

Get
the
Job



Negotiating a Career Change

Changing careers can be overwhelming, especially if you have been in the same industry for most of your working life.

Whether you are looking for a new challenge or becoming tired of your current-work environment — a new job may be in order.

Before making the leap, it's important to understand why you want to change careers and which field your skills would be useful in. Be sure you're committed to the new experience before leaving behind the job you worked hard to attain.

PREPARING YOURSELF

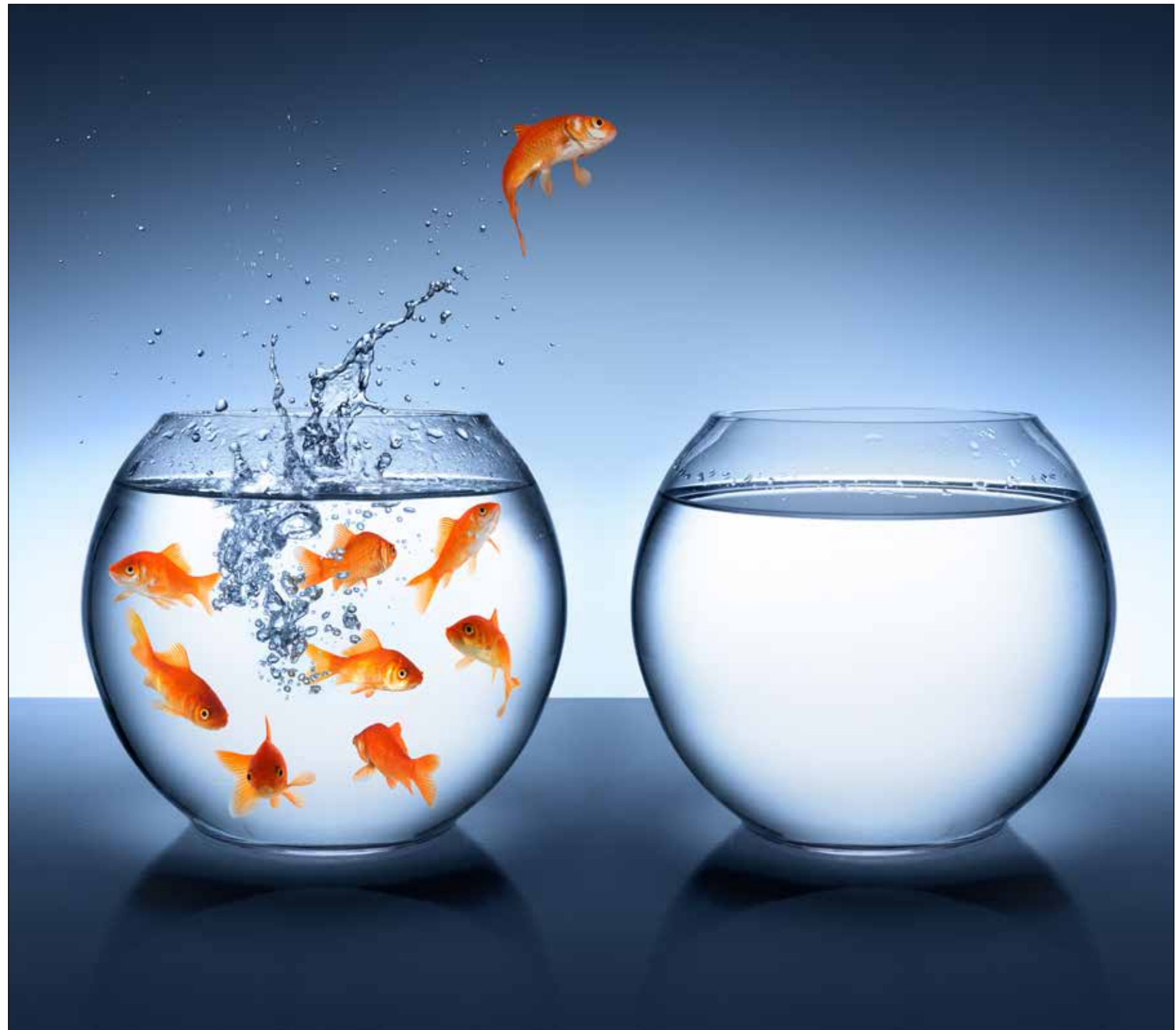
Entering a new career field is nothing to jump into blindly. Prepare yourself by researching your new industry. You should know what to expect regarding salary, benefits and number of hours you will work.

It's also important to have an emergency fund in your savings account. You'll be glad it's there if the new entry level job doesn't offer the same compensation you're used to. Experts at the American Institute of CPAs suggest having at least \$15,000 set aside. The idea is having enough money to support yourself for three to six months without an income.

