

Debra Yergen

**Creating Job Security**  
***Resource Guide — 2<sup>nd</sup> edition***

**Debra Yergen**

*Creating* **JOB  
SECURITY**

— *Resource Guide – 2<sup>nd</sup> edition*





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**Creating Job Security**  
*Resource Guide*  
*2<sup>nd</sup> Edition*

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## *Special Thanks*

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I would like to thank the many job seekers who have shared stories and given continuous feedback via Twitter @Job\_Security. You continue to be my inspiration for continually enhancing this resource guide.

I would also like to thank my family, my friend Patti, whose cover design makes me happy every time I see it, and Andrew for his great insight into the publishing world.

To obtain a copy of the companion journal, *Creating Job Security, All-In-One Workbook, 2nd edition*, please visit: The Graduate Group at [www.GraduateGroup.com](http://www.GraduateGroup.com) or call Mara at +1 860-233-2330.

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## *Intro*

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If you've ever watched a sunrise, you know that for the first few minutes, just as that initial glow begins to peek over the horizon, it's still very dark. It's especially dark on a cloudy day when the early sunlight is filtered through several layers of atmosphere. A recovering economy, especially one that struggled as long and hard as the one that accompanied The Great Recession, holds many similarities with the rising sun.

There wasn't a country or a person alive who didn't in some way know of, feel the pressures of or feel the ramifications of the 2008 economic meltdown. Certainly there are many people who began to feel the worst of the recession in 2009 just before or after many economists declared the recession over. What no one denies is that the toll this recession took on the job market was severe even for traditionally insulated industries. And to make matters even more dire, this perfect storm peaked at a time when many families were already balancing dangerous debt to asset ratios.

Even with a recovery well underway, employers are slow to hire. The offers they are extending are often at a lower base pay than for those same positions before the recession. Many jobs are not coming back. While notable as an indicator, the most basic reality comes down to one question: "How is this affecting my family?"

As a new day dawns, job hunters recognize that the rules have changed. There are more tools, apps, websites and oth-

- ✓ Renting out a room / accepting a roommate
- ✓ Selling clothing or furniture on consignment
- ✓ Selling unused items on the Internet
- ✓ Teaching music lessons if you are proficient on an instrument
- ✓ Tutoring students after school in reading, math, or another subject of which you are knowledgeable
- ✓ Providing a household service: landscaping, housekeeping, or shopping for someone else
- ✓ Assessing which of your talents or services you can freelance out
- ✓ Taking a temporary part-time job

## *Chapter 5*

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### *What's This Questionnaire About?*

Companies today use a questionnaire to find out a significant amount of information about job seekers in many cases before they even schedule an initial interview. It's how they weed out candidates who are unqualified or unwilling to invest the time in researching their company. These questionnaires can take up to four or five hours to complete.

The questions vary, but common sample questions you can expect to see on a corporate questionnaire may include:

- ✓ Please visit our Web site and describe your understanding of our products.
- ✓ How many years of experience do you have in this field? [This could be the number of years in something general like direct sales or nonprofit fundraising, or something more specialized like treasury, or the automotive industry.]
- ✓ What was your average number of client meetings per week?
- ✓ What was your average number of calls per week, including prospecting calls?
- ✓ List the percentage of time you spent prospecting versus account management.
- ✓ What was your average contract value?



- ✓ Tell us about your experience selling to advertising agencies? [Or replace that with any market sector.]
- ✓ Share with us your trends forecast for the industry.
- ✓ What experience do you have with CRM [client relationship management] tools?
- ✓ Tell us about your direct marketing experience.
- ✓ What industry publications do you read on a regular basis?
- ✓ What was your total amount of revenue generation last year? The past five years?
- ✓ Do you live within a 50-mile radius of our offices?
- ✓ Please list your questions for us (as many as possible).

You would probably agree that this is a pretty intense list of questions, but this list isn't even a complete list. And this is only round one.

The days of sending 30 cookie-cutter resumes out to 30 companies is over. You need to be prepared to treat each application seriously. It's better to be slightly overwhelmed now while you have the chance to catch your breath and prepare your thinking than it is to be overwhelmed when this application hits your inbox and you're on deadline to return it.

Remember, your answers should not be about you. They should be about what you can offer to this company, and how you fit into their culture.

For example, if you are seeking a corporate position at a bank or financial institutions, the culture will be very different than if you are seeking a similar position at a non-profit agency that is devoted to a particular cause. It's important to research the organizations where you apply so that your answers reflect your understanding of their needs in filling an open position.

The good news if you are living in a medium-sized town or a rural area is that these questionnaires are still largely reserved for larger companies in metropolitan centers – Los Angeles, New York, Chicago, Miami, Dallas, etc. But they are becoming a trend of the future so it's in your interest to become familiar with them. They also provide great insight for ways you can prepare for a phone or in-person interview regardless of where you are applying.

