



THE HIDDEN JOB MARKET

TEN TIPS TO HELP YOU GET THE JOB By Terri Lee Ryan



Looking for work? Today it's not enough to surf online or attend networking events to land a job. In a highly competitive labor market, with unemployment averaging just over 10 percent, you need to work smart and be creative in your pursuit of employment.

1 Contact companies where you've previously interviewed. Consider those companies where you interviewed and were in close contention for a position, but in the end someone better qualified. Interviewing is never a waste of time. Go back to the hiring managers and inquire about current openings; this time you may be the right person for the job. Plus, sometimes a company's initial hire doesn't work out so you may be re-considered. It happens all the time.

2 Reconnect with former bosses, co-workers and subordinates. These individuals already know the value you bring to a company, making them more comfortable in recommending you to others. They are a tremendous resource for potential job leads and company introductions. If you're currently employed, make sure the people that you reach out to are trustworthy in a confidential job search. The last thing you want is for your current employer to find out about your extracurricular career exploration. A last word of caution: be very selective about where you post your resume on company and career sites, and consider not listing your name.

3 Renew contacts in organizations where you were once active. This may include fraternities, sororities, professional business groups, charities, neighborhood associations, and health, tennis and golf clubs where you've established relationships. They already know you since you've worked and/or played with them side-by-side.

4 Establish your own advisory board. Develop a short list of individuals within your industry that you respect and can contact to help guide you through your career. They are your coaches to help keep you on track and may also lead you to a potential position if they think you're a good fit.

5 Develop ongoing relationships with executive recruiters. They're essential for keeping your options open. Help them with candidate referrals and they'll help return the favor when you begin a job search. They usually focus on a specific industry and have spoken to more people than you can imagine, making them an excellent source for information and contacts.

6 Contact not-for-profits. They often seek outside talent to help them in their management, sales and marketing needs. Try www.npo.net for job listings. They value corporate talent, especially candidates who have worked at large consulting firms. But, they also like candidates with long lists of contacts since fundraising is key to their survival.

7 Volunteer your services. Consider volunteering at companies where you'd like to work. Let them get to know you, assess your strengths and determine whether you're a fit for the organization. The person you report to will become vested in your success within the company. Make sure you volunteer in the area within which you want to work.

8 **Check out international companies.** Research what companies are opening offices in your city. These firms will need local talent. Recruiting locally saves them money since they don't have to pay for relocation expenses for candidates either overseas or in other cities. International firms need employees who know the city, have local contacts, knowledge of the marketplace and understand the local culture.

9 **Become a leader in a business organization.** Stay connected to your industry through business organizations that support your sector. It's important to not only join, but also get involved. Become a committee leader, then pursue a position on the Board of Directors. You'll not only meet various people in your industry, but also create a personal brand by committing to your industry. This is vital for surviving your career.

10 **Consider the government sector.** This may be the Peace Corps, the FBI, the security division or the local government. Traditionally, the government sector has paid their employees less, but they offer good benefits and pensions. Plus, in part due to the stimulus package, the pay scale within the government is increasing, as is the number of available jobs.

RESOURCES Here's just a sampling of what's available to begin your job search...

Boyden World Corporation www.boyden.com

Business Network Chicago www.bnchicago.com

Career Builder www.careerbuilder.com

CareerMag.com www.careermag.com

Chicagoland Recruiters www.chicagolandrecruiters.com

The Chicago Network www.thechicagonetwork.org

DHR International www.dhrinternational.com

Executives' Club of Chicago www.executivesclub.com

Illinois Skills Match Workforce Development System
www.illinoisskillsmatch.com

Illinois Work Net Center www.illinoisworknet.com

NPO.net www.npo.net

The Larko Group www.thelarkogroup.com

Oracle Recruiters www.oraclerecruiters.com

Platinum Executive Recruiters
www.mriexecutiverecruiters.com

Professional Women's Club of Chicago www.pwcc.org

Reaction Search International www.reactionsearch.com

Russell Reynolds Associates www.russellreynolds.com

WomenonCall.org www.womenoncall.org

Youngblood Executive Search www.yngbloodexecsrch.com

Young Nonprofit Professionals Network of Chicago
www.ynpnchicago.org

Terri Lee Ryan is president of Human Capital Solutions, Inc. and author of *Life is One Big To-Do List: A Woman's Life after 40*.

LOOKING TO CHANGE YOUR CAREER?

CONSIDERING LAW SCHOOL?

GET AHEAD WITH ROOSEVELT UNIVERSITY'S

PARALEGAL STUDIES PROGRAM

- Experienced, professional instructors offer real-world access.
- Courses taught by seasoned attorneys and paralegals.
- Graduates sought after by top law firms, government agencies and corporations.
- ABA-approved since 1976.
- Ask about our 4 ½ month certificate program.

Spring Classes Begin January 25, Apply Now!

Visit us at www.roosevelt.edu/paralegal
or call (312) 281-3300 for more information.

ROOSEVELT
UNIVERSITY