QUESTIONS FOR SOMEONE IN THE INDUSTRY

If a different industry has piqued your interest, reach out to someone already working in it and ask the hard questions before committing to a new career path. Here are some things to consider learning more about.

- What is the typical workday like?



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- What is the average salary, initially, and what you can expect to earn long term?

- What are benefits like?

Knowing what you should expect about a new job is crucial before leav-

ing the position you are familiar with.

FACING DISAPPOINTMENT

Just like any job search, there are hurdles and letdowns when seeking a new career. Your lack of experience in a

certain field may seem like it's holding you back. If you are declined for the job, ask the interviewer for their opinion of why that was the result. Consider each failure as a learning experience to apply for your next opportunity.

Take a Temporary Position

If the bills are beginning to pile up, you might find relief with a temporary job. Temp jobs can be a good source of income with flexible hours so you can still focus on finding your full-time career.

It is important to go into an interview for a temporary job with the same passion as you use for positions in your desired field. Not only can you gain a good level of practice for upcoming meetings, a hiring manager will expect you to respect the temp position you are applying for.

Here are a few great ideas to consider when looking for a temporary position, along with the annual average salaries, per the United States Bureau of Labor.

BARTENDER, \$26,260

Not only can this occupation earn you a daily salary in the way of tips, being a bartender is an exceptional social experience. You can meet industry leaders in fields you are interested in. Be sure to act professional, friendly and experienced. You never know who you may wind up networking with on any given shift.

WAIT STAFF, \$25,280

Another job that relies heavily on gratuities, being a member of a wait staff will help you fine-tune your social skills while getting to know a wide variety of people. The ability to create a welcoming and comfortable experience for your guests can develop into amazing opportunities in the future.

Sales and Related Workers, \$40,180



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If you are well-versed in a product or subject, you can significantly impact your financial situation. Commissioned sales positions are usually perfor-

mance-based, meaning your earning potential lays on your shoulders. Creating a relationship with your clients is another way to open doors to your future career.

LANDSCAPING, \$29,700

Gather a few tools and make a difference to the neighborhood, especially if you live in a warmer region. Even if you just need to make extra money

during the summer, this could be a great path. Starting your own business can be inexpensive while giving you experience in business management and client relations.



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Dressing for Success

When attending an interview, it is important to choose attire that shows you are serious about landing the job.

In addition to picking the right clothing, you should also take special care to ensure they are tidy in appearance.

Consider visiting the dry cleaners for commercial grade services. If you have several interviews in your future, it's a good idea to return to the cleaner afterwards, so your clothes are ready for the next meeting.

Remember these tips from employment advisors Monster when choosing your attire for these industries.

TECH JOBS

When interviewing for an entry-level position in a start-up or technical position, a

suit may be overdoing it. While you should still aim to look professional and approachable, experts recommend donning a collared shirt and khakis or slacks for men. Women can make an impact with a sweater or blouse and slacks. Of course, for higher-level jobs, suits are a must.

GOVERNMENT POSITION

If you are a prospect for a job within a government agency, it is important to dress in a responsible and

mature fashion. Avoid being too flashy. A dark suit with a plain tie will make a statement that you are there to impress. Experts also recommend being conservative with jewelry, makeup and hairstyles.

SALES PROFESSIONALS

For high-end sales jobs, a neat appearance makes an impact. The sales manager will want to see you in your best outfit to gauge how you will come across to clients. Do your research to judge the

typical dress code in the office and decide to be bold with fashion or play it safe with solid colors. Consider the type of clientele that the product you're selling will be focused on.

FINANCE

Financial positions require an employee who comes off neat, strict and honest. When you are meeting with a hiring manager, make sure your clothing has been pressed and your overall appearance is tidy.

Returning to the Workforce

If you took a step back from the workforce for a period of time, coming back can be a challenge. A gap in your career history may be considered a red flag for employers. It is important to grab a hiring manager's attention by showcasing your career experiences and highlights.

Be prepared to answer questions regarding the gap. If you have a great reason like time spent volunteering or attending school, make sure to explain yourself during the interview.

Here are some other tips for getting back in the career groove.

REFRESH YOUR SKILLS

Before you begin applying for positions, take the time to brush up on the industry you will be coming back to. It can be beneficial to inquire with your local schools about trade classes, take an online course or even find a volunteer gig. Partaking in these extra activities is a good way to fill your resume and show a hiring manager you are invested and passionate about the industry. It will also help you catch up to the ever-changing field you want to be involved in.

PROFESSIONALLY PREPARED RESUME

Preparing an eye-catching resume is already a challenge for people without gaps in their work history. Contact a professional agency to develop a strategy that makes your application stand out. An expert may choose to avoid using a chronological template and opt for a functional resume. The difference is that



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in the latter, you emphasize your skills while removing the focus from your employment history.

