



# CAREER LINKS

## Avoid The Holiday Job Search Blues

What is the secret to avoiding the Holiday Job Search Blues? The answer is simple, stay busy!

It is going to take some extra effort during the holidays to be productive. Why? Because the outside world is too busy with the business of the holidays. So, you've got to compensate by building extra activities into your routine

So what extra activities can you build into your routine? Here are a few tips to get you started.

- \* Use holiday events to connect with family, friends and acquaintances.
- \* Send holiday cards with your business card enclosed to hiring managers with whom you've recently interviewed.
- \* Build networking leads: Take time to make holiday calls to friends, family and networking leads.
- \* Create a job searching schedule with at least one item to accomplish every day.
- \* Check the classifieds in your target markets from the Fall through the New Year Check websites for advertised positions.



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*"Goals are the fuel  
in the furnace of  
achievement."*

~ Brian Tracy



# Don't Slow Down Your Job Search During The Holiday



## **Benefits of a job search during the holiday season:**

- \* Some organizations feel pressure to fill openings before the first of the year in order to secure remaining budget and headcount allocation.
- \* There's generally less competition as many others have taken a job search hiatus during the holidays.
- \* Laying the groundwork now can help secure a job during the prime hiring months directly following the New Year.
- \* Short-term seasonal jobs could be a foot in the door for a longer-term opportunity.

## ***If you're in the midst of a transition, below are tips on how to revitalize your search through this holiday season.***

- \* Get control - Set a timeline and action plan and stick with it, despite the typically hectic holiday season. It's important to stay focused on your job search while still finding time to enjoy the festivities.
- \*  
Maintain your mental and physical health – Commit to a balance and enjoy the positive aspects of the holidays. If you don't have a career transition/outplacement consultant, select a mentor to whom you can report progress at a regularly scheduled time and build a support system. Keep family and friends involved in your search during the season.
- \* Take care of details - Committing time to your job search can be difficult during the holidays, but it's one of the most important aspects of staying focused; create a space that is dedicated to your search (home office, computer area, the library, etc.).
- \* Continue to build your network - Networking is one of the most important aspects of a job search, so don't let sporadic holiday schedules keep you from making and keeping networking meetings. In fact, holiday get-togethers are great opportunities to meet people who may end up being the key to your next job!



## Great Gifts For The Job Seeker



Need to [find a gift](#) for someone special who is job searching? Show that you care and give a gift that will help with a job search. Choose from products that help get you organized, books and software that provide resume and cover letter writing help, or items that provide a special touch to help stand out from the crowd when interviewing for employment.

Here are some other items to consider.

- \* Ink Pens: Pens range from expensive and elaborate to inexpensive and simple. Go for the refillable models. Stick with black ink. No pencils!
- \* Business Card Case: They'll keep cards crisp and clean.
- \* Portfolio: Leather, cloth or fabric, preferably in dark colors.
- \* Notebook: Job seekers can use this to take notes during interviews.
- \* Stationery: Choose a conservative, unlined pattern. White and off-white work well.
- \* Coffeehouse Gift Card: The ultimate pre-interview perk up or post-interview reward.

*Remember to keep the receipts and leave items in their original packaging in case your job seeker decides to return any of the gifts.*

### **Just another tip.....**

The most precious gift you can give the job seeker in your life this holiday season is a little bit of your time.

One of the most common misconceptions is that a job search is a solitary endeavor; it's anything but. A job search requires input and feedback at every step.

Job seekers need someone to proofread resumes and cover letters, conduct mock interviews and provide a pat on the back along the way.

This holiday season, spend a little more time helping your loved one in their job search. Some day, you may need them to return the favor.

Adapted from: <http://jobsearch.about.com/b/2004/12/08/holiday-gifts-for-job-seekers.htm>



# Hot Occupation



## Police Officers

**Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.**

### Tasks:

- \* Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- \* Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- \* Record facts to prepare reports that document incidents and activities.
- \* Review facts of incidents to determine if criminal act or statute violations were involved.
- \* Render aid to accident victims and other persons requiring first aid for physical injuries.
- \* Testify in court to present evidence or act as witness in traffic and criminal cases.
- \* Evaluate complaint and emergency-request information to determine response requirements.
- \* Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance.
- \* Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- \* Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.

### **Police Officers are an in-Demand Occupation: Growth rate 16% +**

In-Demand occupations are found in National High Growth industries. High Growth industries are economically critical, projected to add substantial numbers of new jobs, and are being transformed by technology and innovation.

### Wages:

| Location      | Pay Period | As of 2006 |          |          |          |          |
|---------------|------------|------------|----------|----------|----------|----------|
|               |            | 10%        | 25%      | Median   | 75%      | 90%      |
| United States | Hourly     | \$13.13    | \$17.12  | \$22.82  | \$28.79  | \$34.83  |
|               | Yearly     | \$27,300   | \$35,600 | \$47,500 | \$59,900 | \$72,400 |

