

# YOU'RE FIRED!

*...Now What?*



*A survival guide to succeed in uncertain times*

**Sharon A. Gill**

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# About the Author

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Sharon A. Gill is the CEO of the Oasis Compassion Agency, a local non-profit agency based in Greenacres, Florida. Prior to that, she served as the Chief Executive Officer of the law firm of Gill & Associates from 1997-2003. During her tenure, Mrs. Gill steered the firm to record growth and recognition in the local business community. Among the many awards captured by the firm under Mrs. Gill's leadership, was the 2003 Minority Business Enterprise Supplier of the Year which was won on the local and regional level. Mrs. Gill was also featured in a National Advertising Campaign by Office Depot, Inc. during 2003. Her passion for leadership and education is evidenced by her commitment to her staff, volunteers, her community and her own personal development.

She is the recipient of numerous community awards including the Giraffe Awards which is given to three women each year who "stick their necks out" for others, winner of the 2009 Bank of America local heroes award, the 2010 Martin Luther King leadership award, sponsored by Palm Beach State College and most recently the 2011 Palms West Chamber Stiletto Award. She has served on the board of Crossroads at Palm Beach State College, an agency that helps displaced homemakers acquire new skills to enter or re-enter the workforce.

Mrs. Gill has appeared in interviews on ION tv, WXEL, and on WRMB Moody radio station. She has also appeared in several newspapers and magazines for her work as a community leader.

# **YOU'RE FIRED!..NOW WHAT?**

**Over 35 survival tips for thriving after being fired or laid off.**

(actually, there's a lot more 😊)

- 1. Grieve if you must for one day then get over it. You probably saw it coming anyway!**
  - 2. Me Inc. you are now in business for yourself**
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# Chapter 1

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**Grieve if you must for one day then get over it. You probably saw it coming anyway!**

**“Instead of crying over spilt milk, go milk another cow” - Erna Asp**

It's time to get out of your pj's and out of the house. If you have spent more than a week grieving, moaning and complaining, you have already spent too much time. Like I said in the heading, you probably saw this coming anyway. Most firings and layoffs are not surprising. When I worked at a law firm years ago, anyone who was let go was given clear warnings and opportunities to alter the inevitable outcome if they did not change their behaviors. In the case of layoffs, which I also had to do, the economic state of the organization was clearly communicated to the staff, so they had an idea of the possible outcome.

Even if your boss was not a good communicator, you can still see trends and signs that something is not quite right. Are they buying less office supplies? Did they cut out Friday morning bagels? How about not replacing someone who was let go? If those things did not get your attention, then certainly in today's environment, you only have to turn on the news to hear about the high unemployment rate, the mass layoffs and closures at other companies.

Okay, so now here you are but the good news is if you play your cards right and follow the steps outlined in this book, while I cannot guarantee you will find a job, I will guarantee that you will be head and shoulders above many of your competitors and you will have a sense of purpose and adventure about you. You might even decide to go into business on your own, but more about that later!

*This e-book is all about going from being a victim of the economy to surviving, thriving and eventually surpassing where you were before. It's all up to you!*

For those of you who are still employed and noticing the signs mentioned here, be warned. This may be the time to start being proactive.

Below are five things you can do to curtail the grieving process:

1. Get out of your pajamas or yard clothes-yes, it bears repeating. Pajamas and yard clothing are not conducive to stimulating thinking. Wearing pajamas around the house creates sleepy thoughts and this is the time when your mind has to be fully engaged.
2. Groom your hair before your paycheck runs out. If it already has and your unemployment check has not yet kicked in, find some cash to get this done. When your hair is groomed it pushes your confidence level up quite a bit. On the contrary, if it is not groomed, you may fall into a slight depression when you look at yourself in the mirror. If you have not been depressed before, let me assure you, it is de-motivating and what you need right now is a big dose of self-motivation to carry you through the next few weeks.
3. Do not overindulge in food and alcohol even if you feel tempted to do so with all the extra downtime. Now is *not* the time to gain weight and to be walking around in a fog. You need a clear head. You also need to look and feel good if you want to be noticed, which you do.
4. Clean your house-yes, guys too! Clean up your area. It is hard to think in the midst of clutter. Do not kid yourself. You may say your house was always a mess, even before you lost your job and that you did just fine. Just because you kept your job up to this point, does not mean you were operating at your optimum level, so now take a day or two, assess your surroundings and start to de-clutter.

