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6 Ways You May Be Making a Bad Job Worse

By *Aydrea Walden ten Bosch*

The truth is, you may be stuck in that less-than-ideal job for a while.

Though jobs are being added to the economy, the U.S. unemployment rate is holding strong at almost 10 percent and new jobs are still hard to come by.

Being stuck in a job that is below your skill level and outside of your career path can be as stressful as not being employed at all.

As bad as the job is, however, you may be making it harder on yourself.

Any of these behaviors sound familiar? If so, don't worry. Simple changes to your attitude will get you back on track.

1. Complaining constantly: Let's face it, it feels good to talk about how much you don't like something, so you do. A lot. But pointless complaining can also reinforce negative feelings instead of helping you find a solution.

Instead: Turn your lamenting into solution-oriented conversations. Talking positively about issues can help ease stress and lead you to find ways to make your workdays better.

2. Doing your job badly: To save yourself from the stress of doing what you don't like doing, you may simply slack off or not do it at all. That kind of passive-aggressive rebellion may feel good in the moment, but it will only create resentment toward you, extra work for co-workers and a higher likelihood that you won't have that much-needed job much longer.

Instead: Keep up with your work. Working efficiently and professionally will make you more eligible for a better job when your company expands again.

3. Avoiding company functions: If you're already bummed to be there, why not skip out on group lunch, the weekend retreat or the non-mandatory meeting?

Because being absent sends a message that you are not interested in the company, and that won't win you any favors. You also miss out on valuable time with the boss where you can show your support and petition for a better situation.

Instead: Make it to some company events, even if you attend for only a little while. Be friendly and chat with as many people as possible to boost your reputation and keep you abreast of better opportunities.

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4. No longer looking for new employment: It can be discouraging to keep looking for a new job when you're just not getting what you need, so you decide to take a break for a month or two.

Instead: Keep looking for work (not in front of your boss, of course) in a variety of ways. Apply online, send your résumé to friends and family, attend alumni or special interest events -- basically network, network, network.

5. Not enjoying your time off: You just want out of this job, so you devote every second off the clock to looking for a better position. Too bad all work and no play make Jane or Joe Jobseeker very dull indeed.

Instead: Enjoy yourself when you're not at work. A weekend away, a relaxing night with movies or indulging in a hobby can fill your soul while you work to fill your wallet. This will make you more relaxed and give you more energy to face your workweek.

6. Getting fired: As much as you don't want to be doing it, you need this job. If you didn't, you wouldn't still be there.

Instead: Do what you can to keep your job. Show up on time, do the work required of you, don't burn a statue of your boss in effigy. With a firing on your record, it may be difficult or impossible for you to collect unemployment compensation or get another job. You will also lose out on contacts and a good reference.

Being underemployed or stuck in a job that's sucking you dry is difficult. But you can work to make the most of it and make yourself ready for when the right opportunity comes along.

Aydrea Walden ten Bosch is author of "How to get the Raise You Want in 90 Days or Less." In the lean times between her last steady job and the one she currently has, she worked as a driving instructor.

Avoiding Interview Pitfalls

www.officeteam.com A Robert Half Company

Recognizing some of the most common interviewing "don'ts" can help you present a favorable and honest picture of your skills and experience. Here are some frequent mistakes and how to avoid them:

~Don't skip researching the company. A survey by our company found that the biggest mistake applicants make during interviews is not knowing enough about the firm. Check out local business journals, tap members of your network for their insights and work with a recruiter who can offer additional information.

~Don't let nerves undercut communication skills. Keep your responses to interview questions concise. When asked a question, pause and collect your thoughts before you begin to speak. Avoid verbal crutches (such as "um," "like," "uh") and refrain from making jokes or discussing controversial subjects.

~Don't exaggerate your interest or qualifications. While it's important to express enthusiasm for the position, candidates who answer every question with upbeat eagerness may come across as insincere. Also avoid overstating your qualifications.

~Don't be negative. Avoid disparaging comments regarding former employers, colleagues and companies. Also stay away from self-deprecating comments, which do not support a positive image or demonstrate competence.

~Don't forget to ask questions. Be prepared to ask questions that are based on your research of the company and industry. Insightful and pertinent questions will demonstrate that you've done your homework and that you're serious about the position. And your questions will help both of you determine if you are the right match for the job.

