

# **HOW I STAY CAREER SELF-RELIANT FOR LIFE**

**Beginning of Section 4  
of Four Parts**

# Negotiating

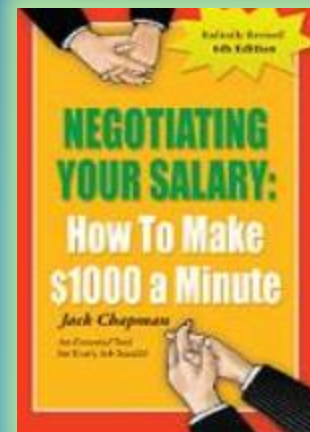
When do you negotiate?

1. After you have received an offer on the position
2. At yearly reviews



How do you negotiate? Read Jack Chapman's

*Negotiating Your Salary:  
How to Make \$1000 a Minute*



# Getting Off to a Good Start in Your Career

- Find a good mentor within the company.
- Never stop networking.
- Never burn bridges!
- Get skilled help with résumés and thank-you letters.
- Take a suggestion only when you understand its benefits.



# Organize Your Career for Life

Keep track online of networking contacts, targeted companies, résumés, thank-you letters, etc.

Find the program for organizing contacts that works best for you. Some examples are

Outlook  
Monster  
Facebook

Gmail  
LinkedIn  
MySpace

Excel  
Headhunters  
[Jibberjobber.com](http://Jibberjobber.com)

# A Good Career-Organizing Program Should Help You ...

## Organize Your Job Search

- Track prospective employers, recruiters, and job boards.
- Track each career posting that you apply for.
- Log communications with each company you contact.
- Set action items to ensure appropriate follow-up.
- Know initial contact dates, the date you sent your résumé, last action date, next action date, etc.
- Associate important documents, such as your résumé, with each career posting.



# A Good Career-Organizing Program Should Help You...

## Organize Your Network

- Rank the relationship of each person in your network.
- Categorize and tag each person to create sub-networks for easy searching.
- Define degrees of separation for each person to measure effectiveness.  
Example: You met Steve, who knows Mary, who knows Joe, who knows of an opening for your dream job.
- Track contact information and important dates.
- Log any communications.
- Store notes on what you can give each person and what they can give you.
- Store important career-search documents online.
- Prepare for interviews with your own interview preparation worksheets.

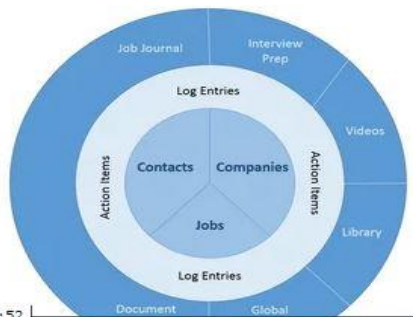
*JibberJobber.com*



*JibberJobber.com* keeps track of networking contacts, targeted companies, résumés, thank-you letters, etc.

*JibberJobber.com* has a free toolset for the serious career seeker. It can help you become career self-reliant for life.

## Organize and Manage your Career



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### Create a free account

Email

Password

Confirm Password

By signing up, I agree to JibberJobber's Terms and Conditions

See what people are saying about JibberJobber.



*Excellent website! I can see many applications for my business!*

— Valerie N. , Bookkeeper and Entrepreneur

[Read more testimonials](#)

  
TRACK JOBS

  
NETWORK CONTACTS

  
TARGET COMPANIES

  
WATCH VIDEOS



**Knowledge is nice, but ...**

knowledge does you no  
good until **you organize it**  
(use [jibberjobber.com](http://jibberjobber.com))

**and you apply it!**

~~The End~~

**Just the Beginning ...**

**End of Section 4 of Four Parts**