You will feel like a weight came off you. Stuff that you do not need any more can be taken to a charity to help others in a worse condition than yourself. Already, you will feel like you are giving back and when you are

in a position to give, you will realize that maybe you are not at rock bottom as you thought.

5. Time to update your resume-yup, there is no time like the present. Your most recent employment now takes the top spot on your resume, if of course you have been there for at least six months. Hopefully you are computer savvy enough (*more about this later*) to update your resume but in case you aren't, there are nonprofit career centers in most cities where you can obtain free assistance and guidance.

If for some reason there isn't then you may have to pay a service to assist you with this. I am going to assume though, that you as a reader of this e-book, have access to a computer at home or you have a library card and that you are able to get an updated resume with little or no worries. One last tip on resumes-keep it to one page. No one likes to read beyond that point.

### **Me, Inc.**

**“You have the brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose. You’re on your own and you know what you know. You are the one who will decide where to go. – Dr Seuss**

You are now in the business of self-promotion, self-selling, self-marketing and self-branding. This will now be your full time job. Right away, you are back to work but temporarily without pay. To sell yourself properly takes a strategy, goal setting, vision, and a mission. All the things your boss taught you about the business, you will now apply to your new business, Me, Inc.

Your boss probably invested months or years of training in you. Do not let it go to waste. Your current assignment is “finding a job”. Get up each day as if you have a purpose, because you do. You are going to be strategic so I would suggest you do a mini strategic plan which includes which companies are you going to target, what jobs in those companies and what skills are required for that position.

If you are lacking the skills, then you need a plan and timeline on acquiring those skill sets. This is a good time to analyze your capabilities and identify your skill sets. What are you good at? Be brutally honest. I know several employees who do not take the time to develop new or additional skills when they are in what they think to be a “secure” job. Consequently, when they are no longer working for the company, they find their skill sets, way below market level.

Now is the time to see where you stand in regards to others entering your field and to engage in some type of training. Otherwise, you will be left out in the cold. These are the days of pro-activity. I will say this one thing about being fired or laid off a job, it can be quite motivating because it is an opportunity for you to re-invent yourself, to be re-birthed so to speak, if you choose to see it that way,

which again, I would advise you to. So let's talk about some practical things you can do at Me, Inc.

1. Market yourself-maybe you did not work in your last company's marketing department, but you do now! Create a letterhead and business card/calling cards. Remember your old business cards don't work anymore. With the social media explosion nowadays, you have more than just your name and phone number to put on your card. For example, you can include your blog address and also an indication that you are on Facebook and LinkedIn.
2. Social Media-Facebook, LinkedIn, Twitter and the Blogs- Yes, I too am getting tired of hearing about the importance of social media networks but guess what, it works! If you have not already done so, sign up for the top three mentioned here and also start a blog. There are many free services available such as Blogger.

Blog about your favorite topic, something of interest to you that others may find interesting. I urge you to be wise here, because if you are going to include your blog on your calling card, then it should correspond with the career path you aim to take and if not, something of general interest and not too controversial. Remember, you are trying to get a job. Get colleagues to recommend you on LinkedIn. Update your Facebook and Twitter pages regularly. Keep yourself in the "news" cycle.

3. Get Tech Savvy-The above suggestions assume you have a comfortable working knowledge with the computer. If not, now is the time to sharpen your skills. Take advantage of classes being offered at discount rates at community high schools, community colleges, free career centers, libraries etc.

If you know Word but not Excel and PowerPoint, add those two to your toolbox. They are both in demand and will make you more valuable to your potential employer. It could be another skill such as QuickBooks or

something more specific to your industry. Learn it now. When else are you going to get the chance?

4. Go to the library and educate yourself on marketing and presentation skills. Borrow books, become a better reader, acquire knowledge. Take advantage of the free seminars being offered. Keep your mind active.
5. Interviewing skills may need to be polished up. Perhaps you have been on your last job for a while and you might have forgotten how to interview. I suggest you do an internet search on interviewing skills and read up on some of the many great tips available. At the career center that I run, we offer this class and it is very effective.

