

CAREER *communiqué!*

WELCOME!

In this issue:

- ◆ Women and Men and the Workplace: Same Strategies, Different Realities [Page 2]
- ◆ The Importance of Job Applications [Page 3]
- ◆ How to Make Temp Agencies Work For You [Page 4]
- ◆ Research in Your Job Search [Page 5]
- ◆ Q & A [Page 6]
- ◆ Breaking Through the Barrier—Dealing with Un-helpful Mindsets [Page 7-9]

Advanced Employment Concepts
Your catalyst to success!!

success@aresumewriter.net
www.aresumewriter.net

success@career-coach.com.au
www.career-coach.com.au

success@aresumewriter4hr.net
www.aresumewriter4hr.net

Editor's Newz:

Welcome to this edition of Career Communiqué.

This month has seen many exciting things are progressing at AEC, with our new e-book set for launch within the next few months (more about this in the next edition of Communiqué, so keep your eyes and ears posted!). In the meantime, we do have two exciting resources for you in this month's issue.

Due to the lack of career forums where job seekers can ask questions, share and check out resources, and just network with and gain support from other job seekers, we have relaunched our career/job seeker forum.

But we need your help! The only way we are going to be able to let other people know about this valuable resource is to start telling family, friends, colleagues, and anyone else who may benefit. Would you help us in spreading the news? Please pop across to the forum, sign up and leave a message. Thanks so much!!

The link is:

www.aresumewriter.net/forum/

For additional resources and handy career and work/life balance tips, check out our new blog at:

<http://aresumewriter.blogspot.com/>

Are you feeling blocked in your life, career or your business? Have you considered that it may be your internal mindset that is preventing you from realising your true potential? Check out our feature article "**Breaking through the barrier-dealing with unhelpful mindsets**" on page 7 and learn how to face your fear head on, and transform your negative self-talk into an empowering statement to assist you in achieving your goals.

I hope you enjoy the newsletter.

Continued success in your career!

Till next month.

Annemarie

If you can't you must.
If you must, you can.
Tony Robbins

WANT AN EDGE IN YOUR CAREER CAMPAIGN?

Then harness the benefits of a dynamic and compelling career web portfolio to position you from your competitors. Check out: www.resume-showcase.com for more information.

CAREER *communiqué!* con't

Women & Men in the Workplace: Same Strategies, Different Realities?

Catalyst, a leading research and advisement organization dedicated to helping businesses build inclusive environments for women at work, recently released the results of their 2004 survey, *Women and Men in the Workplace: Same Strategies, Different Realities*.

Survey respondents were men and women in senior level positions one to three levels below CEO in Fortune 1000 companies. The survey profiled multiple dimensions of work-life including:

- ◆ Work satisfaction
- ◆ Attitudes towards women in the workplace
- ◆ Success strategies
- ◆ Aspirations to CEO position
- ◆ Barriers to advancement



- ◆ Work/life balance
- ◆ Flexible work arrangements
- ◆ Work/life mgmt. and trade-offs

Overall, both men and women in senior level positions were satisfied with their current position, current employer, and financial compensation. Both groups agreed that success could be achieved by exceeding performance expectations, successfully managing others, and having recognized expertise.

The greatest barriers experienced by women included lack of line experience, exclusion from informal networks, gender based stereotypes, and lack of role models.

Based on these findings, Catalyst recommends that organizations provide support for individual women in the following ways:

- ◆ Communicate the importance of networking, style, and relationship-building.
- ◆ Emphasize the importance of line management experience.

- ◆ Provide peer mentoring and sponsorship.

On a more global level, organizations should:

- ◆ Create effective formal systems and inclusive work environments.
- ◆ Examine work environments for subtle, exclusionary behavior and practices.
- ◆ Refine people management processes.
- ◆ Communicate the business case for providing development experiences for women.



Transitioning from military to civilian employment?

Maximise your candidacy with an empowering career marketing package that showcases your military expertise within a civilian context, to distinguish you from your competitors. Visit our website at www.aresumewriter.net/military.htm

Can Video Games Teach Workplace Skills?

Video game technology is helping employers add a little excitement to company training sessions. Some employers are offering their workers online video games that are designed to make learning new workplace skills fun. But some workplace critics say these games can be costly and not necessarily more effective than regular classroom training sessions.

