

April 21, 2009

http://www

Job Seekers

St. Luke's United Methodist Church, 8817 S. Broadway, Highlands Ranch, CO 80129
www.stlukeshr.com jobseekers@stlukeshr.com 303-791-0659

INSIDE THIS ISSUE

- 1 Waiting for a Job Offer
- 2 Evaluate a Job Offer
- 3 Networking Links
- 4 More Offer Evaluation
- 6 What Makes You Special
- 7 St. Luke's Resources

I find that the harder I
work, the more luck I
seem to have.
- Thomas Jefferson

Did You Get the Job? Waiting for a Job Offer

By Dawn Rosenberg McKay, About.com

You interview for a job. You're called back for a second interview and maybe even a third. You think they like you. You know you like them. "You can do this job," you say to yourself. Then they say they need a few days to make a decision. "How many days is a few?," you ask yourself. You go home and you wait. And wait. And then you wait some more. Then you wonder how long you should wait before you call them (**ANSWER:** at least a week).

If you're in the middle of a job hunt keep going. You may find something you like even better. And if this one doesn't come through, the next one may be right around the corner.

Now about those nerves. If you're just sitting around waiting for *the call* do what you can to [relax](#). Turn on the answering machine and take a long walk. Get a haircut. Go to a movie. Read a good book. Stay home and do some organizing — don't those closets need cleaning? What about that junk drawer? Keep up with the [latest news](#) about the company and the industry in general.

How to Evaluate a Job Offer Part 1: Salary, Office Environment, and Corporate Culture

You've spent the last few months answering help wanted ads, visiting recruiters, and networking. You've sent out your resumes and gone on a bunch of interviews. And now the moment you've been waiting for is here. It's your turn now. You have some job offers to consider. During those long days pounding the pavement, you didn't think making a decision would be this difficult. But this is serious business. The job you take now may be yours for a long time to come.

Continued on page 4

Littleton United Methodist Church

<http://www.littletonumc.org/templates/cuslittletonumc/details.asp?id=25580&PID=125423>

Looking For A Job?

Our LUMC Job Support Group has been providing valuable skills, advice, support and job-finding services since September 2002. Many members have provided weekly support for each other, and found satisfying jobs through the group which meets every Wednesday morning from 8:15 to 9:15 a.m.

Paul Unks, an experienced career/life counselor and member of LUMC facilitates each session. This is a community ministry and everyone is welcome whether looking for a job, unhappy in their current job, or just plain curious! You can help a friend or neighbor get back on his or her feet.

Job Network Directory

Do you know that you can check out our Job Network Directory, a major job resource for jobs in the Denver and Colorado Springs? It's housed in the church library and updated every Thursday afternoon. Available every day.

For more information about the Job Support Group please contact [Phil Green](#) @ 303.794.6379.

Our Father Lutheran Church

www.ourfatherlutheran.net/jobgroup.htm

Our Father has hired a professional in the field of Career Development to assist as a "**Resident Coach**" to Job Seekers group. **Valerie Ness** has been in the field for over 15 years and has a Career Coaching business called Summit Careers, She has a degree in Psychology and a Masters in OD and Leadership and works as a Recruiter in Littleton.

Valerie facilitates our **Wednesday Morning Meetings** from 8:00 - 9:30. The JobSeekers group works to address those needs and issues that have REALLY been bugging you in your search. Valerie will review your resume, give directions, roll-play difficult interviews... whatever you need to become **SUCCESSFUL** and **EMPLOYED!**

All un/employed/underemployed people are welcome to join OFLC JobSeekers but **MUST** apply **IN PERSON** at a meeting! All services provided by OFLC JobSeekers are free of charge.

Discovery: Job Network

Discovery: Job Network, Inc., established in 1988, is a non-profit interfaith organization that provides employment assistance to Job Seekers and Employers. D:JN is managed by Karen Leddy - **303-220-3384**.

JobSeekers Group Weekly Meeting...

JobSeekers Group meets every Wednesday from 8 to 9:30 am in the Fellowship Hall at Our Father Lutheran Church, 6335 S. Holly Street, Centennial, Colorado. Come for support, suggestions and leads! [Click here to e-mail Charlie Krumenacker, the contact for the OFLC JobSeekers Group.](#)

St. Thomas More Catholic Church

Job Seekers Support Group

Our Mission is to serve those seeking employment in our community

The St. Thomas More Job Seekers Support Group is dedicated to help those in need of employment or seeking to change employers. The Group serves those in the parish as well as our community at large. Everyone is welcome to participate.

Meetings are every Wednesday from 7:00am to 9:00am in the Library. Give one morning to share your expertise or help a job seeker one on one. Come to one meeting or several to share your insight, to observe, pray with us or offer suggestions for improving the ministry. The time you spend with us will be limited only to your level of interest.

8035 S. Quebec St.
Centennial, CO., 80112
303-220-3384

Dana Brown
dbrown74@austin.rr.com
249-1983

Keith Stephenson
rkeiths@swbell.net
826-5776



http://www.southsuburban.com/job_search.html

Our Purpose:

To show God's love and caring by providing free training and support to help people find work in which they are happy and fulfilled.