Clients who have attended this class do far better in landing a job than clients who do not. Before the class, we conduct a mock interview or do a questionnaire to test the client's past habits. It is truly surprising and disturbing even at times to hear how my clients performed in past interviews. I will not go into great detail here, but a few rules to follow: More interview tips available in the appendix.

- a. Never bad mouth your last boss or job
- b. Maintain eye contact
- c. Do some research ahead of time on the company
- d. Do not over speak-try sticking to the questions. Over speaking oftentimes lead to TMI(too much information)
- e. Dress appropriately to the environment or situation you are applying for
- f. be well groomed; Maintain proper hygiene
- g. Be on time
- h. After the interview, send a thank you email, card or call
- i. Be honest; don't overstate or lie about your abilities
- j. If for any reason you can't make it; call ahead!
- k. Be professional and cordial; even to the receptionist or secretaries, etc.



## Chapter 3

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### **Network, Network, Network – In Person**

**“The successful warrior is the average man, with laser-like focus” – Bruce Lee**

Earlier we spoke about the social network but as effective as that is, there is nothing that compares to the human connection. There are many opportunities around for networking. There are many groups that you can attend for as little as \$10.00 which covers refreshments. There is free happy hour, or you may consider joining a chamber of commerce as an investment in yourself.

People are consumers – Just think of yourself – you must purchase from someone – people likely purchase from people they know and trust. I work on several committees each year and during the course of our time together, I always watch how certain people just “hit it off” and begin to do business with each other.

A network is like a mushroom cloud – you meet a person and perhaps they do not need your services, but they may know 2 others who do and they know 2 others who do ... etc. etc. you get my drift. Similarly, you greatly increase your chances of getting hired if you belong to a network. Once people feel comfortable with you, they will feel comfortable recommending you to others, including perhaps their own employers.

I recently attended a conference where a panel of marketing gurus was giving advice on how your business can survive a tough economy. One of the panelists stated that your goal, if you want to market yourself or your company, is to meet five new people *per day*. That’s 20 new people each week, 80 per month. You can easily see if you make this *your* goal, how the law of averages would be on your side. In the next chapter, I am going to speak further on the Power of Partnership, but it first begins with a network.

So to get started, let's go over five things you must do:

1. Change your "paradigm" now! A paradigm is a particular way of looking at things. Many times our personal growth depends on us changing our outlook. If you are not a "social" person, you need to throw away that old playbook of preferring to be by yourself and re-create yourself to become more congenial. If you are already social, now you will make it work for you in a more strategic manner, and not just acquiring friends. Focus on becoming a networker!
2. Go to every meeting you can, take advantage of the free ones if cash is low: church/synagogue meetings, alumni, PTA, free seminars at the library etc.
3. Volunteer at a non-profit agency. Many times you rub shoulders with donors and philanthropists who tend to be very connected. It also helps to give your life purpose as you also associate with those less fortunate than yourself.
4. Join Toastmasters; [www.toastmasters.org](http://www.toastmasters.org). This is a low cost way to meet people and improve your speaking and presentation skills at the same time. There is a Toastmasters chapter or two in every town with convenient meeting times. If you are well versed on a topic you may actually get speaking engagements as your club presidents sometimes receive calls to recommend speakers for various groups such as Rotary, etc.
5. Practice your "elevator speech". Your elevator speech is a short description of what you do, or the point you want to make, presented in the time it takes an elevator to go from the first floor to the top floor. It should take about 2-3 minutes. People hardly listen beyond that point.

If someone asks you what you do, you should be able to tell them quickly, clearly and convincingly within 2-3 minutes. Similarly, if someone asks you, how they can help you, you need to know what you are looking to receive from him/her. Your "ask" or your request, should be clear and leave no doubt in the person's mind what you want from them.