12 Ways to get fired for Facebook

According to a 2009 study by Internet security firm Proofpoint, 8 percent of companies with more than 1,000 employees have fired someone for social media actions -- a figure that is double what was reported in 2008. Yet it probably comes as no surprise that Facebook firings are on the rise. Cases of employers firing employees for social media slip-ups have been consistent in the news over the past few years.

Just in case you need a refresher of what not to say online, here's a timeline of 12 ridiculous examples of how **Facebook** can get you fired.

1. Nov. 4, 2008: New England Patriots cheerleader Caitlin Davis was cut from the squad over controversial pictures that were posted on her Facebook page. Davis, then 18, was at a Halloween party when she posed for photos with a passed-out man who was covered in graffiti, including swastikas, anti-Semitic remarks and profanity. Davis was fired from the squad after the pictures appeared on various websites and caught the attention of the Patriots' management team. She had been the youngest cheerleader ever to make an NFL squad.

2. Feb. 26, 2009: A U.K. teenager was fired for calling her job "boring." According to The Daily Mail, Kimberley Swann posted comments such as, "First day at work. Omg (oh my god)!! So dull!!!" and "All I do is shred holepunch and scan paper!!!" [sic]. Swann was canned after her boss discovered the comments.

3. March 9, 2009: Dan Leone, a stadium operations employee for the Philadelphia Eagles, was fired for voicing his opinion on the team's trading practices via Facebook. Leone reportedly updated his Facebook status with, "Dan is [expletive] devastated about Dawkins signing with Denver ... Dam Eagles R Retarded!!!" [sic].

4. April 27, 2009: A Swiss woman was fired after calling in sick and then logging into Facebook on her "sick day." Apparently the woman had a migraine and called out of work because she thought the light from a computer would bother her and she needed to lie in a dark room. When her employer caught her surfing Facebook, it was presumed that she was indeed well enough to sit in front of a computer, and she was let go.

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Working moms share top tips for doing it all

www.Theworkbuzz.com By Kaitlin Madden on May 5, 2011 in Featured, Job Surveys, Work/Life

Working moms are a lot like superheroes.

They can change identity at a moment's notice, going from nurse/executive/educator to soccer-practice chauffeur almost instantaneously. They have an uncanny ability to do 10 things at once: Make dinner, help with homework, fold laundry and send an email to the boss at the same time? No sweat. And they've got a sound moral code, always putting the welfare of others before their own. Working moms are basically called upon to save the day, every day.

But just because these women might make doing it all look easy, doesn't mean it is.

A new CareerBuilder survey on working mothers found that many have a difficult time striking that elusive work/life balance; especially in a time when a lot of families are still feeling the effects of the recession, and more women find themselves as their household's sole income provider or working longer hours at an understaffed office. According to the survey:

- One quarter of working mothers reported spending two hours or less with their children each work day, up from 17 percent who said the same last year.
- Twenty-four percent said they take work home with them at least once a week.
- Nearly a third said that they'd take a job with less pay if it meant they'd be able to spend more time with their children.

While all working mothers could use a few extra hours in their day, there are ways to make the most out of the time that is available – both at work and at home. The Work Buzz talked to two working moms with booming careers and busy home lives, who shared with us their top tips for maintaining their hectic schedules — and their sanity:

Get organized: “It sounds silly, but in all seriousness, actually taking the time to streamline the daily work routine can take a lot of stress off that side of the scale,” says Pilar Clark, who — among other things — is a mother of two, a social media consultant, the writer behind Chicago Parent magazine's popular “Cosmotot” column and the mastermind of her own blog, [WindyCityMom](http://WindyCityMom.com).

“Whether you use color-coded desk calendars, little pocket-sized datebooks or web-based reminder services, it's a matter of keeping everything in front of you so surprises are kept to a minimum,” she says. “Jot or input everything — appointments, conference calls, deadlines, recurring meetings, etc.”

Remember quality over quantity: You may not get all the time you want with your kids, but make the most of the time you do have. “When you're home, it's all about them,” says Hope Gurion, chief development officer at CareerBuilder and a mother of two. “Wait until after the kids go to bed before checking email or finishing up that presentation.”

