Lights, Camera, Action!
Way To Work!

A guide to finding and securing employment

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Table of Contents

Worksheet #1 — Developing Your Network  Page 1
Worksheet #2 — Work Your Network  Page 2
Worksheet #3 — Identify Job Skills  Page 3
Worksheet #4 — Identify Your Skills  Page 4
Worksheet #5 — Prepare for Transition  Page 5
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**Worksheet 1: Developing Your Network**

The object of this worksheet is to start to identify what network you already have established and how you can “tap” into that to begin your employment search. In each box, list people that you have met, even once, who is currently working or who may be an asset to your job search.

<table>
<thead>
<tr>
<th>Previous Job</th>
<th>Service Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td></td>
</tr>
</tbody>
</table>

**Why is Networking So Important?**

Developing your network of contacts is the ticket to finding not just any job, but specifically the type of job you are interested in. Make everyone aware that you are developing your career. Talk to your friends, family, teachers, professionals, former supervisors or managers, etc. Practice selling yourself first to those who know you. With some practice, you’ll be able to talk confidently to new people that you have been referred to. Initiate each conversation with information on how you received their name. Show an interest in what they have to say, not just what they can offer. These are considered information interviews. Remember, you’re initially asking for information, not a job. Be sure to be polite, and thank them for their time and assistance.

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**Worksheet 2: Work Your Network**

You’ve established the beginning of a network….now what? Use this worksheet to begin to utilize your network. At the same time, continue to further develop your network….you never know where your big break could come from. Photocopy this sheet as often as necessary.

**Information Gathering**

1. Contact Name___________________________ 2. Contact Number _________________________
3. Where currently working _____________________ 4. Position Held ___________________________
5. Where contact attended school _______________________________________________________
6. Any additional jobs they currently hold ________________________________________________
7. What path did they take to arrive where they are now?
   ___________________________________________________________________________
   ___________________________________________________________________________
8. Was there any one in particular who helped them and was influential in getting to where they are now? What did that person or persons do?
   ___________________________________________________________________________
   ___________________________________________________________________________
9. What would they recommend to someone just starting out in the field?
   ___________________________________________________________________________
   ___________________________________________________________________________
10. Are they aware of any opportunities or contacts currently that might result in employment?
   ___________________________________________________________________________

**Turn your Network into a System**

- **Always be Prepared** — have business cards and copies of your resume with you at all times. Opportunities will arise anywhere and everywhere.
- **Stay in Contact with Your Network** — keep your contacts informed about your efforts in the job search. Checking in phone calls are always good.
- **Keep Conversations Focused** — use each conversation to get good information. Talk about your job search objective, highlight your skills and accomplishments. Ask specific questions that will help to collapse the timeline of where you want to go.
- **Look for Opportunities to Give Something Back** — be prepared to offer something of value to those who are taking time to help you. A simple way to bridge that is by saying, “Is there anything I can do to help you?”
- **Keep Your Promises** — When you tell someone that you will call back, be sure to follow-up. If they’re difficult to reach, keep trying. It’s your responsibility to connect.
- **Join Professional Organization** — visit or join professional organization in the industry you wish to pursue. Many members are eager to help job seekers and often know employers with open positions.
- **Get a Mentor** — find people who have experience in the areas you’re pursuing and build a relationship with them. Get their advice and use them as a sounding board for discussing your thoughts and ideas. Collapse the timeline of where you want to be by observing the path of your mentor took.

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**Worksheet 3: Identify Job Skills**

Before you can identify your own skills that might be useful in an employment setting, use this worksheet to identify skills that are specific to certain career paths. This is a warm up exercise to get you in the frame of mind of thinking about skills.

