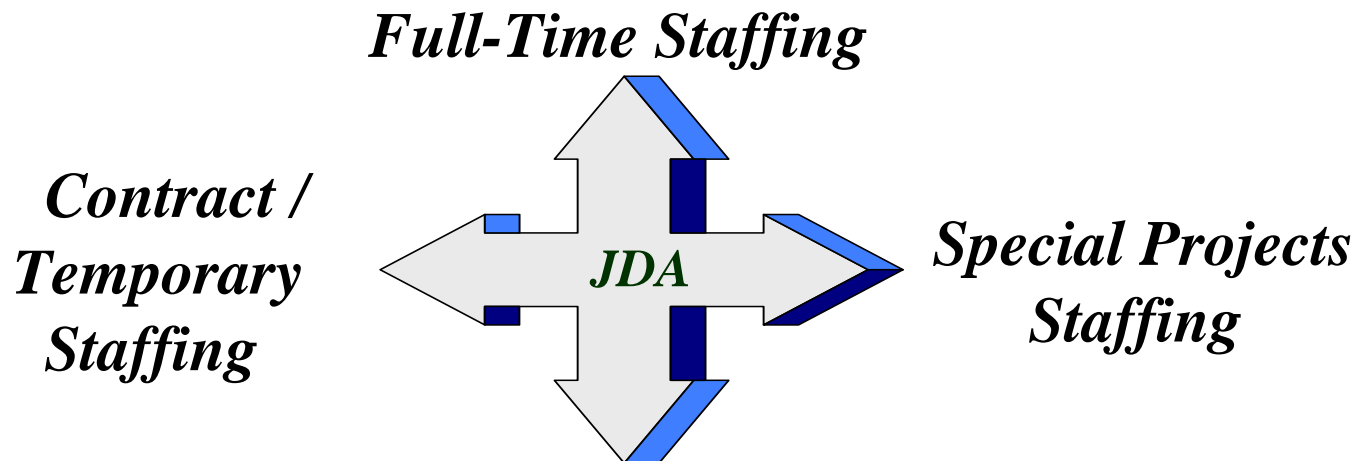


# Strategies for Career Management

The Path of Your Career  
as an IS Audit Professional

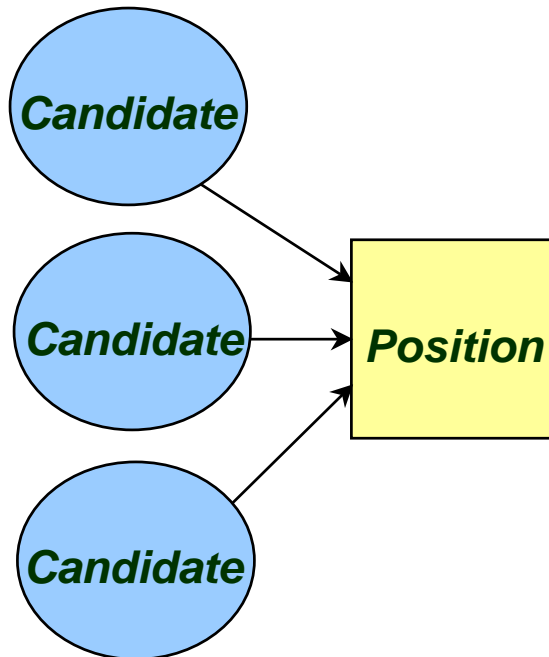
# What JDA Does. . .

JDA provides clients with a *full complement* of information technology professionals. Our services are designed to meet the unique and changing requirements of our clients.

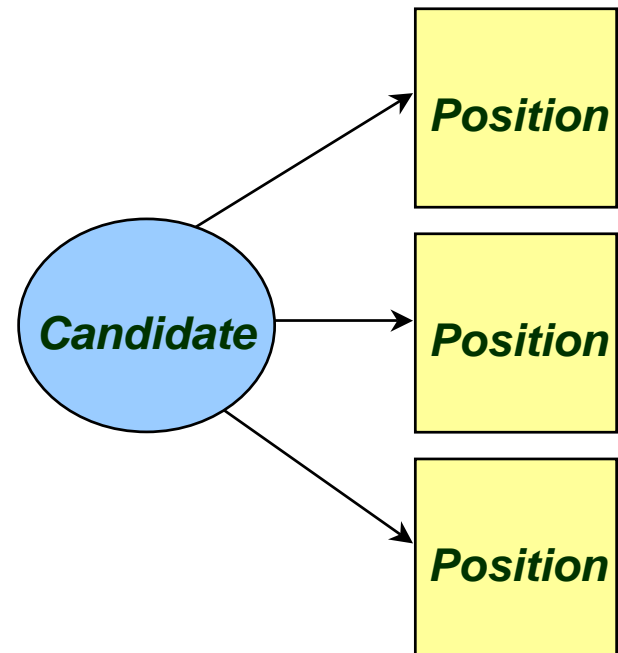


# Good News

**2000 - 2003**



**2004 - 2010**



*The job market has shifted from an Employer's Market to a Job Seeker's Market - to a Combination Market.*

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# More Good News

- Plentiful jobs in IT Audit
- 1 to 3 years experience, salaries starting at \$55K
- Senior level salaries increased 6 – 8%
- Manager/Director went up 8 – 10%

# Let's Talk About Your Career...

“Cheshire Puss,’ she began, rather timidly, as she did not at all know whether it would like the name: however, it only grinned a little wider. ‘Come, it’s pleased so far,’ thought Alice, and she went on. ‘Would you tell me how please, which way I ought to go from here?’