## Chapter 4

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### **There is Power in Partnership!**

**“I not only use the brains I have but all that I can borrow” – Woodrow Wilson**

Partnership is taking networking a step further. Now that you have built some networks and some relationships, it’s time to engage them at a deeper level. Among your network, there should be a few “regulars” that attend the same meetings that you are attending, or there may even be a friend or family member in the same boat-without a job. It’s time to put the power of partnership to work. The dictionary describes partnership as “a relationship between individuals or groups that is characterized by mutual cooperation and responsibility for the attainment of a specified goal.”

When you involve others into your plans, dreams and goals, there is tremendous power that can come from it. Partnership releases potential, provision and prosperity if you allow yourself to be open- minded and teachable. I have made reference in previous chapters about changing your paradigm, here again I am asking you to throw away your old way of thinking about people and partners and embrace a new way of thinking about relationships.

The reason why your old company’s brainstorming sessions were so effective was because you had several people sharing ideas. These ideas came from their own experiences and you can harness this reservoir of knowledge by allowing a select group of trusted acquaintances to brainstorm with you. Not every idea is a good idea, but you need to hear all ideas so you can make an informed decision.

In my career as a CEO of Oasis Compassion Agency, I have benefited tremendously from partnerships and you can too. I mentioned that partnership releases potential, provision and prosperity and I will touch on each benefit

briefly. During a brainstorming or idea generation session with your partners or as Napoleon Hill calls it, your Mastermind Team, you may find that there are hidden opportunities in your midst.

It may be that something you had not thought of before, some new business venture, some potential for success, might just surface when you put your head together with people of like mind and intentions. This has the effect of getting you excited as you uncover previously hidden potential.

Taking it a step further, partnership unleashing provision: When a group of people are involved in a discussion, you are bound to hear creative ideas and solutions that you could not have dreamed up yourself. It may be where to get resources at a discount rate, who's hiring where, someone may share the cost with you on a purchase, the possibilities are endless when you open up yourself, to not only receive from others, but to give of yourself, your resources and your knowledge as well.

Partnership unleashing prosperity will be the result of what happens when you act on the potential and the provisions. Prosperity will naturally follow. Remember, prosperity is not only financial wealth, but it can also be the wealth of ideas and human resources. Remain open minded and teachable!

Let's get you started on creating meaningful partnerships:

1. Use discernment and judgment to select perhaps 2-4 individuals from your network who you feel you could develop into a more meaningful relationship. We will copy Napoleon Hill's term and call these folks your personal Mastermind Team (from Think and Grow Rich-by Napoleon Hill). Explain to your group that you want to make this a win-win relationship and declare what skills you bring to the table. Everybody has something, even if you will be a gofer.
2. Commit to meet as a team once per week if you can. At your first meeting determine what skills each person has. This should be fun as some people have skills they are not even aware of. For example, in my personal

Mastermind Team, I have a graphic designer, public relations person, teacher, HR personnel, beautician, image consultant, book-keeper, financial planner, and many more gifts too lengthy to mention.

3. Recognize that your partners have friends who are also talented and gifted who by extension, are now your acquaintances. I have been helped by many people who were not directly on my team, but who were friends of members of my team.
4. If for some reason you cannot meet, send group e-mails or do a conference call. You can sign up at [www.freeconferencecall.com](http://www.freeconferencecall.com) which provides a conference call telephone number and access code. Your calls can be recorded for playback for a member who was not able to be on the call.
5. Express gratitude often for what you are getting out of the partnership. Let your partners know this is not a waste of time. Report successes to your group quickly especially if it was the result of a lead from your team. This will endear your members to you and foster new leads.
6. Remember also to give as well as take. Your giving of yourself will not only help your partnership to thrive and to endear others to you, it will also give you a sense of personal power and accomplishment. It is also a spiritual principle that as you give; you will surely receive.

# Chapter 5

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## Image is Everything

### **“You only get one chance to make a first impression” – Anonymous**

We touched on grooming in chapter one and how important that is. In this chapter I want to delve a little further into image as it is not just about grooming, but more about a complete picture of your personhood. One definition that I like states that an image is a mental representation, an idea; a concept. Therefore I think it is very important to project the right image, and even more so as you are on the hunt.

