

THE JOB HUNTING GAME

PLAY TO WIN

Created by

Dianne Gubin

THE JOB HUNTING GAME

SIX LEVELS

- 1. WHO AM I?**
- 2. PEP – POSITIVITY, EMPOWERMENT & PASSION**
- 3. STRATEGY**
- 4. TOOLS and RESUME**
- 5. INTERVIEW**
- 6. NEGOTIATIONS**

JOB HUNTING GAME

Level One: WHO AM I?

Who am I professionally?

For example: I am a "Director of Marketing & Communications with 15 years experience in corporate communications, branding and PR."

What are my unique gifts? List 5 innate skills.

For example: I am a natural organizer, love leading projects, a natural promoter, know how to write, math comes easily to me, etc.

How will my unique gifts solve the key frustrations of an employer?

JOB HUNTING GAME

What is my elevator speech? In other words, how do I introduce myself professionally in 30 seconds or less?

Where am I going? And when do I want to get there?

How do I want to be perceived?

- A. Briefly describe your current or most recent position.

- B. What do you like best about this role?

- C. What could you improve?

- D. If there was anything you could change regarding your most recent employment what would that be?

- E. Are there responsibilities you could add or change?

JOB HUNTING GAME

Your time is your life. Where are you spending your time?

Is there someone in your professional life that will honestly provide you with feedback and advice?

Are there places you are spending your time which feel as if you're not receiving enough ROI (Return on Investment)?

Is there anyone in your life who is not positive or supportive? Is there anyone you would like to subtract?

Are there people you would like to add to your life?

Professionally, if you could have a business lunch with anyone, who would he or she be?

Who would you like to meet or know?

JOB HUNTING GAME

"If you want to be successful, find someone who has achieved the results you want and copy what they do— you'll achieve the same results."

Anthony Robbins

Who are your role models? And why?

Who do you want to be?

If there was anything you could do, and absolutely know you would not fail, what would that be?

JOB HUNTING GAME

Level Two: PEP = Positivity + Empowerment + Passion

POSITIVITY

Negative

Job search = impossible task with the current economy

Face a difficult issue and find ways to avoid the problem

Blame others for difficulty faced in work and in life

Interview: will discuss at length problems and issues faced at previous job

Positive

Current economy is a tremendous opportunity

Focus on finding solutions

Take responsibility for current circumstances

Interview: will look at all past experiences as challenges needed to prepare for next career move

What's working in your life? List 10 positive elements:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Out of these, what are the top three?

- 1.
- 2.
- 3.

Circle the top one

What percentage of your time do you allow to the top three?

JOB HUNTING GAME

POSITIVITY

APPRECIATION AFFIRMATION

Appreciation and focusing on a state of gratitude are the best ways to maintain a Positive Mindset.

The 30 minutes before you fall asleep at night is the best time to review all that you appreciated today as it allows your mind to stay in a positive place.

Here are some of examples of Appreciation Affirmations.

- I appreciate my life and everyone in it
- I appreciate all, I show my gratitude, I appreciate the differences I find in people. I give thanks.
- I am worthy of a positive life.
- I am surrounded by love

List here all that you appreciate today:

JOB HUNTING GAME

EMPOWERMENT

Without

Believe skill set limits you to a few specific job sectors

Overwhelmed at work. 2nd guess own decisions

Interview: Fidgety, sweaty, do not make eye contact, rush and ramble on

Insecure; unworthy, lack self esteem

With

Capable of cross-training and learning new skills

Take charge; own the Job

Interview: Relaxed, loose, focused, on topic, interject humor and to the point

Confident; strong believe in self

Where do you feel most empowered in your life? List 5 areas:

- 1
- 2
- 3
- 4
- 5

Where do you feel most insecure in your life? List 5 areas:

- 1
- 2
- 3
- 4
- 5

Out of these ten areas, what are the top ones?

Insecure

1.

Secure

1.

JOB HUNTING GAME

EMPOWERMENT

APPRECIATION AFFIRMATION

“Self worth comes from one thing – thinking you are worthy.” – Dr. Wayne Dyer

Appreciation for one self is the most important tool that you could ever nurture.

The 30 minutes right when you wake up is the best time to review all what you appreciate about your life and yourself.

Here are some of examples of Appreciation Affirmations.

