

SHARON A. GILL

# COMEBACK *With* CONFIDENCE

*Over 35 survival tips for thriving  
after being fired or laid off.*



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## About the Author

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Sharon is also the Founder of Oasis Compassion Agency, a non - profit organization that empowers the disadvantaged in her community and the Chief Operating Officer of the Gill law firm in Delray Beach, Florida.

She is the recipient of numerous business and community service awards in her career. Some of her awards include the Women's Chamber of Commerce Giraffe Award for distinguished service to the community; Bank of America Local Heroes Award; The Martin Luther King Leadership Award, and the Palms West Chamber of Commerce Stiletto Award.

She was recently named by the Palm Beach Post as one of the Most Powerful African American Woman in Palm Beach County, and by the Palm Beacher Magazine as one of 21 Most Inspiring Women in Palm Beach County.

She is a *summa cum laude* graduate of the MacArthur School of Leadership at Palm Beach Atlantic University.

Mrs. Gill has appeared in interviews on ION tv, WXEL, and on WRMB Moody radio station. She has also appeared in several newspapers and magazines for her work as a community leader.

# COMEBACK WITH CONFIDENCE

Over 35 survival tips for thriving after being fired or laid off.

## COMEBACK WITH CONFIDENCE

Over 35 survival tips for thriving after being fired or laid off.

(Actually, there's a lot more☺)

### Chapters

1.	Grieve if you must for one day, then get over it. You probably saw it coming anyway!	5
2.	Me Inc. (You're now in business for yourself).	8
3.	Network, Network, Network – In Person.	12
4.	The Power of Partnership!	14
5.	Image is Everything.	17
6.	The Reluctant Entrepreneur.	20
7.	Remain Positive	23
	Appendix	25



## Chapter 1

*Grieve if you must for one day, then get over it. You probably saw it coming anyway!*

**“Instead of crying over spilt milk, go milk another cow”**

*- Erna Asp*

It's time to get out of your pj's and out of the house. If you've spent more than a week grieving, moaning and complaining, you've already spent too much time. As the heading states above, you probably saw this coming anyway. Most firings and layoffs are not surprising. In my professional experience, people let go are usually warned of that possibility formally or through the grapevine. Even where layoffs are concerned, economic indicators usually foretell the outcome.

Even if your boss was not a good communicator, you can still see trends and signs that something is not quite right. Is the company buying less office supplies? Did they cut out Friday morning bagels? How about failing to replace employees who left the organization? If those things didn't get your attention, then you only have to turn on social media or the local news to see what's going on in your own industry.

Okay, so you're unemployed. Take a breath. As bad as you may feel right now, there is good news ahead. If you follow the steps outlined in this book, I cannot guarantee that you will find a "job," but I guarantee that you will learn some tools that will revolutionize your thinking and your life. You will also develop self-confidence and a sense of purpose and adventure. You might even decide to go into business on your own, but more about that later!

*This e-book is all about going from being a victim of circumstances to surviving, thriving and eventually surpassing where you were before. It's all up to you, so Let's Do It!*

Below are five things you can do right now to curtail your grieving process:

1. Get out of your pajamas or yard clothes-yes, it bears repeating. Pajamas and yard clothing are not conducive to stimulating thinking. Wearing pajamas around the house creates sleepy thoughts and this is the time when your mind has to be fully engaged.
2. Groom your hair before your paycheck runs out. If it already has and your unemployment check has not yet kicked in, find some cash to get this done. When your hair is groomed it pushes your confidence level up quite a bit. On the contrary, if it is not groomed, you may fall into a slight depression when you look at yourself in the mirror. If you've never experience depression, let me assure you, it is de-motivating. What you need right now is a big dose of self-motivation to carry you through the next few weeks.
3. Do not overindulge in food and alcohol even if you feel tempted to do so with all the extra downtime. Now is *not* the time to gain weight and to walk around in a fog. You need a clear head. You also need to look and feel good if you want to be noticed, which you do.
4. Clean your house-yes, guys too! Clean up your area. It's hard to think in the midst of clutter. Don't kid yourself. You may say your house was always a mess, even before you lost your job and that you did just fine. The fact that you kept your job up to this point doesn't mean you were operating at your optimum level; so now take a day or two, assess your surroundings and start to de-clutter. You will feel like a weight lifted from your shoulders. Stuff that you don't need any more can be taken to a charity to help others in a worse condition than yourself.

Already, you will feel like you are giving back and when you are in a position to give, you will realize that maybe you aren't at rock bottom as you thought.

