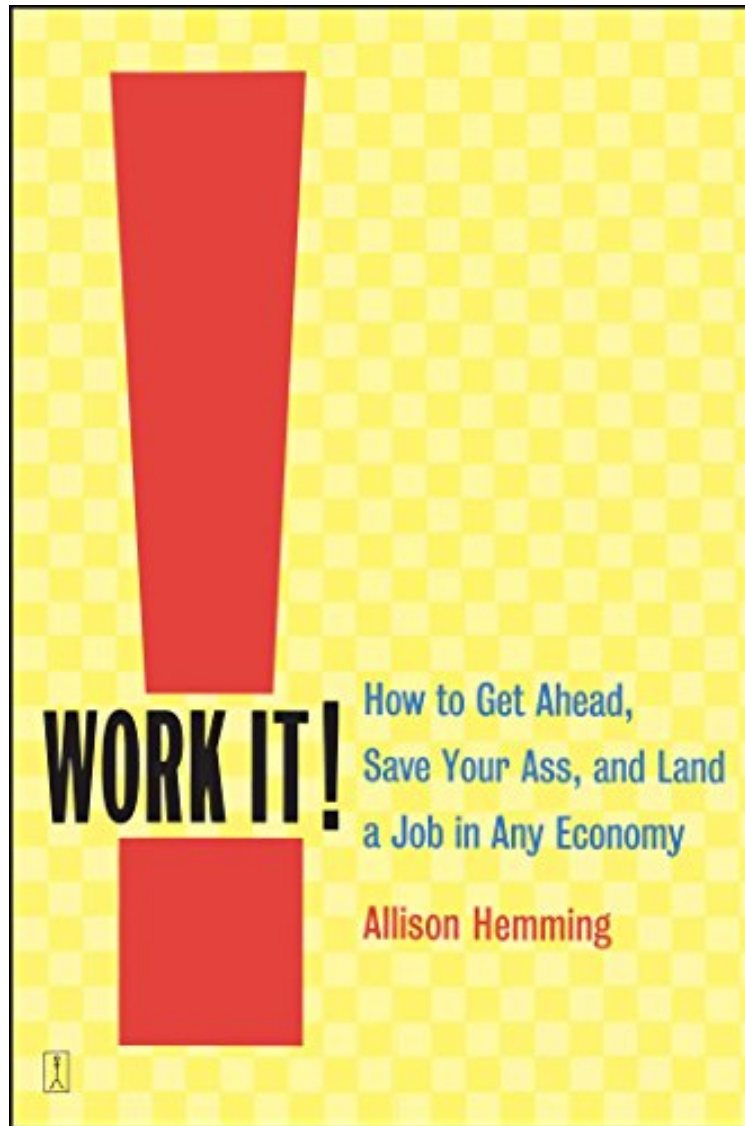


Work It!: How to Get Ahead, Save Your Ass, and Land a Job in Any Economy

Allison Hemming

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Allison Hemming : Work It!: How to Get Ahead, Save Your Ass, and Land a Job in Any Economy before purchasing it in order to gage whether or not it would be worth my time, and all praised Work It!: How to Get Ahead, Save Your Ass, and Land a Job in Any Economy:

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you to stay current in how to get and keep a job. You will stay one step ahead of the game. Great buy!! 1 of 1 people found the following review helpful. Decent for \$4 By VampireNovelFan This is not a bad way to spend \$4. I found it in the bargain bin at Borders (may it now rest in peace), and have referred to it for every job interview. It's an easy read to read all the way through, but I actually found myself tabbing and re-reading certain passages to hammer a few principles home, especially when it comes to negotiations and what I can expect with first offers. Basically, it is a general guide that starts out with providing advice about how to make yourself stand out over the competition. You learn networking processes as you work with headhunters. You are given the usual questions that may be asked at a job interview so that you can be ready and prepped to make the best responses you can. It also provides advice on behaviors like your body language. It's so important to be aware of how the interviewer perceives you. The first impression may be the ONLY impression, so you have to make it count. It also shows you the other side of the job process in the event that you are laid off and what options that are available to you. The text is useful, the book isn't too big. So I really recommend it if you can find it for cheap or for free.