- I approve and love myself, I am healthy, beautiful, loving, giving, I give thanks for all that I have and all that I shall be. I am open to all possibilities. I have abundance in all areas of my life, I begin again and again, to reinvent myself daily.
- I am respected and appreciated by all my work colleagues.
- I am recognized, respected and appreciated for my achievements
- I am grateful for a long, happy, healthy prosperous life

Add to the List here including your unique gifts from page 3

JOB HUNTING GAME

“Passion is the genesis of Genius” ~ Anthony Robbins

PASSION

Without

Send out the same résumé to hundreds of job openings a week

View work as a means to an end

Clock watcher

Interview: comes across as trying too hard, technical and boring

With

Send out ONE specific résumé a day explaining why you are the perfect candidate for the job

View work as an extension of self

Time flies when you are having fun

Interview: excitement and enjoyment are contagious to everyone

If you won the lottery and money was not an issue and you still wanted a professional life, what would you do with your time?

What makes you get out of bed in the morning?

What do you *LOVE* to do professionally?

What do you enjoy talking about?

JOB HUNTING GAME

GOALS

What projects are you working on at this time? What would you like your life to look like? How would you like your life to be different in one year? Use this space to write the first thoughts that pop into your head.

PROFESSIONAL GOALS

Where would you like to live? Are you willing to relocate for your goals?

- 1.
- 2.
- 3.

MONEY/FINANCIAL GOALS

How much would you like to earn this year? In five years? How much would you like to have in the bank if you plan on retiring?

- 1.
- 2.
- 3.

FAMILY GOALS

- 1.
- 2.
- 3.

HEALTH/FITNESS GOALS

- 1.
- 2.
- 3.

CREATIVE GOALS

- 1.
- 2.
- 3.

SPIRITUAL GOALS

- 1.
- 2.
- 3.

JOB HUNTING GAME

If you could create your perfect job, what would it look like?

Have fun! Let your imagination think there is no limit. This is an exercise to help you think about what you want and what you like. Put the question of money aside for this exercise. It's the "do what you want and the money will follow" challenge. Here are some things to think about.

- Would you work indoors or outdoors?
- Would you be in a city? The country? An island?
- Who would be there? Who would you work with?
- What is your work environment? The corner office? A cubicle? Your back bedroom?
- What do you see when you walk in the door?
- Are you working on a team or by yourself? On what types of projects?
- Who would be on your team? With whom would you collaborate and on what?
- Who would you talk to on a daily basis?
- Who would be your manager? Or would you manage people?
- What would a typical work day or a typical work week look like to you?
- How much vacation time do you want? Two weeks or summers off?

Think about these basic building blocks of your professional life. Write out your responses and review them often!

You can do this exercise with your personal life as well.

Be clear on what you want for an outcome, including the time frame. Remember this is a game. If it's not real or doesn't feel real, that's OK. Just do the exercise with a certain detachment from the results.

Ask yourself questions such as:

How will you balance work and home (hours, commute, take-home work, travel, family), single or married? If married, will your partner support your work schedule and goals? Where will you live and will you have a financial plan and save for the future? What are your spending priorities? What hobbies and fun activities are most important? If religious, how will work accommodate religious commitments?

JOB HUNTING GAME

NOTES:

JOB HUNTING GAME

Level Three: HUNTING STRATEGIES

Accountability partners

KEYS:

- Target where you want to work
- Research through networks
- Networking = Power of referrals
- Fee to recruiting firms
- Working with recruiters

How have you begun to prepare for your job search? What have you done?

What is your target geographic range?

What companies are in this geographic area? (Are you willing to relocate?)

How do you perceive the progress of your job hunt?

What has been your feedback during your job search, if any, to date?

What do you feel (not think) you can improve?

What can you do differently?

JOB HUNTING GAME

NETWORKING

Places to Network

- EDD - Employment Development Department
- Vocational organizations
- Outplacement agencies
- Alumni associations
- Professional associations – See: www.weddles.com/associations
- Industry niche focus groups
- Chambers of Commerce
- Political groups
- Personal Networks – friends / family / school / church / real estate / exercise / grooming

Where do you network?

How do you keep your network alive?

Fee search agencies

Working with recruiters

NETWORK BACKWARDS

Tell us about a networking experience which successfully led to a job or a new professional relationship. Where did you meet? How long was the process?

Who referred you? Can you go back to the same pool? Is there anything you would do the same? Anything you would do different? Think about the people who stay in touch with you and what sustains these continuing relationships.