For a more comprehensive list of sample questionnaires, visit [Job-Interview.net](http://Job-Interview.net).

# Chapter 6

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## *130+ of the Best Online Resources*

Using Internet search engines, you should have no trouble locating the names of staffing services in your area, job sites, or portals dedicated to jobs in your industry. For your convenience here are a few of the most established websites to provide information leads to get you started.

In most industries, there are also great coaching or other service-offering companies that provide job portals as part of their service. A top example of this in the broadcast news industry is [CollectiveTalent.com](http://CollectiveTalent.com).

### **By Industry:**

|                           |  |
|---------------------------|--|
| Accounting                | <a href="http://Accounting.com">Accounting.com</a>   |
| Advanced manufacturing    | <a href="http://CareerME.com">CareerME.com</a>   |
| Aviation                  | <a href="http://AVcrew.com">AVcrew.com</a><br><a href="http://AviationEmployment.com">AviationEmployment.com</a> |
| Bilingual jobs / Spanish  | <a href="http://iHispano.com">iHispano.com</a>   |
| Biotech / Pharmaceuticals | <a href="http://Biospace.com">Biospace.com</a>   |
| Broadcasting / News       | <a href="http://MediaLine.com">MediaLine.com</a><br><a href="http://TVjobs.com">TVjobs.com</a>                   |
| Chefs / Food preparation  | <a href="http://FoodJobZone.com">FoodJobZone.com</a><br><a href="http://Starchefs.com">Starchefs.com</a>         |
| Computer jobs / IT        | <a href="http://Computerjobs.com">Computerjobs.com</a>   |

|                                    |  |
|------------------------------------|--|
| Construction                       | <a href="http://CareersInConstruction.com">CareersInConstruction.com</a><br><a href="http://ConstructionJobStore.com">ConstructionJobStore.com</a>   |
| Creative professionals             | <a href="http://CreativeCentral.com">CreativeCentral.com</a><br><a href="http://Krop.com">Krop.com</a>   |
| Educational tutoring               | <a href="http://Tutor.com">Tutor.com</a>   |
| Entertainers / Performers          | <a href="http://EntertainmentCareers.net">EntertainmentCareers.net</a><br><a href="http://EntertainmentJobs.com">EntertainmentJobs.com</a><br><a href="http://ShowBizJobs.com">ShowBizJobs.com</a>                     |
| Environment sector jobs            | <a href="http://Ecojobs.com">Ecojobs.com</a>   |
| Finance                            | <a href="http://eFinancialCareers.com">eFinancialCareers.com</a><br><a href="http://CareerBank.com">CareerBank.com</a>   |
| Food and Beverage<br>Manufacturing | <a href="http://CareersinFood.com">CareersinFood.com</a><br><a href="http://Producecareers.com">Producecareers.com</a>   |
| Graphic Design                     | <a href="http://ArtJob.org">ArtJob.org</a><br><a href="http://Coroflot.com">Coroflot.com</a><br><a href="http://Gaes.com">Gaes.com</a>   |
| Government /<br>Public sector      | <a href="http://CareersinGovernment.com">CareersinGovernment.com</a><br><a href="http://GovCentral.com">GovCentral.com</a><br><a href="http://USAJobs.gov">USAJobs.gov</a>   |
| Healthcare                         | <a href="http://HealthcareSource.com">HealthcareSource.com</a><br><a href="http://HealthDirection.com">HealthDirection.com</a>   |
| Hospitality                        | <a href="http://hCareers.com">hCareers.com</a><br><a href="http://Newcareersinc.com">Newcareersinc.com</a><br><a href="http://ResortJobs.com">ResortJobs.com</a><br><a href="http://SummerJobs.com">SummerJobs.com</a> |
| Human Resources                    | <a href="http://Ajilon.com">Ajilon.com</a>   |

|   |  |
|---|--|
| International                           | <a href="http://Overseasjobs.com">Overseasjobs.com</a>   |
| Internships                             | <a href="http://InternJobs.com">InternJobs.com</a>   |
| Job Hunt by State                       | <a href="http://Job-Hunt.org">Job-Hunt.org</a><br><a href="http://JobBankInfo.org">JobBankInfo.org</a>   |
| Journalism                              | <a href="http://Editorandpublisher.com">Editorandpublisher.com</a><br><a href="http://Jaws.org/jobs">Jaws.org/jobs</a>   |
| Legal                                   | <a href="http://Careers.findlaw.com">Careers.findlaw.com</a><br><a href="http://Jobs.lawbulletin.com">Jobs.lawbulletin.com</a><br><a href="http://LawGuru.com">LawGuru.com</a> |
| Maintenance / Repair                    | <a href="http://MEPjobs.com">MEPjobs.com</a>   |
| Marketing / PR                          | <a href="http://CareerJet.com">CareerJet.com</a>   |
| Medical professionals                   | <a href="http://MediCentral.com">MediCentral.com</a><br><a href="http://HealthCareerWeb.com">HealthCareerWeb.com</a>   |
| Nonprofit / Philanthropy                | <a href="http://Idealist.org">Idealist.org</a>   |
| Protective Service /<br>Law Enforcement | <a href="http://LPjobs.com">LPjobs.com</a><br><a href="http://PoliceEmployment.com">PoliceEmployment.com</a>   |
| Retail / Entry-level to VP              | <a href="http://WorkinRetail.com">WorkinRetail.com</a>   |
| Sales                                   | <a href="http://SalesLadder.com">SalesLadder.com</a>   |
| Sports                                  | <a href="http://JobsinSports.com">JobsinSports.com</a>   |
| Supply chain management                 | <a href="http://Resourcesglobal.com">Resourcesglobal.com</a>   |
| Technology                              | <a href="http://Techies.com">Techies.com</a><br><a href="http://Dice.com">Dice.com</a>   |
| Transportation /<br>Material Moving     | <a href="http://Truckflix.xom">Truckflix.xom</a><br><a href="http://Truck.net">Truck.net</a>   |

