FINDING A JOB, GOD’S WAY

David Rawles

Ch. 1: Put Your Behind in the Past
p. 16: Good advice about how God heals the hurt of situations that have made you jobless. Do not allow your views on why you lost your last job to color your new interviews; try to remain positive and “future focused.” Plan included for resolving hurt feelings about last job loss.

Ch. 2: Tough Circumstances: pray for and forgive those who have treated you badly in your last job.

Ch. 3: Great Comebacks: examples of famous people who have failed before great success in their endeavors.

Ch. 4: Receiving your Character: How Samuel was groomed and prepared to lead Israel, and then the people rejected his godly rule. He had to anoint Saul king in his place.

Ch. 5: Your Future Focus: narrow your focus so you only consider and prepare for the jobs you really want. Choose where you are going, while committing your plans to the Lord, and you will succeed.

Ch. 6: Discovering God’s will: develop relationships with God, yourself, and others; know your own gifts and trust that God will use them.

Ch. 7: Your Next Boss: if you were given a chance to select your next boss, whom would you pick? Steps: define your ideal boss. Use categories: personality, values, skills, experiences, and leadership style.

Ch. 8: Planning Partner: the love of God is the best assurance you have that he will do what is best for you.

Ch. 9: Estimate your search time: for every $10,000 of yearly income for job, expect a month of search time; 30-50% more time during an economic downturn. Age, sex, race, and experience are all factors influencing success in a job search. Health and physical presence are factors as well. Seek a salary within 20% of your last job. Willingness to relocate and use of time to volunteer will help.

Ch. 10: Speed the Search Process: 1. Pray 2. Tighten your focus 3. Gather knowledge and information 4. Develop a plan and give more time to it each day 5. Change variables that impact employers 6. Review helpful Bible verses each day.
Ch. 11: Stretching Your Dollars: suggestions for budgeting and cutting back on expenses.

Ch. 12: Planning your Week: prioritize the methods of job searches you do/plan week in advance; allow for changes; work your plan diligently. “The plans of the diligent lead to profit, surely as haste leads to poverty.” (Prov. 21:5)

Ch. 13: Job Boards: Boom or bust: use job boards such as Monster and Career Builders.com to see what kinds of industries are hiring. But networking is the most successful job searching method, so use most of your time to connect with people who may be able to help you in your search to find the right job.

Ch. 14 Keep Getting Better: take the time you have to improve yourself; take a class, volunteer, exercise more, start a program. At least you will have an answer to the question "What have you done since you've been laid off? “

Ch. 15: Back to School: you have to look at your options and seek support if you decide you must go back to school in order to be hired for the job you want.

Ch. 16: Mentoring and Accountability: Find 2 to 4 others (no more) and start a support group with them.

Ch. 17: Networking: Getting To Know the Right People: it is the most effective job search tool you can use.

Ch. 18: Good networking: build relationships; it's about what you can give. It's not about your needs. It's about asking for advice and seeking suggestions to help you improve your own efforts to find work. Start sowing seeds of concern for others and building strong, long lasting relationships with them.

Ch. 19: When to Network: forever

Ch. 20: The Networking Gold Card: Determine what you have to offer and take it to volunteer at a place that needs those skills. Visit www.servenet.org and use your zip code to determine what places could use your help.

Ch. 21: Networking on Steroids: 1. Job searching is a marathon race; pace yourself. 2. People hire people; organizations don’t hire people. 3. First impression is key; make the most of every impression.

Ch. 22: Great Resumes: Five steps to developing a great resume: 1. Write the resume to get you an interview 2. It’s both content and style 3. Draft a good one for starters 4. Ask respected persons to review it 5. Revise/rewrite until it tells who you are and what you can do. Effective resumes are: short and uncrowded on page (no more than 2 pages); 12 pt. font; name and contact information on top; bullets for accomplishments; don’t put “resume” on top, or “references available on
request” at bottom; both are assumed. Use action verbs for your accomplishments; use good paper; avoid jargon; avoid references to salary; use dictionary; have it proofread.