JOB HUNTING GAME

Level Four: TOOLS

Organizational job hunt spreadsheet

Online job boards

Corporate on-line postings

Social Media

Resume

Qualifying Questionnaire

Thank you note

JOB HUNTING GAME

LOOKING LIKE THE JOB: The Job and Your Resume

CONTROLLER - SOUTHERN CALIFORNIA - FULL TIME

Our client, a major medical center with five national locations seeks a Controller.

Position Summary:

- Provide accounting, tax, operational analysis, financial analysis, financial reporting, forecasting and budgeting services to internal and external customers in an effective, efficient, accurate and timely manner.
- Full responsibility for payroll, accounts payable, general ledger accounting, financial and statutory reporting and maintaining the appropriate level of corporate governance.
- Handle billing and collection functions
- The Controller is expected to interact and communicate effectively with internal and external customers of the Accounting Department and to meet all established internal and external reporting deadlines.

Primary Responsibilities:

1. Safeguard assets.
2. Develop, implement and enforce accounting policies and procedures.
3. Develop, maintain and abide by a comprehensive reporting calendar for operational, financial and tax reports required by management and external regulatory authorities.
4. Close the books and complete a comprehensive account analysis on regular basis
5. Provide timely and accurate financial projections as requested.
6. Provide timely and accurate income, payroll, business and other tax statutory reporting.
7. Provide timely and accurate internal financial and operational analysis and reporting.
8. Provide timely and accurate operational support on a proactive basis.
9. Implement and/or maintain the requisite information systems to provide timely, accurate and comprehensive operational, financial and tax information.
10. Minimize headcount by maximizing use of technology.
11. Coordinate and provide the requisite information required by tax or other auditors.
12. Coordinate the annual budgeting process.

Minimum Qualifications:

1. Education - BBA in Accounting (required) and CPA or MBA
2. Experience - At least 6 years total experience with
 - a. 2 to 4 years in public accounting; and
 - b. 2 to 4 years in industry with a broad background in general accounting, tax, information systems, financial and operational reporting and budgeting.

Specialized Skills and Character Traits:

1. Strong work ethic
2. Interpersonal skills
3. Demonstrated leadership skills
4. Attentive to detail
5. Accounting theory and practice skills
6. Financial reporting skills
7. Financing principles and techniques skills
8. Income tax theory and practice skills
9. Information system concepts and application skills
10. PC literate and proficient with Excel, Word, Access and Power Point
11. Financial calculator literate and proficient
12. Negotiation skills

CONTACT INFORMATION

**NAME
ADDRESS
PHONE / EMAIL**

Summary:

Over 20 years of progressive, hands-on experience in executive management, financial reporting, forecasting, banking, cash/credit/collections, inventory, technology and marketing in small to medium sized, companies. Proven ability to deliver innovative solutions in all these areas as part of executive management team.

Employment History:**Major Medical Center, CITY, STATE DATES****VP of Finance,**

- Build operations, market share, revenues and net income of this multi office Medical Center.
- Implemented financial forecasting, cash/credit, inventory and technology systems to fuel growth.
- Created daily, weekly and monthly forecasting for sales actual vs. goals and commissions.
- Cut cost of workers comp and all benefits. Worked with Medicare billing.

COMPANY, CITY, STATE DATES**VP of Finance**

- As part of senior management team, was responsible for increasing revenues and net income.
- Made significant contributions to spur increased market share through aggressive customer credit program, marketing ideas and operational cost reductions.
- Implemented financial reporting, forecasting, internal audit, inventory systems.
- Designed software, (Accpac Pro Series), custom system modifications to manage the company.
- Managed first bank credit line and all interaction, reporting and annual audit requirements.
- Installed inventory controls-cycle counts to reduce write offs and increase inventory turnover.

COMPANY, CITY, STATE DATES**VP of Finance Western region,**

- Provided guidance to corporate management on legal industry to increase market share.
- Negotiated nationwide agreements to win large case bids and increase profit margins.
- Implemented financial reporting, forecasting, cash/credit requirements.
- Installed and customized new software, (Analyzer and Solomon), specific to the industry needs.
- Managed the corporate credit line including all reporting and monthly audit requirements.
- Created daily, weekly and monthly reporting system for sales, actual vs goals and commissions.