Ecclesiastes 3: 12-13: **"I know that there is nothing better for men than to be happy and do good while they live. That everyone may eat and drink, and find satisfaction in all his toil - this is the gift of God."**

[Click here](#) to download a Free Job Search Workbook

[Click here](#) to download a Free list of scriptures that will help you find reassurance and direction.

Topics the Workbook Covers:

Steps in a Job Search
Marketing Concepts
Dealing with Feelings / Self Esteem
Knowing Yourself Better
Setting Goals
Resume

Uncovering Hidden Jobs
Interviews
Working with References
Follow-up
Negotiations

Tom Warren at tomhwarren@aol.com or 303-518-4644

St. Andrew United Methodist Church

3350 White Bay Dr (9300 Block of S University Blvd), Highlands Ranch, CO 80126
PH: 303-794-2683

Wednesdays - 6:30p - Employment Search Group

ChristianJobs.com

<http://www.christianjobs.com/JobSeeker/Login.aspx?ReturnUrl=%2fJobSeeker%2fDefault.aspx>



It takes training to be prepared for the challenge.

Wake up and workout.

"Whatever your hand finds to do, do it with all your might, for in the grave, where you are going, there is neither working nor planning nor knowledge nor wisdom."
[Ecclesiastes 9:10](#), NIV

Continued from page 1....

Evaluating a Job Offer - Pros and Cons

To begin evaluating the pros and cons of your job offer, ask yourself a few simple questions:

Does the prospective job meet the criteria that I laid out when my job search first began?

Will the prospective job improve my level of satisfaction, personally and professionally?

Will this job take me down the path that leads to future career and/or personal goals?

Financially speaking, is the prospective job more profitable or at least comparable to previous positions that I have held?

If you answered no to all of these questions, then you should probably keep looking. If you answered yes to all, that's great! You may have found your dream job. A mixture of answers means you should continue your evaluation and proceed carefully.

Evaluating the Offer

Salary

Even if money isn't what gives you the most job satisfaction, no one can argue its importance. You need a certain amount of money to pay the bills, for example. Most of us also want to make sure we are being paid what we're worth and what is the going rate for jobs similar to ours. It's important to find out what others are making for related work in the same industry, and in the same geographic region. You can start gathering this information by looking at [salary surveys](#) and other [occupational information](#). And don't forget, if other aspects of the job appeal to you, you can try to [negotiate the offer](#).

Office Environment

Every office has a different feel to it. Some feel kind of "dark pin-striped suit" while others feel a little more relaxed. Years ago I interviewed for an internship in a public relations firm. From the second I set foot in the office I knew I wanted to work there. There was a big bubble gum machine in the corner and colorful pictures hung on the walls. A few years later I interviewed for a job at a large investment bank. The office was the complete opposite of the one I just described. I was interviewed in a formally decorated conference room and given a tour of the department I'd be working in. It was brightly lit, yet furnished in dull colors. I was offered and accepted both positions and loved both jobs. As you can see, you can be happy in two totally different environments. You just need to know which environment you'd be unhappy in.

Corporate Culture

Defined by [Merriam-Webster](#) as "the set of shared attitudes, values, goals, and practices that characterizes a company or corporation," corporate culture should be an important factor in your decision whether to accept a job offer. If you value your time away from the office, a company with a corporate culture that encourages late hours may not be for you. Is the potential employer's philosophy "win at all costs?" Is your philosophy "always play clean?" This company isn't for you. Are you an ardent proponent for animal rights? Through your [research](#) you learn that one of the company's subsidiaries does animal testing. Although this won't affect the day-to-day activities of your job, it may not be a situation in which you'll feel comfortable.

Your Boss/Co-Workers

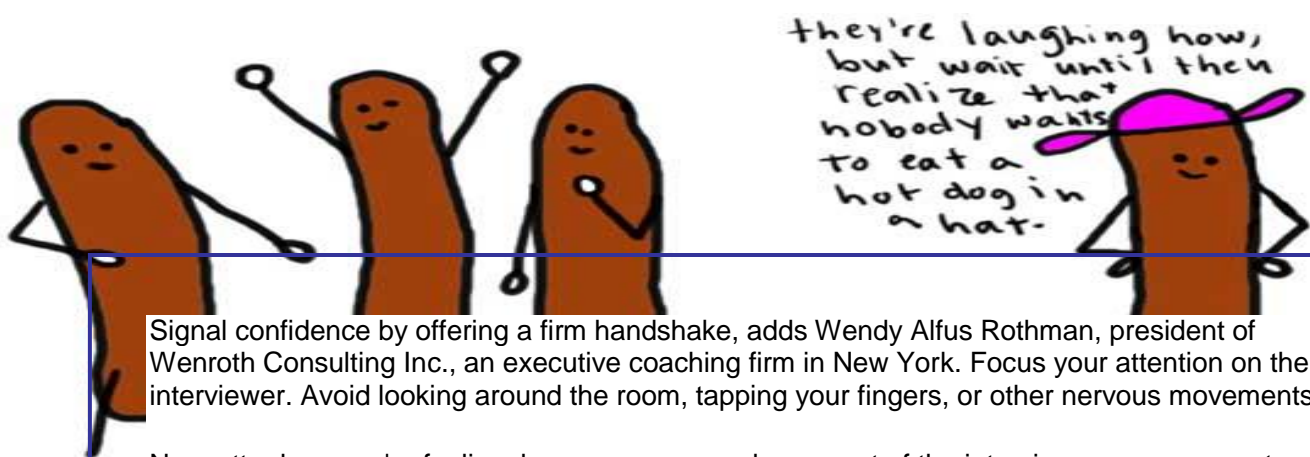
I was once being interviewed by the director of an organization and the head of the department I'd be working in. In the middle of the interview the director yelled at the department head. When I was offered the job, I didn't even ask how much, I just said "no thank you." While I wouldn't have daily contact with the director, I knew I would have enough contact with him to make my life miserable.