Ch. 23: Have you Determined Where You're Headed? State your target position in clear, bold lettering on top of your resume.

Ch. 24: Aiming at Several Targets: not advised. It’s better to focus your energy on one type of job at a time.

Ch. 25: Great cover Letters: Use individual’s name and address it to them, not “to whom it may concern.” Great cover letters are: customized, clear, concise, connecting, and curious.

Ch. 26: The Common Connection: ask questions and try to find a real connection with the person you are addressing in your cover letter.

Ch. 27: The Two-Minute Drill: In 2 minutes, explain concisely your past, present and future employment journey. (written, might be 5 short paragraphs that tell about your relevant work and education history.) Broken down: 90 seconds of personal and work history, (where you were reared, education, family values, etc.) followed by a 30 second focus on your future goals. Write it down and practice it, in the car, at home in themirror, etc.

Ch. 28: Salary History: don’t give out that info on the internet. Wait until the interviewer has met you. Leave room for negotiation later if they like you and want to hire you. If the employer insists, give a broad range that is acceptable to you. You can ask “Do you have a range for this position?”

Ch. 29: References with Clout: prepare a list of 10 to 15 references to be used later in the interview process; never on your resume to begin with. Use the ones you think will make a difference with this one employer.

Ch. 30: Interview Prep: Pray first; learn about the company and the interviewer; prepare answers to possible questions; prepare some questions for the company; prepare follow-up notes; confirm time, date and place of interview; Arrive 10-15 minutes early.

Ch. 31: Prepare your Answers: to questions such as the most-asked “Can you tell me a little about yourself?” and: explain gaps in your employment history; reasons why you left your last employer; things you do well, and a few you do not do so well; career goals; anything unusual on your resume; what is really important to you.

Ch. 32: Prepare your Questions: to impress the interviewer—ask about the company; it shows genuine interest. It’s a survival tactic—it’s arrogant not to have any questions about a potential employer; ask about opportunities to grow, about
the boss, about what is the most important thing they want to know about you. Listen to advice they give carefully and accept their instruction. (Proverbs 19:20)

Ch. 33: Gathering Research: about the company and the interviewer; make any connections with them you find; make the best possible first impression. What to Look for: specifics about the company; about the boss and/or interviewer; spec’s about the open position. How: talk to former employees, current employees, customers and suppliers, read the web site, look at professional journals, visit the Chamber of Commerce, contact professional associations. Use your God-given “time out” while you are job-hunting to best advantage.

Ch. 34: Dress the Part: Clothes should be appropriate for the position sought; clean, ironed, conservative, hair should be clean, cut, colored, styled appropriately. Practice and use your best smile in the interview. Impressions are made within the firsts 10 to 20 seconds. Put on attitudes; friendliness, confidence; show you are there to help them.

Ch. 35: “Phantastic Phone”: Before you call, know your objective, what you will say, and how you will say it. Place a mirror in front of your phone and smile while you talk. Express your interest in being included in the next step of the process. Keep notes posted near the phone to remember answers to most-asked questions. Keep your answering machine message appropriate: upbeat, friendly, and positive. Teach older children how to take a message, if they will be answering the phone in your absence. Cancel call-waiting while you are looking for a job.

Ch. 36: Honesty, the Only Policy: It is the most valued attribute to an employer. You might explain flaws in your work history with words like “early in my career, I...” and then “I have learned to...” and finish it with a positive gain from the experience.

Ch. 37: Controlling the Interview: you can learn to control 90% of your interviews, during 90% of the conversation, with 90% of interviewers. Preparation is key. Pray and listen during the interview.

Ch. 38: Storytelling: Learn to give a specific example that shows how you implemented a specific value of their company.

Ch. 39: Powerful Hidden Language: use eye contact, smiles, and enthusiasm in your gestures; keep body posture erect; show you are interested by your body language.

