

How to Get a Better Job at Hughes Part 1

10 April 1986

HOW TO GET A BETTER JOB HERE AT HUGHES

1. Self-Assessment
 2. Preparation for Interview
 3. Negotiate for Job and Money
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INTRODUCTION

GET ATTENTION

Hi! How are you?

I'm Ron Kurtus and welcome to the Noon Hour Personal Advancement Seminar.

Please sign the acceptance sheet, and there are 15 a list of the viewgraphs on the table.

GET INTEREST

Let me ask you a question.

How many of you want a BETTER JOB? How many WANT to:

- Be doing more INTERESTING WORK.
- Get more CREDIT for what you are doing.
- Get a PROMOTION
- Or be getting more money?

Let's see a SHOW OF HANDS.

(GET AUDIENCE RESPONSE)

Unless you're WAITING FOR RETIRMENT, EVERYONE should have his hand up.

DISSATISFACTION

Now I'm not asking if you're DISSATISFIED with your present job. You can be VERY SATISFIED with your work but still be HOPING for an ADVANCEMENT.

OTHERS FEEL THE SAME

We ALL want to GET AHEAD.

We ALL want more MONEY, more PRESTIGE, and to MOVE UP in the world.

REFERENCES:

"What Color is Your Parachute?" by Bolles

"Throw Away Your Resume" by Hochheiser "Who's Hiring Who?" by Lothrop

"Marketing Yourself" by Catalyst Staff

Based on MY OWN experience, experiences of ASSOCIATES, and various TEXTS on the matter, I've come up with some POINTERS on how to get a BETTER JOB.

THEME

Since there are so many OPPORTUNITIES in THIS COMPANY, I'll keep things in the CONTEXT of getting a better job HERE at HUGHES.

So, right now I'd like to explain THESE PRINCIPLES and THEN we can DISCUSS them.

Perhaps some of these concepts will PINS A BELL with you and HELP YOU in your OWN EFFORTS.

BODY

PROBLEMS AND MOTIVATIONS

Let's just go AROUND THE ROOM and see what type of jobs everyone here has. I'm a Systems Engineer.

(GET AUDIENCE RESPONSE)

REASONS TO WANT

There are SPECIFIC reasons people usually have for wanting a better job.

SOME REASONS TO WANT TO GET A BETTER JOB:

1. DISSATISFIED WITH
 - Wages
 - Supervisor
 - Type of work, and/or

 2. HAVE A GAME PLAN, WANTING
 - Promotions
 - Preferred parking
 - Responsibility
-

(READ VIEWGRAPH)

Can you think of any other REASONS why YOU'D want a better job?

(GET AUDIENCE RESPONSE)

I know that many Engineers with 2 to 3 years of experience get DISSATISFIED when they hear that Engineers just out of college are PAID MORE than them.

On the other hand, a friend of mine has a distinct GAME PLAN that after 3 years at Hughes, he expects a certain PROMOTION.

AFFECT ATTITUDE

Some of these REASONS can AFFECT your ATTITUDE. People get ANGRY, EMOTIONAL, or DISTRESSED over PROBLEMS on the job and may make an IRRATIONAL career decision. Like, they could TELL SOMEONE OFF and then QUIT.

Thus, there are some FACTORS to CONSIDER before changing jobs.

FACTORS TO CONSIDER BEFORE YOU START;

1. Plan things out,
2. Don't be motivated by emotion,
3. Work from a position of strength:
4. Don't NEED to get a different job,
5. Be an "independent contractor".

(READ VIEWGRAPH)

Since you have so many choices here at Hughes, you can readily think of yourself as an INDEPENDENT CONTRACTOR. In other words, you should be thinking in terms of the idea that YOU CONTROL your OWN FATE and CAREER!

PROPOSED SOLUTION

OK, you want a better job, but HOW do you CIO about GETTING it?

MAJOR STEPS TO GET A BETTER JOB:

1. Make an ASSESSMENT of yourself:
 - a. what you have to offer, and
 - b. what you want in return.
 2. Make PREPARATIONS for your job interview:
 - a. find employer,
 - b. get script and references.
 3. NEGOTIATE for the job and the money:
 - a. be in a good bargaining position,
 - b. have a safety net. 5
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(SKIM VIEWGRAPH)

STEP ONE: ASSESSMENT

Now, the FIRST thing you do is to make a SELF-ASSESSMENT

PROBLEM AND MOTIVATION

Some people will BALK at doing this. A PERSONAL ASSESSMENT is a lot of WORK.