Ask for help: “Having reliable people around you, be it family or outside caregivers is a cornerstone for building a balanced work/home framework,” Clark says. “The more that can be delegated — chores, cooking duties, cleaning, bill paying, yard work, carpooling to/from school and extracurriculars — the more things run smoothly. Believe it or not, having a solid yet not strict routine in place can make everyone involved — even kids — more relaxed in that everyone knows what to expect.”

Establish a support network: “Many families are in the same boat as you and having a support network is essential to your personal and professional sanity,” Gurion says. “Get tips from other working moms on how they juggle personal and professional commitments, how they've managed through difficult financial situations and how they've moved ahead in their careers.”

Don't forget about yourself: Moms are wired to put everyone else's needs ahead of their own, but penciling in “me time” is important as well. “Working moms need to take care of themselves, too” Gurion says. “Put actual time on the calendar for an hour or more of doing something you enjoy such as going to the gym, taking a walk, reading, etc.” Last but not least, says Clark, remember to be flexible. “There is no such thing as true balance in life when you're a parent. Things happen and having the ability to not only roll with whatever life throws at you but embrace those little highs and lows can do a lot in terms of personal happiness,” she says. “While schedules and routines are important, it's also being able to add a sense of being grounded and realistic to the mix that can go a long way.”

How to bounce back from an embarrassing work blunder

Have you ever called a colleague by the wrong name, tripped in the hallway or spilled coffee on your suit? You can take solace in the fact that you're not alone. We asked more than 1,300 senior managers to describe their most embarrassing moments on the job. Survey responses ran the gamut from funny faux pas to mortifying mishaps.

For example:

- "I conducted a training session with my zipper down."
- "While interviewing a job candidate, I fell asleep."
- "I said something inappropriate about my boss and found out he was standing right behind me."
- "I answered the phone using the wrong company name."
- "I sent an offer letter to the wrong candidate."
- "I called my boss 'my love' by complete accident."

As the anecdotes above prove, nobody is immune to the occasional office gaffe. The key is to understand how to rebound from blunders with poise and professionalism. Here are some tips:

DOES YOUR JOB SEARCH NEED A TIME OUT?

SW MN Private Industry Council Presents:

Weekly Workshops

Every Wednesday 1-3 PM Free Everyone and Anyone Welcome!

1st Wednesday: **Applications** *Online and paper

2nd Wednesday: **Write a winning resume!** *New resume trends

3rd Wednesday: **Interviews** *Tips and Suggestions

4th Wednesday: **Financial Education** *Good & bad credit

At the Montevideo Workforce Center!

Stay calm, cool and collected

It's easy to become frazzled after realizing you've made a mistake. Instead of allowing your mind to run wild with worst-case, "what if" scenarios, take a moment to collect yourself. When your nerves are rattled, the first response that pops into your head may not be the most effective or appropriate. So take a few deep breaths, maintain your composure and carefully think through your next step.

Face the music

Own up to your "oops" moments. For instance, let's say you're listening to some colleagues gripe about Jen from marketing, who unexpectedly walks by at the very second you weigh in with a critical comment of your own.

While you might be tempted to run from the building or hide in the bathroom until the workday ends, it's better to acknowledge the blunder and make amends. Pretending it didn't happen or avoiding the offended individual only amps up the awkwardness. You're eventually going to have to deal with the hurt feelings you've caused; it's smarter to do so sooner than later.

Say 'I'm sorry' with sincerity

The greatest form of damage control is an authentic apology. Taking responsibility and showing remorse and concern for those you've inconvenienced or insulted defuses tension.

On the other hand, you'll dig yourself in deeper by making excuses, becoming defensive or blaming someone else. The same goes for feigning regret. When people are upset, they want to know you understand the seriousness of the slip-up and will take steps to ensure it won't happen again. Half-heartedly saying, "I'm sorry, but it's really not that big of a deal" or accusing the person of being oversensitive is guaranteed to generate additional ill will.

Use humor to your advantage

Many cringe-worthy goofs affect just one person: you. If you spill iced tea all over yourself during a meeting or send a silly but harmless e-mail to the wrong co-worker, have a sense of humor about the situation. Letting them know the joke is on you shows you don't take yourself too seriously.

