



Proposal for Job Networking Group

Meeting April 7, 2015, Decatur Public Library

Issue

Over the last six months, the main reason people attend the Job Networking Group has been to have their resume reviewed. They are curious about getting their resume through the automated tracking system and having it reviewed by a person. Most are unaware of the criteria involved in writing a resume that will get results. Some resumes reviewed to date have common errors like being 3-4 pages in length or containing information over 10 years old with outdated headings. Many times a poorly written resume is the biggest barrier to getting a job. Most attendees are either very young or over 40 and need specific resume advice.

Proposal

Human Resource representatives have experience with all aspects of the job search process – specifically resumes. Attendees to the Job Networking Group need the expertise and advice of a professional who can help them understand what is involved in having a well-written resume. Therefore, having a panel of 2-3 HR representatives attend the April Job Networking meeting will allow those in attendance to gain insight into writing a resume that gets results.

The resume review would include proofing what the attendee has written, suggesting revisions, offering advice about improvements and keyword usage. Additionally, the HR representative could state what they look for most when receiving a resume, the time given to review each one and what experience they are seeking in a candidate, and eventual employee.

Program Schedule

Each attendee would spend about 10 minutes with an HR representative. The Networking meeting lasts from 5:30 to 7:00 so this would allow plenty of time to accommodate those who attend. If more time is needed, it would be at the discretion of HR representative to continue the conversation.

The co-moderators would have laptops available for the attendees to review jobs, keyword extraction tools and, if the resume is available in electronic format, update while onsite.

Advertising

Flyers are emailed to the Decatur Chamber of Commerce, local colleges and the TVC-SHRM group as well as posted in area businesses. In the past, a postcard mailer has been sent to businesses and churches in Decatur. The Job Networking Group also uses social media outlets such as LinkedIn and Facebook as well as a Google Group containing members who have attended the Job Networking Group in the past.

Outcome

For the HR representative, they may find a potential candidate for openings within their organizations and provide advice for those seeking employment.

For the job seeker, they can submit a more readable resume, allowing them to get an interview and possibly obtain employment.