5. Time to update your resume-yup, there is no time like the present! Your most recent employment should take the top spot on your resume, if you've been there for at least six months. Hopefully you're computer savvy enough (*more about this later*) to update your resume, but in case you aren't, there are nonprofit career centers in most cities where you can obtain free assistance and guidance. You can also check with your local community colleges for low-cost or free courses on this.

If you cannot locate such a service, you may have to pay for it, but it's well worth the expense to get your resume professionally done. For now I will assume that as a reader of this e-book, you have access to a computer at home or you have a library card. With those simple tools you will be able to get an updated resume with little or no worries. One last tip on resumes: Keep it to one page. No one likes to read beyond that point.



## Chapter 2

### Me, Inc.

**“You have the brains in your head. You have feet in your shoes.  
You can steer you know. You are the one who will decide where  
to go. “**

*– Dr Seuss*

You are now in the business of self-promotion, self-selling, self-marketing and self-branding. This will now be your full time job. Right away, you are back to work, but temporarily without pay. To sell yourself properly takes a strategy, goal-setting, vision, and a mission. All the things your boss taught you about the business, you will now apply to your new business: Me, Inc.

Your boss probably invested months or years of training in you. Don't let it go to waste. Your current assignment is “finding a job”. Get up each day as if you have a purpose, because you do. Your goal is to be strategic so I suggest you do a mini strategic plan, which includes potential employer targets, particular opportunities within those targets, and a skills assessment for each position.

If you are lacking the skills, then you need a plan and timeline on acquiring those skill sets. This is a good time to analyze your capabilities and identify your own skills. What are you good at? Do they match up with the opportunities? Be brutally honest. I know several employees who fail to develop new or additional skills when they are in what they consider a “secure” job. Consequently, when that job is lost, they find their skill sets are way below market level.

Now is the time to see where you stand in regards to others entering your field and to engage in some type of training.

Otherwise, you will be left out in the cold. These are the days of pro-activity. You've got to turn the job loss or lay off around. Turn it on its head and learn from it! A job loss can be an exciting opportunity to be re-trained, re-invented, and eventually re-birthed!

This can be life-changing, if YOU choose to see it that way.

**Here are some practical things you can get started on at the new Me, Inc.**

1. **Market yourself!** Maybe you've never worked in a marketing department, but you do now! You are the Chief Marketing Officer at Me, Inc. Create a letterhead and business card/calling cards. Remember your old business cards don't work anymore. With the social media explosion nowadays, you have more than just your name and phone number to put on your card. For example, you can include your blog address and also an indication that you are on Facebook and LinkedIn. There are lots of low-cost alternatives in the marketplace to get this done.
2. **Get going with Social Media!** You have to become familiar with social media sites like Facebook, LinkedIn, Twitter and the Blogs. Yes, I too am getting tired of hearing about the importance of social media networks, but guess what, it works! If you haven't already done so, sign up for the top three mentioned here and also start a blog. There are many free services available such as WordPress and Google Blogger.

You can Blog about your favorite topic or something that others will find useful. I urge you to be wise about your choices of Blog material. If you include your Blog on your business calling card, then it should correspond with your intended career path. Also, avoid anything unprofessional, controversial or provocative. Think like a potential employer when you write. Remember, your aim is to attract a professional opportunity. You can also ask colleagues to recommend you or refer your name to their contacts on sites such as LinkedIn. Update your Facebook and Twitter pages regularly. Keep yourself in the "news" cycle.

One final caveat on social media. It can take up enormous amounts of your time. You have to guard your mind from wandering into useless trivia or subjects not germane to your business objectives. Also, start with the social media sites I suggested here, but watch closely to see which one performs best for you and then focus on that site the most. Once you've mastered that site, you can add others or even use free software to help you post to multiple sites. The idea is to keep yourself from being overly distracted or overwhelmed. You must stay focused.

3. **Get Tech Savvy!** My suggestions above assume you have a comfortable working computer knowledge. If not, now is the time to sharpen your skills. Take advantage of classes being offered at discount rates at community high schools, community colleges, free career centers, libraries etc.

If you know Microsoft Word but not Excel and PowerPoint, add those two to your toolbox. They are both in demand and will make you more valuable to your potential employer. It could be another skill such as QuickBooks or something more specific to your industry. Learn it now. When else are you going to get the chance?

4. **Go to the library!** The Public Library has a wealth of information to help you educate yourself on marketing and presentation skills. Borrow books, become a better reader, acquire knowledge. Take advantage of the free seminars being offered. Keep your mind active.
5. **Polish up your interview skills!** Interviewing skills can make the difference between "Yes" and "No." Perhaps you've been at your last job for a while and you might have forgotten how to interview. I suggest you do an Internet search on interviewing skills and read up on some of the many great tips available.

