

# JOB SURVIVAL

# 12 Ways to Succeed

# When There Are

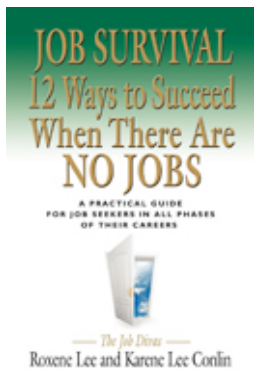
# NO JOBS

**A PRACTICAL GUIDE  
FOR JOB SEEKERS IN ALL PHASES  
OF THEIR CAREERS**



— *The Job Divas* —

Roxene Lee and Karene Lee Conlin



*Job Survival: 12 Ways to Succeed When There Are No Jobs is a practical guide for job seekers in all phases of their careers. It is an easy to read and use guidebook for people who are looking for a job, looking for a better job, and who need help in the job search process.*

# **Job Survival**

## **12 Way to Succeed When There Are No Jobs**

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# **JOB SURVIVAL**

**12 WAYS TO SUCCEED WHEN THERE  
ARE NO JOBS**

by  
THE JOB DIVAS  
Roxene Lee and Karene Lee Conlin

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First Edition

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## **ONE**

### **How Do I Compete for Today's Jobs?**

Have you been unsuccessful in your job search efforts?

Have you applied for jobs and not had any responses to your job inquiries?

Do the job descriptions in the employment advertisements cover skill sets that do not match your strengths?

Are you going to job interviews and not being asked to return for follow-up interviews?

Are you tired of watching others who have less work experience and knowledge than you get promoted?

If so, we, the Job Divas, can help you.

The market place has changed significantly since our first jobs. During the 1970s, dressing professionally, possessing a college degree, and having a new suit were considered exceptional components for a job search. Today, however, computers have changed the work environment into a high-speed, technological information highway. Job skills that were once relevant and coveted have been relegated to chapters in books describing out-dated descriptions such as elevator operator, telephone operator, or gas station attendant. Today's work force must be adaptable to the needs in the work place, constantly updating its skill sets, and be flexible and responsive to the new developments in the competitive work environment.

The world of information via the Internet has changed the way people do business. While we were once held captive by secured databases and restricted information owned by a few companies, we now find that information is available to the general public – right at our fingertips and often at no cost to the

user. This revolution in the business world has prompted a look at the organizational structure for which we are accustomed.

Being employed by one company during an entire work lifetime is a thing of the past – unless your family owns the business. The Monday – Friday, 8-5 work schedules that we have come to know as the standard for most business practices are slowly becoming a dated operational issue. The Mom and Pop grocery stores, along with the Five and Dime stores, have given way to supermarkets that have post offices, dry cleaning, and banking all under one roof, i.e. Wal-Mart like chain stores with pharmacies and optical sales, and a multitude of other services in one location. The job market has, in turn, had to adapt to these major changing human resource needs.

The human resource industry has become a highly competitive field with the opportunity to respond to the changing needs of the various industries. Today's workforce is much more diversified than in the past. The work environment has also adapted to changing times and customer demands. In order to accommodate a more insistent public that wants service 24-hours a day, businesses have opted for flex schedules and opportunities that allow employees to work at home on a company computer.

With the rapid change in business opportunities and the emphasis on technical skills, the job market is very volatile. The Internet has industries refocusing on the way they provide services. Restructuring of the workforce to accommodate the needs in the market place has made job security an important subject in everyone's survival list. The job paradigm of stability and company allegiance has given way to practicality and survival of the most accommodating.

Stress in the job place has become a regular everyday occurrence. Higher standards and the need to produce more in less time has employees struggling to maintain their composure

while meeting more stringent deadlines. Coupled with the fact that management is also opting to bring in a younger work force at a lower rate of pay is always a point of contention with employees. Job descriptions are being rewritten to encompass more duties, more responsibilities, and more benchmarks to achieve. The yearly annual employee review has become a fearful occurrence that haunts us all. The need for acceptance by a direct supervisor is superseded by the desire for the incremental raise that will accompany this formal procedure and the ability to keep this job for another year.

Stress in the workplace also places a similar stress on the employees' home life. With the need to produce more work for the employer, employees are often called upon to take work home, which means less leisure time for the family unit. It is difficult not to superimpose this level of stress from the workplace into the home life arena.

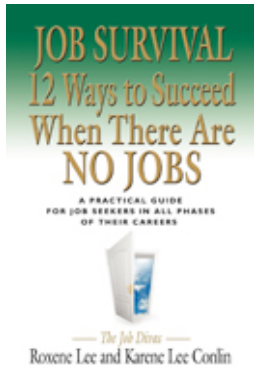
Fluctuations in the market place have a direct relationship to the number of employees in a company's workforce. Downsizing and reorganization are words that the human resource department uses to denote people will be losing jobs. It is unusual for employees in this generation not to have experienced some form of workforce changes. For the highly technical jobs in the computer industry, growth is a positive opportunity for those who have special qualifications and are quick to capitalize upon this moment. Other industries have not been as successful in employment opportunities.

Job loss is a real and eye-opening experience. It can happen to anyone. Large chain stores are proving to be an insurmountable challenge for small individual stores. Banks are merging and becoming larger conglomerates. Health care organizations are also affiliating with bigger and better capitalized organizations to capture a larger share of the market. In an effort to eliminate duplication of services in these business

acquisitions, many jobs are abolished. Competition for the remaining jobs is fierce. What can we do about this?

**JOB SURVIVAL: 12 WAYS TO SUCCEED WHEN THERE ARE NO JOBS** can help you position yourself for the many changes in the business world. Using this book as a guide, having a plan, and knowing what you can do to market and present yourself in a professional and effective manner, will enhance your survival skills in this job market.





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