At the Career Center that I run, I see many negative first impressions. Luckily for my clients, I am there to correct their first impressions so that when they go on a “real” interview they have a chance. Most recently however, I had an opportunity to work with two women. Both were women who had held professional positions before and were seeking our assistance while looking for jobs. On the first day that these two women came in, within a couple of hours of each other, I happened to be looking for a candidate to send to a local company that was hiring and wanted someone right away.

Client A, and we will call her Lilly, came to our Career Center seeking help with a job search and she was impeccably dressed. She told our job counselor that she was out looking for work that morning but nothing had panned out. My staff noticed how great she looked and thought perhaps I should do an on the spot pre-screen for the local company that was looking to hire.

I must admit when I saw her I was impressed because most of our clients always seem so haggard and beaten down. It was refreshing to see someone so put

together and obviously seeking work. I interviewed her and sent her to the company that same day. She was hired within a couple of days by that company.

Client B, the second woman, we will call her Patty, also came in dressed for an interview. On paper, Patty was more qualified than Lilly and seemed more self-assured and confident. I noticed however, that in the midst of summer, Patty was wearing a long trench coat. I would have said something to her about her dress, but unfortunately, Patty did not seem to have a teachable spirit. She seemed more “set” in her ways.

Based on her resume however, I did send her on an interview that matched her qualifications. She did not get hired. I am not going to say it was because of her dress or her attitude, but if her interviewer felt the way I did, then perhaps the interviewer also felt that Patty was impenetrable.

Image can be as subtle as the attitude you portray. If you appear to be upbeat, excited, friendly and flexible, you may find that more doors will open for you. Remember the saying that “attitude is your choice”. It is so important to work on your attitude. Ask some people who are close to you and who can be honest, to describe your attitude.

If words like and the like are used, you have work to do. These attitudes will get you nowhere. You may have done okay up till now, but in this new job market, “the cream will rise to the top”. Like it or not, your image says a lot about you so it’s up to you to project the right one.

To get you started on your image makeover, let’s do the following:

1. Assess your wardrobe: If you moved from a colder climate to a warmer one, put the trench coats in storage. It just does not get that cold in the warm states. This is also a new time to update your look. You still need the standard dark blazer and suitable coordinated bottom for most office job interviews.

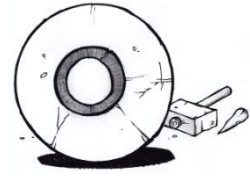
You can find great quality clothing from area thrift stores at bargain prices. I buy several designer suits from my own thrift store. If you are located in

the West Palm Beach area of South Florida, please visit [www.oasisthriftshop.com](http://www.oasisthriftshop.com) for good quality merchandise at affordable prices. Men, please avoid baggy pants until the weekend and ladies, that dress that looked so great at the club, does not look so good in the waiting room of your potential new job! Guys, be careful of earrings. Your potential employer may not like it.

2. Update your hair style. Ladies if you cannot afford to go to a salon, the Super Cuts/Hair Cuttery chains do a great job for a good price. Even lower still are cosmetology schools which will do a haircut and wash for rock bottom prices. Men, the same goes for you too. Avoid carving patterns into your hair if you are serious about landing that office job.
3. Written communication says a lot about you too. Be careful to read, and re-read and perhaps have a trusted friend read your letters of inquiry and your thank you letters after your interviews. Please, please remember to send a thank you letter. I will not hire a person; no matter how great their interview went, if they do not send me a thank you letter. For me, it means you are too busy, you lack manners, you are not in need of this job or you have poor character. My assumptions could be wrong, but that's why I am telling you that you only get *one* chance to make a great impression. Cover your bases.
4. Remember to be likeable and smile. Employers hire for competence, but they also look for people who will be easy to work with and who can fit in. Be personable.

# Chapter 6

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## The Reluctant Entrepreneur

**“Opportunities? They are all around us....there is power lying latent everywhere, waiting for the observant eye to discover it” - Orison Swett Marden**

So you did not plan to go into business but it seems like you are being forced in that direction. Perhaps now is the time to turn hobbies into an enterprise. Clear your mind so you will be able to see the new opportunities that are emerging. For many people, being laid off or fired is just what they needed to realize their full potential and that many times, comes in the form of starting your own business.