The same could be said of co-workers who are difficult to get along with. They may not influence your job, but they will influence the quality of the time you spend at work. Generally an interview will involve a tour of the office. Try to notice if people seem friendly and happy. This may be difficult to ascertain, but it's worth a shot. This is where [networking](#) comes in handy. Start calling people on your list of contacts to see if anyone knows something about the company.

Each of these factors taken alone may not make or break your decision to accept or decline a job offer. When you put them all together, though, you will have the information you need to make an educated choice. And then it will be time to let the potential employer in on your decision.

Accepting or Declining the Offer

Whether you choose to accept or reject a job offer, you must inform the employer who made that offer. This should be done formally, in writing, and if you wish by telephone as well. If your answer is "yes" it's obvious why you'll want to make a good impression with your future employer. But, why is it important to be polite to someone you don't plan to work for? Well, you don't know where your future will take you. You may at some point wind up with that employer as a superior, a colleague, a client, or even your next door neighbor. You certainly don't want to leave a bad impression.



Signal confidence by offering a firm handshake, adds Wendy Alfus Rothman, president of Wenroth Consulting Inc., an executive coaching firm in New York. Focus your attention on the interviewer. Avoid looking around the room, tapping your fingers, or other nervous movements.

What makes No matter how you're feeling, keep your personal woes out of the interview process, asserts Ms. Alfus Rothman. Instead, always exude an upbeat attitude. For example, if you were laid off, instead of lamenting the situation, you might say the experience prompted you to reassess your skills, and that's what led you here. "You want to demonstrate resilience in the face of unpredictable obstacles," she says.

Meanwhile, show you've done your homework on the company by explaining how your background and track record relates to its current needs, adds Deborah Markus, founder of Columbus Advisors LLC, an executive-search firm in New York. This is particularly important if the firm is in a different industry than the one you worked in before. To stand out, you'll need to look up more than just basics on company leadership and core businesses. You'll also need to find out — and understand — how recent changes in the marketplace have affected the firm, its competitors and industry overall. Read recent company press releases, annual reports, media coverage and industry blogs, and consult with trusted members of your network. "Companies that may have been performing well just a few months ago might be in survival mode now," says Ms. Markus. "You want to understand how [they're] positioned today."

Also, be sure to show you're a strong fit for the particular position you're seeking, adds Kathy Marsico, senior vice president of human resources at PDI Inc., a Saddle River, N.J., provider of sales and marketing services for pharmaceutical companies. Offer examples of past accomplishments — not just responsibilities you've held — and describe how they're relevant to the opportunity. "You must differentiate yourself like never before," she says. "You need to customize yourself and make yourself memorable."



JOB SEEKERS E-MAIL LIST

When you join Job Seekers, you may want to add your name to the Job Seekers Group e-mail list on St. Luke's Web site. It is through this e-mail list you will receive information about Job Seekers, as well as job opportunities and information, on this list

- The web site for St. Luke's is <http://www.St.Luke'sHR.com>
- Go to the e-ministry page from the top menu bar
- Go to e-mail lists
- Find the Job Seekers Group
- Add your e-mail address. Information and Job opportunities will be distributed via this list.

FACILITATORS

We currently have four group facilitators and we are looking for additional volunteers to serve as coaches, resources, presenters, and coordinators for the Job Seekers group. Please contact Job Seekers coordinator, Jim Wolff or any of the facilitators for more information.

Jim Wolff, Coordinator	303.619.3386	
Rev. Janet Forbes	303.791.0659	
Dave Laurvick	303.601.5528	

Pay it Forward!

- Go to www.crossroadscareer.org and click the red tab **Register Now**.
- Then click **Explorers** and follow the online instructions to register
- Select name of church: **St. Lukes United Methodist Church**
- Enter church membership key for Career Explorers: **seekers**

Browse, explore and make yourself at home. Each week work one step of the process.