

Project Management

~ A Recruiters Perspective ~

Presented By:
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TOPICS

- Contract VS Permanent Roles
 - What option is right for you?
- Contractor Rate
 - How do you determine what to charge?
- Blue Chip Consultants
 - Who is a “Blue Chip” and how do you become one?
- Resume 101
 - Why is a resume important and what do you include?
- How to Work with a Recruiter in Your Job Search
- Interview Process
- Contract Completion
- Questions?

CONTRACT ROLES

The Good

- With the Right Approach, contractors earn BIG bucks
- Exposure to MANY companies in a short duration
- High probability of learning new things and meeting new people

The Bad

- Potential of NO work for weeks at a time
- Timing is EVERYTHING
- Constant Interviews can become frustrating
- Very Competitive Market
- No Benefits/RSP's/etc.



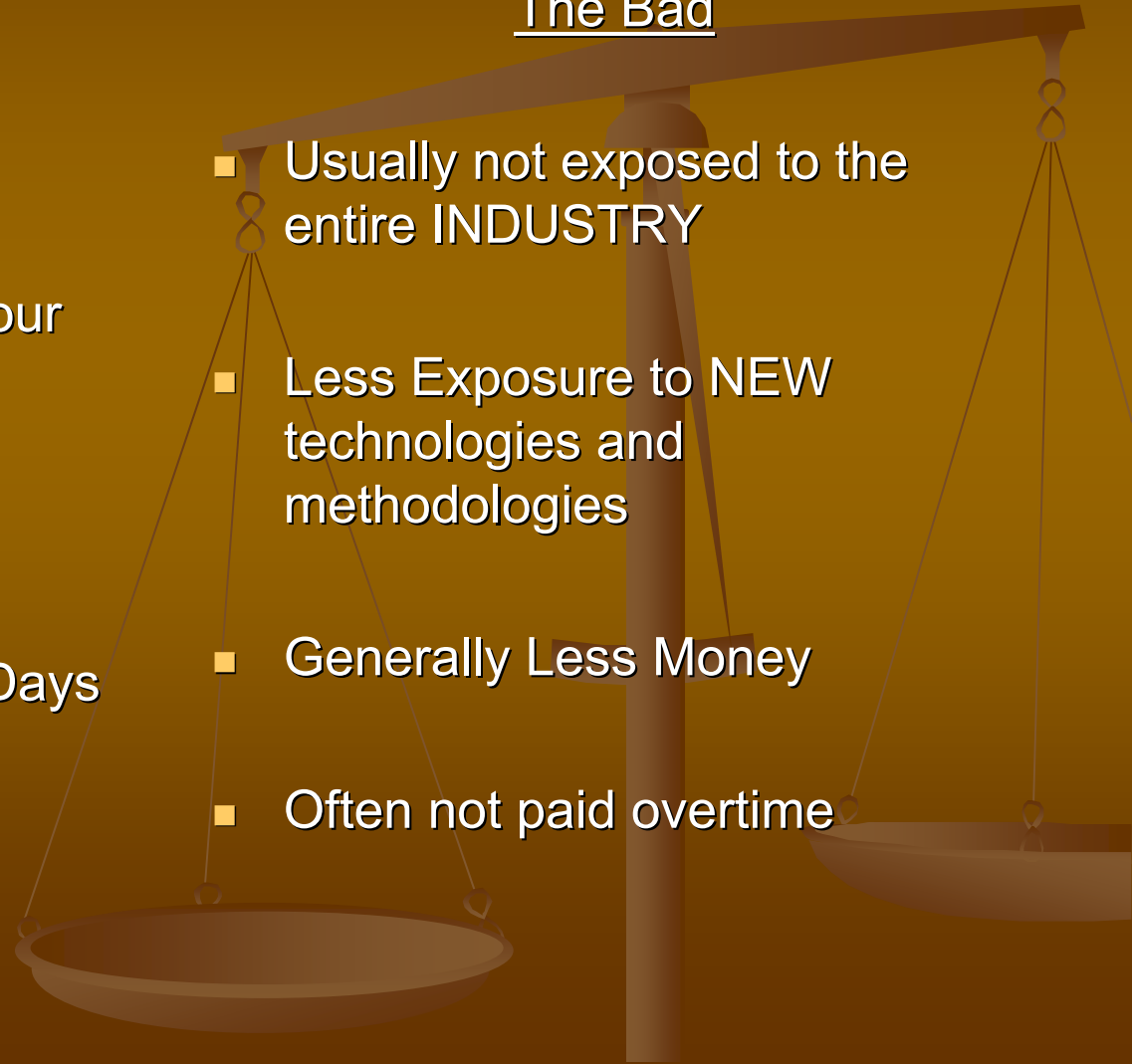
PERMANENT ROLES

The Good

- Job Security/Stability
- Solid Understanding of your company
- Can be Promoted
- Benefits/ Vacation/ Sick Days / Bonus

