



Randy's Work *and You*

June Edition

Dear clients and colleagues,

2004 is flying. Summer is coming up and we are nearly halfway through the year. Since the last E-zine, three of my clients found jobs through networking. It really does work.

Feel free to pass this free E-zine on.

To subscribe, click on my email address, <mailto:randy@randyblock.com>
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Upcoming Seminar

Up to 80% of jobs are obtained through networking. We will discuss techniques and methods for effective networking. Are you spending the bulk of your time networking?

Networking Seminar: June 23rd at the Renaissance Parc 55 Hotel in San Francisco from 9:30 a.m. to 12:30 p.m. Pre-registration is required. For details, click on <http://www.6figurejobs.com/http> and click on upcoming events.

This month's topics:

- 1. Ways to Avoid Being Defrauded During an Online Job Search**
- 2. 10 Hot Jobs for Those Who Wish to Supplement Their Income**
- 3. Success Story**
- 4. Humor Department**
- 5. Words that Inspire**

1. Ways to Avoid Being Defrauded During an Online Job Search

In a recent NY Times article, they stated that job seekers who use job boards such as Monster. COM to post their résumés are vulnerable to scams. Monster and others take no responsibility if you are the target of fraud as a result of posting your resume.

So here are some ways to minimize your chances of being defrauded:

--While PayPal is a legitimate payment processing company, be wary of work-at-home offers, especially those that require employees to process PayPal payments or reship goods on behalf of an employer.

--Beware of companies who discourage phone calls from prospective candidates, as they may be trying to mask their physical location.

--If you have doubts about a company, check for a profile on the Better Business Bureau Web site (www.bbb.org) and search for its name on the Federal Trade Commission Site (www.ftc.org).

--Do not give credit card or bank-account numbers to prospective employers. Refrain from paying fees of any kind at any time. Such requests can be tip-offs to pyramid schemes in which employees are required to recruit other work-at-home employees.

--Be guarded about disclosing your Social Security Number to a potential employer.

Above all, use common sense!

2. 10 Hot Jobs for Those Who Wish to Supplement Their Income

Whether you are “retired” and are looking for a second career, or you *have to work* to make ends meet, nearly 9 in 10 Americans plan to keep working during “retirement.” And for those who do, there are a number of hot jobs out there.

“There are far more opportunities for this generation,” says John Challenger, chief executive of Chicago-based outplacement firm Challenger, Gray and Christmas. “They’re far more healthy and able to work longer. And there are jobs that can impact other peoples’ lives.”

The following, Challenger said, are some of the best jobs and occupations to pursue now:

1. Tax preparer

Year in and year out, there is great demand for tax preparers. There’s training required, but it’s not extensive. Nor is it hard to find.

Many of the national tax-preparation firms, which go on a hiring spree every tax season, provide more than adequate training. It helps to have an aptitude for

numbers and details, and maybe some related experience and knowledge, but it's not a prerequisite.

On the downside, the workflow is a bit uneven. You can work as many hours as you care to from late January to April 15 then face the possibility of a long vacation. Still, Challenger says, "Tax preparation offers real opportunity for people who want pick up that work."

2. Head of a nonprofit group

Many small- to medium-sized nonprofits have a dramatic need for professionals who know how to run a business. But they often can't pay the money required to attract top talent. You can apply skills acquired in a corporate setting in ways that fulfill your public-service desires.

"Running nonprofits offers that kind of balance for retirees," Challenger says. Seniors might volunteer for organizations for which they want work before pursuing full- or part-time employment. One good resource is the Executive Service Corps.

3. Interim executive

Many firms will hire interim executives while searching for a permanent replacement to an open position, usually CEO. Those best suited for this job will have had experience running a company or at least had some profit-and-loss responsibility.

If you are searching for these opportunities you might contact your local Chamber of Commerce, read the local business section, review bankruptcy filings for leads and contact SCORE, a nonprofit group of retired execs that assist start-ups and small businesses.

