Navigating the Job Search

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Objective

For the past 15+ years, I have presented "Navigating the Job Search" to undergraduate and graduate students at various schools and organizations around the country. I have weaved together an interactive collection of real-life interview questions, stories, advice, quotes, coaching and friendly role plays that help students prepare and increase their comfort level. My presentation reinforces what it takes to successfully navigate the job search and students leave the session with confidence, knowledge and a plan for a positive outcome.

Agenda

- 1. Introduction
- 2. Level 100 The basics
- 3. Level 200 Prepare and be strategic
- 4. "Intermission"
- 5. Level 300 Practical advice
- 6. Level 400 Crafting your pitch
- 7. Actual interview questions time to participate
- 8. Final thoughts
- 9. Q&A

Introduction - my path

Born	in M	liami	Beach
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1991 - Ransom Everglades High School

1995 - Washington University (St. Louis)

Political Science Major

Business Administration Minor

Kicker on football team

1999 - University of Colorado MBA

Finance/Technology & Innovation Mgmt

Case Study

1995-1997 AIG

1999-2013

2014-2019

2019-

KKR (30 interviews)

Baker Street Advisors (10 interviews)

Goldman Sachs (24 interviews)

My family



Rebecca

Adam

Samantha (20)

Alice (18)

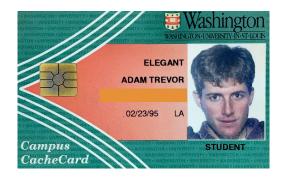
Jake (14)

Louie the dog (4)

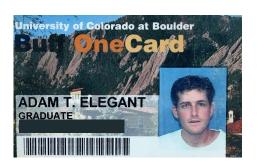
Kentfield, CA



A quick trip down memory lane















A few folks I met and/or worked with along the way....



Ground rules

- Highly Interactive
- Comfortable Participation
- Questions
 - Ask anytime
 - o Turn the question on me

The basics

One page resume, don't lie or exaggerate

Get a good night's sleep before interviews

Dress nicely and be presentable

Be **early** (on-time = late)

Be courteous and polite to EVERYONE

Turn phone off well before initial greeting

Practice your intro / greeting

Mind your Zoom etiquette (if applicable)

Make eye contact

Prepare and **ask** thoughtful questions

Write a thank you note (or email)

Prepare and be strategic

Connect with your network!

"Collect people" and keep in touch

Be "intellectually curious" and be a **sponge**

Research who you are meeting

Be interesting / engaging

Formulate opinions and share them

Bring a paper, article or recommendation

Befriend the "gatekeeper" / find your guide

Make things easy for people

Be mindful of your social media profile

Intermission

Some wisdom from Warren Buffett

10 THINGS PEOPLE LEARN TOO LATE

- 1. EVERYTHING IS TEMPORARY
- 2. LIFE ISN'T FAIR
- 3. FAMILY MATTERS MORE THAN FRIENDS
- 4. OTHERS TREAT YOU THE WAY YOU TREAT YOURSELF
- 5. BENEATH ANGER THERE'S ALWAYS FEAR
- 6. HAPPINESS IS A CHOICE AND REQUIRES HARD WORK
- 7. A LIFETIME ISN'T AS LONG AS YOU THINK
- 8. THE BIGGEST RISK IS NOT TAKING ANY RISK
- 9. THINGS DON'T MATTER SO MUCH
- 10. YOU PLAYED IT TOO SAFE

Practical advice

Stay organized throughout the process

Turn your brain into a database, triangulate and connect the dots

Find a common interest, connect - LinkedIn

Writing is a skill - practice it

Listen! (time for a quiz)

Follow-up! (one email is not following up)

Don't disqualify yourself or overreach

Don't have your parents call....

Take rejection in stride... it's part of life

Crafting **your** pitch

The job search is a sales process

Be friendly, positive, confident

Get comfortable with your words / refine phone skills / practice in front of mirror

Rehearse your "elevator pitch"

Start with "Thank you" and appreciation, not an apology

Avoid empty phrases

Find the "pain point" and run with it

Have no fear

Quantify, quantify

Actual interview questions and interactions

Your elevator pitch?

Dream Job?

Two pieces of rope

Stanford question?

Weakness?

Let's buy a watch

Persistence?

Stock pitch?

Pet Peeve?

Airport question?

Mantra or quote you live by?

Sarah Palin question?

How many months have 28 days?

Title of your autobiography?

Final thoughts

Washing machines work hard, you need to work smart - **Rob Thompson**

If you can't explain it simply, you don't understand it well enough - **Albert Einstein**

If you don't know where you are going, <u>you'll end up someplace</u> <u>else</u> —**Yogi Berra**

It's not what you don't know that gets you in trouble, it's what <u>you</u> think you know for certain that just ain't so - **Mark Twain**

Book recommendations, favorite quotes and additional resources are all available at http://www.adamelegant.com



10 THINGS THAT REQUIRE

ZERO TALENT

Being On Time Making An Effort **Being High Energy** Having A Positive Attitude **Being Passionate Using Good Body Language Being Coachable** Doing A Little Extra **Being Prepared** Having A Strong Work Ethic