Ch. 40: Self-Incriminating Questions: Answer questions honestly and positively.

Ch. 41: Discriminating Employers: Get good specific legal advice if you believe you have been discriminated against. However, most cases are difficult to prove and arguing with an employer seldom does you any good in your job search.
Ch. 42: Ask for the Job: At the end of the interview, express your interest and ask for the job; you may be one of the few who end their interview that way. Sometimes even offering to work there for free for a month to prove yourself may get you in the door.

Ch. 43: Be Persistent but not a Pest: you asked what the next step will be in the interview process; now follow up by: thank you note, references, interest note, phone call, and 1 more call after the deadline. Ask for a business card at the interview and mail it the day of the interview, on the way home.

Ch. 44: No Reference Before its Time; ask how and when the interviewer would prefer to see your references, then send them, but not before they have been asked for.

Ch. 45: Your Best References: Develop a list of 10-18 people you can use in your “reference matrix.” Then develop a list of your best qualities/abilities you wish to market. After your interview, gather together 3 to 5 references who will testify to the necessary qualities/skills for the job you want.

Ch. 46: Thank You Notes: Less than 2% of applicants send one; you will stand out from the crowd if you do. Even if you are not selected for that position, the interviewer will remember your name and may recommend you for another, hidden position they know about.

Ch. 47: Self-Evaluation: After the interview, within 1-2 hours, evaluate your: preparation, performance, and potential impact. Be open to God’s correction as you review your performance on that interview.

Ch. 48: Follow Up Systems: Develop one, whether you use a notebook or index cards, computer program, or handheld device. Record your interviewer’s name and contact information, and keep it with you for easy reference. Follow up with any action you committed yourself to at the interview.

Ch. 49: Rejections May Be a Blessing: remember that God is never rejecting you, but he will use rejections in your life, and will bless you with the job you do get in the end.

Ch. 50: The Right Job Vs. the Right Job: Carefully consider every job offer in light of the boss, company, culture, industry, and geography involved. If it turns out to be a wrong choice, you will be held accountable down the line for your choice to work there. Pray for guidance, listen to God’s people, and do as God directs you to do.

Ch. 51: What Is negotiable: sometimes: salary, pay rate changes, time off with or without pay, and/or working conditions. Negotiate before you take the job, or you may lose your leverage in decisions that affect you.
Ch. 52: Negotiations Etiquette: review the entire offer and negotiate terms before you accept it. Ask for a review period while you talk with family members and pray over any offer. Know what your skills are worth in the job market.

Ch. 53: A Friend Closer Than a Brother: pray for a friend who will be brutally honest with you about any blind spot you may have, such as a know-it-all attitude you may not realize you have developed, which may be turning off prospective employers.

Ch. 54: Measures that Never Fail: these suggestions won’t work for you unless you put them into practice.

Ch. 55: Succeeding by Serving: Use the following 10 Key Strategies in your new job:
1. embrace honesty
2. give people your undivided attention
3. under-promise and over-deliver
4. don’t take yourself too seriously
5. Listen with your ears, heart, and mind.
6. Put other’s needs above your own
7. Give friendly greetings
8. Stick to your principles but treat everyone with respect.
9. Demonstrate confidence.
10. Enjoy your service for others.

Ch. 56: Cleaning up the Mess: Seek forgiveness for your mistakes, accept the consequences, and move on. It may take some time, but God will give you all you need.

Ch. 57: Land Mines: Many poor attitudes (land mines) can hinder your job performance, and in reality you do not have any guarantee that you will never lose another job. However, you can choose to develop your relationship with God and others and work on those attitudes by staying in God’s word and seeking support from other Christians.

Ch. 58: Into the Career HOV Lane: Find the job God wants you to have, and then stick to it. Choose your words carefully and speak kindly to others. Commit to doing the best job you can and stay open to refining your job skills.