

RE-ENTERING THE WORKFORCE, AFTER SHORT AND LONG ABSENCES

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AVON
Foundation
for Women



SPEAKERS

- Julie Jansen
Executive and Career Coach and Author
- Laura Mosiello, LCSW-R
Oncology Social Worker

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THE “WHEN, WHAT AND HOW” of Returning to Work

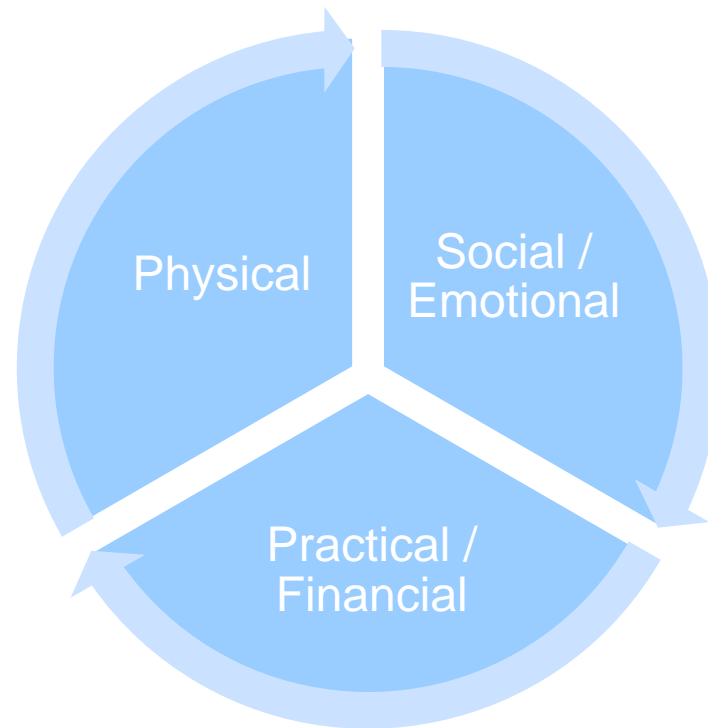
- Deciding if and when one is ready to return to work
- Deciding whether to return to the same job/company or make a career/job change
- Preparing effective job search tools
- Strategies and resources for an effective job search

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READY TO RETURN? NEED TO RETURN?

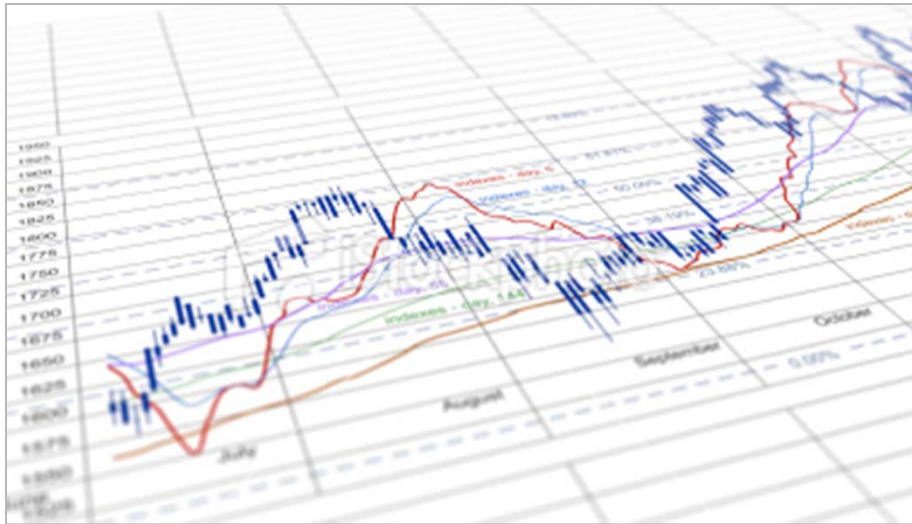


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RETURNING TO A FORMER JOB OR EMPLOYER



- Length of absence
- Disability status
- Patient work preferences and goals
- Current economic conditions and legal protections

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SEEKING EMPLOYMENT

- What are my financial needs?
- What is my required timeline? (Often driven by the first question.)
- Who depends on my income and what are alternative sources of income besides my salary?
- Which of my skills are transferable? Will my chosen new career path require additional training or education?
- Can I afford training, the time off it may require, or can I afford to take an entry level job in a new field? Do I have the stamina to complete the training?
- Are companies hiring in my chosen new career? What is the competition?
- Are my dreams of a new career realistic given my circumstances and the environment in which I live?

