

**St. Joseph the Worker Job Networking Club  
St. John's Catholic Church, 1055 Hughes Rd., Madison, AL**

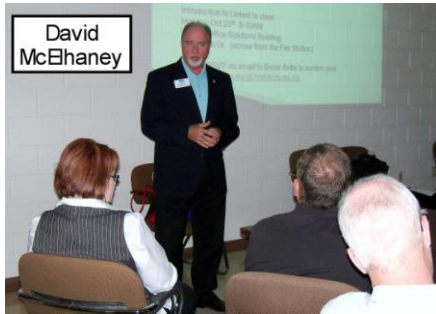
Job Club Website:

[www.stjohnbchurch.org/jobclub/jobclub.html](http://www.stjohnbchurch.org/jobclub/jobclub.html)

**DETAILED NOTES, October 19, 2010 12:30 pm**

**Guest Speaker: David McElhaney**

**Subject: LinkedIn**



David McElhaney  
Managing Partner  
Global Recruiters of Huntsville  
125 Northside Square, Suite 100  
Huntsville, AL 35801  
256-533-1444  
[dmcelhaney@grnhuntsville.com](mailto:dmcelhaney@grnhuntsville.com)  
[www.grnhuntsville.com](http://www.grnhuntsville.com)

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**- General Information for Newcomers -**

- Maureen Chemsak is the Convener for the group.
- The Job Club has been meeting since September 15 last year.
- We completed a three-part resume workshop this Spring.  
A sample chronological resume and a sample functional resume is on the website as a model:  
[www.stjohnbchurch.org/jobclub/jobclub.html](http://www.stjohnbchurch.org/jobclub/jobclub.html)

Sample Chronological

Resume: <http://www.stjohnbchurch.org/JobClub/Presentations/Sample%20Chronological%20Resume.pdf>

## Sample Functional

Resume: <http://www.stjohnbchurch.org/JobClub/Presentations/Sample%20Functional%20Resume.pdf>

- The job club has a lot of volunteers.
- The usual format for our meetings:
  - First half hour: Introductions and Announcements.
  - Second half hour: Presentation on a subject related to the job search.
  - Third half hour: Refreshments and Informal Networking [each week different job club members volunteer to provide refreshments].
- Fill out a New Members Form to be added to the e-mail list for job notices (see Yohanes).
- Meet with a volunteer for resume coaching.
- Each week during introductions, in addition to newcomers, we like to have three returning Job Club members do their "Two-Minute Elevator Speech," a short advertisement about what type of work they are looking for and a summary of their skills and experience.
- Getting together face to face once a week is important for networking, so you are not just at home glued to your computer. Job club members share information, provide emotional support, help with resume, cover letter etc..
- By a recent count, we have 380 job seekers who are active members of our networking group. Additionally we have 65 helpers who contribute in various ways. We are a networking group - we work together on a real-time basis to keep our members informed. Most of our members did not know any of the other members before joining our group, and collectively we can gather and disseminate a wealth of useful information about job opportunities and helpful tips.
- 70-80% of jobs are not advertised in the paper, or on the internet.
  - You find jobs that are not advertised through other people.
  - Identify places you would like to work and if you have limitations, like if you don't have a security clearance, then identify companies who would hire you as you are.
  - Your networking contacts are friends, family, neighbors, friends of your children, friends from church, former employers, former co-workers.
- Go to job fairs to make contacts.
- Some of the companies represented at job fairs are not actively hiring but it is a chance to get your resume in.
- Go to Community Resource Fair for the same reason: to get connected.
- VBC events: go to the vendor area which is typically open to the public.
- People get jobs in a doctor's waiting room, waiting in line to pay a bill, waiting in line at the grocery store - every time you are waiting it is an opportunity for something to happen.

- If you hear about a job, e-mail it to Maureen and she will send it out.
- St. John's parish graciously provides the meeting place and coffee, without charge.
- We don't collect any fees or dues - we are an all-volunteer organization so we would like you to pay back by bringing refreshments once every 4 months or so.
- There is a sign up sheet - check the refreshments table or see Isabel Abiseid.