EDUCATION**COLLEGE, STATE**

BA in Accounting and Business

SKILLS

- Well versed in Best Practices and TQM management methods.
- IT Management experience in the selection, design, implementation and customizing of accounting systems
- ACCPAC Pro series
- Solomon / MAS90 / Great Plains / Platinum
- Analyzer for Legal Support companies
- Reporter Base for Legal Support companies.
- Western Data Systems Compass Contract for Aerospace.
- Strong knowledge of Microsoft Office suite. Very strong in Excel.

BEFORE

DIRECTOR OF INFORMATION TECHNOLOGY

Innovative, results-oriented management professional with over fifteen years of visible achievements providing leading edge technological solutions. Extensive qualifications in all aspects of systems administration, management and maintenance, network/servers operations and hardware/software solutions.

Exceptional skills in implementation of teams and systems to provide business solutions which increase operational efficiencies. Deliver bottom-line results through effective design, development and execution of systems to reduce or save costs.

Merge hands-on leadership style with excellent communications skills to continually drive focused team towards performance excellence. Proven record in streamlining operations, relating technical information to end users and leading projects to full fruition.

AFTER

DIRECTOR OF INFORMATION TECHNOLOGY

SUMMARY

- Innovative, results-oriented Information Technology Director with over 15 years of achieving leading edge technical solutions and major system implementations.
- Hands on technical experience with all aspects of **healthcare operations** and computer systems used in **healthcare environments**.
- Solid background in all aspects of applications and web development, systems administration, infrastructure management and maintenance, including network/servers operations and hardware/software solutions.
- Exceptional skills in providing IT solutions to meet the needs of business and increase operational efficiencies. Deliver bottom-line results through effective design, development and execution of systems.
- Solid managerial experience includes hiring and managing high functioning technical teams.
- Proven record in streamlining operations, relating technical information to end user clients and leading projects to full fruition to industries including **healthcare**, e-commerce, logistics and more.
- Oversaw electronic test claims sent to Medicaid, Medicare, Blue Cross, Cigna, NHIC, and Noridian to insure each claim was **HIPAA**-compliant.
- **Medical certifications** in medical terminology and billing using ICD9 and CPT Coding.
- Solid background as Senior IT Project Manager with PMP certification pending.
- Exceptional communication and interpersonal skills, especially when working with non-technical end users.

BEFORE

Chief Technology Officer (CTO) • Chief Information Officer (CIO)

Senior IT executive with 15+ years' expertise in:
Technology Division Development, Strategic Planning, Office Automation/Integration, IS/IT Management,
Emerging Technology, Standards Development, Budgeting, Office Architecture
Determining and meeting organizational needs through insightful application of cutting edge technology.

AFTER

- CIO specializing in running an IT organization that delivers A+/ first class IT support to highly paid, intensely busy professionals who need their IT infrastructure to work seamlessly, available for director level role on the West Side, San Fernando Valley or Ventura County.
- Very familiar with back office needs of intense deal flow, such as mergers, acquisitions, high level transactions and high-net work clients.

SAMPLE COVER EMAIL – Matches Job Posting

Subject: Resume of XXX for Director of Infrastructure Services
Attachment: Resume of XXX- IT Director.doc

Dear Sir or Madam:

I was pleased to see the advertisement for Director of Infrastructure Services on your web site because it appears to be a very close match with my skills and experience. For your convenience, I have included a point-by-point comparison of your stated requirements with my qualifications.

Your Requirements

- 10 years of IT operations management

- Strategic vision

- Vendor/hosting management

- Team management

- Budget responsibilities

My Qualifications

- 16+ years of progressive management experience overseeing global infrastructure projects, server administration, storage area network (SAN) management, client support (MAC activity), business continuance/disaster recovery, identity management, workstation engineering, and data center operations.

- Developed and implemented enterprise infrastructure strategies that allowed for growth, performance, and availability of systems to meet current and future business needs.

- Managed vendors to meet service objectives, training needs, and cost containment. Vendors included HP, Sun, EMC, Microsoft, IBM, EDS, Dell, Cisco, CA, BMC, and others. Managed hosting vendors for infrastructure deployments.

- Former IT Director managing an organization of up to 30 people in diverse groups from technical, operational, to service support.

- Total P&L responsibility for infrastructure with capital and project budget responsibilities.

I see this as a very promising opportunity and would like to speak with you to learn more about this position and the search process.

