



APICS

*The Association for
Operations Management*

www.APICS.org

Helping Members In Career Transition
Best Practices for APICS Chapters
March 18, 2009

*Advancing Productivity, Innovation,
and Competitive Success*





Helping Members In Career Transition Best Practices for APICS Chapters

Agenda

- Career Centers
 - APICS
 - District
 - Chapter
- Career Services Director
- Career Services Manager
- Employed Member Resources
- Future Opportunities

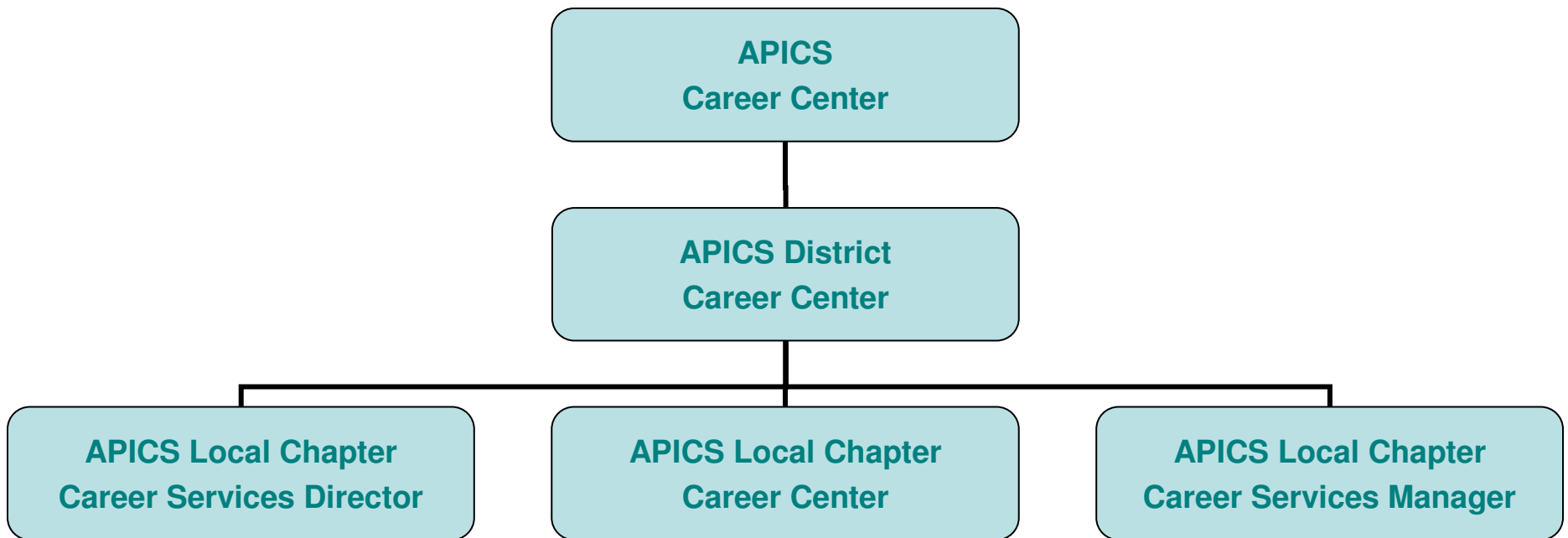


Building Strong Chapters: Members Helping Members



Helping Members In Career Transition Best Practices for APICS Chapters

APICS Career Center Hierarchy



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APICS Employer Services:

- Fee Based
 - Post Jobs
 - Search Resumes
 - Resume Agent
- Free Intern Postings



www.apics.org/resources/careercenter

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APICS Job Seeker Services:

- Unemployed Member Benefit Extension Program
<http://cbox.apics.org/Membership/Marketing/Pages/default.aspx>
- Post Resume for Employer Searches
- Search Current Jobs
- Create Job Agent
- Career Development Tools
- APICS membership required
- APICS LinkedIn Group



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APICS Career Development Tools:

- Market Yourself!
- Resume Technical Points
- Ten Resume Tips
- Will Your Resume Get Past the Scanner?
- Writing Cover Letters
- Interviewing Communication Skills 101
- Additional Web Resources



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Career Development Tools: Market Yourself!