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### **Some of the Job Club Volunteers:**

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- Dave Fledderman is the Job Club interface with St. John's church. He manages the information that is posted to the Job Club website [[www.stjohnchurch.org/jobclub/jobclub.html](http://www.stjohnchurch.org/jobclub/jobclub.html)] - which is part of St. John's church website. The website is a wealth of information - the website has detailed information, key presentations, workshop information, and a list of upcoming speakers. If you miss a meeting you can find out what has been said. The website is active, it is updated weekly. While there are a host of e-mails sent to members each week, these are not posted to the website because the information is outdated very quickly, so be sure to sign up to receive the e-mails.

Dave coaches people on resumes. He worked for 36 years as an Army civilian, the past 18 years on Redstone Arsenal and spent more than 30 years as a supervisor and selecting official.

There is a resume book maintained for reference upstairs at St. John's church. Sometimes employers who see the Job Club sign on Hughes Road stop by and ask to review any available resumes of job seekers. Dave coordinates entries in the notebook. You must sign a release form for your resume to be included in the book. See Dave for a release form, fill it out and return it to him. Any time you have an update to your resume and would like to replace your old one, provide your new resume to Dave and ask him to replace it. You do not need to sign a new release form each time.

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- Ed Snow has government and commercial experience. He helps people get their resume to reflect exactly what they have done to accurately portray themselves to potential employers. He has been volunteering with the Job Club since last October and is one of our presenters.

Ed's advice: There are no generic jobs. You've got to be thinking about: what do you want to do. You can have 5 different resumes, each one focused on targeting a different type of job and highlighting a few skills in that area. A tailored resume will highlight your specific skills relevant to an open position and may help to get you called for an interview.

- Employers' HR representatives spend 10 seconds looking at your resume to determine what department to send your resume to, whether to marketing, accounting, etc.. Your objective helps to make sure it goes to the right department.

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- Laneen Manchester: Recorder

Note from Dave Fledderman [Thanks, Dave]: "Laneen Manchester graciously serves us as the note-taker and Recorder for our weekly meetings."

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- Yohanes (pronounced like the name Johannes) Suhartoyo facilitates new member registrations. He prepares and collects the registration form for new members, takes photos, and makes coffee. Yohanes is also a Chess National Master and is willing to coach children in how to play chess (at no charge)!

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- Moses Nervis is both a job seeker and a trusty helper. He sends Maureen a lot of job announcements which are then passed on via e-mail to our members.

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- Herb Hayes is a Retired Army Officer and has owned businesses before. He spent 47 years with the government, the first 20 in the military and the last 22 in Civil Service. Herb recommends that you remain on the member list when you get a job (even if you have her take you off the e-mail distribution) - please continue to help. Give Maureen information about jobs you hear about so she can send it out to the members. And again, don't forget about our club once you get a job.

Herb also helps with resumes. His focus is on commercial resumes, since getting into the government takes a lot of time and effort. For the short term, you really need a conventional or commercial resume.

Herb suggests that for the government you should stress good writing skills - use a few paragraphs rather than bullets. He will help with government resumes once you have a primary resume. Your resume must be two pages, no more.

Everything on the resume needs to focus on the job objective. Your resume should be focused on what the employer will gain by hiring you, not how you can benefit from working for the employer.

Your objective should not state: "Seeking an opportunity to demonstrate my skills..." or that "I want a decent job in..." or "I need a full time job with medical benefits so I can pay the bills..." or that "I want training in..." even though a good job will provide you with all of these things.

The employer is not there to give you an opportunity. You need to state specifically what you have to offer a company, not what they can do for you. State what you have accomplished in your previous work history, and do not just list the various duties you were supposed to perform.

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- Isabel Abiseid volunteered to be the Refreshments Coordinator - see her to sign up to bring refreshments to a future meeting.

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- Dave Sadlowski also helps with resumes and he has made several presentations. He led the three week workshop on resumes.

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- Dave Fledderman: Google Groups

Currently Job Club Members include:  
380 job seekers.  
65 helpers.

Job Club members share information. Google Groups also allows you to share information with the group.

hiwaay had a problem with Maureen sending out so many e-mails.  
Knology shut down Dave for the same reason.

Without violating SPAM act regulations, we looked at a number of software programs, most required subscription fees - we are an all volunteer group. We decided to go with Google Groups.

Only about half of the members are signed up right now.