<table>
<thead>
<tr>
<th>Activity/Title</th>
<th>Task</th>
<th>Skills—job, self-management or transferable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Answering company correspondence</td>
<td>Typing, word processing, tactfulness, timeliness, responsible, creative, dependable, detail-oriented, communicating, helping others, problem solving, checking for accuracy, researching, writing clearly and concisely</td>
</tr>
<tr>
<td></td>
<td>Answering phones</td>
<td>Getting along with others, listening, mediating, communicating, respectful, helpful, resolving conflict, developing rapport, assertiveness, dependable, outgoing, pleasant, sensitive, tolerant, intelligent, kind, mature, tactful, sincere</td>
</tr>
</tbody>
</table>
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**Worksheet 4: Identify Your Skills**

Now that you’ve warmed up, you will want to identify your own skills that will be useful in the workplace. You may have job skills from a previous employment, self-management skills from life or experience that you may use day to day to get along with others and survive, and transferable skills that were learned or acquired in one setting, but will be useful in a completely different one. An example of transferable skills may be that you are able to operate a drill press, and so a case can be made that you can operate other types of machinery. List job titles or activities, even volunteer (cub scout leader, church committee) or unpaid positions (care giver, home maker), and the primary tasks. Then complete the skills necessary for that task...you may not even have realized that you had some of these skills! Knowing and selling your skills and strengths is an important part of finding employment that matches you.

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Worksheet 5: Prepare for Transition

Dealing with Change
Change is the one thing in our lives that remains constant. Transition is the process people go through coming to terms with new situations. Change is external and transition is internal. It’s our emotional reaction and attitude we use in deciding to accept, adapt or resist change.

Don’t be Surprised if…..
- Your attitude is at first affected
- You feel a loss without structure and routine
- Your family life and roles quietly change
- Your social life is impacted
- Income priorities have to be shuffled around
- You experience a loss of identity

“I’m concerned about finding another job with similar pay and benefits at my age.”
—Roberta, laid off from a major corporation after 21 years

“I’m scared about finding affordable childcare, maintaining health benefits and getting transportation to work.”
—Marla, out of the workforce for 10 years with her family

“I just graduated from an auto mechanics course at Vo-Tech. How do I even break in? How will I fit in with experienced mechanics?”
—Terry, age 20, never employed

Transition Chart

<table>
<thead>
<tr>
<th>What has changed?</th>
<th>I feel….</th>
<th>What was lost?</th>
<th>I feel….</th>
<th>What are the opportunities?</th>
<th>I feel….</th>
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Stages and Phrases of Transition in the Career Area
Stage 1: Denial — “I know they’ll call me back. They can’t run that place without me.”
Stage 2: Anger — “It all the manager’s (or the company, or the government’s) fault!”
Stage 3: Self-Blame/Depression — “If only I had….I didn’t that right, or this right.”
Stage 4: Struggle — “I try to be positive, but it’s so hard. I just don’t know what I’m going to do. Maybe if I just plaster the town with resumes, I’ll get a job.”
Stage 5: New Hope — “What can I learn from this? I accept the situation as it truly is, and I am ready to move on. I can see what skills I have, and what I need to do.”

What are your issues or concerns about finding work?
Five Places You Plan to Look or Call Today…..
1. _____________________________________________________
2. _____________________________________________________
3. _____________________________________________________
4. _____________________________________________________
5. _____________________________________________________

Housing Short Hand
AC-air conditioning
App-appliances
Apt-apartment
Dep-deposit
DW-dishwasher
Eff-efficiency
Eve-evenings
F-female
Fur-furnished

Start as soon as possible to give yourself plenty of time to look

Think OUTSIDE The Box…Common and Uncommon Places to Look for Housing!

- **The classified section of newspapers** — both daily and weekly papers, this county and the next. Check the listings everyday (at least!) and if possible find out when the listings come out and get them right away.
- **Who has rented to you before?** — try them, they may have an additional place or be willing to work with you because there is already an established relationship
- **Search by word of mouth** — ask around and tell everyone who’s safe that you’re looking to rent. You also consider posting “apartment wanted” or “roommate wanted” signs around or in the paper.
- **Avoid paying a locator** — this is a job you can do for yourself for free…do contact real estate agencies and inquire if they maintain rental listings for free.
- **Bulletin boards on campuses & community stores** — landlords want their apartments rented and will often look for tenants inexpensively in this way
- **Search Online** — local libraries have internet access for free. Be sure to check out…
  - [www.apartments.com](http://www.apartments.com)
  - [www.apartmentratings.com](http://www.apartmentratings.com)
  - [www.rent.com](http://www.rent.com)
  - [www.roomateservice.com](http://www.roomateservice.com)
  - [www.pressofatlanticity.com](http://www.pressofatlanticity.com)