*Executives:*

|                              |  |
|------------------------------|--|
| 6 Figure Jobs                | <a href="http://6figurejobs.com">6figurejobs.com</a>               |
| Executive search consultants | <a href="http://Aesc.org">Aesc.org</a>                             |
| CareerLeader                 | <a href="http://Careerdiscovery.com">Careerdiscovery.com</a>       |
| Headhunter.net               | <a href="http://Headhunter.net">Headhunter.net</a>                 |
| Kenexa / BrassRing           | <a href="http://Kenexa.com">Kenexa.com</a>                         |
| Professional staffing        | <a href="http://KForce.com">KForce.com</a>                         |
| Part-time executive work     | <a href="http://Flexibleexecutives.com">Flexibleexecutives.com</a> |
| TechnoCentral executives     | <a href="http://ExecuCentral.com">ExecuCentral.com</a>             |
| Vault Career Intelligence    | <a href="http://Vault.com">Vault.com</a>                           |
| Wall Street Journal portal   | <a href="http://CareerJournal.com">CareerJournal.com</a>           |

Middle management executives making in the low six figures continue to struggle as companies are forced to choose which positions to eliminate to balance their budgets. Today, these managers are asked to scale back headcount and department projects; often times absorbing the jobs they once had staff to complete. In some cases, departments are combined in the name of increased efficiencies and middle management positions are eliminated in lieu of losing entry-level positions that keep the company's initiatives moving forward.

To further reduce overhead, some organizations are even outsourcing entry-level positions to staffing organizations, which cost them more per hour but ultimately remove large overhead expenses like employee benefits.

**Executives who successfully seek and are offered six-figure income packages in this market are those who bring expertise in multiple key areas, such as marketing and sales, or any combination which increases revenue and saves the organization money.**

**General:**

|                            |  |
|----------------------------|--|
| America's Job Bank         | <a href="http://Jobbankinfo.org">Jobbankinfo.org</a>           |
| CareerBuilder              | <a href="http://Careerbuilder.com">Careerbuilder.com</a>       |
| Career Directory           | <a href="http://CareerDirectory.net">CareerDirectory.net</a>   |
| Career Listings and Advice | <a href="http://Career.com">Career.com</a>                     |
| College Career Connector   | <a href="http://CollegeRecruiter.com">CollegeRecruiter.com</a> |
| Cooljobs.com               | <a href="http://Cooljobs.com">Cooljobs.com</a>                 |
| Craigslist                 | <a href="http://Craigslist.org">Craigslist.org</a>             |
| Customer Service           | <a href="http://WestatHome.com">WestatHome.com</a>             |
| Employment Spot            | <a href="http://EmploymentSpot.com">EmploymentSpot.com</a>     |
| FlexJobs                   | <a href="http://FlexJobs.com">FlexJobs.com</a>                 |
| Headhunter.net             | <a href="http://Headhunter.net">Headhunter.net</a>             |
| Hot Jobs                   | <a href="http://Hotjobs.com">Hotjobs.com</a>                   |
| International Jobs Center  | <a href="http://Latpro.com">Latpro.com</a>                     |
| JobBank USA                | <a href="http://JobBankUSA.com">JobBankUSA.com</a>             |
| JobFind                    | <a href="http://Jobfind.com">Jobfind.com</a>                   |
| Jobs in Any Field          | <a href="http://Jobs.net">Jobs.net</a>                         |

|                           |  |
|---------------------------|--|
| Jobs Online               | <a href="http://Jobsonline.com">Jobsonline.com</a>       |
| Jobweb                    | <a href="http://Jobweb.com">Jobweb.com</a>               |
| Hourly and Part-time Work | <a href="http://Snagajob.com">Snagajob.com</a>           |
| Monster.com               | <a href="http://Monster.com">Monster.com</a>             |
| Resume Distribution       | <a href="http://ResumerZapper.com">ResumerZapper.com</a> |
| Telecommuting Jobs        | <a href="http://Tjobs.com">Tjobs.com</a>                 |
| Work Tree - Directory     | <a href="http://WorkTree.com">WorkTree.com</a>           |

**There are always jobs for those willing to work. You may not make the same salary you did in a former position, but even in a bad economy jobs are continuously becoming available.**

Some people incorrectly believe that if they take a position that pays less than a former position, they are ultimately hurting their resume. This has become known by the familiar term of “golden handcuffs”. There is a time and place to build your public image.

