

SIGNON & monster[®] SAN DIEGO

For the most comprehensive list of local jobs, visit
jobs.signonsandiego.com

Got the job? Be prepared to get up to speed!

By Mildred L. Culp
WorkWise[®]

Many of the millions of job-hunting Americans — unemployed or underemployed — need to be prepared for a hiring agreement requiring getting their skills up to speed. This condition will arise regardless of age, because long-term unemployed and underemployed may be viewed as having outdated skills. Dexterity with technology, entrepreneurial concepts and execution, and on-the-job relationships will be the three most urgent skills. How can you improve them in short order?

Don't forget the most important skill of all — interpersonal, based on good communication. John Rooney, who directs the MA Program in Clinical Counseling Psychology and is an emeritus professor at Philadelphia's La Salle University, says "people need to be able to collaborate to reach a common goal. That helps them be more effective and tends to give them more satisfaction." If you've been job hunting a long time or working in isolated environments, these skills may be rusty.

Princess Clark-Wendel of Chicago's Princess Clark Consulting Inc., consults with people changing jobs and others who want to find new

opportunities to increase their earnings.

"I make them see that we've moved from a manufacturing economy to a more technology- and knowledge-based economy," she says. "Their skill set, just like their iPods and cell phones, changes every year or becomes outdated. Technology is ever-evolving; so they must evolve as well."

David Gammel, president of High Context Consulting LLC, in Salisbury, Md., indicates that as the cost of technology declines, "the ability to crunch numbers and target messages can now be had for cents or for free. This is a tremendous opportunity for a person or organization to be entrepreneurial in developing products and marketing services." He emphasizes that entrepreneurial behavior can be learned, that it's an essential skill.

STRATEGIC PLAN

If only for cost-savings, Clark-Wendel says, your boss will be motivated to help you. "Take good notes of what you do well and what value you bring to the organization," she suggests. "Then negotiate a three-to-six-month action plan to ramp up your skill set." Be entrepreneurial, Gammel advises, by "taking

ownership of your project and your future, regardless of whether your boss is supportive."

Both Rooney and Gammel comment that you "learn by doing." Rooney says to "take initiative in interacting with people on the job or in a volunteer situation. Practice collaborating. This may involve a little risk. Learn from your successes and failures. We're all in the habit of relating to people certain ways. For example, if you think compliments are insincere, give sincere ones. As you do, check reactions and find ways of expressing your sincerity — not necessarily out loud — affirming other people and your value and respect for them."

Gammel, who helps organizations use technology more effectively, suggests you "talk with your boss about how you can find opportunities to stretch entrepreneurially." He also recommends being open and flexible in creating outcomes customers and employers want and abandoning "procedures, processes and projects" that no longer work.

Rooney stresses:

- obtaining feedback from people you trust;
- communicating clearly, not vaguely and ambivalently;
- listening to others to understand why they think what they do; and
- finding middle ground for compromise when there's disagreement.

"Identify a compromise that you both feel good about afterward," he says.

All of these people advocate learning. Clark-Wendel favors it through educational institutions, online and, on the job, across the generations (with you sharing your knowledge). Use your fine-tuned interpersonal skills to identify and partner with others as resources. Rooney mentions that there are lots of workshops that can help, even if their quality is mixed. "Technology is too important to leave to IT these days," Gammel observes. "I think technology is a core tool for anyone who wants to be entrepreneurial in an organization. Read. Look beyond the walls where you work."

© 2011 Passage Media.
Dr. Mildred L. Culp welcomes your questions at culp@workwise.net.

For the most local jobs, look in this section
and go to jobs.signonsandiego.com.

Featured Employer

Harrah's
RINCON[®]
SAN DIEGO NORTH

Currently hiring? For more information about this employer and others, visit
jobs.signonsandiego.com

Local Education

SMC



CALIFORNIA
COLLEGE
SAN DIEGO

Need additional training? Visit
jobs.signonsandiego.com
for more information.

Client Name:

Advertiser:

Section/Page/Zone: K/K002/Full Run

Description:

Ad Number:

Insertion Number:

Size:

Color Type:

UT
THE SAN DIEGO
UNION-TRIBUNE

Publication Date: 02/13/2011

This E-Sheet(r) is provided as conclusive evidence that the ad appeared in The San Diego Union-Tribune on the date and page indicated. You may not create derivative works, or in any way exploit or repurpose any content.