‘That depends a good deal on where you want to get to,’ said the Cat.

‘I don’t much care where—’ said Alice.

‘Then it doesn’t matter which way you go,’ said the Cat.

‘—so long as I get SOMEWHERE,’ Alice added as an explanation.

# Agenda Items

- **When** do I look for a job?
- **Where** do I look for a job?
  - Referrals (How to work your network.)
  - Recruiters (Headhunters are a good thing.)
  - Job Boards (To post or not to post.)
- **How** do I look for a job?
  - Resumes (The proof is in the paper.)
  - Interviewing (It's a skill and a process.)
  - Negotiating (What's in it for me?)
- **What** else should I know?
  - Certifications (What is the real value?)
  - Suggested reading
- **Wrap Up**

# What's NOT on the Agenda

- **Maneuvering the corporate pyramid**
- **The Professional Contractor**
- **Soft Skills**
- **How to get a raise?**
- **Professional References**
- **And a multitude of other items**

# When?

Q: When should I look for a job?

A: **ALWAYS**

(IIA example)

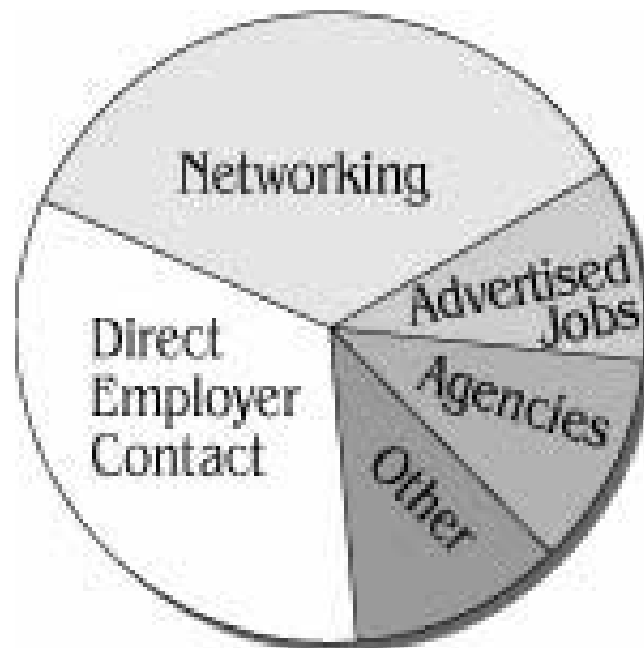
You don't have to actively look, but never close the door to an opportunity.

Coach K



# Where?

## ■ Where people find jobs\*



# Where: Referrals

## How to Work Your Network

- Stay in touch
  - George Bush 41
- Give to Get – Donna Fisher
- Shameless self promotion
- Volunteer
- Acres of Diamonds
- Linked In, etc

# Your Friendly Neighborhood Headhunter!



# Where: Recruiters

## Headhunters are a Good Thing

- How do I choose a recruiter?
  - ❑ Research the company (How long, how often, how many?)
  - ❑ What is their specialization?
  - ❑ How long have you been a recruiter?
  - ❑ What is your geographic focus?
  - ❑ Tell me about your process?
  - ❑ May I call someone you have placed?

# Where: Recruiters

## Headhunters are a Good Thing

- Treat them as part of your network.
- Referrals R us.
- Only two per market!



# Where: Job Boards

## To Post or Not to Post

### ■ Do

- ❑ Apply to specific jobs at specific companies
- ❑ Utilize boards specific to your job skills (ie. Give examples)
  - National IIA Job Board
- ❑ Choose one general site (ie. DICE, Monster, Careerbuilder, etc.)
- ❑ Understand the requirements before applying

### ■ Don't

- ❑ Post your resume on the internet for all to see (unless actively job searching)
- ❑ Apply to the same job on two different job boards
- ❑ Apply to a job through a recruiter and a job board
- ❑ Apply for jobs that you are obviously unqualified for

# How: Resumes

## The Proof's in the Resume

### Resume of James Dean, PDQ

#### **Qualifications**

"Here are my qualifications for you to overlook."

#### **Experience**

"Note: Please don't misconstrue my 14 jobs as job-hopping. I have never quit a job."

#### **Education**

"Finished eighth in my class of ten."

#### **Special Skills**

"I have lurnt Word Perfect 6.0 computer and spreadsheet programs."

#### **Reasons for leaving the last job:**

"Responsibility makes me nervous."

#### **JOB RESPONSIBILITIES:**

"While I am open to the initial nature of an assignment, I am disposed that it be so oriented as to partially incorporate the experience enjoyed heretofore and that it be configured to lead to the application of more rarefied facets of financial management as the major sphere of responsibility."