But hiring managers also understand that if you’re willing to do what needs to be done to meet your personal obligations, you’ll potentially have the integrity to work just as hard for them.

**It can be frustrating for job seekers to balance maintaining self-confidence and self-worth while still being weighted down by what career counselors call the “golden handcuffs.”**



Sometimes people using social networking sites to seek employment or freelance work are even more negatively affected by this phenomenon because they don't want to appear to "lose face" to former coworkers or colleagues. But until these colleagues offer to pay your mortgage in exchange for the right to share their opinion, it doesn't matter what they think.

Chances are they would feel and act similarly to you if the roles were reversed.

Each job offers unique benefits. While compensation is a part of that, so is the ability to expand your knowledge base to a new industry or field. To disproportionately consider income is to be tied up by golden handcuffs which may prevent you from finding a position that is otherwise ideal for you right now.

Job hunters seeking to create true job security ultimately need to consider if the position provides the income, opportunity, creativity, feasibility, flexibility, stability, and longevity that meets their needs right now. Those are the keys to the Green Light Scoring Model™.

If you were a hiring manager and an applicant you interviewed accepted a lower salary to keep their bills current and provide for their family, would you think less of them? You would not.

Would you feel confident about their willingness to do whatever was necessary to keep the department and your organization successful?

One hesitation you might hear from hiring managers is that you are overqualified for a position, and that is something you may legitimately need to address.

**No matter what job you are applying for, be prepared to assure the hiring manager that you really want the position and you're willing to stay.**

It helps if you are able to provide a list of benefits you are able to bring to the position over another less qualified candidate, as well as a brief list of how this position meets your needs for the next few years. Making this case does not lock you into a contract, but it will give the hiring manager peace of mind that you won't be looking to leave when the next best opportunity becomes available. Remember, there is always a cost for employers to hire and train new employees. You need to assure them that you are worth their investment.

Hot job sites for freelance and work-at-home positions include:

**Work-at-Home:**

Freelance Work Community    [AllFreelanceWork.com](http://AllFreelanceWork.com)

Artisan portal for crafts  
and handmade gifts    [Etsy.com](http://Etsy.com)

Homeworkers Alliance    [Homeworkers.org](http://Homeworkers.org)

Freelance, Contract, Temp    [Sologig.com](http://Sologig.com)

Specialized freelancers    [Guru.com](http://Guru.com)

|                          |  |
|--------------------------|--|
| Long-term, part-time     | <a href="http://Tentiltwo.com">Tentiltwo.com</a>   |
| Virtual customer service | <a href="http://Alpineaccess.com">Alpineaccess.com</a><br><a href="http://Arise.com">Arise.com</a><br><a href="http://VIPdesk.com">VIPdesk.com</a><br><a href="http://Workingsolutions.com">Workingsolutions.com</a> |
| Virtual office staff     | <a href="http://VirtualAssistants.com">VirtualAssistants.com</a>   |

The following sites connect corporate clients with freelancers or people who seek job-sharing or contract positions.

[Elance.com](http://Elance.com)  
[oDesk.com](http://oDesk.com)  
[Momcorps.com](http://Momcorps.com)

Along with hot contract leads, many of these sites post great articles and access to blogs offering insight into specific industries. Some offer specialized certifications that become a permanent addition to your training and education and that can be listed on your resume.

Some telemarketing sites require workers to obtain specialized headsets, software or Internet and phone connections to perform the jobs. But it is important to make certain you do not send money, bank account numbers, or personal information such as your social security number until you have checked out a prospective employer with the Better Business Bureau. Local chapter information is available at [BBB.org](http://BBB.org).

## *Chapter 7*

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### *Defining What's Important to You*

Jumping into a new job without enough forethought can be a lot like jumping into a new relationship. In fact, a job is a relationship between you and your employer. When you seek the position and they are offering a steady paycheck, it may seem that getting hired is all that matters. But it's not.

It's critical for your professional development and your personal satisfaction to consider what's really important to you. You have to know what you really want and what kind of a position and setting is right for you. A job that's ideal for you today might not look anything like a job that's ideal for you five years from now – or a job you would have considered five years ago. Building a career and making money are only one part of what makes up your life.

The Green Light Scoring Model™ is a tool that helps you determine in an objective, statistical, mathematical way, what is the very best career or job for you at this time in your life based on YOUR talents, experiences, preferences, and priorities.