Check out the following article at Career Journal. [\[click here\]](#)

CAREER *communiqué!* con't

The Importance of Job Applications

Did you know that improperly or inadequately filling out employment applications is one of the top reasons why managers and technical professionals are not considered for a position?

You can ensure this will not happen to you if you are thorough and take these steps:

Gather all necessary data to fill out an application before going to a company. Just because you have a resume does not excuse you from the process.

The application requires your signature, verifying the information and allowing the potential employer to research it.

It also provides information your resume is not supposed to.

Information you will need on each position includes: dates of employment, company name, address, phone number, supervisor's name, hours worked weekly and starting and ending pay.

Typically you will list the last four employment positions or maximum of fifteen years.

An application can be used as a marketing document. Therefore, when describing your positions, emphasize the transferable skills and information most valuable to your current employment goals.

If you need to leave something blank on the application because it does not apply to you, use "n/a" for non-applicable.

Finally, if the application does not ask for additional qualifications and skills, add this on a separate page. Here you can list relevant certifications, language skills, computer software or specific and relevant courses you may have taken.



Niche Job Boards Can Narrow Job Search

Huge online job boards can be overwhelming when you're using the Internet to look for work. Industry-specific websites are giving job seekers more options to find a new position online. Career experts say that using niche job sites and e-mail lists can help save time by narrowing down the list of suitable jobs.

Find out more from the Career Journal

http://www.careerjournal.com/salaryhiring/industries/nonprofits/20050509-needleman.html?cjpos=home_whatnews_major

Australian job boards include:

www.careerone.com.au
www.mycareer.com.au
www.seek.com.au

CAREER *communiqué!* con't

How to Make Temp Agencies Work for You

Did you know that temporary agencies are no longer placing just temporary workers? In fact, many of the larger, sought-after corporations have exclusive contracts with some of these agencies to handle their hiring.

At no fee to you, this temp-to-perm employment alternative can make finding the right position easier.

You can improve your chances of getting an agency to work for you by following these simple tips to your success:

Don't limit yourself to just one agency. It cannot hurt to contact several agencies who hold different employer contracts.

Contact agencies by telephone to see if an appointment is needed before just showing up.

Treat the process professionally, as if you are interviewing for a job. The agency will be assessing not only your skills, but your attitude, appearance, and preparation. Dress for success, be prepared to fill out an application, and leave children and friends at home.

Ask what the agency expects of YOU. Don't go through the process of registering and never follow up. The

agency deals with hundreds of job seekers at one time and cannot be expected to know exactly what each individual's status is at all times.

Usually, agencies want job seekers to call in once a week, or sometimes each day.

Find out what services the agency has available. Some can provide you with computer tutorials and skills training.

If you are seeking permanent employment, understand that "temp-to-perm" positions have a strong chance of becoming permanent. A trial period of 90+ days is not unlike a traditional probation period. Abide by all the rules agreed to with the employment agency and understand that they are your employer.



**Congratulations to
Imogen Lamport—our
Image Expert!!**



On behalf of Advanced Employment Concepts I'd like to congratulate Imogen, her husband Phil and their family on the birth of their little girl, Niamh Simone!

Niamh (pronounced Neeve) arrived on Saturday 14th May - 2 weeks and 1 day early, weighing in at 3.24kg (7lb 1oz).

Congratulations Imogen!

Imogen Lamport is a Melbourne based Image Consultant and member of the Association of Image Consultants International who runs her own Image Consultancy Bespoke Image which provides tailored image solutions.

www.bespokeimage.com.au



CAREER *communiqué!* con't

Research in your job search

Most of us know that the best way to get your foot in the door to interviewing opportunities is to identify the decision maker.

That can sometimes seem impossible, especially when the vacancy announcement states "no phone calls" or gives a vague address, such as "Marketing Position/PO Box 1234."

Here are a few ways to track down the name, and impress your next employer with your research skills in the process.

- ◆ If the listing gives a fax number, go to Google and punch in the number. See what comes up.

Do the same for a P.O. Box.

- ◆ If the company name is listed, call the main number and ask the name of the department head for the department within which the position would be located. But, be careful not to let on you are a job seeker, or you will end up talking to human resources!

- ◆ Don't forget to ask how to correctly spell the name. While you're on the phone, ask for their email address. You can't "get" it if you don't "ask."

- ◆ Check out the company's website and see if they offer an "about us" section.