But, you may be in the wrong job, may not be aware of your talents, may not be sure of your value.

But if you can TRULY DEFINE what you WANT and what you HAVE to OFFER, you are a leg up on others, and you are SO% of the way there to getting a better job.

This and the other preparations are ESSENTIAL in NOT ONLY getting a BETTER JOB, or a GOOD job, but an EXCELLENT job.

IMPORTANCE OF SELF-ASSESSMENT

It is the MOST IMPORTANT PART in getting a job:

1. You must know what you want to do and where you want to go

SPECIFICALLY.

2. You learn your:

- experience
- talents
- likes

3. It brings out your CONFIDENCE in your skills.

4. It sets up your PLAN of action

(READ VIEWGRAPH)

Since the ASSESSMENT STEP is so IMPORTANT, it is all we will have time to cover in TODAY'S seminar. The OTHER TWO steps will be covered NEXT WEEK.

SOLUTION – STEPS

SELF-ASSESSMENT STEPS CONCERNING JOB:

1. DETERMINE WHAT YOU HAVE TO OFFER:
 - a. Write your DETAILED WORK HISTORY, to determine EXPERIENCE,
 - b. List ACCOMPLISHMENTS, to establish your TALENTS,
 - c. List your admirable WORK TRAITS,
 - d. Establish your SELF-ESTEEM and CONFIDENCE in your ABILITIES, and what you have to OFFER.

 2. DEFINE WHAT YOU WANT IN RETURN
 - a. Select what WORK you LIKE to do,
 - b. Define how MONEY you want,
 - c. State OTHER OBJECTIVES you may have,
 - d. Decide on a JOB to TRY for 7
-

WHAT YOU HAVE TO OFFER

You STAR! OFF your ASSESSMENT by DETERMINING in your OWN MIND what you have to OFFER the potential EMPLOYER.

Quite often, you only have a VAGUE idea or recollection of what your EXPERIENCE and TALENTS are.

WORK HISTORY

One way to do this is to make a THOROUGH WORK HISTORY.

How would YOU make such a HISTORY?

(GET AUDIENCE RESPONSE)

What I've done is gone BEYOND my resume', I listed every JOB, every PROJECT, and then tried to RECALL every ASSIGNMENT. I found it to be VERY REVEALING.

ACCOMPLISHMENTS

You also want to list your ACCOMPLISHMENTS.

Try to emphasize ACCOMPLISHMENTS where you COMPLETED something, took the INITIATIVE, wrote a memo, or received some PRAISE.

ACCOMPLISHMENTS are often more important than EXPERIENCE in resumes.

Does anyone have an OPINION on this?

(GET AUDIENCE RESPONSE)

TRAITS

Also list good PERSONAL CHARACTERISTICS that would help in getting a job.

Even a janitor could list traits and things he'd done:

- 25 years of service
- Good at trouble-shooting plumbing
- Got award for safety measure suggestion
- Comes to work on time
- Doesn't-come in drunk

EXERCISE

Let's try this out in a simple case. Consider your work here at Hughes.

(FIRST DO THIS MYSELF)

1. Tell the last 3 major assignments you've worked on.
2. What were 3 accomplishments you've had on your assignments?
3. List 3 good work traits you have.

(PICK SOMEONE FROM AUDIENCE AND REPEAT)

Now everyone do EXERCISE 1 in the handout.

(DO EXERCISE)

Does anyone have any OBSERVATIONS he or she wants to SHARE?

(GET AUDIENCE RESPONSE)

From this, you should get an IDEA of a TREND concerning your SKILLS and what you have TO OFFER.

In fact, it can be very ENLIGHTENING.

GAGS

From this, I found out I am very good in INVENTING things, and I use that fact in my job interviews.

