



# APICS

*The Association for  
Operations Management*

[www.APICS.org](http://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

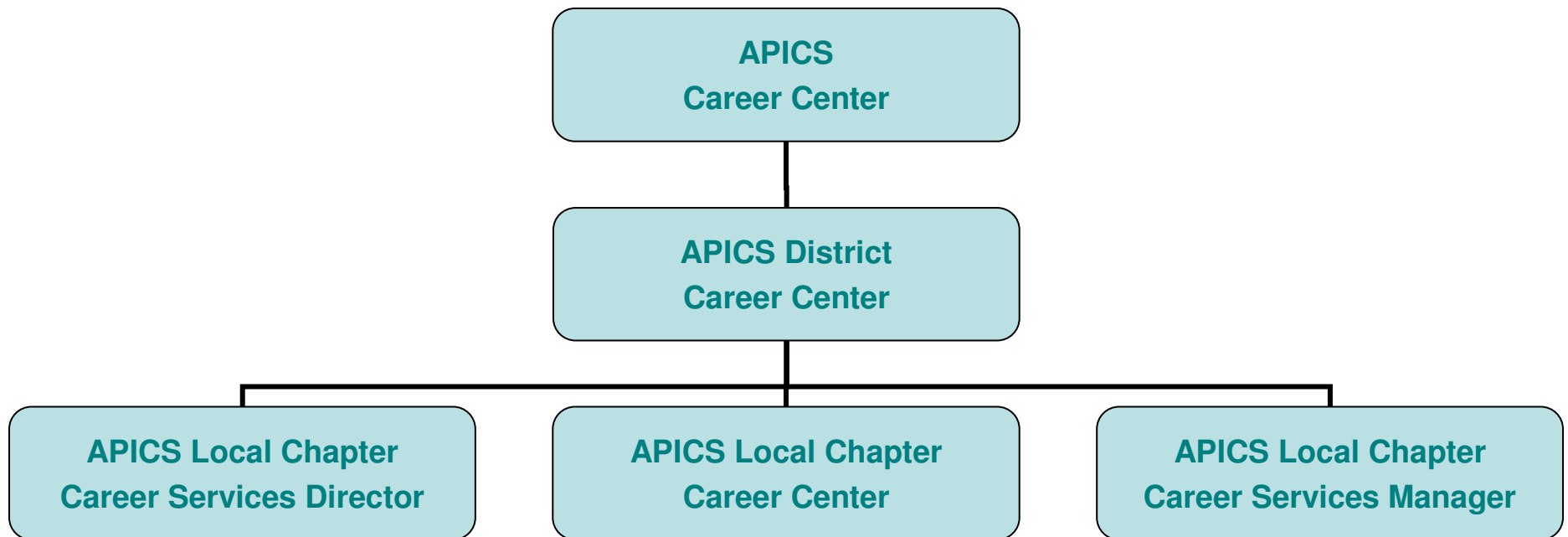


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# Helping Members In Career Transition Best Practices for APICS Chapters

## APICS Career Center Hierarchy



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# Helping Members In Career Transition Best Practices for APICS Chapters

## APICS Employer Services:

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



[www.apics.org/resources/careercenter](http://www.apics.org/resources/careercenter)

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# Helping Members In Career Transition Best Practices for APICS Chapters

## 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



[www.apics.org/resources/careercenter](http://www.apics.org/resources/careercenter)

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# Helping Members In Career Transition Best Practices for APICS Chapters

## 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



[www.apics.org/resources/careercenter](http://www.apics.org/resources/careercenter)

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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



[www.apics.org/resources/careercenter](http://www.apics.org/resources/careercenter)

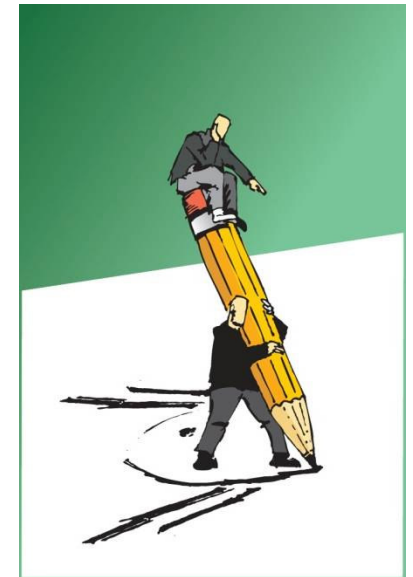
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## District Job Seeker Services:

- 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](http://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](http://www.TPTampaBay.net)
- Professional Networking Group (PNG) – Tampa Bay Workforce Alliance
  - Professionals & Middle Managers
  - [www.workforcetampa.com/career-candidate-services/services/professional-networking/](http://www.workforcetampa.com/career-candidate-services/services/professional-networking/)



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# Helping Members In Career Transition Best Practices for APICS Chapters

## 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](http://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](http://www.careerministries.com/site/default.asp?sec_id=180002165)

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## Chapter Job Seeker Resources:

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



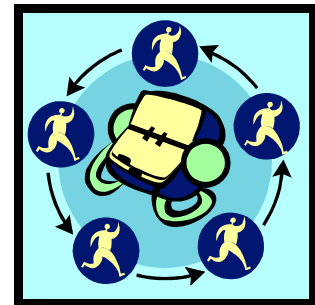
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## Chapter Job Seeker Resources:

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



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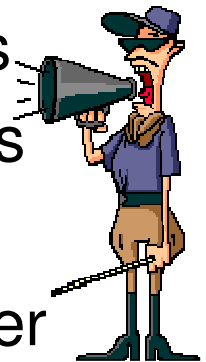


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## Chapter Job Seeker Resources:

### 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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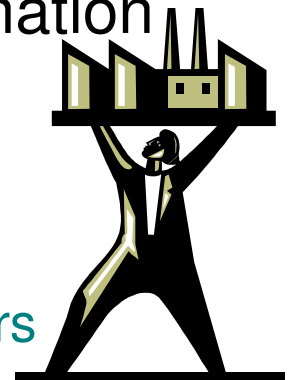
## Chapter Career Services Manager Talking Points:

### 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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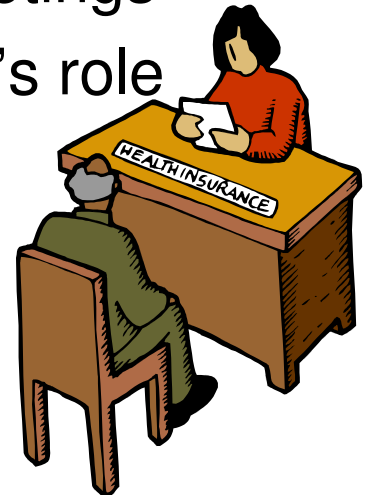


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## Chapter Career Services Manager Talking Points : Hiring Manager

- 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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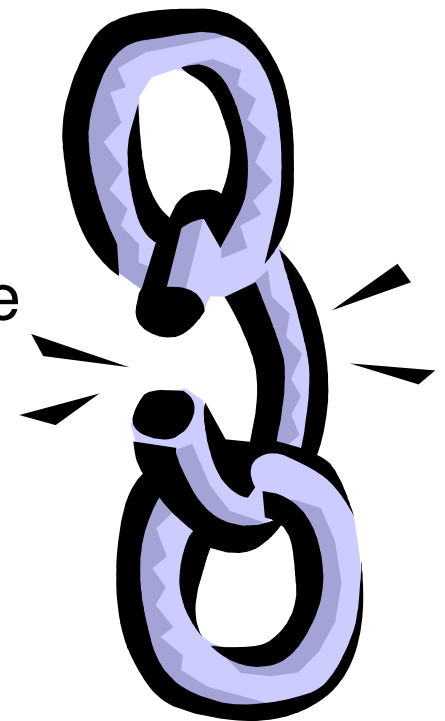


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## Chapter Job Seeker Resources:

### 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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# Helping Members In Career Transition Best Practices for APICS Chapters

## 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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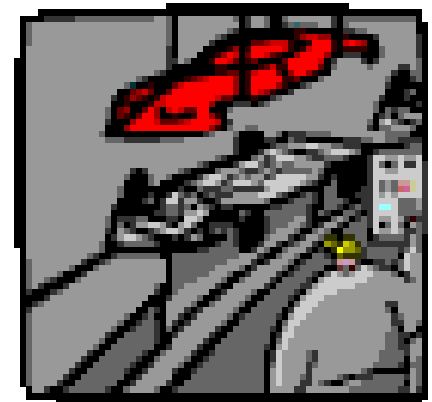


# Helping Members In Career Transition Best Practices for APICS Chapters

## 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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# Helping Members In Career Transition Best Practices for APICS Chapters

James S. Moore, PMP, CSCP

[www.linkedin.com/in/jmoore](http://www.linkedin.com/in/jmoore)

Director, Career Services

[csd@APICS-FLWC.org](mailto:csd@APICS-FLWC.org)



APICS, Florida West Coast Chapter

[www.APICS-FLWC.org](http://www.APICS-FLWC.org)

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