- Preparing to market yourself
- Marketing Choices
- How your references market you
- Your salary history
- Your correspondence
- The interview
- Marketing yourself on the internet and at career fairs
- The marketing process continues



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District Job Seeker Services:

- Ask The Employment Experts
 - Career Coach
 - Executive Recruiter
- Job Seeker Articles
 - Five Steps To A Better Career
 - View a Job Interview as a Sales Call
- Additional Articles for Job Seekers Link
- APICS Southeast District LinkedIn Group
- APICS Membership Desired



www.apicssoutheast.org/CareerCenter.htm

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Chapter Employer Services:

- Job Postings
- Membership Announcements
 - Professional Development Meetings
 - Email distribution list
 - LinkedIn Group
- Job Seeker Profile Links
- Member and Non-Member Companies
- Community Service – No Fees!



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Chapter Job Seeker Services:

- Career Development Tools
- Profile Link for Employer Review
- View Posted Jobs
- Job Seeker Resources
- Career Services Director/Manager
- APICS Florida West Coast Chapter LinkedIn Group
- APICS Membership Required



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Chapter Career Development Tools:

- Career Flow Chart
- Reason For Being In Transition Statement
- Job Search Project Plan
- Cover Letters
- Twelve Steps to Writing an Effective Resume
- Networking Introductions
- Eight Steps To Networking Success
- Interviewing / 72 Interview Questions
- Questions For Candidates To Ask Potential Employers



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Chapter Job Seeker Resources:

Employment Support Groups

- Transitioning Professionals of Tampa Bay (TPT) - Private
 - Professionals & Middle Managers
 - www.TPTampaBay.net
- Professional Networking Group (PNG) – Tampa Bay Workforce Alliance
 - Professionals & Middle Managers
 - www.workforcetampa.com/career-candidate-services/services/professional-networking/



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Chapter Job Seeker Resources:

Employment Support Groups

- Transitioning Executive Network (TEN) - Worknet Pinellas
 - Director, VP, C-Level, President
 - <http://www.worknetpinellas.org/seeker.php?action=8>
- Tampa Bay Executive Forum (TBEF) - Private
 - Director, VP, C-Level, President
 - www.myTBEF.com
- In Between Jobs Search Group - Private, Faith Based
 - Clerical, Professionals, Managers, Director, VP, C-Level, President
 - www.careerministries.com/site/default.asp?sec_id=180002165

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Chapter Job Seeker Resources:

- Career News Articles- www.TheCareerNews.com
- Biblical Encouragement - www.Heartlight.org
- Introducing Yourself – www.15SecondPitch.com
- Company Research – www.ReferenceUSA.com
- Florida Business News – www.FloridaTrend.com
- Tampa Bay Business News - <http://tampabay.bizjournals.com/tampabay>



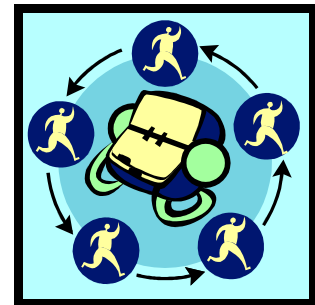
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Chapter Job Seeker Resources:

- Networking Cards (\$5) – www.VistaPrint.com
- Personality I.D. Profile – www.CareerDirectOnline.org
- Resume Critique – Sandra@LivingBeyondLimits.com
- Professional Social Networking – www.Linkedin.com
- Networking Information (\$5) – www.TampaOptions.com
- Health Assessment - www.RealAge.com



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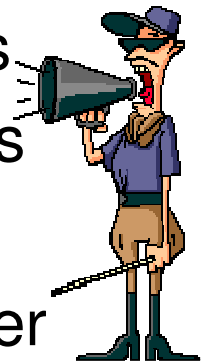


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Chapter Job Seeker Resources:

Career Services Director

- Permanent Board of Directors Position
- Coordinate job posting listing and removal
- Inform membership of new job postings
- Coordinate listing/removal of job seeker resources
- Create awareness of career services in companies
- Coach members to use Career Center resources
- Recruit, Coach and Train Career Services Manager



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Chapter Job Seeker Resources:

Career Services Manager

- Temporary position for Chapter member in transition
- Use Career Center resources to assist in job search
- Contact companies to obtain job posting information
- Promote APICS during job search activities
- Greet the membership at PDMs
- Attend BOD, PDM, District and special activities

