

How to Get a Better Job Here at Hughes - Part 2

10 April 1986

HOW TO GET A BETTER JOB HERE AT HUGHES - PART 2

- Prepare for the Interview
- Negotiate for Job and Money

INTRO

GET ATTENTION

SAY, I've got some INTERESTING NEWS to tell you:

I won't tell you who is was, but SOMEONE here told me that, as result of LAST WEEK'S SEMINAR on SELF-ASSESSMENT, his SELF-CONFIDENCE was SO IMPROVED that he went into his BOSS'S OFFICE and STATED how VALUABLE he felt he was to the JOB and how he thought he should get a BIG RAISE and PROMOTION. He EXPOUNDED on HIS SKILLS for over 45 MINUTES.

In fact, he told me, he is SO CONFIDENT in HIS TALENT, that NEXT WEEK, if things work our right, he may GO BACK and try it when the BOSS is there.

Hi, How are you?

I'm Ron Kurtus. And this is the Noon Hour Personal Advancement Seminar. Please pass around the sign-in sheet and pick up a hand-out.

GET INTEREST - RE-CAP

Last week we discussed the FIRST STEP in getting a better job: SELF-ASSESSMENT.

RE-CAP OF HOW TO GET A BETTER JOB HERE AT HUGHES - PART 1:

SELF- ASSESSMENT:

1. DEFINE what you have to OFFER by writing a detailed WORK HISTORY:
 - . list EXPERIENCE and good TRAITS
 - . list ACCOMPLISHMENTS
 - . establish CONFIDENCE and SELF-ESTEEM

2. DECIDE on what you WANT in return:

- . determine TYPE of work you LIKE
- . list specific MONEY and PROMOTIONS you want
- . state other objectives 1

(READ VIEWGRAPH)

Doing this ISN'T EASY. SELF-ASSESSMENT takes a lot of THOUGHT and WORK.

EXERCISE

Another thing we did last week, was to go around the room and tell what PRESENT JOB each of us has.

Let's EXPAND on that. Everyone tell what you DO NOW, and what JOB or POSITION you'd WANT in the next 3 YEARS.

If it's the SAME POSITION, tell the type of RAISE or OTHER BENEFIT you'd like.

I'm a SYSTEMS ENGINEER. In 3 years or sooner, I'd like to be a SENIOR PROJECT ENGINEER with a 40% INCREASE in WAGES.

(GET AUDIENCE RESPONSE)

REFERENCES

REFERENCES

- "What Color is Your Parachute" by Bolles
- "Throw Away Your Resume" by Hocheiser
- "Who's Hiring Who?" by Lthrop
- "Marketing Yourself" by Catalyst staff

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

These are some SAMPLE references available at most BOOK STORES. There are A NUMBER of books and VIEWPOINTS on this SUBJECT.

THEME

So RIGHT NOW, I'd like to EXPLAIN the 2nd and 3rd PRINCIPLES in getting a job:

- Preparing for the Interview, and
- Negotiating for the Job and Benefits.

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

BODY

MOTIVATIONS

There is a LOT of material to COVER, so I'll REVIEW this first part RAPIDLY.

Now, there are SPECIFIC REASONS people have for wanting a BETTER JOB.

SOME REASONS TO WANT A BETTER JOB:

1. DISSATISFIED WITH

- wages
- supervisor
- type of work, and/or

2. HAVE A GAME PLAN, WANTING

- promotions
- preferred parking
- responsibility

(SKIM VIEWGRAPH)

Some of these reasons can AFFECT your ATTITUDE. Thus, there are 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:
 - Don't NEED to get a different job
4. Be an "INDEPENDENT CONTRACTOR"

(READ VIEWGRAPH)

I'm repeating this from last week, because it is an IMPORTANT PHILOSOPHY to follow.

PROPOSED SOLUTION

Now, the steps in getting a BETTER or DIFFERENT job are:

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. put together credentials,
 - b. prepare script,
 - c. find employer.

 3. NEGOTIATE for the job and the money;
 - a. seek rapport in interview,
 - b. be steadfast in what you want. 5
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ASSESSMENT

We already covered SELF-ASSESSMENT:

You should KNOW WHAT YOU WANT, and WHAT YOU HAVE TO OFFER.

PREPARATIONS

(READ PREPARATIONS PART OF VIEWGRAPH)

PREPARE CREDENTIALS

The first things you want to PREPARE are your CREDENTIALS.