If you have a problem let Dave know and he will help you get set up.  
Thanks to Dave and Greg Thompson from the church for entering all of those e-mail addresses.

There are options available that reduce the number of e-mails you receive in a given day:

- Abridged Version - one e-mail a day combines the subject and first few lines of each e-mail into a single e-mail.
- Digest version - contains the full content of the message, but is condensed into one e-mail a day.

You must have your application turned in before you can be a member of the group. Outsiders cannot get your information.

Google collects information, you may get SPAM associated with job searches - this is a byproduct of the free service, but subscription services do the same thing....

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**Announcements 10/19/10**

- Judy (Judy Morgida?) provided refreshments today.

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- Mentioned at the two previous meetings:

Information cards are available for members (and visitors) to hand out to invite others to the job club. If you know anyone who is looking for a job and has not yet visited the Job Club, you can give them a card that has all of the pertinent details and invite them.

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- Security Clearance Form - What to Expect:

Examples of the type of information included in a questionnaire for Security Clearance:

- Personal information.
- Citizenship information (past and present).
- Current and former residences and contact name for each (past 3 years).
- School information.
- Employment / unemployment information (going back 7-10 years) and a contact name for verification.
- Former Federal service, excluding military service.
- Employment record including reason for leaving.
- Selective Service record.
- Military history including separation status / type if discharge.
- People who know you well whose combined association with you covers at least the last 7 years (excluding spouse, relatives or anyone listed elsewhere on the form).
- Marital Status.
- Information about spouse / former spouse / cohabitant (not just a renter / roommate).
- Relatives (parents, siblings, children, parents-in-law).
- Foreign contacts.
- Foreign activities:
  - Foreign financial interests (excluding U.S.-based fund managers or those managed through your employer).
  - Foreign business, professional activities and foreign government contacts.
  - Foreign countries visited and purpose of visit(s).
- Mental and emotional health.
- Police record.
- Illegal use of drugs or drug activity.
- Use of alcohol.
- Investigations and clearance record.
- Financial record:
  - In the past 7 years: bankruptcy, foreclosure, repossessions, tax evasion, liens, loan default, debts turned over to a collection agency, credit card suspended, eviction, delinquent on alimony / child support, wages garnished, debt over 180 days delinquent.
  - Currently over 90 days delinquent on any debts.

- Ever experienced financial problems due to gambling.
- Currently delinquent on any Federal debt.
- Disclose all financial obligations, including those for which you are a cosigner or guarantor (also provide information on any bankruptcies, foreclosures, default loans, etc.).
- Illegal / unauthorized use of information technology systems.
- Involvement in non-criminal court actions (i.e. civil).
- Association record (groups involved in illegal activities, terrorism, violence, coup, militia, paramilitary).
- Release form for security investigation.
- Release form for medical information (if applicable)
- Additional release forms may be requested at a later date (financial, etc.).
- Some investigations will include a personal interview (explanation of answers given), which helps to complete your investigation faster. Documents that may be required at that time: driver license, documentation of legal name change, social security card, passport, birth certificate, other documents related to information provided (citizenship, default loans, court settlements such as child support, arrests, etc.).
- Providing information is voluntary, however if each item of requested information is not provided the security investigation will not be able to be completed which will adversely affect eligibility for a national security position.
- Information provided is evaluated based on recency, seriousness, relevance to the position and duties and consistency with all other information.
- Questionnaire is a permanent document and may be used as the basis for future investigations.
- Purpose of background investigations is to determine if candidate is reliable, trustworthy, of good conduct and character and loyal to the U.S.
- Inquiry is also made about adherence to security requirements, honesty, integrity, vulnerability to exploitation or coercion, falsification, misrepresentation and other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.
- Checks of Federal agency records may be made about your spouse or other cohabitant.
- Final determination on eligibility for a national security position is the responsibility of the Federal agency that requested the investigation. Candidates are provided the opportunity to personally explain, refute, or clarify any information before a final decision is made.
- The Government protects the information provided from unauthorized disclosure as governed by the Privacy Act.

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• Member Comment:

Applied online for a job, then guessed at the e-mail address for a company representative met at a Job Fair in July, and sent in another copy of the resume with an e-mail cover letter. Received a response that the resume would be forwarded to a Director.