**You may be familiar with the term scoring model.** It's what credit agencies use to determine your credit score. Just as they aggregate your personal information into a model to develop a score that statistically gives them a reliable picture of your ability to repay a loan, the Green Light Scoring Model aggregates your preferences according to specific definitions to statistically provide you with a reliable picture of which jobs and positions will provide you with the overall highest satisfaction and best opportunity for creating your job security.

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The scoring model in this resource guide has been modified to enable you to merely compare three or four actual job offers to determine which offer is most likely to best meet your needs. The full scoring model is available in *Creating Job Security, The All-In-One Workbook, 2nd Edition*, at [GraduateGroup.com](http://GraduateGroup.com) for \$30. It is full of graphs and easy-to-use charts that are simple to fill in. And it comes spiral bound so it's easy to open and use anywhere you have extra time. You could draw your own charts following detailed instructions in this guide and skip the workbook. But if you want something ready to go so you can focus on expanding your career options immediately, the workbook is a worthwhile investment.

The Green Light Scoring Model takes into consideration how a given position meets your needs for income, opportunity, creativity, feasibility, flexibility, stability, and longevity.

It's not an employer's role to protect your interests. To ensure your needs are considered as they should be, it's up to you to ask a few critical questions up front.

- ✓ Does this career, job, or business venture enhance and support who you are as a person?
- ✓ Does it give you an opportunity to learn something new?
- ✓ Does it help you achieve your goals and ultimately get you closer to where you want to be in your professional journey?

A career, job or business venture that meets these objectives – even if only for a limited amount of time or for where you are at this point in your life – will enable you to feel balanced and ultimately fulfilled by your choices and decisions.

## Chapter 8

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### Comparing Offers

There are two critical points when figuring out if a job is the right job for you right now. One of them is when you are starting from a blank slate and considering your life and what's important to you right now – and how all of your options fit into that.

If you find yourself overwhelmed or in a place where you could benefit from a home tutorial that walks you step-by-step through the process of easily identifying which a job or career would best fit your need for income, opportunity, creativity, feasibility, flexibility, stability, and longevity – the *Creating Job Security, All-In-One Workbook*, available at [GraduateGroup.com](http://GraduateGroup.com) complements the *Creating Job Security Resource Guide*.

**But what if you have two or three offers and they all include benefits or aspects that you find attractive? How do you determine which offer is best for you?**

Sometimes the choice is obvious. One offer pays a great deal more money, or is significantly closer to your residence, or it offers better benefits, telecommuting opportunities or flex time. If one offer provides all of these things and another offer provides none, then there's nothing to consider. But usually, one offer includes some of the things you need or want in a position, and another offer provides other things.

**The only genuinely objective way to determine which position is the most ideal position for you at this time in your life is to plug it into a scoring model.**

Armed Forces and you are stationed near a base for a few years, or if you only want a part-time position while your children are young and in school, a position that offers a limited longevity might still be optimum in terms of meeting your needs.

Longevity is the most fluid of the seven key analysis factors. Longevity in terms of a career decision is more important to some people than to others, and may be more important at certain times in your life. A position in nursing may offer more longevity than a marketing position in a start-up company offering customized software, or a position as an office manager for a doctor or dentist who may retire before you.

### *Scoring In Action*

Before you get to your chart, here's a brief example of how two job seekers, Xavier and Samm, might score two or three job offers they received or opportunities they created according to two specific definitions in the scoring model – creativity (Xavier) and flexibility (Samm).

**XAVIER is scoring the CREATIVITY of his two selections.** He reads the definition of CREATIVITY and then scores each selection on his list, using the Optimum (2), Acceptable (1), or Unacceptable (0) scale as it relates to creativity.

**Creativity** is an approach to how you do a job. Creativity is a way of personalizing, influencing, or bringing a special touch or advantage to a job. Creativity is the ability to contribute something special to what you are doing.

| Activity / Position                                      | Score | Explanation   |
|--|-------|---|
| Greeter at a local car dealership                        | 2     | Xavier enjoys looking good, and meeting new people. He ranks this position optimum (2) for creativity. It's his job to welcome people to the lot, make them feel comfortable, and find out what they are looking for, without the details of documentation or the pressure of closing a sale. |
| Fragrance demonstrator model at a local department store | 1     | Xavier enjoys the idea of introducing customers to new fragrances. He rates this position as acceptable (1) in terms of creativity.   |

**SAMM is focused on scoring the FLEXIBILITY of his three selections.** He reads the definition of FLEXIBILITY and then scores each selection on his list, using the Optimum (2), Acceptable (1), or Unacceptable (0) scale only as it relates to FLEXIBILITY.