PREPARE CREDENTIALS

1. Prepare RESUME
 2. Gather REFERENCES and referrals
 3. Make sample application form
 - personal information
 - job data
 - reference phone numbers
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RESUME

The RESUME should be:

1. A TEASER to get the person INTERESTED in TALKING to you.
2. Make it ONE PAGE long - at the VERY MOST 2 pages.
 - You want to HIGHLIGHT your TALENTS, NOT tell your LIFE STORY.
 - If you were a BUSY MANAGER and had 15 resumes on your desk, which would you SKIM THROUGH, the 5 to 10 page resumes or the 1 to 2 page ones?
 - NOTE that I DIDN'T say READ THOROUGHLY, I said SKIM THROUGH.

3. You should MINIMIZE the EXTRANEIOUS, and EMPHASIZE ACCOMPLISHMENTS.

4. You should also CUSTOMIZE your RESUME for the JOB.

- You can simply change "position desired"
- I have mine on a word processor

Does anyone have any COMMENTS or QUESTIONS on resumes?

(GET AUDIENCE RESPONSE)

I once went to one of these EMPLOYMENT AGENCIES with what I thought was a PRETTY GOOD resume. The guy said it was BLAND. He said, "This is L.A. It's got to have FLASH. It's got to HIT 'EM in the EYES."

I don't know if you AGREE with that view, but it MIGHT NOT be a BAD IDEA to have a professional take a LOOK at your resume.

You can ALSO look at FRIENDS' resumes for ideas.

There are many GOOD BOOKS on the subject of writing RESUMES.

REFERENCES AND REFERRALS

Obviously, REFERENCES are very IMPORTANT. You should let people you WORK FOR know about the GOOD WORK you are doing. Keeping them UP TO DATE, giving STATUS REPORTS, or simply telling that you COMPLETED an ASSIGNMENT will help them KEEP AWARE you are doing good work.

Never BURN your BRIDGES or TELL SOMEONE OFF, because it may come back to HAUNT YOU.

Does anyone have an EXPERIENCE related to that?

(GET AUDIENCE RESPONSE)

SAMPLE APPLICATION

Putting together a SAMPLE APPLICATION form is a good idea. You should get together a LIST of your PERSONAL and BUSINESS REFFRENCES, along with phone numbers. Also, have a SUMMARY of your EXPERIENCE, and other such information, WRITTEN OUT.

I like to have an old HUGHES APPLICATION FORM with me as a PLACE to put this information.

It is also HANDY to have WITH YOU when you have to fill out another JOB APPLICATION.

PREPARE SCRIPT

It's a good idea to PREPARE a SCRIPT of what you will say.

PREPARE SCRIPT

1. Telephone inquiry
 2. Interview
 - memorize background
 - be prepared for questions
-

Write out what you PLAN TO SAY on the phone, and have your RESUME or such handy.

For your INTERVIEW be WELL-PREPARED. PRACTICE going through your BACKGROUND with a friend. Be ready for questions:

- Why do you want this job?
- Why should we hire you?
- What achievements do you have?
- Why are you wearing those sunglasses?

FINDING PROSPECTIVE EMPLOYERS

Now, how do you FIND the PROSPECTIVE EMPLOYERS that will ' GIVE YOU the job and benefits YOU WANT here at Hughes?

AT NEW COMPANY

First of all, let me ask you how you ORIGINALLY got your JOB here at HUGHES? How did you find out about it?

(GET AUDIENCE RESPONSE)

- saw ad in paper or magazine
- friend told about it
- friend worked here
- went directly to personnel
- through employment agency

WITHIN HUGHES

Finding openings for ADVANCEMENT here at Hughes is VERY SIMILAR.

SOURCES FOR FINDING BETTER JOB WITHIN HUGHES:

- Opening in present area
 - Career Opportunities Program ad
 - Friend or acquaintance (networking)
 - Organization Directory
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CONTACTS ON PRESENT JOB

Ideally, you'd LIKE to get a promotion in your PRESENT JOB. UNFORTUANTELY, the odds are against it, UNLESS you are relatively NEW to the department.

A new person can make NEW IMPRESSIONS that he or she is an "UP-AND-COMER". Also, a promotion won't ALIENATE others as much as promoting someone EVERYONE KNOWS.

In either case, you must ADVERTISE your TALENTS and DESIRES to the RIGHT PEOPLE. Does anyone have any COMMENTS on this?

(GET AUDIENCE RESPONSE)

THROUGH COP

A common place to look for a better job is in the Career Opportunities Program (COP) bulletin.

Unfortunately, they DON'T TELL YOU too much.

OPINION ON COP

It's my OPINION that any form of PERSONNEL OFFICE, such as C.O.P., is NOT THE BEST WAY of getting a job.

Career opportunities STARTED OFF with GOOD INTENTIONS, but they seem to have DEGENERATED into another BUREACRACY.

Does anyone have any OPINIONS on that?