Looking for a job? Preparing for the biggest interview of your life? Facing a layoff? Have no fear. *Work It!* has all the strategies you need. The work world isn't so friendly anymore. Landing the job you want takes a little more sweat in this tight job market, and keeping that job requires savvy and vigilance. This smart and comprehensive guide, packed with punchy, frank advice, gives you the tools and techniques that will help you get the most out of your job hunt. Allison Hemming, a noted career expert, delivers a needed dose of wisdom from the trenches in a manual that is perfectly updated to suit the modern work environment. *Work It!* gives you the skinny on all you need to know, including: bull; Step away from the computer -- the Internet may be ruining your job search bull; Lose the McResume and get a grip on the lost art of correspondence bull; The ABCs of networking -- don't wing it, work it! bull; Training tips for peak interview performance bull; Seal the Deal -- how to negotiate and accept a job the right way If you are recently unemployed or see a layoff looming, there's a bonus Pink Slip section that will make you better able to bounce back and stay financially afloat during your job search. And for recent college grads, there's a road map for getting a J.O.B. degree. Alter your approach to job-hunting from this moment forward! Now go work it!

From Publishers Weekly Combining classic job-getting strategies with information age tactics, Hemming's chatty book offers one-stop-shopping for job seekers between the ages of 18 and 35 (although Boomers can probably pick up a tip or two). Hemming, who founded the interim staffing agency Hired Guns and created "Pink Slip" parties, uses her marketing background to provide a user-friendly and entertaining guide happily free of the typical charts, graphs and worksheets. Always be in the process of building up your network, and remain vigilant for potentially golden opportunities, job satisfaction notwithstanding, she says. When interviewing, bring lots of extra resumes with you, and if you have to wait for the interviewer, "never, ever play with the squeeze balls sitting on the interviewer's desk, however tempting they are." Hemming even includes a chapter on getting by while unemployed, complete with advice on balancing a checkbook and paying bills. Sidebars written by recruiters and hiring managers and tips from job seekers round out the book. Copyright 2003 Reed Business Information, Inc. About the Author Allison Hemming is the founder of The Hired Guns, an interim workforce agency. She lives in New York City. Excerpt. copy; Reprinted by permission. All rights reserved. Introduction During the carefree days of the late 1990s -- remember them? -- the job market for twenty- and thirty-somethings was flush. Young people could write their own tickets: stock options, outrageous benefits, fat salaries, quirky job titles, and cool working environments were readily available. If you were searching for a job, the 1990s were good times. But the good times couldn't last forever. When the dot-com bubble burst a few years ago, I threw a party for a bunch of friends of mine who had just been laid off. The party scene had always been a big part of the dot-com world, so with some willful defiance against the employment gods, I called my soiree the Pink Slip Party. It was July 2000, and I had no idea that my little get-together -- a "safe haven for dot-com-miserating" -- would soon blossom into a major community-networking event. Friends brought their friends, and recruiters even showed up. Soon, hundreds of people were crowding New York City nightclubs, grooving to "I Will Survive," drowning their sorrows in Guinness and Cosmos, but always making valuable connections and discovering that they weren't alone. As the economy continued on its downward spiral, laid-off workers from every industry started showing up and I threw one new Pink Slip Party per month. The idea spread, and by the end of 2000, Pink Slip Parties were popping up all over the country, from Atlanta and Philly to Boston and San Francisco. People even started throwing Pink Slip Parties in London, Berlin, Amsterdam, and Tokyo. Meanwhile, as the founder of The Hired Guns, an agency that places freelancers into short-term projects, I knew what companies were looking for in new employees. Thus, I was in a unique position to offer career advice to the downsized. As the Pink Slip Party circuit blossomed, though, I had no idea that doling out job-hunting advice would become, quite literally, my full-time job. I'm a firm believer in "what goes around comes around," so as people kept asking for help with their job searches, I kept giving it. When I started to get the same queries from job hunters and pink slippers over and over again, however, I realized just how different getting a job is now from when our parents first started out. Landing a job today requires learning the new rules of engagement that govern the current working world. It's easy to develop a false sense of job

