

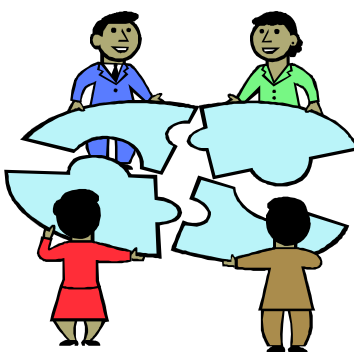
JOB SEARCH / CAREER TRANSITION

FOX CHAPEL PRESBYTERIAN CHURCH

384 Fox Chapel Road, Pittsburgh, PA 15238 412-963-8243

Fax: 412-967-9134

www.fcpc.us



PUTTING THE PIECES TOGETHER / FINDING THE RIGHT FIT

Looking for a job? Career transition can be a puzzling time of uncertainty and stress. Yet it is also time for a fresh start and a time of opportunity.

The FCPC Congregational Care Committee and Employment and Career Transition Task Force provides support for a successful career transition. The FCPC family of faith includes professionals in employment services, coaching, counseling, outplacement, resume preparation, interview skills, and aptitude assessment. Many members of our congregation are available to provide professional and spiritual support in your search to find meaningful, fulfilling employment.

This brochure is intended to provide practical ideas, information, resources, and contacts to support you with employment or re-employment, and the career transition process.

Meeting your immediate needs - where to begin?



When you have lost a job your new work is to find a job. However the trauma of job loss often requires time for healing, evaluation and reflection. Reflect on your feelings about being in transition. Recognize periods of change are part of the human condition. Transition, although at times unsettling, is a period of growth and opportunity - perhaps even an unknown gift. Being in transition provides time to explore who you are and what you were meant to do.

Be aware of the feelings of others in your family. Do not assume they will experience your situation in the same way. Encourage them to share their feelings with you – and listen closely. Where you feel the need for understanding and support they may as well. Do your best to share your feelings openly. If you close this door of communication it will lengthen the time it takes to find your next position and worse, undermine the most important relationships in your life.

It may not be wise to immerse yourself in a job search immediately after unexpected job loss. Losing one's job presents many challenges. It affects your entire life including relationships with family, former co-workers, social friendships as well as feelings about church and spirituality.

Unfortunately people may not have the luxury of time for emotional healing. Bills pile up, food needs to be provided, mortgage and tuition paid, etc. It is for this reason that a balance of spiritual and professional support can help you regain your center and chart a course with confidence and clarity.

**Frame your days with
optimism, faith and prayer.**



- Find a mentor or a person who is able to provide emotional support and guidance. FCPC Stephen Ministers are prepared to provide this supportive service.
- Conduct a daily attitude assessment and journal your feelings.
- Surround yourself with positive, pro-active people.
- Maintain healthy sleep patterns by going to bed at a reasonable time and getting up at a set time.
- Maintain a healthy diet and exercise (moderate exercise releases endorphins in your brain that energize you and elevate your mood).
- Build a constructive routine into your day to work on your career search.
- Maintain personal grooming and dress even if you are working at home. How you look affects how you feel and may come across on the phone.
- Get out of the house frequently to meet people or just for a change of scenery.
- Volunteer in the community. Try new activities like Toastmasters™ where you will learn new skills, build confidence, and expand your professional network.
- Seek educational opportunities (related to your profession or passions)

Thank you, Heavenly Father, that in the middle of the sadness, the anger, the uncertainty, the pain, I can talk to you. Hear me as I cry out in confusion, help me to think clearly, and calm my soul. As life carries on, may I know your presence with me each and every day. As I look to the future, help me to look for fresh opportunities, for new directions. Guide me by your Spirit, and show me your path, through Jesus, the way, the truth and the life. Amen.

Career Transition Resources

Career Transition Resources: There are a few critical decisions to make as soon as you learn about the loss of a job.

- 1) File for unemployment <http://www.dli.state.pa.us> (click on unemployment)
- 2) If you are in need of benefits you will need to apply for an extension of benefits via:
COBRA. http://www.dol.gov/ebsa/faqs/faq_consumer_cobra.html
- 3) Review your family budget and develop a strategy for managing your finances. You will need to prioritize and possibly negotiate or arrange payments for certain bills and expenses.