Help Wanted

HOTEL: FT/PT Front Desk Agent. Start \$9.25/hr. Apply in person. 50 West Hotel, 500 West Broadway, SD 92101.

HOTEL: La Jolla Beach & Tennis Club. Jobline: 858/551-4643

HS GRADS: Get a great full-time job! Good pay, full benefits, 30 days vacation / yr. req. raises. No exp. needed; will train. Call Mon-Fri. (800) 722-6289

JOBS, JOBS and MORE JOBS!

No Resume?
No Problem!
Monster Match assigns a professional to hand-match each job seeker with each employer!

This is a FREE service!

Simply create your profile by phone or online and, for the next 90 days, our professionals will match your profile to employers who are hiring right now!

CREATE YOUR PROFILE NOW BY PHONE OR WEB FREE!

1-866-964-5109 or Jobs.SignOnSanDiego.com

No Resume Needed!

Call the automated phone profiling system or use our convenient Online form today so our professionals can get started matching you with employers that are hiring - NOW!

Choose from one of the following main job codes to enter your information:

#31: OFFICE ADMIN

#57: HEALTH CARE ASSISTANTS

#43: TRUCKING

#39: SALES

#24: FACTORY & WAREHOUSE

#52: NURSING



TORREY PINES BANK

Come grow with us! Torrey Pines Bank is a fast growing, safe commercial bank serving the San Diego business and professional community. We are pleased to offer the following opportunity at our Carmel Valley location:

Senior Real Estate Closing Officer

Responsible for processing and closing of commercial real estate loans according to established regulations and procedures, this position requires 5+ years experience with advanced level commercial real estate documentation, loan closing procedures, title and insurance expertise.

We offer an excellent benefits package including vacation, medical, dental, 401(k), and bonus incentives. If you are dedicated to high performance and exceptional customer service, please submit your resume to:

hr@torreypinesbank.com | fax: 858.755.5420
TORREYPINESBANK.COM

WHERE BUSINESS GETS DONE.



TORREY PINES BANK



An Affiliate of Western Alliance Bancorporation
Equal Opportunity Employer

Member FDIC
LENDER

More than
1 million
readers
every week.

THE SAN DIEGO
UT
UNION-TRIBUNE



JOIN OUR "GREEN TEAM" AND COME ON BOARD WITH MTS!

The Metropolitan Transit System (MTS), the largest provider of public transportation in San Diego County, is currently hiring for the following career opportunities:

PROCUREMENT SPECIALIST

Must have a minimum of 6 years experience in complex acquisitions of equipment, materials & supplies utilizing formal procurement processes such as RFP's and IFB's. Experience in a high volume public agency is preferred.

PROCUREMENT ASSISTANT

Responsible for all clerical/administrative tasks for the MTS multi-agency Procurement Department. A minimum of 5 years experience as a full-time administrative assistant providing support to management & executive staff is required.

MAINTENANCE FOREMAN

MTS Bus (San Diego Transit Corporation)
Must have 3-5 years of verifiable maintenance experience in bus or heavy equipment. Incumbent would be responsible for assigning & directing the work of maintenance personnel in the maintenance & repair of a fleet of 250 buses & company equipment.

BUS OPERATOR

A career that will take you to new sites while helping hundreds to their destinations. NO experience required; paid training academy scheduled to begin in April 2011.

BUS SERVICER B

Serving our customers by cleaning the exterior and interior of our bus fleet and performing janitorial duties at MTS Bus facilities.

REVENUE PROCESSOR AND/OR COLLECTOR

Collectors accompanied by a security officer collect and safeguard revenue from Ticket Vending Machines; requires driving an oversized van for a minimum of 6 hours on freeway and surface streets. In a secure area, Processors count and prepare deposits of coin and currency; previous experience in banking/money handling a plus

FLAGPERSON

Ensures the safe passage of San Diego Trolley trains through construction zones and the safety of personnel working on the right-of-way. Requires the ability to stand for long hours on uneven terrain, working nights, days, and weekends.

For more information about these career opportunities, see www.sdmts.com or visit us in person at 1255 Imperial Avenue, 9th Floor • San Diego • MTS is an Equal Opportunity Employer