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Chapter Career Services Manager Talking Points:

Company Coordinator

- Verify phone, email, website, and ongoing participation
- Encourage APICS-FLWC LinkedIn Group membership
- Discuss certification & maintenance and upcoming PDM & educational offerings
- Inquire about current open positions
- Identify/verify Human Resources contact information

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Chapter Career Services Manager Talking Points:

Human Resources

- Advocate Company Coordinator's/Member's role
- Discuss PDMs, Certification & Educational offerings
- Career Services: postings , newsletter, meetings
- Access member job seekers LinkedIn profiles
- Inquire about current open positions

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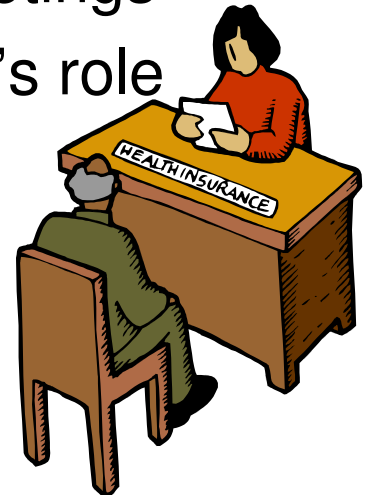


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Chapter Career Services Manager Talking Points : Hiring Manager

- Inquire about APICS certification requirements
- Discuss PDMs, Certification & Educational offerings
- Career Services: postings , newsletter, meetings
- Advocate Company Coordinator's/Member's role
- Member job seekers LinkedIn profiles

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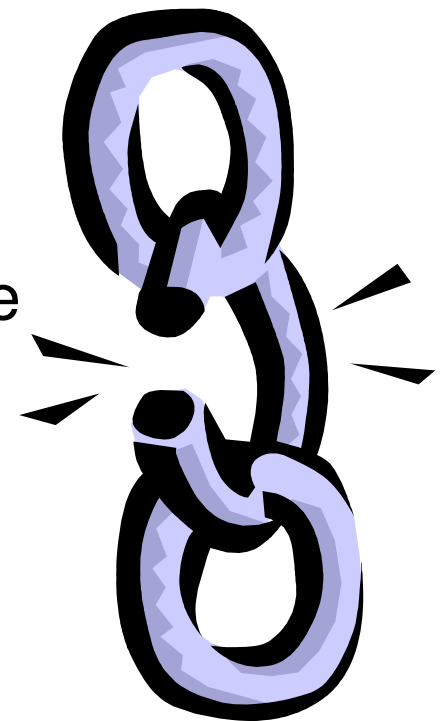


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Chapter Job Seeker Resources:

Job Seeker Start-Up

- Create a LinkedIn Profile & Join Group
- Complete Personality ID Assessment
- Independent Resume Critique and Update
- Order Networking Cards
- Participate in Employment Support Group



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Chapter Career Center:

Future Opportunities

- Career Services collaboration with APICS Chapters
- Best Practices Forums with other Associations
- Links to Career Centers of other Associations
- State funding of APICS certification training
- New Members & Suspends lists contacts
- Job Seeker Start-Up Check-List

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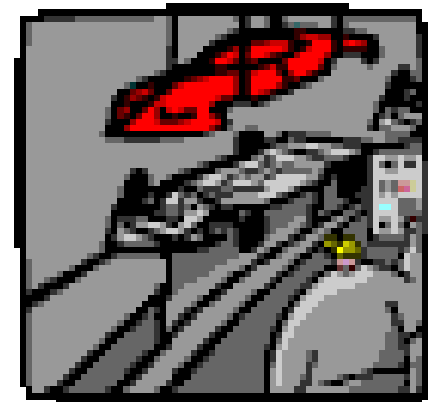


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APICS Career Center:

Employed Member Resources

- A Move Within or Out of Your Present Organization
<http://www.apics.org/Resources/CareerCenter/Tools/MoveWithinorOut.htm>
- BOD Letter to Employer
<http://cbox.apics.org/Membership/Marketing/Pages/default.aspx>
- APICS Advocacy Letter
<http://ga1.org/ct/LpsB2es1QRwi>
<http://ga1.org/ct/L7sB2es1QRw8/>



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