

Make a job out of finding a job

By Anne Messenger
Contributing writer

The bad news is that you've lost a job. The good news is that you have a new and temporary position: looking for your next job. Think of what you had in your old position, then shift your thinking to a new way of on-the-job thinking.

First, shake it off. Do whatever you need to do to get rid of negative feelings. Emotions may include shock, anger, denial, anxiety, depression, feeling overwhelmed, blame, doubt or shame. Carrying any of these into an interview will be a tremendous disadvantage. Take a walk (or 12) around the block, vent to family and only your closest friends or an outplacement counselor, stay away from naysayers and breathe a deep breath. The old job is gone, for whatever reasons. It's time to move forward.

Your new position

■ **Job Title:** Job Seeker.

■ **Job Description:** Work to find a new job that will make you jump out of bed in the morning.

■ **An office:** You decide where and then spend time setting up your office.

It should be a quiet place to work (regular home office, corner in a spare room, public library kiosk) and key tools (a computer with Internet connection, printer, calendar and notebook electronic or hard copy, whatever works for you and a phone and answering machine with a professional message, not a musical jingle or child's voice, no matter how cute).

Gather supplies to help you feel organized and job-ready — paper, pen, paper clips, a notepad, three-ring binder with tabs (Job Listings, Resume, References, Notes, etc.), an inspirational photo.

Your 'salary'

"Income" will come from

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About Anne Messenger

Anne Messenger, president of Messenger Associates Inc., is a recognized career strategist and senior professional of human resources.

Messenger's company, with offices in Syracuse and Binghamton, provides outplacement, coaching, organization development, strategic planning, special projects and training. The company is certified by the Women's Business Enterprise National Council and by the state as a Woman's Business Enterprise.

Before starting MAI in 1997, Messenger was a marketing executive at DBM, a career transition firm. She also managed outplacement centers for Lockheed Martin in Salina, and also was executive director of the Syracuse-Onondaga County Private Industry Council.

A graduate of Wellesley College, Messenger is a founder and chair of Syracuse Chapter of the Women Presidents' Organization. She is a winner of the CNY Business Journal's 2002 Women in Business Award, Syracuse University's 2005 Ann Michel Distinguished Entrepreneur Award for Small Business and 2008 Community Entrepreneurial Leadership Award and the Small Business Administration's 2009 Women in Business Champion of the Year Award (Syracuse District).

This week on WCNY-TV:



Once Roger Fisher paid off his debt, he never used plastic again. See how he learned the value of cash and learn more about handling debt in this week's episode of "Help Wanted" which airs at 8:30 p.m. Wednesday.

Get connected at Syracuse.com

Comment on Anne Messenger's advice and find links to more helpful information at www.syracuse.com/job-advice.



MESSENGER

Submitted photo

Next week in MoneyWise:

Social media is a relatively new tool used both by individuals looking for work, and employers looking for workers. Dan Klamm, outreach and marketing coordinator in Syracuse University's Career Services, explains the ins and outs of social media, including how to set up a professional LinkedIn page, how to use LinkedIn and Twitter to research companies, and how to find helpful advice by connecting with "career gurus" through Twitter.



KLAMM

How to explain losing your job

By Anne Messenger
Contributing writer

It's an uncomfortable situation: You've just lost a job and don't know what to say to people.

Take time to think things through. You can craft a message that will help position yourself positively in response to the questions, "What happened and why?" and later, "What do you do?"

Take control. Anticipate questions and you won't be caught by surprise.

Be factual. Acknowledge the situation. Don't hide. Though uncomfortable at first, deal with your reality. It will become less and less difficult with time and with practice.

Be constructive. Seek to build an opportunity to talk further once you've had more time to get focused and organized. People will respect that and you'll soon be able to reach out to them for assistance and ideas.

Be brief. Early in your job search you should only try to provide a short and concise response — about 30 seconds is ideal.

Be positive. While you may be feeling some (understandably) strong emotions at the moment, try to keep them in check. Stay positive and project confidence about your future.

What to tell people

Here are examples with the language you can use:

For family: "I just got the news that I won't have my job after next week. I'm very unhappy about this, but I understand that there are things I can do that will help me get a new position. It may be difficult, but I hope you'll be on board with me. If we keep talking, we can work through this."

With this answer, you have been open about the event and honest about your feelings. Asking for help is part of the process of moving forward.