In addition, being able to chuckle at yourself puts others at ease and gives them permission to enjoy an innocent laugh. Lightheartedness and a little vulnerability will make you more approachable to those you work with, too.

Move on

As author and philosopher Henry David Thoreau advised: "One cannot too soon forget his errors and misdemeanors; for to dwell upon them is to add to the offense." The point is that brooding over a misstep and apologizing too much don't help you or anyone else. In fact, letting yourself get distracted by something you can't change actually increases the chances you'll make another error.

Learn from your mistakes, rectify them to the best of your ability and then let them go. In most cases, the faster you regain your focus and get back on track, the less memorable the incident will be.

Robert Half International

.....Fired for Facebook, continued from pg 2

5. April 28, 2009: A Minnesota nursing home employee was fired after rumors spread that she had posted photos of herself with nude patients on her Facebook page. Though no nude pictures were found, the employee did have pictures of herself with clothed patients, which violated the home's privacy policy and led to her termination.

6. August 27, 2009: Ashley Payne, a Georgia high school teacher, was forced to resign after the local school board came across pictures of her sipping beer and wine. The pictures, which appeared on Payne's Facebook page, were from a vacation she had taken that summer, which included a trip to the Guinness Brewery in Ireland. Payne was quoted as saying "I did not think that any of this could jeopardize my job because I was just doing what adults do and have drinks on vacation and being responsible about it."

7. Feb. 11, 2010: South Carolina firefighter and paramedic Jason Brown was fired for creating a three-minute-long animated video and posting it on Facebook. The video, which showed a cartoon doctor and paramedic responding to an emergency in a hospital, was meant to be a spoof, Brown said. However, his department didn't find the video funny, calling it "an embarrassment," and Brown was fired.

8. March 3, 2010: Gloria Gadsden, a professor at East Stroudsburg University in Pennsylvania, was fired after updating her Facebook status with things such as, "Does anyone know where I can find a very discrete hitman? Yes, it's been that kind of day." [sic] The school said it was being overcautious because of the Feb. 12 shootings at the University of Alabama, in which professor Amy Bishop was charged with killing three fellow professors.

9. May 17, 2010: North Carolina waitress Ashley Johnson was fired from her job at a Brixx pizzeria after posting a negative comment about two of her customers. Johnson called the customers -- who left her a \$5 tip after sitting at their table for three hours -- "cheap." Though she did not mention the names of the customers, Johnson did include the name of the pizzeria in her post. A few days later, management called her to tell her she was fired for violating the restaurant's social media policy.

10. May 24, 2010: The city of West Allis, Wis. fired a veteran police dispatcher of 21 years over a status update. Dana Kuchler was terminated after posting that she was "addicted to vicodin, adderall, quality marijuana, MD 20/20 grape and absinthe," on her Facebook page. Despite saying the post was a joke, Kuchler was terminated by the city. Her union then filed an appeal, claiming the punishment was too harsh for the crime. The arbitrator agreed, instead sentencing Kuchler to a 30-day suspension without pay. The city is currently in the process of appealing the new decision in an attempt to have Kuchler's termination reinstated.

11. June 10, 2010: Five California nurses were terminated after it was discovered that they were discussing patient cases on the site. The situation was investigated for weeks by both the nurses' employer, Tri City Medical Center in San Diego, and the California Department of Health before the nurses were fired for allegedly violating privacy laws.

12. June 21, 2010: A Pittsburgh Pirates' mascot was fired earlier this summer, after posting a comment about the team's choice to extend the contracts of two of its managers. Andrew Kurtz, 24, was fired within hours of posting the comment "Coonelly extended the contracts of Russell and Huntington through the 2011 season. That means a 19-straight losing streak. Way to go Pirates," to his Facebook page.

Whether you think the above are examples of employees exercising free speech or simple stupidity, it seems as if Facebook postings are fair grounds for termination at many companies. With that in mind, post at your own risk.

By Kaitlin Madden, CareerBuilder.com Writer

6 Serious Résumé Blunders

By Anthony Balderrama, CareerBuilder.com

Résumés are tricky: If done well, they can put you in the running for a job; if done poorly, they end up in the hiring manager's recycling bin. They should be easy since you're just talking about yourself. No one knows your work history, qualifications and skills better than you. Unfortunately, they are hard work.