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• Maureen:

Note to social worker specializing in substance abuse recovery: These jobs are not advertised. Will have to go to websites for individual agencies.

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- Herb:

Note to Engineer who was not allowed to send in a resume to a government contract company because he did not have a Security Clearance:

Get with Herb - Need to apply directly to MDA (U.S. Missile Defense Agency).

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- Another Networking Group:

Local LinkedIn group met last night. They meet on a regular basis.

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- Dress for Success:

Mentioned at a previous meeting, also found in the Business section of the October 12 issue of the Huntsville Times:

Dillard's held a career dressing seminar for working women Saturday, 10/16 from 10 am - 7 pm. The seminar included tips for the first-time job seeker to the seasoned professional. It was held at both locations: Parkway Place and Madison Square Mall.

(Although this already took place, they may offer this again. Contact Dillard's if you are interested. Parkway Place: 256-551-0179 ext. 5003, Madison Square Mall: 256-837-5900 ext. 5003.)

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- Job Fair:

Athens State University Fall Career Fair

10/20 10 am - 1 pm

Sandridge Student Center ASU Main Campus

Open to the public.

Will have representation from the Garrison's office, Redstone Arsenal.

[www.athens.edu/counseling/careers\\_fairs.php](http://www.athens.edu/counseling/careers_fairs.php)

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- 2010 BUSINESS EXPO:

Thursday, October 28, 1 - 6 p.m.

Von Braun Center South Hall 1

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- Job Fair:

## WAFF Job Link Engineering and Technology Career Fair

November 18

Westin Hotel, Bridge Street in Research Park

10 am - 3 pm

Resume Workshop 9 am

No cost for job seekers.

"Meet hiring managers from top companies throughout the Tennessee Valley. The career fair is sponsored by AARP."

<http://www.waff.com/Global/story.asp?S=12423349>

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### • Space Summit:

HSP (Huntsville Space Professionals) National Commercial Space Summit

November 18, 8:30 am - 4:30 pm

at the Davidson Center for Space Exploration at the U.S. Space and Rocket Center.

"...learn about the commercial space vision and goals from a NASA perspective and private space perspective."

[http://www.huntsvillespaceprofessionals.com/storage/HSP\\_eNewsletter\\_Special\\_Events.pdf](http://www.huntsvillespaceprofessionals.com/storage/HSP_eNewsletter_Special_Events.pdf)

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### • Virtual Career Fair:

"Students and Alumni are invited to attend the Virtual Career Fair for Engineering, Technical and Logistics."

November 9-10, 2010

Register at [www.Techfairs.CareerEco.net](http://www.Techfairs.CareerEco.net)

"Sponsored by the University of Tennessee Knoxville's Career Services office, Mississippi State, Auburn University and CareerEco..."

- Explore Full-Time jobs and Internships and Register to Win a New iPod Nano (must be registered with an uploaded resume).
- Interact via chat sessions from the comfort of your computer.
- Learn about employers which may not attend onsite all day events.
- Save your valuable time by searching for a job online.

<http://www.utk.edu/events/events/index.php?com=detail&eID=46766>

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• The speaker for the next meeting (October 26) is Charity Stewart who recruits for the Space and Rocket Center.

**Subject: Hiring at the US Space & Rocket Center.**

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**Guest Presentation: Speaker: David McElhaney**

• **Managing Partner, Global Recruiters of Huntsville**



Excerpts from article in Who's Who in Huntsville Technology:

[http://www.whoswhoinhuntsvilletechnology.com/wwhsvtechmag\\_issue11/wwhsvtechmag\\_stories\\_issue11.htm](http://www.whoswhoinhuntsvilletechnology.com/wwhsvtechmag_issue11/wwhsvtechmag_stories_issue11.htm)

- Huntsville division of Global Recruiters Network (GRN)
- Helps clients find valuable, best fit employees.
- Helps qualified people find rewarding jobs.
- More than 29 years in business.
- Extensive experience in management, recruiting and placement.
- Company is expanding and moving to a new facility and increasing its staff to better assist clients and candidates.
- "Through GRN, David has the contacts to accomplish this task with more than 180 offices across America and Europe."
- Primary areas of expertise in the Huntsville office (placement of):
  - IT professionals.
  - Engineers.
  - Sales and Marketing.
- "GRN of Huntsville's goal is to exceed the expectations of both clients and candidates, and our

experience in recruiting, coupled with our qualified people and systems, supports us in building relationships with clients locally and across the country."