#### **SPECIAL REQUESTS & JOB OBJECTIVES:**

"Please call me after 5:30. I am self-employed and my employer does not know I am looking for another job."

#### **PERSONAL INTERESTS:**

"Marital status: single. Unmarried. Unengaged. Uninvolved. No commitments."

#### **REFERENCES:**

"References: None. I've left a path of destruction behind me."

# How: Resumes

## The Proof is in the Paper

- Resumes that CAN!
  - ❑ Well formatted (Bullets are your friends.)
  - ❑ Easy on the eyes (Font, style, size)
  - ❑ Tell the truth (no padding)
  - ❑ Keep it brief
  - ❑ How much, how often, how many

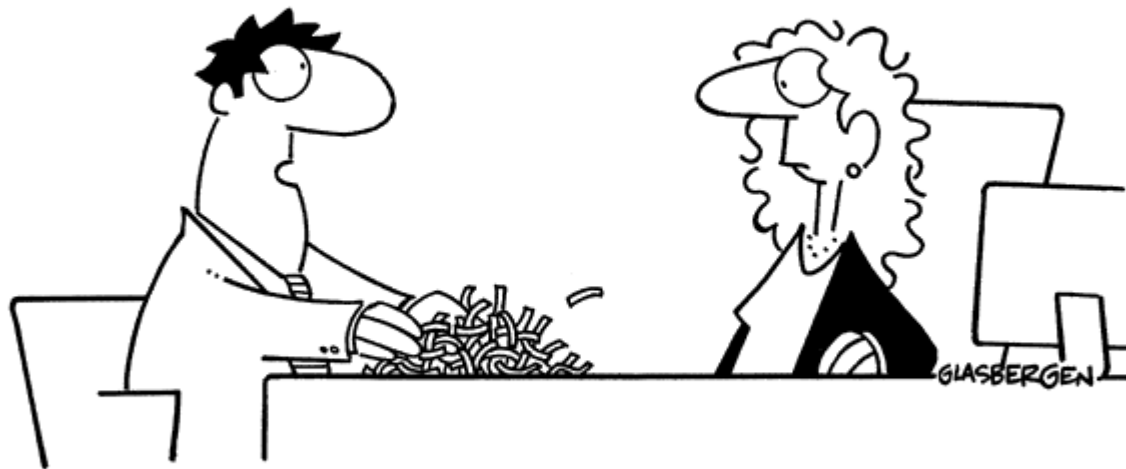


# How: Resumes

## The Proof is in the Paper

- Resumes that get canned.
  - ❑ Grammer and Spelling errors
  - ❑ Keep it professional (Don't get cute)
  - ❑ No autobiographies
  - ❑ No War and Peace
  - ❑ One page won't do

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**"I'm applying for the Information Security position.  
Here is a copy of my resumé, encoded, encrypted and shredded."**

# How: Interviewing

## It's a Skill and a Process

- The Interview
- Use common sense
  - Be on time
  - Know where you are going
  - Be polite to everybody
  - Be flexible
  - Be Yourself
- Preparation
  - Address, phone number and name of person(s) you are meeting
  - Do your homework
  - Questions
  - Extra copies of your resume
  - Anticipate questions

# How: Interviewing

## It's a Skill and a Process

### ■ How to dress

- ❑ Always better to over dress than under dress
- ❑ Rule of thumb
  - Dress one level above the person you will meet with.
- ❑ It's ok to ask

### ■ During the interview

- ❑ Don't speak poorly about your current/previous employer
- ❑ Prepare specific examples: What's the issue, How did you fix it, Next steps
- ❑ Move the action forward
- ❑ What if they ask about money?

# How: Interviewing

## It's a Skill and a Process

Questions to prepare for:

- Tell me about yourself?
- Why are you looking for another job?



# How: Negotiating

## What's in it for me?

- When do I bring up money?
  - Filling out job application
  - Working with a recruiter
  - Submitting a resume online
  - Face to face (Interview)
  - Negotiating with HR
- “The Magic Phrase”

# How: Negotiating

## What's in it for me?

- General guidelines about salary negotiation
  - ❑ Set your range (ask for top of your range)
  - ❑ (Almost) Never accept their first offer
  - ❑ Everything is negotiable (vacation, PTO, signing bonus, company car, relocation, private office, 401K, equity)
  - ❑ Nibble
  - ❑ Don't get greedy (remember, it must be win/win)
- When negotiations are over. . . They're over.

# What Else Should I Know?

- Continuing education
  - To MBA or not to MBA
- Certifications
  - Rule of thumb: Certifications granted by a third party governing body (CPA, CIA, CISA, etc)
  - PMP example
  - Vendor certifications
- Who's paying for it?



# Recommended Reading

- What Color is Your Parachute? - Richard Nelson Bolles
- Power Networking – Donna Fisher
- Knock ‘Em Dead - Martin John Yate
- Do What You Love and the Money Will Follow – Marsha Sinetar
- Power Negotiating – Roger Dawson
- Acres of Diamonds - Russell H. Conwell

# Q & A



"Welcome aboard. We will endeavor to treat you with kindness and respect. Now get out."



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