The Bad

- Usually not exposed to the entire INDUSTRY
- Less Exposure to NEW technologies and methodologies
- Generally Less Money
- Often not paid overtime



DECIDE WHAT YOU WANT?

Contract OR Permanent?



What Is Your Rate?



KNOW YOUR IDEAL RATE

- Calculate what you NEED to make for your lifestyle
- How do you do this?
 - What are you making in your Permanent Role?
 - How much are your benefits, RRSP contributions, and Stocks worth to you?
 - What are Vacation Time and Sick Days worth?



Meet Mrs. Smith



Mrs. Smith

- Mrs. Smith has been working for an Insurance Company located in Toronto for 7 years
- Mrs. Smith was hired as a Junior Business Analyst and has been promoted to a PM role
- Mrs. Smith is making \$60 000.00
- Mrs. Smith lives in Mississauga is married with 2 children (Ages 15 and 9) – her spouse does NOT have benefits
- She has a strong insurance background and would like to start contracting

Let's Calculate Her MINIMUM Rate

- Her salary is \$60 000.00/year
- Vacation Time (3 weeks) is worth Approx \$3500.00/year
- In Bonus, Stocks, and RRSP Company Contributions, she receives \$10 000/year
- TOTAL COMPENSATION: \$73 500/year
- A 40 hour work week amounts to 2040 hours/year
- $\$73\,500 / 2040 \text{ hr} = \$36.0294/\text{hr}$

****MRS. SMITH'S MINIMUM RATE IS \$36.03/HR****

Factors Effecting Rate

- **Industry**
 - Different Industries Pay Different Wages for the same role
- **Type of Project**
 - The more unique the skills required to complete the project, the higher the rate
- **Duration of Project**
 - The Shorter the Duration, the higher the rate
- **Location of Project**
 - Far from home – you can ask for more – does not always count as cost of living in some cities is lower
- **Opportunity to Learn On the Job**
 - The more opportunity to grow professionally, the more flexible the rate should be for the consultant
- **Time of Year/Season**
 - The more jobs available, the more money being paid – Consultant's Market
- **Incorporated?**
 - Being Incorporated allows agency to save some overhead costs, therefore passing savings to you

We have Determined Your Rate

**Let's Establish How You can be
as Marketable as Possible**

Aim to be a Blue Chip Consultant

WHO IS A BLUE CHIP?

A consultant that **MANY** recruiters **WANT** to work with.

WHY?

- This person has worked for numerous **BIG** companies
- This person has a great resume
- This person is pleasant to speak with
- This person knows people and refers them to roles
- This person is a professional **EXPERT**

'BLUE CHIP' CONSULTANTS

- As a Consultant, you are selling YOURSELF and THE SERVICE YOU PROVIDE!
- It is in your interest to represent yourself as best as possible
- How do you do that?
 - Get Relevant Experience – EXPERTS are valued
 - Prepare AND Maintain an impressive resume
 - Learn and Practice how to SELL yourself into jobs
 - Never Break a Contract
 - Always do the best job you can
 - Try to Network with and Maintain Contact with as many people as possible in IT – Recruiters, BA's, QA, Developers, etc.

LET'S EXAMINE

Sting and Phil are PMP Certified PM's:

- Both have 10 years experience
- Both have been contracting for the past 10 years
- Let's Look at their background – Who is the Blue Chip?

STING

COMPANY	TITLE
RBC	PM
Rogers	PM/BA
ING	PM
Bell	PM
Scotia Bank	IT Manager

PHIL

COMPANY	TITLE
Rogers	PM/BA
Honda	Technical Lead
CIBC	IT Manager
Levi's	PM
IBM	BA/QA

WHAT'S HOT AND WHAT'S NOT

HOT

- Being Professional
- Knowing what you can and cannot do
- A subject matter expert!