(GET AUDIENCE RESPONSE)

BAD EXPERIENCES

I had a few BAD EXPERIENCES with COP.

Once they "ACCIDENTALLY" contacted my supervisor and told I was looking for a TRANSFER.

I made a DUMB MISTAKE of enquiring JUST BEFORE REVIEW TIME. Thus, GLOWING reports and recommendations for PROMOTION turned into some NEGATIVE COMMENTS in my file.

.
Well, live and learn.

By the way, you DO have RIGHT to see what is in your PERSONNEL FILE.

I also noticed the jobs offered are often LOSERS.

(Tell story of interview I went on for 3rd shift job)

Perhaps the good jobs DON'T NEED to advertise.

Anyway, I feel that you should USE CAUTION in using COP.

Also, Just like with the PERSONNEL DEPT., you should still USE EVERY MEANS AVAILABLE to you. But you shouldn't DEPEND on either one as the ONLY WAY to find a job.

NETWORKING

The BEST WAY to find out WHERE to get ANOTHER JOB here at Hughes is through NETWORKING.

You get to know people, and you use YOUR ACQUAINTANCES to give you INFORMATION about OTHER JOBS.

I'm always trying to find out what is going on here.

(GIVE EXAMPLE AMONG AUDIENCE)

What program, how's it going, looking for people, etc.

And people MOVE AROUND so much in this company. That's how I got my present job!: I called up a couple of Managers from BFV, who had moved over to EN6. I asked if they were looking for anyone. And then we interviewed.

By the way, this was all done "UNOFFICIALLY", we both made it VERY CLEAR that it was a "CASUAL CONVERSATION".

AFTER the job was SOLIDIFIED, we went through OFFICIAL CHANNELS so as not to OFFEND anyone.

Before I made the telephone call, I WROTE OUT what I was to say and had my resume handy for reference.

ORGANIZATION DIRECTORY

One final method to find a different position is by using the company ORGANIZATION DIRECTORY. It lists the MANAGERS and DEPARTMENT HEADS throughout the company.

I've called up some of these people and asked about their needs.

Do you have ANY QUESTIONS?

(GET AUDIENCE RESPONSE)

NEGOTIATIONS

Once you are PREPARED and found a POSSIBLE JOB, you will get into the INTERVIEW and its NEGOTIATIONS.

INTERVIEW AND NEGOTIATION:

1. INTERVIEW:

- Have the right attitude: Don't need the job
- Seek rapport: Be pleasant and listen.

2. NEGOTIATION:

- Be steadfast in what you want
 - Get it in writing.
-

All the PRELIMINARY WORK should make this task MUCH EASIER.

INTERVIEW

You've got to have the ATTITUDE that you DON'T NEED the job:

- You WANT it, but you still HAVE a good job.
- Don't get in a SPOT where you are DESPERATE.

Obviously, you want to GET ALONG with the other person. Sometimes LISTENING is MORE IMPORTANT than talking TOO MUCH.

NEGOTIATION

Once MUTUAL INTEREST is found, you start discussing CONDITIONS for you to START WORK.

- promotion,
- money or promised raise,
- type of office, or such.

WHAT YOU WANT

You should know EXACTLY what you want.

It is AMAZING the response to a person who KNOWS what he or she WANTS, even if it isn't practical AT THE TIME.

I've always been HESITANT to tell how MONEY I WANT.

But if you don't SAY ANYTHING, you are not going to GET ANYTHING.

PERSISTANCE

PERSISTANCE is important. Show that you really WANT the job.

(Tell story of Jim Riedel going back to employment office or brewery)

GET IT IN WRITING

Last of all, you should get any AGREEMENT in WRITING. Don't ASSUME you can TRUST them. I've been BURNED on that one SEVERAL times here.

(Tell story of Ed Samuels not getting promised raise)

(Then tell story of Marvin*s negotiations)

I recently was PROMISED a promotion and added responsibility. After being REMINDED of what I should do and the several times PROMISES were BROKEN or FORGOTTEN, I've decided to INSIST they put it in WRITING. If they WON'T, they can just give the RESPONSIBILITY to SOMEONE ELSE.

You've got to be STEADFAST in what you want.

CONCLUSION

In closing, to get a BETTER JOB here at HUGHES:

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TO GET A BETTER :JOB HERE AT HUGHES:

1. Make a thorough SELF-ASSESSMENT

- what you have to offer
- what you want

2. PREPARE for the interview

- list credentials
- find places to apply

3. NEGOTIATE for the job and benefits

- gain rapport in the interview
- be steadfast in what you want

(READ VIEWGRAPH)

Applying these principles, I'll meet you at the top.

Thank you.