Path Forward

New Year, New Job: Restarting Your Career After Caregiving
Follow on Twitter @PathFWD
Use the hashtag #mypathfwd to Tweet about the seminar
2015-16 Program Results

• Do we have headshots or a group shot of all participants? Put here. Makes it all more human

Path Forward
Read more Path Forward Success Stories
Path Forward Partner Network

Oracle Data Cloud
Intuit
Carta
Cloudera
Udemy
Return Path
digital media services
Medallia
DataStax
Verisk Analytics
Cloudflare
From the Path Forward blog: Questions (and Answers!) about Path Forward
Figure Out What You Want To Do
<table>
<thead>
<tr>
<th>Things I LOVE to do</th>
<th>Things I want to learn</th>
<th>Things I Don’t Love To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Practice Telling Your Story
MIND THE GAP
<table>
<thead>
<tr>
<th>How nonpaid work translates into business</th>
</tr>
</thead>
</table>
| **Running a volunteer project (PTA, religious org, community org)** | • Ability to persuade using influence vs. authority  
• Ability to collaborate with different personalities, manage competing agendas  
• Focus on goals and accomplishments  
• Raise funds and maintain financial viability  
• Ability and willingness to lead |
| **Participating in a volunteer project** | • Maintain commitment to a cause despite ambiguity of roles and responsibilities  
• Ability to collaborate with different personalities, manage competing agendas  
• Manage your own performance to accomplish team’s goals  
• Demonstrate passion and drive |
| **Managing your child’s special needs case** | • Navigating complex bureaucracies and rules  
• Adhering to deadlines and schedules  
• Processing complex information and making decisions with limited information |
| **Coordinating an international move** | • Navigating complex bureaucracies and rules  
• Adhering to deadlines and schedules  
• Adapting to differing culture and supporting family in their adaptation  
• Learning a foreign language |
Find Your Tribe
Rebuild Your Network
How to Rebuild Your Network

1. Start with the people you already know
2. Ask for information, not jobs
3. Show your work and find ways to work with others
4. Focus on what you can give
5. Take a class
6. Make introductions
7. Be thankful
Refresh Your Skills

From the Path Forward blog: The Best Free Online Resources to Uplevel Your Coding Skills
Create A Target List Of Companies
Your 5-Point ACTION Plan

• Figure out what you want to do next
• Practice telling your story
• Rebuild your network
• Refresh your skills
• Create a target list of companies
Go For It!
Employer Panel

ORACLE DATA CLOUD

Return Path

ttc

Path Forward
Meet our panelists …

**Oracle**: Chad Kidder
chad.kidder@oracle.com

**TTEC**: Brett Rovansek
Brett.Rovansek@ttec.com

**Return Path**: Margaret Driscoll
margaret.driscoll@returnpath.com
Tips for reaching out to recruiters

• If you met them at the event, note that in your email
• If you didn’t meet them at the event, note that you got their name and information from Path Forward and that you are interested in talking to them about return to work opportunities
• If you are interested in a specific role at that company, apply FIRST and note which job you applied to in your email to the recruiter
Resources: Tools Of The Job Search Trade
Best Career Resources From The Path Forward Blog

- The Importance of Doing an Interview Post-Mortem
- Successful Interviews: What to Do Before, After, and During an Interview
- Does Anyone Bother With Cover Letters Anymore? (Yes, And Here’s How to Write a Good One)
- Writing a Resume After (More Than) a Few Years Out of the Workforce
- New Year, New Job: Doing Informational Interviews the Right Way
- New Year, New Job: Finding Your Tribe
- 5 Ways to Take Your Job Search Out Into the World
- “Send Me Your Resume”
- Write your next job description
- The Return to Work Checklist
- Get even more: Path Forward blog
Resumes 101

• Make two resumes, one to print and hand out and one to digitally upload.
  • The pretty printed one can be formatted with centering, bullet points, tabs etc.
  • The digital upload is plain: flush left, no special characters, no bullets, no tabs no formatting

• Save the formatted version as a PDF for uploading and emailing

• Use the plain version to copy and paste into application tracking systems
  • Be careful with cutting and pasting a resume into an online application!
  • Double check that it didn’t reformat or add wonky formatting

• Don’t just spell check, CONTENT check!
  • Don’t be the Public Relations Manager!

• Use a professional email address
  • Professional: janedoe16@gmail.com
  • Not Professional: mommyof3lilbunnies@yahoo.com
Interview Checklist

- Do research about the company. Go beyond the website. Read press releases, set up a Google alert, read up on their competition.
- Print out and review the job description.
- Bring several copies of your resume.
- Ask for the names of anyone you are interviewing with so you can look them up on LinkedIn. (It’s not stalking; it’s research.)
- Think about how you fulfill the qualifications they want and prepare stories to highlight your relevant skills and experience.
- Prepare questions to ask each interviewer.
- Send thank you notes to everyone you meet with.
Behavioral Interviewing Tips

• Listen to the question
• Get your stories together in advance
• Think of experiences you’ve had both in and out of the workforce
• Tell specifically what you DID; not what you WOULD do
• Explain what you learned from the experience (positive and negative)
• Practice, practice, practice ….
<table>
<thead>
<tr>
<th>For Situation/Task = Why?</th>
<th>For Action = How/?</th>
<th>For Result = Effect?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe a situation when...</td>
<td>Exactly what did you do?</td>
<td>What was the result?</td>
</tr>
<tr>
<td>Why did you?</td>
<td>Describe specifically how you did that?</td>
<td>How did it work out</td>
</tr>
<tr>
<td>What were the circumstances surrounding?</td>
<td>What did you do first? Second?</td>
<td>What happened as a result?</td>
</tr>
<tr>
<td>What were you reacting to?</td>
<td>Describe your specific role?</td>
<td>What feedback have you gotten?</td>
</tr>
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Path Forward
Always Ask Questions

Good Questions
- I read that your company just launched a major new product. Did the launch meet the team’s expectations?
- What else is coming down the pipeline at your company?
- I noticed that {skill} was a major theme in the job ad, with {skill} and {skill} being important as well. Is this correct? Are there other skills that are important to being successful in this role?
- What does a typical day in this department look like?
- What do you like best about working here?
- Any question that shows you did research to learn more about the interviewer, the company, the role

Not-Great Questions
- How much vacation do I get?
- Will I have to work more than 40 hours a week?
- What are your hours?
- So, what do you do here?
- What are the benefits?
- Any question that could have easily been answered by basic research (i.e., What does Acme Corp. do?)
Send a thank you note that will make you stand out

**Example of a good follow-up**

Hi Eric-
Thanks again for taking the time to visit with me about the Director of Sales Training position. I'm impressed and delighted that you have identified where the organization is now and what needs to be done to get where Acme Corp. wants to go.

By having a clear vision for training and development you've made it easier for the team to prioritize and make things happen faster. I appreciate so much that you recognize that training is "the glue that binds." It's like a trainer's fantasy!

I hope that your takeaway from our conversation is that I am someone who can effectively step into the role and help you accomplish your goals for the Sales Division.

If there is any additional information I can provide to help in the decision making process, please let me know.

**Example of a poor follow up**

Dear Mr. Hively,
Thanks for taking the time to interview me today. I would love to work for you.
Questions? Need support?
Email us at:

hello@pathforward.org