

# Looking for a Safety Job in Challenging Times

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**2004 | ITSC**  
INTERNATIONAL TELECOMMUNICATIONS  
SAFETY CONFERENCE  
Golden, Colorado



# Agenda

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**Introduction**

**Preparation**

**Networking**

**The Search**

**Interviewing**

**Completion**

**Resources**

**To Do List**



# Introduction

## Background

### Tough Economy

**Safety & Health can be challenging in weak economies**

### Telecommunications

**Challenging industry**

**Wireless has best potential**

### Positives from Negatives

**Terrorism**

**Emergency Preparedness Planning**





# Preparation

**Start before you need a job – determine career goals & objectives**

**Resume – Always have one ready**

**Cover Letters**

**Networking**

**Volunteering**

**Resources - Websites and Books**

**Certifications – concentrate on well known established and respected ones – CIH, CSP, CUSA for this industry. Alphabet soup. If they are not a true challenge to get, then they're not worth much.**

**Degrees and advanced degrees helpful, and often required**

# Networking

## Networking, Networking, Networking

Keep in touch with friends and colleagues periodically, and especially when you don't need them!

Consider many different networks – work, career, friends, alumni, volunteer groups, neighborhood, church, sports, clubs, etc.

Be respectful of your contact's time

Short informational interviews

# The Search

**Can be frightening!**

**Don't rest – work HARD at finding a job**

**Finding a job is a full time job**

**Start immediately**

**Networking**

**Nothing to be ashamed of – let people know you're looking**

**Volunteering**

# The Search (continued)

**Keep an Open Mind**

**Industry**

**Government**

**Consulting**

**Remain Positive and Confident**

**Follow up on all leads**

**Develop List of References – ask them before they will be contacted**

**Exercise**

# The Search (continued)

**Industry Associations**

**Career Counselors**

**University Career Development Center**

**Internet**

**Libraries**

**Short informational interviews – 20-30 minutes**

**Career Networking Groups**

# Interviewing

**Practice interviews – role playing, jobs you may not be truly interested in**

**Business Dress – invest to look your best**

**Document of Accomplishments – for yourself – review before going in**

**Resume and References – always bring a copy**

**Bring portfolio to take notes, and store any papers neatly**

**Phone on vibrate, off, or in car**

# Interviewing (continued)

**Salary Surveys – be realistic about what you're worth**

**Honesty**

**Learn as much as possible about the company before you interview – local papers, internet, financial info and friends, forecasts, trade publications, annual reports**

**University alumni databases – can help locate other alumni that work for the company**

# Completion

**Networking**

**Thank you**

**Negotiation**

**Helpful to have choices – compare them carefully – develop spreadsheets**

**Offers can be different, but baby steps**

**Be polite and thankful to companies you say “NO”**

**Thank the people (family & friends) that helped you**

# Resources

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**Career Resources**

**Websites**

**Books**

**Industry Associations**

**Search Firms**

**College Career Development Centers**

**Job Placement Services**

**Best Resources**



# Career Resources

## Quintessential Careers

[www.quintcareers.com](http://www.quintcareers.com)

## Job Hunter's Bible (from the What Color is Your Parachute author)

[www.jobhuntersbible.com](http://www.jobhuntersbible.com)

## Vault

[www.vault.com](http://www.vault.com)

## The WSJ's career site

[www.careerjournal.com](http://www.careerjournal.com)

## The Riley Guide – Career Guides

The A-Z index is the easiest way to explore this site

<http://www.rileyguide.com/careers.html>

# Career Resources (continued)

## WetFeet

[www.wetfeet.com](http://www.wetfeet.com)

## O\*Net Online - Searchable directory of occupations

[http://online.onetcenter.org/gen\\_search\\_page](http://online.onetcenter.org/gen_search_page)

## Occupational Outlook Handbook

<http://www.bls.gov/oco/>

## ASAE's Gateway to Associations

<http://info.asaenet.org/>

## Informational Interviewing

[http://www.quintcareers.com/informational\\_interviewing.html](http://www.quintcareers.com/informational_interviewing.html)

# Websites

[www.EHScareers.com](http://www.EHScareers.com)

[www.aiha.org](http://www.aiha.org)

[www.asse.org](http://www.asse.org)

[www.nsc.org](http://www.nsc.org)

[www.rims.org](http://www.rims.org)

[www.Monster.com](http://www.Monster.com)

[www.Hotjobs.com](http://www.Hotjobs.com)

Websites for newspapers for cities in which you are looking



# Books

*Knock 'Em Dead*

Martin Yate

*What Color Is Your Parachute?*

Richard Bolles

*Second Acts*

Stephen Pollan

*What Should I Do With My Life?*

Po Bronson

*Creating You & Company*

William Bridges

*Do What You Are* (Based on the Myers-Briggs)

Paul Tieger and Barbara Barron-Tieger

*I Could Do Anything If I Only Knew What It Was or It's Only Too Late If You Don't Start Now*

Barbara Sher



# Best Website

**Quintessential Careers - [www.quintcareers.com](http://www.quintcareers.com)**

**Includes:**

**Career Tool Kit**

**Cover letters**

**Resumes**

**Networking**

**Interviewing**

**Salary negotiation**

**Guide to Researching Companies, Industries, and Countries**

**Glossary of Job-Hunting Terms**

**Career and Job-Hunting Do's and Don'ts**

# Best Book

**Knock 'Em Dead**

**Martin Yate**

**Chapters:**

**The Well Stocked Briefcase**

**Getting to Square One**

**Great Answers to Tough Interview Questions**

**Finishing Touches**

**In Depth**

**Many Appendices and Valuable Resources**

# To Do List

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**Revise your resume!**

**Get involved in some volunteer activities!**

**Start Networking!**

**Stay Positive!**

**Don't Wait!**

# BULLETIN

**This JOB is a test.  
It is only a test.  
Had it been a actual job,  
You would have received  
Bonuses, Raises and  
Promotions.**

**Questions?**

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**Questions?**

**Comments?**

**Thank You & Good Luck!!**



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