- "Global Recruiters of Huntsville is part of a world-wide operation based in Downers Grove, IL."
- "GRN's local offices have technological advantages such as its proprietary database management system, Consulting & Placement Solutions (CAPSX™). CAPSX is a GRN-commissioned, built, and managed software program that facilitates internal communications and the management of all candidates and customers on the job board in a unified system. This makes confidential placement quicker and more efficient."
- "Also available is GRN's Chat and Exchange System and its Interactive Network. The Chat and Exchange System is a recruiter-to-recruiter chat, assignment, and candidate exchange system that allows GRN to search and instantly identify and share qualified job assignments and candidates."
- "The Interactive Network is a video teleconferencing tool that enables people from around the globe to do training, interviewing, and much more."
- "Different positions require different search methods and GRN has three types of job searches...available to help a client secure a quality, carefully screened employee."
  - Contingent Search: most common allowing a free search of the database with no fees required until an employee is hired.
  - Retained Search
  - Project or Multiple Opening searches

He networks via:

- Huntsville / Madison County Chamber of Commerce Ambassador  
[www.huntsvillealabamusa.com](http://www.huntsvillealabamusa.com)
- City of Madison Chamber of Commerce Ambassador  
[www.madisonchamber.com](http://www.madisonchamber.com)
- Business Builders, Business Networking International (BNI)  
[http://www.bnialabama.com/cgi-bin/chapterhomepage.cgi?chapter\\_id=20&page=2](http://www.bnialabama.com/cgi-bin/chapterhomepage.cgi?chapter_id=20&page=2)
- United States Army Association, Corporate Member  
[www.ausa.org](http://www.ausa.org)
- Huntsville Association of Technical Societies (HATS), Corporate Member  
[www.hats.org](http://www.hats.org)
- Organization of Small Business Owners, Corporate Member  
[Organization Supporting Business Owners? (OSBO)  
<http://osbo.org/>  
]
- Society for Human Resource Management (SHRM)  
[www.shrm.org](http://www.shrm.org)
- North Alabama Society for Human Resource Management (NASHRM)  
[www.nashrm.org](http://www.nashrm.org)
- LinkedIn  
[www.linkedin.com](http://www.linkedin.com)
- facebook  
[www.facebook.com](http://www.facebook.com)

- twitter  
<http://twitter.com/>

- He has a new business card

[Other "Business Builders" websites found during research:

[www.businessbuilders.net](http://www.businessbuilders.net)  
[www.buildrevenuenow.com](http://www.buildrevenuenow.com)  
[www.bizbuildersgroup.com](http://www.bizbuildersgroup.com)  
[www.businessbuildersusa.com](http://www.businessbuildersusa.com)

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- They are offering a free, one hour class next Monday (10/25) on how to build your profile in LinkedIn. They have taught 125 people so far. If you are interested in participating in this or any future class, contact Bruce Avilla (?) at [bavilla@dataventures.biz](mailto:bavilla@dataventures.biz)

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- The goal of today's presentation is to demonstrate the power of being connected with other people:
    - Networking in general, and
    - Social Media.

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- Two things are important in networking:
    - A business card.
    - A nametag.

- Carry a bunch of business cards.

"Don't let the sun go down on your contacts."

At the end of the day send an e-mail to everyone you met at the networking event.

- What to put on it?

What do you want to be? A schoolteacher? You are not lying just because you are unemployed. This is what you are trained to do. "What do you want to be when you grow up?"

- 2nd is nametag etiquette.

Your name needs to be big enough to read.

Some people have their nametag on a lanyard - do NOT have your nametag down low. It is awkward for anyone wanting to refresh their memory on your name.

You want the name to be the first thing they see. Keep it with the framework of your head.

Have it on your RIGHT shoulder [because we read right to left, it is the most visible on your right shoulder, it will be on their left as they read it - they won't have to look past your face to see it and when you]. When you shake hands you reach out with your right hand and it causes you to present your right shoulder [bringing your nametag closer to them making it easier for them to read].

