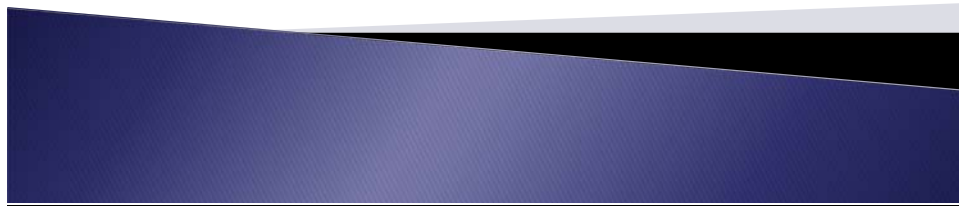




Just One Thing

Top Tips for a Successful Job Search



Just One Thing - Top Tips for a Successful Job Search Q&A Virtual Training- Nationwide June 24, 2010

Overview

This month we hosted a Question and Answer webinar called Just One Thing - Top Tips for a Successful Job Search. This session was a chance for applicants to call in and ask their top questions about the job search process. We had three participants and the session lasted for an hour and forty five minutes. The training was especially interactive and we were able to answer everyone's questions and to provide some customized job search advice for each participant.

Highlights

We started out by having the participants introduce themselves and list their top job search questions. Most of the questions focused on what to include in your resume and how to get an interview. We offered advice on organizing the job search process and focused on keeping a record of applications and contacts. We recommended networking, gave each participant ideas of how to expand their network, and suggested resources that they should use in their community like the Fleet and Family Support Center.

All of the participants had resume questions, so we asked them to e-mail us their resumes for a critique. The virtual desktop was extremely effective for the resume critique process. Each participant was able to see a copy of the resume on their computer and the changes that we made. We emphasized adding a clear objective, tailoring your resume to the job by removing unnecessary information, and how to organize information effectively. After the session each participant was sent a resume guide and a training guide.

The question and answer format and informal structure of this session seemed to be very effective. We will continue to hold this training along with sessions dedicated to topics like job fairs, networking, and interviewing.

Questions

These are the top questions that our participants asked:

1. How do you get an interview?
2. What should be in your resume?
3. What is the process after posting a resume?
4. What is the next step after you apply?
5. How do you reduce your resume down to key info?

Feedback

What did you think of the format? This was more of a call in session and more informal than usual, how do you think that worked?

The format, to me was great. Even though informal it allowed people to get involved and express their mistakes, fears, etc. and understand the importance of a resumes focus. Overall it worked well and I learned a lot. Thanks.

What did you think of the content? Did we answer your questions?

The content was brief but to the point and that is what I liked. Had no problems with the information provided. I felt that all of my questions were answered and expounded upon as well, as needed.

Are there other topics you would be interested in?

Not sure if you have this yet but, the follow up process after interviewing with the hiring department. What approaches to take to show appreciation of time for considering you as a potential candidate?

How were the presenters' knowledge and presentation?

Based on the knowledge and aspects of the questions and concerns, I believe the presenter's knowledge was exceptional and she opened up our minds and eyes in being aggressive in the job market.

Would you recommend this training?

I would definitely recommend this training.