I've got some GREAT INVENTIONS:

Like I come up with a HOT DOG 24 feet long. -- It takes care of a WHOLE ROW at the ballpark, +

And then I invented an alarm clock WITHOUT a bell --- it's for people who DON'T HAVE to go to work. +

Then I got into BIOLOGICAL experiments:.I crossed a CHICKEN with a CENTIPEDE -

-- so everyone would have drumsticks, +

Then I crossed a ROOSTER with another ROOSTER --- and got a VERY CROSS rooster. +

Do you WONDER why I have TROUBLE getting a PROMOTION?

SELF-ESTEEM

Seriously though, there is an important ADDED BENEFIT from this SKILL ANALYSIS.

You bolster your SELF-ESTEEM.

- you see some of the GOOD WORK you've done,
- you realize that you have some SPECIAL ABILITIES,
- and you FEEL GOOD and CONFIDENT about yourself.

One thing you're going to see is that you've done a LOT MORE than you've GIVEN YOURSELF CREDIT for.

That certainly should BOOST your SELF-ESTEEM.

Now, take a look at EXERCISE 2 and fill in the spaces.

(DO EXERCISE)

WHAT YOU WANT

Once you've DEFINED what you have to OFFER, then define what YOU WANT in return.

LIST YOUR JOB OBJECTIVES

1. Determine what you LIKE TO DO:
 - Study list of jobs you've had,
 - Pick out things you've enjoyed.
2. Determine HOW MUCH MONEY you want to be making:
 - Immediately,
 - In a few years.
3. List OTHER OBJECTIVES you may have:
 - Upward mobility,
 - Location of work, etc.
4. Weigh factors and SELECT BEST JOBS to satisfy wants. 6

You may already have a GOOD IDEA of what you want as far as a BETTER JOB goes. But the REWARDS you seek from getting a better job still have to be DEFINED.

WHAT YOU LIKE TO DO

Look again at your WORK HISTORY of all the projects you have worked on.

Pick out the projects that you REALLY LIKED. Which ones were FUN or resulted in an ENJOYABLE FEELING?

This should give you an idea of the TYPE OF WORK that gives you SATISFACTION, within the context of your experiences.

Can anyone think of some FUN JOBS they've had?

(GET AUDIENCE RESPONSE)

It is my OPINION that your FIRST OBJECTIVE should be to be able to do ENJOYABLE WORK.

HOW MUCH MONEY

Next, determine HOW MUCH MONEY you want to be making:

With a change of jobs, do you want to be making more money IMMEDIATELY?

With an INTERNAL TRANSFER, you AREN'T supposed to be getting MORE PAY, but it HAS BEEN DONE. This will be discussed NEXT WEEK.

Everyone write down how much money you'd REALISTICALLY like to be making at the end of the year, 2 years, 3 years on EXERCISE 3.

(DO EXERCISE)

Writing down those numbers makes them REAL GOALS. When you negotiate, you KNOW what you're AIMING FOR. By the way, you should be able to find out money - wise, or at least in rating, from your Department Manager.

PROMOTIONS

Now the question is: How do you get a PROMOTION?

Does anyone have an OPINION?

(GET AUDIENCE RESPONSE)

There is almost a RESISTANCE to promotions from within. Most of them seem to come from job changes.

In order to get a promotion from within, you really must have a MENTOR, or someone in your corner.

I have seen many cases of a PHONEY PROMOTION, where you are made an "acting

whatever". You've got to be VERY CAREFUL they aren't just USING YOU.

(Give example of Harry)

SELECT JOB

WEIGHING all these factors then, you can select the TYPE OF WORK that will BEST SUIT your WANTS and NEEDS.

You may have to COMPROMISE on what you LIKE TO DO as opposed to DOLLAR POTENTIAL or such.

SUMMARY AND APPLICATIONS

SUMMARY COMMENTS ON SELF-ASSESSMENT

After going through these exercises, you should have started to determine

- What special SKILLS you have to OFFER
- What type of WORK you LIKE to do,
- What you WANT IN EXCHANGE for your work.

Plus, you should FEEL GOOD about YOURSELF and your SKILLS. – 9

(READ VIEWGRAPH)

Next week we will discuss:

- Finding jobs here at Hughes,
- Resumes,
- Interviewing, and
- Negotiating.

Thank you.