Making years of experience fit on one or two pages is no easy task. Yet, while there is no one way to craft the perfect résumé, there are some moves guaranteed to hurt your job hunt.

Here are some résumé blunders you should avoid at all cost.

1. Forgetting the employer

Although the résumé is about you, it's not for you. After all, if you were the intended audience, you wouldn't bother sending it out. The résumé is meant to show prospective employers why you're the perfect match for the job. They want to see the skills, experience and qualifications mentioned in their job postings. If you have skills that don't line up exactly with the position but you know are transferrable, make that clear in the résumé. Don't assume they'll infer what you mean, because if they don't, you won't be considered for the job.

2. Not using keywords

Keywords, like career summaries, are signs of the time. Today, many employers use software to scan submitted résumés for keywords that suggest an applicant is a good match for the job. Although you won't know which exact words the software is looking for, a job posting can give you a good idea. Incorporate phrases and terms from the posting, and see what words reappear in several industry ads. Concrete terms such as "infrastructure development" and "strategic planning" will fare better than generic phrases like "hard worker" and "team player."

3. Using an objective instead of a career summary

An advantage of updating your résumé regularly is that you can not only update your skills and accomplishments but also its format. For example, just five or 10 years ago most résumés included an objective at the top. These days, the career summary has taken its place. Like an objective, the summary should give the employer an idea of who you are, except it allows you to focus more on your experience than on your goals. You can briefly mention your career highlights, including past roles and your strongest skills.

4. Not proofreading

Typos and grammatical errors on a résumé are the textual equivalent of showing up at an interview chewing gum and wearing tennis shoes. A résumé full of mistakes suggests you care neither about the quality of your work nor the impression it makes. An employer wants someone who produces exemplary work and will be an excellent representative of the company.

5. Lying

Embellishing is a common practice that rarely impresses hiring managers because they've seen it all. They know "childcare leadership executive" means "baby-sitter." Outright lies, however, have no place on a résumé. For one thing, it's not hard to verify any information you put down, so you could get caught at any point between submitting your résumé and getting a job offer. Plus, it's a small world, and the truth has a way of coming out when business associates bump into one another at conferences. If your boss mentions your name to your supposed former supervisor only to be told you never worked there, you could get fired.

6. Not keeping up appearances

Before an employer even reads your résumé, he or she forms an impression based on how it looks. It's a snap judgment that can't be avoided -- after all, don't you immediately zone out when you receive an e-mail that's one huge block of text? Make your résumé visually appealing by using bulleted lists, plenty of white space and subheadings. Also, avoid fonts that are full of distracting swirls and colors. It doesn't matter how well-written your résumé is if no one wants to read it.



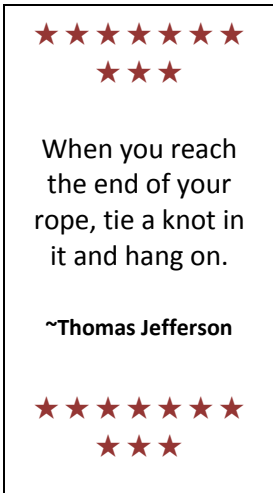
WORD OF THE DAY

indecorous

(adjective) [in-DEK-ahr-ahs]

1. lacking propriety or good taste in manners and conduct; unbecoming; improper: "I would like to apologize for my husband's indecorous behavior at the barbecue last night."

adverb form: indecorously
noun form: indecorousness



The Work Connection of Granite Falls will be hosting several job fairs this summer at the Montevideo Workforce Center.

The dates for the Job Fairs are as follows:

- Tuesday, June 14th 12:30-3:30 pm
- Wednesday, June 29th 9:30-12:30 pm
- Wednesday, July 27th 9:00-12:00 pm
- Tuesday, August 2nd 12:30-3:30 pm
- Tuesday, August 16th 12:30-3:30 pm
- Wednesday, August 24th 9:30-12:00 pm
- Tuesday, September 2nd 12:00-3:00 pm

****Remember to bring two forms of ID to show eligibility to work****



If you are unable to attend, you can apply in person at the Granite Falls Location or call them directly at

320-564-2222

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