Sincerely,

Question Number	Question Text	My Response	Notes
1	Name		
2	Visa Status?		
3	Availability?		
4	Reason for leaving present position?		
5	Are you currently interviewing?		
6	Current Salary or hourly rate?		
7	Salary expectations		
8	Ability to interview – best days and times?		
9	Contact telephone number during business hours?		
10	Salary history (states last 10 years and Company names) reason for leaving each position?		
11	Would you relocate for the right opportunity at your own expense?		
12	Degrees held?		
13	Do you have experience in the Healthcare or Medical Industry		
14	How many years in your level of expertise?		
15	Budget responsibility		
16	Management or supervisory skills, if so how many direct and indirect reports		
17	If we were to run a background check, is there		

	anything we need to know up front?		
18	Tell me about yourself, and why you are the right person for this position?		

Please Rate Your Skills as Follows 1-10 (10 being the highest)

Strong work ethic		
Interpersonal skills		
Demonstrated leadership skills		
Attention to detail		
Certified Public Accountant (preferred)		
Accounting theory and practice skills		
Financial reporting skills		
Financing principles and techniques skills		
Income tax theory and practice skills		
PC literate and proficient with Excel, Word, Access and Power Point		
Financial calculator literate and proficient		
Negotiation skills		

NAME
ADDRESS
CITY, CA ZIP
Phone / Email

DATE

Dear Hiring Manager:

Thank you for your time yesterday morning. It was a pleasure to meet with you and your team to discuss the Controller position.

I recognize that you need someone who can look for cost savings and enhance operating efficiencies, as well as run the finance department. Someone who can turn these missed opportunities into an improved bottom line. My background in a major medical center fits perfectly for this role in your firm.

I am very impressed with your firm and look forward to being part of your continued growth. I'm looking forward to hearing from you soon.

Thank you for your consideration.

Sincerely,

NAME

JOB HUNTING GAME

LEVEL FIVE: THE INTERVIEW

Consultant mentality

Phone interviews

RCTS

HIRING MANAGERS

Candidate questions for the initial/phone interview

- Why is the position open?
- What are the priority projects for the next six months?
- What are some of the immediate challenges of the role?
- What would be the next step?

Questions to Ask

Near end of the interview:

- How many people are you planning to bring in to interview?
- What's the best way to follow up with you?
- What's your time frame for someone to start?

Types of Interviews

In-Person Interviews

BODY LANGUAGE

One-on-one

Sequential

Group / Panel interviews

Video

Lunch

How interviews get blown

JOB HUNTING GAME

Now... Don't Forget *PEP* for YOUR SUCCESS!

POSITIVITY

<u>Without</u>	<u>With</u>
<p>Job search = impossible task with the current economy</p> <p>Face a difficult issue and find ways to avoid the problem</p> <p>Blame others for difficulty faced in work and in life</p> <p>Interview: will discuss at length problems and issues faced at previous job</p>	<p>Current economy is a tremendous opportunity</p> <p style="text-align: center;">Focus on finding solutions</p> <p>Take responsibility for current circumstances</p> <p>Interview: will look at all past experiences as challenges needed to prepare for next career move</p>

EMPOWERMENT

<u>Without</u>	<u>With</u>
<p>Believe skill set limits you to a few specific job sectors</p> <p>Overwhelmed at work. 2nd guess own decisions</p> <p>Interview: Fidgety, sweaty, do not make eye contact, rush and ramble on</p> <p>Insecure; unworthy, lack self esteem</p>	<p>Capable of cross-training and learning new skills</p> <p style="text-align: center;">Take charge; own the Job</p> <p>Interview: Relaxed, loose, focused, on topic, interject humor and to the point</p> <p>Confident; strong believe in self</p>

PASSION

<u>Without</u>	<u>With</u>
<p>Send out the same résumé to hundreds of job openings a week</p> <p style="text-align: center;">View work as a means to an end</p> <p style="text-align: center;">Clock watcher</p> <p>Interview: comes across as trying too hard, technical and boring</p>	<p>Send out ONE specific résumé a day explaining why you are the perfect candidate for the job</p> <p style="text-align: center;">View work as an extension of self</p> <p style="text-align: center;">Time flies when you are having fun</p> <p>Interview: excitement and enjoyment are contagious to everyone</p>

JOB HUNTING GAME

TOP 20 INTERVIEW QUESTIONS

1. Tell us about yourself

- a. Who are you and what is important to you?
- b. Discuss concrete details as to why your professional skills make you a fit for the position.
- c. Elevator pitch!!!!
- d. DO NOT RAMBLE

2. Tell me what you know about this company.

Have you done your research? Have you seen our website? Do you understand what's important to us and our culture?