Many times, companies are vague because they want to weed out the



lazy applicants and avoid a million phone calls.

Tracking down information shows you are resourceful

and diligent. These are many of the qualities that today's employers seek in candidates.

Here are some web resources:

www.ibisworld.com.au
—company research

www.seek.com.au
- company profiles and recruiter profiles

Do you have any additional resources? Please forward them and I will include in our special resource section on our website.

Graduates with ADHD Move from School to Work

A learning disability doesn't end when a student leaves school and enters the workforce. As the stigma surrounding learning disabilities fades, more workers are seeking treatment for help in managing ADHD (attention deficit hyperactivity disorder). Experts say that new treatments and understanding employers can help employees with ADHD excel on the job.

Find out more from
Canada.com
<http://www.canada.com/health/story.html?id=eec20d8a-61a0-472b-a9d3-5b2a253c5b41>



CAREER *communiqué!* con't

Q & A

Q: I was in Public Relations for seven years and then transitioned into Human Resources Management. How can I incorporate that experience with my Human Resources experience? If I list every job, my resume will be three pages or more. Also, no one wants to see a job from 28 years ago, I hear.

A: This is a great question and will depend on how you intend to use your new resume. Remember, your resume is a marketing document that should showcase relevant experience and accomplishments to the specific job to which you are applying. Prior experience that does not relate to the position should not be included, especially if it dates back many years.

I am assuming that your intention is to remain within the HR field so you will want to keep the focus of your professional profile and employment within this area. Your recent experience and accomplishments are related to the HR field and will be of most value to the prospective employer, so these should be highlighted in your document.

From the information you provide, I am also assuming you have been in the HR field for approximately 21 years, which is quite a considerable amount of time. The timeline that is generally recommended in a resume is around 10-15 years maximum as this is generally going to be the most relevant

to your current goal. So there is no need to reflect each and every position you have held within your resume, particularly not from 28 years ago.

You could also consider identifying the last 10-15 years of employment within the professional experience section and conclude by incorporating a brief statement (of one or two sentences) that summarises previous employment without specific dates or company details.

All the best with your career!

Annemarie Cross

Wishing you continued success in your career!



CAREER *communiqué!* con't

Breaking through the barrier-dealing with unhelpful mindsets

By Annemarie Cross—Career Coaching Expert, Propulsion Business Network

"That client's reaction was not what I expected, therefore my work is terrible. I'll never be able to satisfy another customer."

Shoulds & Musts

You enforce severe operating rules on yourself and/or your business.

"Every one of my clients **must** sing highly of my product/services."

"Everything I do **must** be perfect."

Negative internal thoughts and unhelpful mindsets can also be a sign of fear. A few of the most common fears that prevent people from achieving their goals can include:

- ◆ Fear of success
- ◆ Fear of failure
- ◆ Fear of abandonment/rejection
- ◆ Fear of the unknown
- ◆ Fear of being judged
- ◆ Fear of fear

Recognising one's fear is often difficult as it can be disguised in some extremely subtle ways. Do any of these sound familiar?

Rationalising:

Generating many excuses as to why it's not going to work and actually believing and feeling comfortable with these statements.

Avoidance:

Spending too much time on tasks that should not take long at all, thus avoiding having to think about or move forward to the task that may seem a little overwhelming.

Busyness:

Creating chaos and confusion and becoming so busy that you are continually being distracted from your real goal. This can also manifest itself as procrastination, where you attend to everything BUT what you should really be working on.

Some people may experience an unhelpful thought for a fleeting moment but move on quickly, not allowing the negativity to consume them. However, for those people who are continually experiencing negative thoughts that block them from moving forward, there may be a need to look at why this is occurring and how they will change those negative internal thoughts into more constructive and positive ones.

Are you currently in the grip of negative internal thoughts that are blocking you from achieving your goals in either your life or in your career? Perhaps you do not even realise that your current mindset is unhelpful and therefore can prevent you from accomplishing your goals? Do any of these unhelpful mindsets sound familiar?

All or nothing:

You view situations in extreme terms, allowing no middle ground: seeing things in black or white and not as opportunities that include shades of grey.

"If I can't have my boss and every one of my colleagues say good my work is I'm not even going to bother."

Emotional reasoning:

You feel something so strongly you think it must be true.

"I feel like a failure, so it must be true."