SELL YOURSELF

When job searching, avoid thinking of your employment gap as a handicap. Instead,

make it a point to share your achievements while you were away from the workforce. Include any volunteer or

unpaid work you were involved in and how the experience will directly benefit a business.

Find Your Dream Job

Sometimes, the hardest part of getting the job is finding out who is hiring. Luckily, with today's technology, finding openings is easier than ever. In some cases, you can even apply from the comfort of your home.

While the internet has made it simple to view a multitude of job openings at one time, making a personal appearance can be beneficial. If a listing says to apply in person, consider it an opportunity to make a great impression when you deliver your resume by hand. Make sure you dress in your best attire and engage the employee with a warm and friendly greeting. While you're there, asking to speak with a manager can show initiative and interest in the position.

Here are a few of the most common ways you can find employers hiring in your area.

ONLINE LISTINGS

Apps, websites and email lists will give you access to many different openings in your area. Most allow you to set the mileage limits regarding how far away from your location you wish to search. Using this technology is the easiest way to compile a list of local companies looking for employees.

Another benefit to these listings is the amount of information they typically share about the position. You can gauge the qualifications, experience needed and sometimes the offered compensation, making it an easy task to see if the job is right for you before you even apply.



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NEWSPAPER CLASSIFIEDS

Employers reach out to their communities by posting job openings in their local papers. Checking these sec-

tions can give you an edge on the competition as others may be solely relying on internet listings. Take the time to check the paper for information about how to apply

and job requirements.

NETWORKING

Word-of-mouth is another great way to find out about job openings. Consider asking

peers who are involved in an industry you are interested in for job leads and references. Sometimes, companies are more willing to hire based on an employee recommendation.



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Ask Questions at the Interview

There will be a point in a job interview when the hiring manager will ask if you have any questions about the position. Blandly responding “no” can make you look unprepared and worse, uninterested.

Learn the right inquiries to make and show you are passionate about the job. When considering what to ask, it’s important not to overwhelm the interviewer but you should avoid yes-or-no questions.

Keep reading to learn more.

WHAT IS THE AVERAGE CAREER PATH FOR THIS POSITION?

This question will show the interviewer you are interested

in pursuing a career with their company. Make sure to express your desire to grow with the business and not sound like you’re already looking for a raise or promotion.

The answer can reveal if the group trains their employees for greater things within the organization when it comes time for promotions. If you want the job long-term, make sure there is room for you to grow internally.

WHO IS YOUR BIGGEST COMPETITOR?

When inquiring about the company’s competition, you are showing you are well-versed in the industry and the organization. It also is a good idea to ask the interviewer why the competitor’s presence creates a challenge. Make sure you have already done your research, it’s likely they will ask you for your input on a solution. It will look unprofessional if you don’t have a fol-

low-up answer.

WHAT IS YOUR FAVORITE THING ABOUT THE COMPANY?

Asking the interviewer his opinion of the organization can show you how passionate he is about his career. Employees who are well taken care of by their employers are quick to brag about the way they are treated. This answer also will give you insight into the culture of the company.

Social Media: Friend or Foe?

Job searchers have a love-hate relationship with social media. On one hand, promoting yourself through sites like LinkedIn or Facebook can provide big benefits if your content is professional. However, recruiters will quickly turn down your application if your profiles showcase unethical behavior.

Before applying for jobs, analyze your online presence to ensure your accounts show your commitment to a career.

HOW EMPLOYERS USE SOCIAL MEDIA

A 2017 study by the group Career Builder showed 70 percent of employers are reviewing candidate's social media profiles. Here are the statistics the report revealed about why applicants were turned down.

- 38 percent of candidates posted information of drinking or drug usage.
- 39 percent of applicants posted provocative or inappropriate pictures, videos or information.
- 23 percent revealed confidential information about a previous employer.

On the other hand, social media can be helpful when advertising yourself to potential employers. These are the positive results from the report showing the types of content that landed people the job.

- 38 percent revealed background information which supported professional qualifications.

• 37 percent showcased great communication skills.

- 36 percent were hired due to their professional image.

CLEAN UP YOUR DIGITAL IMAGE

Before you can create a



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more professional online presence, it's important to analyze the state of your profiles. Try a general inquiry of your name and location on a search engine and delete outdated accounts and inappropriate posts you made or are con-

nected to. You want to paint your digital image as a wholesome, honest and professional portrait.

BE ACTIVE

Showing you are relevant and active on social media

accounts looks great to employers, especially if you are regularly posting information regarding the industry you are trying to break into. Show off your creative side and knowledge about topics you are an expert in.

You may also benefit when delivering comments or posts that show your personality and a few of your interests. Hiring managers can learn a lot through this content and confirm you are a great fit for the role and their company.