You may not have felt like leaving a steady job that pays the bills to go out and pursue a dream, after all what would your family think? Now, however, you are forced perhaps to consider that option. I am an entrepreneur at heart. I love starting companies and watching them grow. Over the last 15 years, I have been involved in 5 major start-up businesses including a church, non-profit, law firm, magazine and a media company. I am proud of the work I did in all five organizations and the results obtained, even in the two that were closed. Three remain in operation today.

There is a sense of gratification and satisfaction when you are your own boss. It is still a lot of hard work, by far harder than when you are an employee, but most experts agree that the way to truly become wealthy is to own your own business. I am not going to argue that here, but what I will say from my personal experience, is that your earning potential is in *your own hands*, not your boss'. With the right amount of determination, grit and attitude, the sky is the limit. So how do you get started?

If you decide that this is what you want to do, then I am assuming that you have a business idea in mind. Let me give you the cliff notes version of how to get started with your enterprise.

The first thing you might want to do is sketch out a business plan. It does not have to be perfect now, but a plan provides a guide and will point out potential pitfalls as well as opportunities. After you have crafted the plan, then you will choose a name for your company and then conduct a name search on the Secretary of State website to make sure that name is available. You must also decide whether this will be a home based business or will you need to rent space (this should have been answered in your plan).

Do you have startup money from your severance package or otherwise, or are you going to use credit cards as you go? You will also need to register your company i.e. file corporate documents with the Secretary of State and get a tax id number. As you can see from this very brief guide, there is a lot to think about. The cost of filing documents for your company is relatively inexpensive and you can literally be up and running within a week.

There are points to consider as you go down this path however:

1. Decide if you are mentally ready to be your own boss. Do you have the discipline and passion that will be needed to take you through the sometimes difficult first year? Are you willing to work 12-15 hours per day?
2. Is there a market for your product or service? Have you done a preliminary research to determine need? Are you going to need staff and if so, are you financially able to “carry” them and pay your bills if there is no positive income for 6 months. It is a good idea to have some reserve savings in the bank to cover living expenses for 3-6 months.

3. Are you going to need a website or can you get by initially with the other free social media? Plan enough for a marketing and advertising budget. This is most important and should not be overlooked.
4. If you answered yes to the questions above, then I believe based on my own experience that you have enough to start with. It will not be perfect, it will not be easy, but it will be fulfilling.
5. Get started. Hopefully you have a network that you can tap on and some partners who will be ambassadors for your business. Commit to telling at least five people per day about your business as previously stated in this book and best of luck to you. I will see you on the cover of Fortune magazine!
6. Visit your local Score office, Small Business Development Center or SBA office. These offices exist independently or are connected to local universities. They have tremendous free resources for starting businesses. If you are a minority or woman-owned business, then also consult with [www.wbenc.org](http://www.wbenc.org) , [www.mbda.gov](http://www.mbda.gov) and [www.nmsdcus.org](http://www.nmsdcus.org) .

# Chapter 7

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## Remain Positive

**“Through persistence and hard work, we can each unlock the potential God has given us. We have within us not only the capacity to accomplish great things, but also the ability to do ordinary things in extraordinary ways” –Lloyd Newell**

Don't give up! Stay positive! A positive mental attitude is one of the keys to your success. Don't worry about what the circumstances look like- remain positive so you are able to see opportunities when they present themselves – when you are positive, you tend to be more creative.

This is perhaps the best advice I can give you in this writing. I am a person of faith. My belief in Jesus has gotten me through many tough times and turbulent waters. You may not share my faith but I do believe that you need someone or something to hang on to that is bigger than yourself. When the going gets tough, you have to persevere.

I have been through many difficult situations both personally and professionally. On the personal front, the birth of my first child when I was 6 months pregnant and him weighing 2 pounds. On the professional side, the undercapitalization of some of my business ventures, struggling to fulfill client demands when revenues are low. In all of these matters, I am looking back. They are in my rear view mirror. All struggles eventually end up there and we know it, but somehow when we are going through it, we just feel like we want to give up. DON'T!