Subject Matter Expert:

- Skilled with certain types of Projects
- Industry Expert
- Technology Expert

NOT

- A consultant who does not have a focus
- A consultant who has no specific expertise
- A consultant who is not passionate about 'selling' their services

SO... HOW DO YOU MARKET YOURSELF?

- Make a long term plan – What do you want to do 10 years from today and how can you get there?
- What Industries Excite you?
- What Projects Excite you?
- What Roles Excite you?

ANSWER THESE QUESTIONS AND PLAN ACCORDINGLY

IMPORTANCE OF A RESUME

- A resume is the first point of contact
 - Why not leave the best first impression possible?
- A resume is a SELLING tool
 - As a consultant, you NEED to SELL your services
- A resume should be catered to the role
 - It is a competitive market - Someone always has a better resume!
- A resume determines whether you will be interviewing with a company or not

RESUME 101

Believe it or not, these are the most common mistakes found in technical resumes:

- **SPELLING MISTKES**
 - There is NO Excuse... It RUINS the impression immediately
 - Impression: No attention to detail!!

- **NO MENTION OF TECHNICAL ENVIRONMENT**
 - As a Technical Consultant (PM or not), the environment worked in or managed MUST be mentioned

- **NO MENTION OF CLIENTS OR INDUSTRIES (if outsourcing services)**
 - You could lose many opportunities because of lack of awareness

- **NO MENTION OF TEAM SIZE OR BUDGET SIZE MANAGED**
 - Very important for potential employers to know

- **CRAMMING EVERYTHING INTO TWO PAGES**
 - Technical Consultants do not need to put everything into two pages
 - Be concise but explain what you did
 - You never know where a previous experience can be an asset in a role

SKELETON RESUME LAYOUT

Resume of Neeta Sharma

416-123-4567 – nsharma@recruiter.com

OBJECTIVE:

ACHIEVEMENTS:

PROFESSIONAL EXPERIENCE:

Financial Company (Mississauga, ON)

Project Manager

Sept 2000 – Present

- Led the team responsible for the analysis, design and build of a connector between the INGENIUM base system and the FundSERV network (a third-party clearinghouse) to support the purchase / redemption of mutual funds.
- Project budget: \$1 Million. Project team: 20 people

Technical Environment:

Internet architecture with HTML user interface, Java based proprietary middleware, XML, MQ Series, Windows 2000, CICS, COBOL, DB2

EDUCATION AND PROFESSIONAL DEVELOPMENT:

RESUME TIPS FROM A RECRUITER

- **INCLUDE INDUSTRY 'BUZZ' WORDS**
 - Research Job Postings – are you noticing certain trends needed by employers? Do you have these?
- **DATABASES ARE NORMALLY THE FIRST PLACE WE LOOK**
 - Has your resume been refreshed on Monster, Workopolis, or Agency Databases?
 - Will your resume come up in my search?
- **THE BETTER YOUR RESUME LOOKS, THE BETTER YOU LOOK!**
 - A well written resume represents a great consultant
- **DO NOT LIE ON A RESUME**
 - Everything can be verified, including PMP status

You Have A Great Resume?

Now What?

WORK WITH PEOPLE

- Networking is KEY – with anyone!
 - Let people know you are looking for work
- It is a Recruiter Market
- Benefits of Working with A Recruiter:
 - You are being contacted even when not looking
 - Recruiters hear about positions before companies even post them – through contractors, managers, etc.
 - Recruiters should be proactive in identifying candidates. 1 hour of your time could result in sequential contracts
 - Recruiters know the technical environment and upcoming projects of companies

HOW TO WORK WITH RECRUITERS

- You already have contacts with recruiters?
 - If so, e-mail a resume in word format and follow up with a phone call

- You do not know a recruiter?
 - Post your resume on job boards
 - Clearly state that your resume never be sent anywhere without your permission
 - Someone will call you and start building a professional relationship

- Network – Let people know you are searching for roles
 - Someone in your network can suggest a good recruiter
 - Be patient – good recruiters are contacted all day long

THE PROCESS BEGINS

- Once your PERFECT resume has been distributed, calls and e-mails start coming in
- Do NOT let anyone present you until you have all the details you need
 - Location
 - Duration
 - Rate/Salary
 - Why is the Role Open
 - Are you REALLY the right fit?

