Is the Location / Commute Good for You?
- ❖ Is the Pay Right?

➤ Maintaining Resiliency

- ❖ Keep Optimistic
- ❖ Stay Healthy and Energized – eat well and exercise
- ❖ Take Breaks – spend time with family and friends; start a hobby, meditate
- ❖ Be Patient
- ❖ Saint Joseph the Patron Saint of Workers
- ❖ Pray and Trust in God

➤ Books

- ❖ Get the Job You Want even When No One's Hiring by Ford Myers
- ❖ Moses was Watching Over Me by Karin Polis