You want to make this networking as easy as possible.

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• Numbers to keep in mind:

60%

25%

5%

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• 60% is your chance of finding a job through networking.

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• 25% is your chance of finding a job through a recruiter.

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• 5% is your chance of finding a job through an online application.

It is good to keep doing that. It keeps your skills honed. Connect to someone inside the company. We all "hate" HR people. They are the screeners, road blockers. You need to be able to get to the hiring manager. You need to get past the gatekeepers to the hiring managers...

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• Networking is an important task, outside of social media.

Huntsville / Madison County Chamber of Commerce holds all kinds events. Treat all of these as networking opportunities, even if you are not particularly interested in the subject of the event. You will meet people here that you would never meet any other way, and they have connections to other people that you would not meet any other way.

[www.huntsvillealabamusa.com](http://www.huntsvillealabamusa.com)

Events:

[http://www.huntsvillealabamusa.com/chamber/chamber\\_events.html](http://www.huntsvillealabamusa.com/chamber/chamber_events.html)

Some of them you pay to attend. They have a whole list of ribbon cuttings and open houses. These have been my best networking outlets.

I thought, why would I want to visit the ribbon cutting for Betty's Spa? Well, perhaps a Mrs.

Wilson may attend for example, and Mrs. Wilson may run a Woman-Owned Defense Network. I am meeting people I never thought I would meet otherwise.

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• "It's not what you know it is who you know" is incomplete, inaccurate.  
At a job fair 1.5 years ago when he first came to Huntsville a man from NASA said, "It's not what you know, its not who you know, its who knows you..."

(He wishes he knew the name of the man so he could give him credit for the quote.)

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• When he first moved to Huntsville someone asked him, "Are you going to join the Chamber?" He replied, "I don't know. I was a member of the Chamber of Commerce in my previous city and I didn't get any business out of it..." They asked, "Were you involved?" He said, "I paid my dues..."

He didn't understand the importance of the social aspects of the Chamber of Commerce. They provide opportunities through business networking events. It is not like Field of Dreams - they don't just come to you. You have to get out there and network.

How busy you are [is a indicator?]

Can't find a plumber? [you can ask your network] Do you know a plumber?

Then it clicked for him, "I get it, you want to be that guy" who is able to say, "I know a guy who can help you with that..."

You can't help if you don't know anyone.

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• They help Engineering, IT and Sales and Marketing folks. They can connect you with one of their other offices.

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• Letting people know who you are - it's like Google. Most people don't go to page 4 of the search results.

LinkedIn is the same way. You have to build your profile to increase your page rank. You want it to contain keywords that will be found when people search for those subjects.

Activity, profile updates, etc. increase your page rank. If someone searches for an Executive Recruiter, I want to be on that first page. Most of the time I am on page one. But just like Google, the rank is always changing.

You must be continually updating it. Post a new picture, add a new piece to your profile on LinkedIn. I post an announcement when I offer a LinkedIn class.

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• Movie: 6 Degrees of Separation:

The idea was that each of us is six relationships removed from anyone, even the President of the U.S.

You can see my connections, you can connect to others, and you can do three-link connection as well.

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- Why LinkedIn?

There are many types of social media. There are almost too many to do them all. It takes about 10 hours a week to do them right. It is a lot of work to stay ranked at the top.

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- facebook, youtube:

You may have heard it said that if facebook were a country, it would be the third largest country in the world!

He hasn't received a single penny off facebook. But just shy of 30% of his business income came from LinkedIn!

It is a powerful tool if you use it.

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- It is important to build that out completely, current and past. Everything you put in your profile: He is an Ambassador with Chamber of Commerce in Huntsville and in Madison, a member of OSBO for business owners, and a member of the BNI group.

If someone uses a search engine on OSBO, guess who shows up on that page?

In his former role as Vice President of Sales he gained thousands of business contacts. He added information about his university in case alumni want to contact him. Post your successes. Put that up there. All of these are activities to refresh your page. Blog articles. This is not involved within your job search, but they improve your page rank.

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- Recommendations are a powerful tool. Ask people to put recommendations up there. The real value is in improving your page rank. One caution - they get to approve it or not, they may make suggestions.