**Flexibility** provides the mobility to balance a job or career with your personal life and priorities. Flexibility is the measure of balancing your skills, talents, experience, education, favorite activities and priorities. Flexibility is a key factor in having the ability to create pathways that transform your current opportunities into the life you ultimately hope to achieve.



| Activity / Position   | Score | Explanation   |
|---|-------|---|
| Temping in an office environment                                  | 1     | Samm considers office temping a job with acceptable (1) flexibility. He can always turn down a job if he has a prior appointment.                   |
| Developing his own virtual assistant / personal assistant service | 2     | Providing Samm is able to develop his client base with flexible customers, Samm rates this option as optimum (2) in flexibility.                    |
| Freelance off-site project management                             | 2     | As long as he meets his deadlines and is available via his iPhone, Samm can easily handle this job which he feels provides optimum (2) flexibility. |

*Creating Job Security, The All-In-One Workbook* - which complements the *Creating Job Security Resource Guide* - includes charts for comparing three or four specific offers – or for creating job security from scratch.

While this resource guide focuses on hot job resources from online sites to corporate questionnaires to things you can do to stand out from other applicants, you can also benefit from the pillars provided by the scoring model in the workbook.

To create your own sample chart, draw a table that includes 11 columns and however many rows you need to compare the career options you have in mind.

In the far left column, write “Job Offers / Projects.” Underneath this heading you’ll be able to add all the jobs or careers you are considering. These may be positions you are offered as an employee, a freelance project or a contract position for a given time. Each unique offer should receive its own row.

To the right of the top left corner square, titled “Job Offers /Projects” write out the names of the seven initial assessment criteria at the top of columns two through eight. At the top of column nine write “ability to withstand adversity.” In column ten, write, “most enjoyable.” Column eleven will provide space for you to total your rows across.

For columns two through eight, use the definitions previously included to rate each of the seven core determining factors: income, opportunity, creativity, feasibility, flexibility, stability, and longevity according to optimum (2), acceptable (1) or unacceptable (0).

Give one point to the ONE offer or project you would be most likely to stick with if the work became increasingly challenging, and one point to the ONE offer or project you would find most enjoyable.

Tally each row across and the job offer or project which receives the highest number is the most ideal job or position for you at this time in your life, according to what is most

important to you right now. Should you end up with a tie, consider yourself among the luckiest few who have multiple excellent options.

If you were comparing two or three actual job offers - congratulations! Now you just need to call and accept the job you're leaning toward.

Before you do, these resources can help you figure out what your dream job is worth.

[Salary.com](http://Salary.com)

[Payscale.com](http://Payscale.com)

[GlassDoor.com](http://GlassDoor.com)

### *The New Rules of Engagement*

It used to be expected that a salary offer was a starting point for negotiation. These days the first offer may be the final offer. Job seekers are certainly entitled to negotiate their benefit package, but given the number of qualified applicants in the job pool, an employer's first and second candidate may come down to who they can get for the better price. This will change as the economy continues to recover, but quality candidates have reported to @Job\_Security that they have lost professional offers by requesting as little as \$2,000 more in salary. Walk this line but walk it with caution.

## *Chapter 9*

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### *Adapting to Life in Between*

If you've invested the time in reading this far, you understand firsthand that life doesn't always work out the way we think it should with regard to job security. Perhaps you were laid off due to department cutbacks, or maybe you are one of hundreds or thousands affected by a plant closing. Or it may be that your job is safe - for now - but you're proactively researching your options so you're prepared if a RIF or pink slip should affect you.

Perhaps your situation is much more ominous. Perhaps you've been out of work for an extended period of time and your savings and unemployment benefits are running low or have expired. Perhaps you've lost your health insurance or you're living on credit. It doesn't help to hear that you're not alone. But hopefully the knowledge that the economy will improve and you have the power to effect change, even if it's a small change, in your life will give you the strength to get through your current circumstances.

Some people thrive on change. You may be one of them. Or you may be among the majority of people who struggle to accept change even when it's in their best interest. You may be changing careers or fields due to an accident or an injury, due to company downsizing or because you need increased flexibility to manage other obligations. You have your reasons and you know what they are.

**There may be several things that led you to where you are today -- or maybe it was just one thing that was completely outside of your control. Regardless of how or why**

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**you got here, you are here, and you have wonderful opportunities ahead.**

It's possible you'd still rather just win the lottery. But until that happens, adapting to life in between means pursuing a position or career that's ideal for where you are in your life right now.

There are many people who are very successful as small business owners. They appreciate the flexibility it offers and the opportunity hard work can bring. And they don't mind the extra accounting hassles of saving receipts and taking responsibility for their own taxes.

There are others who would rather make less money but have the security of a paycheck every two weeks along with the benefits that often come with working for a larger organization. Adapting to life in between means sometimes you'll need to do things that are outside your comfort zone to pay the bills.

That may include freelancing, providing service work like landscaping or housekeeping, selling unused items online or via consignment, or starting a home business just to keep money coming in until the economy turns around.