3. What appealed to you about this position?

4. If you could have any job in the world what would that be?

(It better be the one you're being interviewed for!)

5. Describe your ideal manager.

6. Describe a typical workday or work week for you.

This tells an employer what you expect from a position and how you would handle job.

7. Where would you like to be five years from now?

Answer this with relevance to the company - not to your family, your side business or your dreams.

- a. You look for opportunities to own the job and grow within the company.
- b. You do your work and then look for additional work as you master the role, because every business always has more work to be done.

JOB HUNTING GAME

TOP 20 INTERVIEW QUESTIONS

8. **Tell me about two projects you've worked on—one which was successful and one which failed.** *What did you learn from each?*

9. **Tell me about your managerial skills.** *What would people who report to you say about you? What makes you an effective manager? Have you managed a budget? Hiring / Firing / Performance reviews? Mentoring?*

10. **Tell me about your negotiation skills.**

11. **Sell me this pencil.**

12. **How do you handle criticism about your work?**

13. **Tell me about an issue you had with a colleague or manager and how it was resolved.**

14. **Have you ever been fired? Why?**

15. **Why have you changed jobs so frequently?**

16. **If we offered you this job, tell me how you would see your first six months here.**

JOB HUNTING GAME

TOP 20 INTERVIEW QUESTIONS

17. What do you do in your spare time? (*This shows you are well-rounded*)
18. Tell me what you do to “give back.”
19. How are your other job interviews going?
20. How much are you making / looking to make?

CONTROVERSIAL QUESTIONS

Interviewers may not ask about your national origin, religion, political beliefs, date of birth or the ages of your children. Sometimes people innocently ask questions. Your goal is to get the job.

If the corporate culture does not match your life, you should know up front.

You've been out of the job market for a while. *Why are you interested in this position and how would you handle this? How have you kept your skills current?*

- Answer honestly about the situation and why you took time off.

JOB HUNTING GAME

PERSONAL QUESTIONS

If you are asked a personal question and you prefer not to answer and say so, you could be perceived as not being forthcoming and not sharing.

How old are you? *(This is only ok to ask if it is to ascertain that you are over 18.)*

You just got married. Wow! Are you planning on having kids?

Yes, however I can work late hours or travel as required. Kids are not on my radar screen at this time.

Do you have children?

Yes, we have two children and a support network in place.

JOB HUNTING GAME

QUESTIONS TO ASK EMPLOYERS

- Is there career advancement in this position?
- What skills make someone successful in this position?
- How did you get started in this industry / this company?
- What do you enjoy most about working here?
- How does this company..?
- What are the next steps?

HOW TO LAND THE JOB

Ask each person with whom you interview to tell what the job description is in their words.

Ask questions throughout the interview, but save two questions for the end:

1. If you don't mind my asking... how long have you been with the company?
2. How happy are you working here?

Last Question:

3. How do you see me fitting into your organization?
(This gives you INSTANT FEEDBACK on how the interview went.)

When will you make a decision?

JOB HUNTING GAME

LEVEL SIX: NEGOTIATION SKILLS WINNING THE GAME & THE CORNER OFFICE

The offer and negotiations

Negotiation Skills

- Know what you want
- Know what you are willing to trade
- Know what your bottom line is before you walk

Bracket Your Expectations

Salary

Too High

Too Low

Perfect

What's Negotiable?