IMPORTANT

TRACK WHERE YOUR RESUME IS GOING AND
WHEN!

IF NOT, YOU COULD GET DOUBLE
SUBMITTED

WHO SHOULD YOU WORK WITH

- There are MANY IT Staffing Company's
- There are MANY Recruiters
- You should not be treated like INVENTORY – the best recruiters are the one's you can establish a relationship
- Not all recruiters are right for you – if you are not comfortable – do not work with them or explain what your expectations are
- However – it is best to keep your options open
- Let your recruiters know what other agencies you are working with

DEFINITION OF A GOOD RECRUITER

A GOOD RECRUITER...

- Will take the time to understand what YOU are looking for
- Understands the job they are discussing with you or will quickly find out answers for you
- Will never encourage you to break your current contract for a new one
- Will want to meet you
 - You may even get a free lunch!
- Will ask for references before presenting you to their clients

LEARN ABOUT YOUR RECRUITER

- What kind of roles do they work on?
- What kind of clients do they work with?
- What networking events do they attend?
- What industry knowledge do they have?
- How can you build a mutually beneficial relationship?
- Is there anyway you can help them
 - Perhaps introduce them to other Professionals
 - Teach them about your role

A RECRUITER'S JOB

- A Recruiters job is to deliver to their client
 - A Recruiter is responsible for FINDING the best technical and cultural fit
 - If they do not deliver, the client will no longer work with them
- A Recruiter also maintains their consultants who are working for them
- It is important not to take it personally if a recruiter does not return your phone call within an hour, or even a day
- If you really want a role – HELP the recruiter sell you to the client – if they do not understand HOW your experience directly relates to a position, explain it to them
- If a recruiter has presented you to the client, understand that they WANT you to get the job

TIMING IS EVERYTHING

- Check e-mails and voicemails regularly
 - You do NOT want to miss out on an opportunity based on timing
- When TEKsystems receives a client request for a PM, candidates generally will be presented the same day unless the role is very unique
 - Good Recruiters take a Proactive Approach
- If you are actively searching for a role, check the public job boards

Congratulations...

You Have Been Selected For an Interview!!!

PRE-INTERVIEW

- Find out WHO you will be meeting with
 - Not just the name! Title, Relation in Potential Role, Personality
- Read & Re-Read your Resume
- Read and Re-Read the Job Description
 - How do your past experiences relate?
 - Where have you managed similar technologies or processes?
- Research Company
 - How well do you know the Industry?
 - Any recent Media Articles?

PURPOSE OF INTERVIEW

It is NOT just to discuss your credentials!

You need to SELL yourself

INTERVIEW TIPS

- Do your Research
- Arrive on time AND Dress Professionally
- Be Confident – NOT Over Confident
- Review Technical Environment
- Review Behavioral Questions
 - STAR Approach
- Permanent Employees Interviewing for Contract Roles, Be Prepared to Explain Why
 - Questionable commitment levels of Permanent Employees sometimes result in no job 😞

BEHAVIOURAL QUESTIONS

AN EXAMPLE:

What are your strengths?

Friendly? Punctual? Hard Working? Team Player?

That's nice, but how do the above qualities get you a job? Mention the below to sell yourself into the role.

- Good people/time/budget management skills
- Have Good Industry Knowledge
- Analytical
- Work Well Under Pressure/Stress
- Great Presentation Skills
- Diplomatic

INTERVIEW APPROACH

- If you were hiring a PM, what would you want?
 - Answer accordingly
 - Put yourself in the shoes of the hiring manager
- NEVER speak poorly about a PAST employer
 - Reflects poor attitude
- Be Confident – Not Over Confident
- Listen

Does It Stop When You've Gotten the
JOB?

WHILE YOU ARE WORKING

- Never Break your Contract
 - You don't want to ruin relationships with managers or the staffing agency – you don't know when you will meet again!
- Keep in Contact with your Recruiter!
 - This is the best time they get to know you
 - Establish mutually beneficial relationships
- Give it your ALL
 - A good recruiter will do an EXIT Reference

NEXT STEPS

- Now that you are approaching the end of your contract...
 - Ask your recruiter to e-mail Job Descriptions (JD) of PM roles 2 months before the end of your contract
 - Study the JD's and identify "buzz" words
 - Update your resume
 - Find out if you will be getting EXTENDED...
 - If not, send resume to your recruiter
 - They should start looking for your next role!

Questions?