**You may be surprised to find that something you didn't expect to enjoy turns out to be a career you later pursue with enthusiasm. Or you may simply feel good about your ability to adapt to difficult circumstances with perseverance and grace.**

Don't be afraid to expand your horizons and try something outside your comfort zone in your quest to create job security. You never know the possibilities that await you right around life's next corner.

## *Chapter 10*

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### *Wrapping Up*

What started with massive world market losses in 2008 morphed into an unemployment situation in 2009 which has left families across the U.S. reeling with uncertainty. Moreover, if the situation isn't frightening enough, some economists are predicting jobs may not return to pre-recession levels until possibly 2012.

The situation is critical for millions of workers and families, and it has understandably led to a great deal of stress and discouragement; **however there's a very bright side to this crisis that the media has all but dismissed.**

Throughout history, it has been the times of greatest peril, distress, disease and persecution when the human spirit has rallied and entrepreneurs have flourished.

Many global workers living in bondage to their lifestyle of debt and financial obligations – mortgages, credit cards, car leases, student loans, daily lattes – became complacent making a living wage that covered their core expenses plus a little extra. For necessary financial requirements that spilled beyond that – car repairs, a new hot water heater, a class trip for their 6th grader – credit cards and home equity lines were readily available. As long as people had health insurance and a regular paycheck, life went on and they somehow managed the float.

Taking a risk, even a calculated one, into a new field or self-employment, didn't seem feasible for families living

paycheck-to-paycheck. On the other hand, as the value of some currencies continues to decline, and the trusted paycheck no longer covers what it once did, more people are asking, “Why not?”

- ✓ **Why not make some extra money to subsidize my regular paycheck?**
- ✓ **Why not telecommute or freelance from my home office?**
- ✓ **Why not use my talents, skills, and hobbies to do something I enjoy?**
- ✓ **Why not consider a new direction?**
- ✓ **Why not invest in my dreams to make a difference in our world?**

When people have nothing to lose, it’s true that some make reckless decisions. Then again, “nothing to lose” can be truly empowering because it also means you have an incredible opportunity to start with a clean slate and create a bright new future. Consider all the immigrants throughout time who ventured to a new country with the clothes on their backs and determination in their hearts.

The Age of Industrialization was forged by people who had nothing to lose and risked the time and resources they had to build something great. The Age of Information introduced the world to new business leaders. Leaders whose vision and acumen created new titans of technology and

whose products forever changed everything from communication to the new smart appliances we all use every day.

The media points its fingers at a host of causes for this economic turmoil, from Wall Street to personal and corporate debt. What matters more is what will get us out. If author Daniel Pink is correct in his book, *A Whole New Mind: Why Right-Brainers Will Rule the Future*, the world is entering a whole new era called the conceptual age where creativity and innovation will figure prominently for those seeking to push the envelope, expand your horizons, and create your own job security in the process.

**The hardships created by turbulent economic times make this the ideal time to create your own job security. You are the very best advocate you have. The resources in this guide will point you in the right direction.**

For those seeking a little more help with a hands-on workbook designed to take you step-by-step through the process of finding your ideal career right now, *Creating Job Security, The All-In-One Workbook* is available through The Graduate Group online at [GraduateGroup.com](http://GraduateGroup.com), or by calling +1.860.233.2330.

The workbook provides job seekers, or those looking to reinvent your career, with easy-to-complete tables, charts and room for notes in one easy-to-use and easy-to-transport notebook. The formats and charts are provided so you can focus on finding your ideal job today.



## *Resource Appendix*

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These following resources are included throughout the *Creating Job Security Resource Guide*.

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|------------------------------|----------------------------------|
| 6figurejobs.com              | CareersInConstruction.com        |
| About.com                    | CareersinFood.com                |
| Accounting.com               | CareersinGovernment.com          |
| Aesc.com                     | Classmates.com                   |
| Ajilon.com                   | CollectiveTalent.com             |
| AllFreelanceWork.com         | Collegerecruiter.com             |
| Alpineaccess.com             | Communityserver.com              |
| Arise.com                    | Computerjobs.com                 |
| ArtJob.org                   | ConstructionJobStore.com         |
| AVcrew.com                   | Cooljobs.com                     |
| AviationEmployment.com       | Coroflot.com                     |
| Biospace.com                 | Craigslist.com                   |
| Blogger.com                  | Creatingjobsecurity.blogspot.com |
| Carbonmade.com               | Creativecentral.com              |
| Career.com                   | Dice.com                         |
| CareerBank.com               | Ecojobs.com                      |
| CareerBuilder.com            | editorandpublisher.com           |
| Careerdirectors.com          | eFinancialCareers.com            |
| Careerdirectory.net          | Elace.com                        |
| Careerdiscovery.com          | Employmentspot.com               |
| CareerJet.com                | EntertainmentCareers.net         |
| CareerJournal.com            | EntertainmentJobs.com            |
| CareerManagementAlliance.com | Etsy.com                         |
| CareerME.com                 | ExecuCentral.com                 |
| careers.findlaw.com          | Facebook.com                     |