security when the economy is hot. But if you start feeling smug and complacent, like a milk-fed house cat, your survival will be at risk. You need to keep your job-hunting claws sharp, so that if you get tossed out into the cold, cruel job market, you'll have the skills to compete. With that in mind, consider *Work It!* your job search scratching post. Whether you're just starting out on your job hunt, are about to go into the biggest interview of your life, or just got laid off, this book was written so that you get the information you need, when you need it. I hate those books that force you to read the whole thing before you can start seeing an improvement in whatever it is that they're trying to get you to do. You should be inspired to implement recommendations on the fly. That's why in *Work It!* every tip within every chapter is written so that you can take immediate action and improve your job hunt. How much more instant gratification could you want? Read it front to back, if you want a total job hunt overhaul. Or skip around to cull the information that's relevant to you, right now. If you only have a few minutes to spare, read it on the bus or take it to the bathroom. *Work It!* is written a lot more like a web site than a career tome. So, pop around and enjoy yourself. Each and every chapter also includes sage advice from career experts as well as epic war stories from job seekers just like you, who share their successes and failures. If this all sounds like a bit more than you need right now, fear not. The first chapter, "Get Out of Your Own Way," summarizes the major takeaways from the book. Thereafter, each chapter ends with an action plan, "Now Go Work It!," so that you can start making changes to your job-hunting efforts right away. The first section of the book, "Everything You Know Is Wrong," includes chapters that will challenge you and get you to see things differently so that you can conduct a successful job hunt. The chapters in Part Two, "Back to Basics," provide you with the tactical elements of the job hunt. They're designed to hone your job-hunting skills from resume writing and interviewing to negotiating your eventual job offers. The last section of the book, "Break Open in Case of Emergency!" offers specific advice when you need some job-hunting 911. When your career is at a turning point or crisis, crack these chapters open. You'll get through the tough stuff from figuring out if you're about to get pink-slipped to surviving unemployment without going broke. There's also a special chapter for people just starting their careers. This book is noticeably devoid of charts, graphs, or those insufferable worksheets. If you want one of those career books, head directly to .com or Barnes and Noble, choose from hundreds of options, and let them collect dust on your bookshelf. (Okay, there is a Six-Month Survival Budget, which you'll need and should use if you get laid off or are still looking for a job. But it's painless, I promise.) I'm hoping that *Work It!* will debunk a few career myths and radically alter the way you approach job hunting from this moment forward. Filled with in-your-face advice, a needed dose of realism, and anecdotes from the trenches, *Work It!* is not for the wishy-washy. It's meant to be dog-eared and tattered, shared with friends and used and abused. Job hunting is never fun, especially today. But if you adopt the tools and techniques you'll find in these pages, you'll get results. Now go *Work It!* Copyright copy; 2003 by Allison Hemming

Chapter One: Get Out of Your Own Way: Diversify, and Get the Job You Really Want

Economies will rise and fall, but you, my friend, will always need a job. (Unless, of course, you're already rich and successful beyond your wildest dreams, in which case you can close this book now.) Instead of betting the farm on which way the economy's heading, you need to make your job search independent of the economy. It's going to be a very long time before we see a job market fueled by as much hubris, hype, and cash as that of the late 1990s. Back then, we could write our own tickets, choose among a variety of glamorous jobs, and reap fat salaries. Those days are long gone. Somewhere in the midst of the boom years, we lost our grip on (or never learned) time-tested job-hunting strategies. We believed that the Internet would make finding a job (like everything else) easy, cheap, fast, and painless. The result: today, around the country, hiring managers and recruiters are scratching their heads, wondering where the solid candidates have gone. Left in their place are applicants devoid of passion, politeness, and proper business acumen. As painful as it may be to admit, you are probably one of these applicants, at least in some respects. If you are looking for a job right now, are finding it's going badly, and can't figure out why, chances are you are one of the clueless ones. Face it, that's going to have to change. Job hunting is something you must get good at, because you're going to be doing it a lot more often. Data from the U.S. Bureau of Labor Statistics shows that before you retire, you can expect to change jobs at least ten times and switch careers at least three times. Successful job seekers know that old school is fast becoming new school. Networking, building relationships, personalizing and tailoring your job search, and focusing on what you want and where you fit best are skills that will never let you down. In this book, you can look forward to a hearty helping of no-holds-barred advice (tough love, if you like) on how you can get your job search on track and land your next job -- no matter which direction the economy is headed. Inertia Will Be Your Real Enemy

A body at rest tends to stay at rest. It's nearly impossible to land a job by sitting around in your pajamas surfing the web. Even when the economy was going gangbusters, people still had to put on nice clothes and go meet other human beings for interviews. Here's the bottom line: people don't like job hunting because it's time-consuming, a little scary, and often involves rejection. The good news is that if you can live through being single and dating, you can survive and excel at a job hunt. Just don't try to look for the easy way out. You're not looking for a one-night stand; you want a long, stable relationship. The most effective jobhunters are the ones that never stop hunting. If you plan on actively managing your career, you need to be out there looking all the time. This isn't to say that you should be interviewing 24/7, but you do have to put yourself in the mix so that you're aware of opportunities and can take advantage of them as they arise. Start by pressing the flesh and making contact with real live human beings on a regular basis. You will

get back what you put in. This means that if you approach your job hunt passively, you can expect recruiters and hiring managers to respond passively to you. For most people, job hunting does suck, but it doesn't have to. It's impossible to get a new job, one that you really want, unless you're keeping your "tentacles" out there. Get realistic about how long it will take to find the job. Don't wait until you're desperate. A good rule of thumb is to expect the search to last about 4 to 6 months from start to contract signing. That duration might be shortened if you're approached directly by a headhunter for a specific job or you're getting poached by a direct competitor. Or it could take even longer if you're looking for a highly competitive, unique, or senior position. Also, i...