You have been through other tough times yourself and you will also get through this job loss. I am hoping that not only will you get through it, but you will actually thrive on the other end. Whether you decide to become an entrepreneur or you land that sweet job, my prayer for you is that you will taste satisfaction and be greatly fulfilled.

Here are 5 tips for remaining positive:

1. Connect spiritually. I mentioned that I am a person of faith. It is my practice to daily have a quiet time of Bible reading, prayer and meditation. This time can be as little as 15 minutes for starters, but it is a source of inspiration, confidence and encouragement.
2. Associate with positive people and (equally important) avoid negative ones! Positive people fill you with positivity. They encourage you and believe in you. They are an example to you as they are also headed in a positive direction. Negative folks do just the opposite.
3. Listen to inspirational material whether on the radio, satellite, cds, tapes or any other media. You must saturate your mind with positivity. Naturally, there's a time to unwind with lighter stuff; but a constant flow of junk in your ears will not aid your growth. You know what they say-garbage in-garbage out!
4. Read other positive (non- religious) uplifting materials. For example, I love motivational books and magazines like Success magazine. I mentioned the book Think and Grow Rich by Napoleon Hill and Rich Dad, Poor Dad by Robert Kiyosaki. These materials inspire you to reach for a better life by bettering yourself.
5. Invest in yourself by attending seminars or workshops to improve yourself. There are literally hundreds of these activities occurring all around you each week. Many of them are free or low cost. The seminar I mentioned earlier about business strategies was only \$15.00 to attend including breakfast! A steal! So take the time to invest in you. You will learn, grow and feel like a million bucks! You will give yourself a competitive advantage and virtually assure your success!!!

## Appendix

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## Interview Questions

### Questions Asked by the Interviewer

Interviewers expect a candidate for employment to be able to review their work history in detail. Be prepared to tell the interviewer the names of the companies you worked for, your job title, your starting and ending dates of employment, how much you earned and what your responsibilities in your position were. Also, an interviewer wants to know what your future plans and goals are. Listed below are questions that an interviewer may ask.

- How would you describe yourself?
- Why did you leave your last job?
- What are your long range and short range goals and objectives?
- What do you see yourself doing five years from now? Ten years from now?
- What do you really want to do in life?
- What are your long range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- What do you expect to be earning in five years?
- Why did you choose this career?
- Can you explain this gap in your employment history?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What's more important to you -- the work itself or how much you're paid for doing it?
- What do you consider to be your greatest strengths and weaknesses?
- How would a good friend describe you?
- Describe the best job you've ever had.
- Describe the best supervisor you've ever had.
- What would your last boss say about your work performance?

- What motivates you to go the extra mile on a project or job?
- Why should I hire you?
- What makes you qualified for this position?
- What qualifications do you have that make you successful in this career?
- How do you determine or evaluate success?
- What do you think it takes to be successful in a company like ours?
- In what ways do you think you can make a contribution to our company?
- Do you have any hobbies? What do you do in your spare time?
- Have you ever been fired or forced to resign?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Describe the workload in your current (or most recent) job.
- Describe the relationship that should exist between the supervisor and those reporting to him or her?
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe the most rewarding experience of your career thus far.
- If you were hiring a job-seeker for this position, what qualities would you look for?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- What's one of the hardest decisions you've ever had to make?
- How well do you adapt to new situations?
- Why did you decide to seek a position in this company?
- What can you tell us about our company?
- What two or three things are most important to you in your job?
- What major problem have you encountered and how did you deal with it?

## **Questions to Ask the Interviewer**

As the interview comes to a close, one of the final questions you may be asked is “What can I answer for you?” Have interview questions ready to ask. You aren’t just trying to get this job – you are also interviewing the employer to assess whether this company and the position are a good fit for you.

- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position? Is there overtime?
- Is this a new position? If not, what did the previous employee go on to do?
- Who does this position report to? If I am offered the position, can I meet him/her?
- How many people work in this office/department?
- What are the prospects for growth and advancement?
- What types of training or continuing education classes are offered?
- How does one advance in the company? Are there any examples?
- What do you like about working here?
- What don’t you like about working here and what would you change?
- Would you like a list of references?
- If I am extended a job offer, how soon would you like me to start?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?