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|--|--|
| <a href="http://Flexibleexecutives.com">Flexibleexecutives.com</a> | <a href="http://Latpro.com">Latpro.com</a>                               |
| <a href="http://Flexjobs.com">Flexjobs.com</a>                     | <a href="http://LawGuru.com">LawGuru.com</a>                             |
| <a href="http://FoodJobZone.com">FoodJobZone.com</a>               | <a href="http://LinkedIn.com">LinkedIn.com</a>                           |
| <a href="http://gaes.com">gaes.com</a>                             | <a href="http://LPjobs.com">LPjobs.com</a>                               |
| <a href="http://GlassDoor.com">GlassDoor.com</a>                   | <a href="http://MediaLine.com">MediaLine.com</a>                         |
| <a href="http://GovCentral.com">GovCentral.com</a>                 | <a href="http://Medicentral.com">Medicentral.com</a>                     |
| <a href="http://GraduateGroup.com">GraduateGroup.com</a>           | <a href="http://mepjobs.com">mepjobs.com</a>                             |
| <a href="http://Guru.com">Guru.com</a>                             | <a href="http://Momcorps.com">Momcorps.com</a>                           |
| <a href="http://hCareers.com">hCareers.com</a>                     | <a href="http://Monster.com">Monster.com</a>                             |
| <a href="http://Headhunter.com">Headhunter.com</a>                 | <a href="http://MySpace.com">MySpace.com</a>                             |
| <a href="http://Headhunter.net">Headhunter.net</a>                 | <a href="http://MyWorkster.com">MyWorkster.com</a>                       |
| <a href="http://HealthCareerWeb.com">HealthCareerWeb.com</a>       | <a href="http://Newcareersinc.com">Newcareersinc.com</a>                 |
| <a href="http://HealthDirection.com">HealthDirection.com</a>       | <a href="http://oDesk.com">oDesk.com</a>                                 |
| <a href="http://HeathCareSource.com">HeathCareSource.com</a>       | <a href="http://Overseasjob.com">Overseasjob.com</a>                     |
| <a href="http://Homeworkers.org">Homeworkers.org</a>               | <a href="http://Payscale.com">Payscale.com</a>                           |
| <a href="http://Hotjobs.com">Hotjobs.com</a>                       | <a href="http://Plaxo.com">Plaxo.com</a>                                 |
| <a href="http://Idealist.org">Idealist.org</a>                     | <a href="http://Playbill.com">Playbill.com</a>                           |
| <a href="http://iHispano.com">iHispano.com</a>                     | <a href="http://PoliceEmployment.com">PoliceEmployment.com</a>           |
| <a href="http://Indeed.com">Indeed.com</a>                         | <a href="http://Producecareers.com">Producecareers.com</a>               |
| <a href="http://Internjobs.com">Internjobs.com</a>                 | <a href="http://Resortjobs.com">Resortjobs.com</a>                       |
| <a href="http://Jaws.org/jobs">Jaws.org/jobs</a>                   | <a href="http://Resourcesglobal.com">Resourcesglobal.com</a>             |
| <a href="http://JobBankInfo.org">JobBankInfo.org</a>               | <a href="http://ResumerZapper.com">ResumerZapper.com</a>                 |
| <a href="http://Job-Hunt.org">Job-Hunt.org</a>                     | <a href="http://Salary.com">Salary.com</a>                               |
| <a href="http://jobs.lawbulletin.com">jobs.lawbulletin.com</a>     | <a href="http://Salesladder.com">Salesladder.com</a>                     |
| <a href="http://Jobsonline.com">Jobsonline.com</a>                 | <a href="http://ShowBizJobs.com">ShowBizJobs.com</a>                     |
| <a href="http://Jobster.com">Jobster.com</a>                       | <a href="http://Snagajob.com">Snagajob.com</a>                           |
| <a href="http://Jobweb.com">Jobweb.com</a>                         | <a href="http://Sologig.com">Sologig.com</a>                             |
| <a href="http://Kenexa.com">Kenexa.com</a>                         | <a href="http://Starchefs.com">Starchefs.com</a>                         |
| <a href="http://Kforce.com">Kforce.com</a>                         | <a href="http://Stats.bls.gov/ocohome.htm">Stats.bls.gov/ocohome.htm</a> |
| <a href="http://Krop.com">Krop.com</a>                             | <a href="http://Summerjobs.com">Summerjobs.com</a>                       |

Techies.com  
Tentiltwo.com  
Tjobs.com  
Truck.net  
Truckflix.com  
Tutor.com  
Tvjobs.com  
Typepad.com  
USAJobs.gov  
Vault.com  
Videoresume.com

VIPdesk.com  
VirtualAssistants.com  
VisualCV.com  
Votech.about.com  
WestatHome.com  
Wordpress.com  
Workingsolutions.com  
WorkinRetail.com  
WorkTree.com  
YouTube.com

## *Notes*

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