4. Consultant in one's field of expertise

Here's a no-brainer for those who don't want to retrain or search for ways to give to the community. It's easy to stay on as a consultant to a former employer or solicit former vendors and clients and ex-colleagues for business. You can dictate how many projects you want to pursue and the hours and weeks you work.

5. Cost accountant

The recession has made companies increasingly cost-conscious. Companies that once reviewed invoices and costs only in a cursory fashion are analyzing their bills to the hundredth of a cent.

“It’s a specialized area of accounting,” Challenger says. “But it’s a hot job.” You can land a job in this field with some education and training.

6. Clergy

Challenger says there is demand for clergy, especially those wise in the ways of world. If you want to pursue this calling should contact the major divinity schools and talk with their local rabbi, priest, minister and the like.

7. Patient advocate

A patient advocate is a person who helps others identify resources and support in the health-care system.

“Helping people who don’t have the know-how to navigate the health-care system can be rewarding,” says Challenger. “Plus, there’s demand for this job now.”

Before pursuing this career you should first talk to the patient’s local hospital, doctor, HMO or health insurance provider.

8. Home health-care counselor

Increasingly, health care is being delivered to a person’s home. In some cases, it’s because people are being sent home from the hospital sooner. In other cases, the elderly need some type of health care at home.

There is not, however, a great supply of people who understand the various types of health-care products and services that can be delivered to the home, says Challenger. As with patient advocates, good resources include the local hospital, physicians, HMOs and health insurers.

9. Real estate agent

The housing market is still hot in many parts of the U.S.

This occupation may require an investment of time and money—it usually requires a classroom-based or online course that leads to a state-licensing exam. In addition, those who want to continue selling real estate will need to fulfill continuing-education requirements. The National Association of Realtors is one source.

10. Teacher

Returning to school—this time to teach—is becoming increasingly popular. Many school systems, some of which have witnessed a decline in the number of

experienced teachers, want people who can bring their knowledge of the business world into the classroom.

And as with clergy, this job will require some training and education and certification (depending on the state), but in the main it typically requires little retraining. "Usually you can teach a class in which you have expertise," Challenger says. The National Association of Educators is a good source.

>From an article written by Robert Powell. Powell is a co-author of "Decoding Wall Street and is an executive producer of PBS's "More Than Money".

3. Success Story

>From Ed "over 60"

Here's a first person Success Story from a member of the over 60 crowd.

August 2001. Software company has its sixth downsizing this year. This time I am one of the people let go.

April 2003. Offered an accepted a position as Global Delivery Manager for software company This position is a great match for my skills and has great income potential.

Landing this position was the result of networking, developing and maintaining skills and a willingness to try many things and preparation.

A key person in my network told me about the job. Hiring manager lives on the east coast but wanted someone to work out of the San Francisco office knows the person in my network. I had frequent contact with my network person and recently had done some pro bono work for him helping one of his volunteer projects. He recommended me to the hiring manager. His recommendation got me into the interview. The job was posted on Monster drawing several hundred applications. Ten people interviewed.

I was told that I was the only candidate that wore a suit to the interview. Each of the interviewees made very positive comments about the application letter that was organized in the T letter format. I almost did not use that format but my career coach pushed pretty hard. The lesson learned here was you do not get a lot of chances, when you get a good chance give it you absolutely best shot.

During three year interval I:

-- ⊃Had several part time jobs all of the low paid some challenging some menial.

- ⊃ One of the part time jobs was substitute teaching in the local high schools. This is a real challenge. It certainly helps maintain skills.
- ⊃ Learned and applied a great deal about networking
- ⊃ Did a lot of volunteer work. Early on this was focused on job search activities. Later on it was focused on developing and maintaining skills.
- Responded to thousands of posted positions
- ⊃ Hired one good and one not good career coach

Did I encounter age discrimination during my search? Probably! But networking got me into this interview. The company considers my age a benefit. Experience landed this job.

4. Humor Department



"Your scheduled interview yesterday went well, so we want to see how you do when taken by surprise."

5. Words that Inspire

"There are many ways of going forward, but only one way of standing still."

--Franklin Delano Roosevelt, 32nd President of the United States

Your comments and feedback on this E-zine are welcome!

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