When I accept it, it says "Would you like to send a reciprocal?" - Don't do that. It will look like you're scratching each other's backs. Wait a few hours - that sheet disappears. You don't want to stack them on top of each other.

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- Connectivity:

Collect business cards. Collect activity on LinkedIn. They don't want you to connect to too many people. LinkedIn doesn't want to be a popularity contest. If you have over 500 contacts it is only reported as "500+" in the system. It doesn't report the actual number (he has 750, and is called a lion on the system).

They emphasize quality over quantity. But like quality time with kids, in the equation of quantity, the more quantity you have the more opportunities you have for quality. He rarely ever turns down a contact. He wants people to have access to him. And it helps build his page rank.

If you have an aversion to connecting to a lot of people, you can be selective with your connections. He only turns down other recruiters.

Connect with them and reconnect: "Would you please connect me to so and so? You have to have some link to that person in order to connect. It says "How do you know this person?" Chamber, OSBO, BNI...

Don't use the default message, "\_\_\_(name) wants to stay in touch on LinkedIn..."  
"I'd like to make you a connection on LinkedIn..."

To reconnect: "Hi, I'm of Global Recruiters. I see you are involved in something I am trying to get into. Would you do me the kindness of connecting to me so I can connect to that?"

Caution: if you are rejected enough times you will get kicked out of the system.

This happened to him. He is in the Chamber. In LinkedIn he typed in Chamber then tried to connect to members of the chamber. They shut him down. They said with that much activity in such a short amount of time they thought he was using an automated system to connect with a bunch of people at once. He had to tell them, "No, I'm not using an automated system...."

Later he was trying to connect with other comrades, this time from Vanguard. Again they shut him down and he had to tell them, "No, I'm not using an automated system...."

Now he adds five people from the Chamber, then closes it out. Then he adds five people from Vanguard, closes it out, then adds five people from OSBO, and so on....

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- Profile, Contacts and Groups

Groups are powerful. He sent out an update this morning about class he is offering this Monday (10/25). It was sent to 750 contacts.

An organization may have 1,000 people in a group, or 2,000. There are 100,000 people in the Pharmaceutical / Medical Device group - send one message and it goes out all of the group members at once.

Use the search engine and type in Huntsville, Alabama and you will see the groups. There are face-to-face networking groups in Huntsville that meet on a regular basis.

Aerospace: there are 75 - 80,000 people in the group. There is a place to put your resume.

You can only be connected to 50 groups. You have to be selective. He was connecting to recruiting groups. When he reached the maximum number of groups, he had to examine them to prioritize which groups were most important to him. He began to think, "Why would I want to be connected to my competitors?..."

The LinkedIn system says you can only have 50, but there is a glitch in the system...it let him join 77 groups...

Don't connect to a group with less than 1,000 people. Quantity is where you boil down to quality.

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- Some groups are set up to automatically approve your request to join. For others you have to be approved by an administrator - if so they always send you a message. Use that block to tell them why you want to be a member. He petitioned to join one group several times. They said his background was not related to that group. He finally gave a reason why he wanted to join the group saying that he is recruiting for that industry and they let him join.

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- You can set up to receive a feed from the group. You can select daily or weekly. Be judicious. If you are in 50 groups, you cannot keep up with a daily feed from all of them.

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- Keep your account active to improve your page ranking. Change pictures. Put a business picture up there. I don't want to see your dog, or a vacation picture. Have 3 or 4 business pictures and change from one to another, cycle through them periodically to keep your account active.

Posting information about going to this class, teaching that class, all this increases your visibility. Remember, it's who knows you...

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- His office offers classes for free. They will be doing another class and another, as long as there is interest.

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- Engineering, IT, Sales and Marketing placement is handled out of his office. However, there are 185 offices, other "desks" to which he can forward your information.

"Send me your resume; don't give me your resume." They manage their own job board internally to their network.

You don't pay him anything to help you find a job. "Don't pay anyone to help you find a job. You may want to pay someone to help you do a resume." [Take advantage of the free resume coaching provided by our Job Club volunteers.]

They will market you to a company and the company pays him for finding you to fill that position.

They also place Project Managers.

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- Mutual interests for a LinkedIn group: industry, hobbies: model airplane, racecars, pottery

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- [www.linkedin.com](http://www.linkedin.com)

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