

## **Green Jobs Forum Notes from Barbara Englehart**

### **RECOMMENDED ACTIONS**

#### **Get a plan –**

- I like the suggested marketing plan by Career Network Ministries.
- Figure out what you want to do, position yourself, find your targets, market yourself.
- Sometimes this requires some time and effort
- Take time to find a match between your skills and your passions
- Your job search is selling yourself.

#### **Help people help you -**

- Make it easy for them to help you
- The more specific you can be in communicating your targeted job and hopefully dream job, the more likely they will think of you for an opportunity
- Example: my son wants to be a pilot and is super focused.
- Example: ICF employee referral programs

#### **Get your stories ready for networking and interviewing-**

- Interview practice group run by Kevin Connifey on Tuesdays in Northern VA. He does a presentation at 5:30 pm on Tuesdays at Career Network Ministries
- 5 basic interviewing questions and you should have several stories of accomplishments ready to go
  - Tell me about yourself?
  - Why should I hire you?
  - Why do you want to work here?
  - What is your greatest strength?
  - What is your greatest weakness?
  - Questions about accomplishments and problems solved?

#### **Get out of your house and talk to people**

- Don't stay home behind a computer.
- If possible, enjoy yourself – use this as a time to socialize and reach out to people
- Network doing things you like to do.
- Tell everyone you know that you are looking. There is no shame in job searching in today's economy
- Take advantage of the opportunity to look for a job you will enjoy

## RESOURCES

### **CareerConfidence.org** – <https://www.career-confidence.org/>

- They operate Saturday morning 8:30 am to 12 noon workshops primarily in Fairfax, Rockville, and Loudon County.
- The website has links to each location events which are listed on meetup sites. Fairfax is here - <https://www.meetup.com/Career-Confidence-Fairfax-County/>
- There are also increasing mid week events.
- I volunteer at the Saturday workshops in Fairfax on the 3<sup>rd</sup> Saturday of the month.
- The main contact and founder is Robert Brandau, a former executive recruiter

### **Career Network Ministries (CNM)** – <https://www.meetup.com/mbc-cnm/>

- Tuesday night – a whole evening of presentations and resources at the McLean Bible Church.
- See the various topics on the meetup website
- I highly recommend going for the new attendee orientation at 5:30 pm and getting the overall guide book for a job search. This is an excellent resource.
- I also highly recommend going to “Winning the Job Interview” with Kevin Connifey which is also at 5:30pm. That presentation gives an introduction to the group described below.

### **Interview Practice Group** –

- Kevin Connifey runs an interview practice group that meets on Tuesday afternoons in Northern VA, usually in Chantilly or Reston libraries.
- I actually really enjoyed this group.
- You practice interview questions with a of a group of about 10-15 people. Everyone provides critical and caring feedback, and Kevin runs the group with good advice and a sense of humor.
- There is no website for this group. He presents at CNM at 5:30 pm on Tuesdays and sends out an email weekly. I am still on his email list because I enjoy his words of inspiration. His email list is long, so I think others do the same.

### **Jobscan.co**

- The above resources will stress that you should spend more time networking and less time applying for jobs online.
- That said, I found the tool [jobscan.com](https://www.jobscan.co) helpful for applying for targeted jobs.
- Website that scores the match between resume and job description. It then provides feedback on scoring that gives ideas on editing.