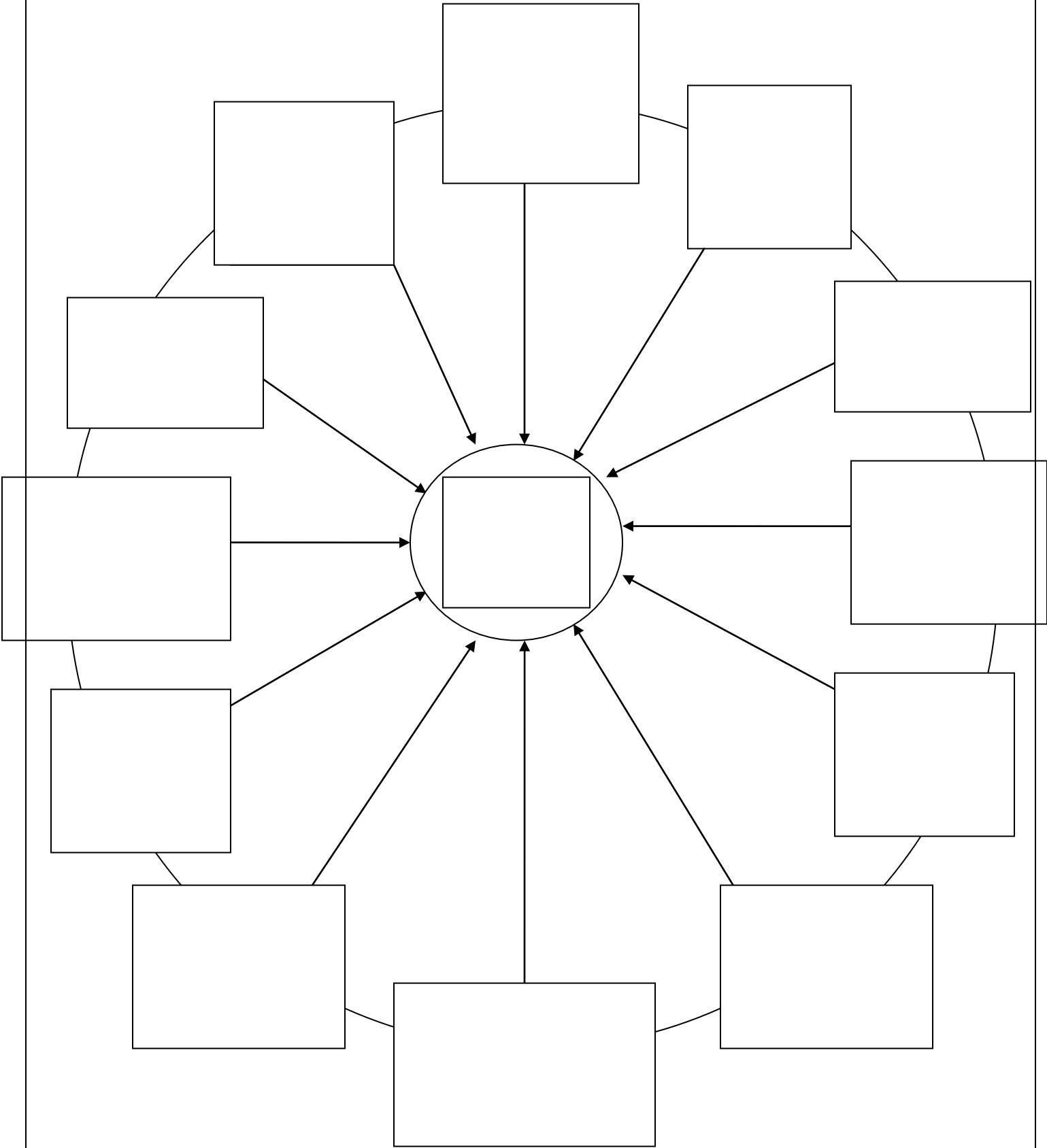
- Salary
- Bonus
- Early review
- Date of increase
- Benefits
- Paid Time Off (PTO)
- Training
- Education reimbursement
- Memberships
- Title

Juggling multiple offers

Accepting an Offer

- How do you feel about the position?
- The commute?
- How do you feel about the responsibility? Is there room for growth?
- Is the job compatible with your skills, background and interests?
- How about the corporate atmosphere?
- Do you like your immediate supervisor and team?
- Is the total compensation in line with what you wanted?

FOCUS WHEEL



...

JOB HUNTING GAME

Notes:

RESOURCES

[Indeed.com](https://www.indeed.com)

[simplyhired.com](https://www.simplyhired.com)

[RileyGuide.com](https://www.RileyGuide.com)

[Job-Hunt.org](https://www.Job-Hunt.org)

[JobStar.org](https://www.JobStar.org)

[Checkster.com](https://www.Checkster.com)

[ResumeRabbit.com](https://www.ResumeRabbit.com)

[Careerbuilder.com](https://www.Careerbuilder.com)

salary.monster.com/CostOfLivingWizard

[Salary.com](https://www.Salary.com)

Resources by Dianne Gubin

[JobHuntingGame.com](https://www.JobHuntingGame.com)

[HireFireWin.com](https://www.HireFireWin.com)

[DianneGubin.com](https://www.DianneGubin.com) – Career video clips created by [Jobing.com](https://www.Jobing.com)