Imagine My New Job: <http://www.imaginemynewjob.com> Jobs in the Pittsburgh region. These are the high-tech careers in [engineering](#), [research & development](#), [architecture](#), [information technology](#), [health care](#), [accounting](#), [life sciences](#), and more.

Career Development Center: <http://careerdevelopmentcenter.org/> The development center provides job services for dislocated workers / individuals changing careers / individuals with disabilities / immigrants / recent college graduates. Explore our website, e-mail cdc@jfcspgh.org, or call 412 / 586-3722 for information.

Papen (Pennsylvania Professional Employment Network) <http://www.papen.us/> is a Pgh based Professional Network organization that helps members advance their careers.

Businesspersons Between Jobs: <http://www.bbj.org/> Businesspersons Between Jobs (BBJ) is a non-profit, non-sectarian, voluntary support organization dedicated to helping executives and professionals involved in a career transition

Local resources for working through hard times (job search / financial assistance) <http://www.alleghenycounty.us/dhs/help.aspx>
<http://www.careerlinkpittsburgh.com/about/index.html>
<http://www.carnegielibrary.org/research/currenttopics/topics/helpinhardtimes.html>
<http://www.pghtech.org/>

Nationally recognized websites for accessing job opportunities:
<http://www.careerbuilder.com>
<http://www.ihirejobnetwork.com>
<http://www.monster.com>
<http://www.snagajob.com>
<http://www.usajobs.gov>
<http://www.heretohelp.pa.gov>
<http://www.cwds.state.pa.us>

"If I had an hour to solve a problem and my life depended on the answer I would spend the first 55 minutes figuring out the questions to ask. For if I knew the proper questions I could solve the problem in 5 minutes." Albert Einstein

Questions to help you reflect:

- What are my skills, talents, abilities and passions?
- What about my work gives me the greatest levels of satisfaction?
- What about my work is frustrating? What aspects of prior positions do I not like or do poorly?
- Who are my strongest supporters and allies (business associates, family, and friends)?
- What resources are available from your current employer?
- Where do I go, and who do I look to, for inspiration and courage?
- If I did something totally different from my prior jobs and career what might that be? What would really 'float my boat'?
- What additional education would be required to accelerate my career either in my current field or in a different vocational area?
- God loves you and is active in your life; including your professional pursuits. Conversations with God will provide insight and direction. How are you experiencing God's presence? What might you do to include God in your job search and decisions?

[http://www.lifecoachingzone.com/userimages/TEN-POWERFUL-QUESTIONS\(1\).pdf](http://www.lifecoachingzone.com/userimages/TEN-POWERFUL-QUESTIONS(1).pdf)

What Fox Chapel Presbyterian Church can do to support you during this challenging time of transition:

- Use this brochure as a guide for reflection and exploration.
- Contact Chip Crawford, Stephen Minister and human resources professional at 412-781-7791 or wmmcrawford@msn.com , Jan Krouskop, seminary trained consultant at 412-486-0348 or jankrd@aol.com, or Lee Nichols, FCPC Associate Pastor at 412-963-8243 – ext. 20 or nicholsl@fcpc.us. Conversations will be held with care, sensitivity, and confidentiality.



If you or someone you know has a need or would like to meet someone for an exploratory discussion please complete the tear-off section and place it in the collection plate or drop it in the church office.

Tear off below dotted line

.....

Career Inquiry

Name: _____

Phone #: _____

E-mail address: _____

Date and time to call: _____

Job Loss Career Change Recent College Graduate / 1st Job

Resource Need / Concern

- | | |
|---|--|
| <input type="checkbox"/> Resume Preparation | <input type="checkbox"/> Professional Counseling |
| <input type="checkbox"/> Interview Skills | <input type="checkbox"/> Family Support / Counseling |
| <input type="checkbox"/> Networking | <input type="checkbox"/> Financial Concerns |

Other: _____