Mind reading:

You perceive others' meaning without actually communicating with them first.

"My boss didn't say anything about my work so therefore they must have hated it."

Over-generalisation:

You come to a conclusion based on a single event.

Continued p8

Continued from p7

Here are some techniques to challenge and transform that negative voice into an uplifting and empowering one:

- ◆ Identify that these are negative thoughts that are playing over and over like a stuck record and are indeed crippling and preventing you from achieving your goals. Here is how you can think differently about the abovementioned unhelpful mindsets:

All or nothing:

Unhelpful: "If I can't have every one of my clients/colleagues say how wonderful my product/services are, I'm not even going to bother."

Give yourself permission to think in a more balanced way. "I would prefer that my boss and each of my colleagues sing highly of my work, but I realise that not everyone is going to appreciate my talents or my style; AND, that's ok!!"

Emotional reasoning:

Unhelpful: "I feel like a failure, so it must be true."



CAREER *communiqué!* con't

Breaking through the barrier—dealing with unhelpful mindsets—con't

By Annemarie Cross—Career Coaching Expert, Propulsion Business Network

Your feelings should not be held as factual evidence, so it is crucial for you to inspect the evidence objectively to give you an accurate understanding of the event. "There have recently been a few decisions that I have made that have not worked out as I had hoped or planned, BUT that does not make me a failure as a person."

Mind reading:

Unhelpful: "My boss didn't say anything about my product/service so therefore they must have hated it."

Your negative thoughts and mindset could see you projecting and imagining negativity in the minds of others. Instead of imagining what you believe the other person is thinking – ask them!

Over-generalisation:

Unhelpful: "That client's reaction was not what I expected, therefore my work is terrible. I'll never be able to satisfy another customer."

Assessing the evidence and creating alternative statements in view of your findings should assist you in avoiding coming to sweeping conclusions. "My client's reaction was not what I expected. I would have preferred a more elated response, however I realise that my talents and services are not for everyone, and that's ok."

Shoulds & Musts

Unhelpful: "Every one of my clients **must** sing highly of my product/services." "Everything I do **must** be perfect."

Offering the best possible product and service and having a client sing highly of your work is something that we all strive to do. However, if you approach this with a mindset of 'must' and 'should' you may be setting yourself up for disappointment, which can lead to another unhelpful thought of "The client didn't like my work, therefore I am useless."

Aim for a more flexible way of thinking "I would prefer all of my clients to think my product/service is outstanding and I will work to the best of my ability. However, I realise that my talents and services are not going to be for everyone, and that's ok."

Monitor yourself constantly and STOP those negative thoughts by replacing them with positive self talk. As you soon as you begin to feel yourself relapse into a negative frame of mind, imagine a huge red stop sign, and replace this with a more positive, helpful and empowering statement.

Continued p9

Weak Literacy Skills Keep Workers from Succeeding

Poor reading, writing and math skills are often behind a person's lack of success in both school and at work. A recent study found that 42 percent of adults in Canada lack the basic literacy skills required to be successful in today's workplace.

Learn more from the
Globe and Mail

h t t p : / /
www.theglobeandmail.com
/servlet/ArticleNews/
TPStory/LAC/20050512/
L I T E R A C Y 1 2 /
TPEducation/



CAREER *communiqué!* con't

Breaking through the barrier—dealing with un- helpful mindsets—con't

By Annemarie Cross—Career Coaching Expert, Propulsion Business Network

Continued from p8

Monitor yourself constantly and STOP those negative thoughts by replacing them with positive self talk. As you soon as you begin to feel yourself relapse into a negative frame of mind, imagine a huge red stop sign, and replace this with a more positive, helpful and empowering statement.

Type and print out your favourite inspirational quotes and place these on the wall in direct view where you will be reminded of them constantly.

Surround yourself with positive people and get support from positive friends and colleagues. Remove yourself from negativity even if it means limiting (or even ceasing) your association with unconstructive and pessimistic people;

Seek help from a professional to research, destabilise and change those negative internal thoughts into positive and uplifting thoughts if you continue feeling blocked;

Recognise that you do have unique talents, strengths and achievements. Write these down on a piece of paper and focus on these gifts daily to reinforce them;

Begin and end your day with empowering exercises such as affirmations, journaling and meditation.

To your empowerment!



[Read more of our articles on the [Propulsion Business Network site](#)]