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MAKING A CAREER CHANGE



Self-assessment is the key to successful career change.

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CREATING AN EFFECTIVE RESUME

- Written with the specific job or functional area in mind
- A succinct summary of capabilities, accomplishments and keywords
- Easy to read and understand
- Style chosen for circumstances and desired impact
- Future focused and targeted toward their career goal

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RESUME STYLES

Chronological

- Accomplishment based and historical
- Easiest for employers
- Shows gaps in employment history and longevity

Functional

- Future focused
- Highlights key transferrable skills and accomplishments
- Minimizes employment gaps but still requires some chronology

Combination

- Maintains chronological formatting familiar to employers
- Highlights key functional areas and transferrable skills

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OBJECTIVE JOB TARGET

Frames the candidate for the employer and helps the reader to focus.

Examples:

- Inventory Management and Purchasing role in manufacturing environment
- Accounting role in a service based organization
- Sales / Customer Service / Sales Support for a medical supply firm

Change the objective to match the target when applying for specific posted openings.

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SUMMARY or PROFILE

- Highlights important skills and competencies
- Includes the following elements:
 - Profession
 - Depth and breadth of experience
 - Key skills/competencies
 - Traits
 - Key word list (this can also be separate and below the profile)

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EXAMPLE OF A SUMMARY OR PROFILE

Retail store manager with 13 years experience in “Big Box” chain establishments. Skilled at buying, merchandising, inventory control, financial management and staff development and supervision. Creative, flexible and knowledgeable. Additional experience in:

- Recruiting and Staffing
- Purchasing
- Store Layout/Traffic Flow
- Cash Flow Analysis
- Point of Sale Inventory Management Systems
- Advertising / Marketing
- Event Planning
- Vendor Relations

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NETWORKING

- 85%+ jobs are found through networking
- Networking sources:
 - On-line social networking Web sites - LinkedIn
 - Previous colleagues and vendors
 - Friends, neighbors, fellow church members
 - Professional associations
 - Doctors, lawyers, dentists, accountants

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INTERVIEWING EFFECTIVELY

- **Preparation:**
Know oneself and learn about the company and the person interviewing you
- **Practice:**
Prepare answers and behavioral examples to potential questions and practice them with someone else
- **Passion:**
Exhibit energy and enthusiasm

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INTERVIEWING EFFECTIVELY

Assisting Patients

- **Explore**
Uncover the root of questions and concerns
- **Educate**
Dispel myths and assumptions and replace with accurate, user-friendly information
- **Link**
Provide referrals to reputable community resources

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PREPARING TO RETURN TO WORK

- **Persistence:**
Work at your search as if it were your job.
- **Patience:**
Finding a job takes time. Fill the off hours with rewarding activities that enrich your life.
- **Poise:**
Remember who you are. You have a lot to offer.

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RESOURCES

- Cancer and Careers (cancerandcareers.org)
- EEOC.gov
- Federal One-Stop Career Centers (www.careeronestop.org)
- Local Community Colleges
- College Alumni Associations
- Online resources such as Monster.com, Careerbuilder.com and others.

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UPCOMING EVENTS

Last Educational Series for Healthcare Professionals Session of 2011:

Session 3 November 17, 2011: 3 PM ET (12 PM PT)

Legal and Insurance Questions Answered

Speaker: Joanna L. Morales, Esq., Director, Cancer Legal Resource Center

TO REGISTER VISIT: http://cancerandcareers.org/healthcare_professionals

Ask the Experts: Job Search Tools, Tips, and Tricks

December 1, 2011: 6:30 PM ET (3:30 PM PT)

Speaker: Julie Jansen, Career and Executive Coach, Author

TO REGISTER VISIT: <http://www.cancerandcareers.org/asktheexperts>

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