Many community career centers, colleges and programs also offer this service.

If that's not available, you could even practice with someone you know who's a professional. You would be surprised how "rusty" you may be and how much a mock interview with a friend will help you to hone your message and skills.

Statistics prove that individuals who attend interview skills training do far better in landing a job than individuals who do not.

In my nonprofit life, I run a career center where interview skills are taught. Before the class, our staff conducts mock interviews and questionnaires to assess the client's past habits. It is truly surprising, and even disturbing at times, to hear what my clients said in past interviews.

This list is not exhaustive, but here are a few rules to follow ( *More interview tips available in the appendix.*):

- a) Never bad mouth your last boss or job;
- b) Maintain eye contact with your interviewer;
- c) Do some research ahead of time on the potential employer;
- d) Do not over speak-try sticking to the questions. Over speaking oftentimes lead to TMI (too much information);
- e) Dress appropriately to the environment or situation you are applying for;
- f) Be well groomed; Maintain proper hygiene;
- g) Be on time;
- h) After the interview, send a thank you email, card or call;
- i) Be honest; don't overstate or lie about your abilities;
- j) If for any reason you can't make it; call ahead!
- k) Be professional and cordial; even to the receptionist or secretaries, etc.



## Chapter 3

### Network, Network, Network – In Person

**“The successful warrior is the average man, with laser-like focus”**

*– Bruce Lee*

Earlier we spoke about the social network but as effective as that is, there is nothing that compares to the human connection. There are unlimited opportunities for networking.

There are many groups that you can attend entirely free or for as little as \$10.00, which covers refreshments. There are free “Happy Hour” gatherings, or you may consider joining a Chamber of Commerce as an investment in yourself.

People are consumers – Just think of yourself – you must purchase from someone. People are known to purchase from people they know and trust. I work on several committees each year and during the course of our time together, I always watch how certain people just “hit it off” and begin to do business with each other.

A network is like a mushroom cloud – you meet a person and perhaps they don’t need your services, but they may know two others who do, and they know two others who do ... etc. etc. You get my drift. Similarly, you greatly increase your chances of getting hired if you belong to a network. Once people feel comfortable with you, they will feel comfortable recommending you to others, including perhaps their own employers.

I recently attended a conference where a panel of marketing gurus gave advice on how your business can survive a tough economy.

One of the panelists stated that your goal, if you want to market yourself or your company, is to meet five new people *per day*.

That's 20 new people each week, 80 per month. You can easily see if you make this *your* goal, how the law of averages would be on your side.

In the next chapter, I am going to speak further on the Power of Partnership, but it first begins with a network.

### **To get started, here are five things you must do:**

1. Change your "paradigm" now! A paradigm is a particular way of thinking. Many times our personal growth depends on us changing our outlook. If you don't consider yourself a "social" person, it's time to throw away that old playbook and time to re-create a more social you. If you're already social, now you will make it work for you in a more strategic manner, and not just acquiring friends. Focus on becoming a networker!
2. Go to every meeting you can, take advantage of the free ones if cash is low: church/synagogue meetings, alumni, PTA, free seminars at the library etc.
3. Volunteer at a non-profit agency. This will allow you to rub shoulders with donors and philanthropists who tend to be very connected. It also helps to give your life purpose as you also associate with those less fortunate than yourself.
4. Join Toastmasters; [www.toastmasters.org](http://www.toastmasters.org). This is a low cost way to meet people and improve your speaking and presentation skills at the same time. There is a Toastmasters Chapter or two in every town with convenient meeting times. If you are well versed on a topic you may actually get speaking engagements as your club presidents sometimes receive calls to recommend speakers for various groups such as Rotary, etc.
5. Practice your "elevator speech". Your elevator speech is a short description of what you do, or the point you want to make, presented in the time it takes an elevator to go from the first floor to the top floor. It should take about 2-3 minutes.

People hardly listen beyond that point. If someone asks you what you do, you should be able to tell them quickly, clearly and convincingly within 2-3 minutes. Similarly, if someone asks how they can help you, you should know exactly what you want. Your answer should be pre-thought-out, clear and to the point.



## Chapter 4

### The Power of Partnership!

**“I not only use the brains I have but all that I can borrow”**

*– Woodrow Wilson*

Partnership is taking networking a step further. Now that you have built some networks and some relationships, it's time to engage them at a deeper level. Among your network, there should be a few “regulars” that attend the same meetings that you attend, or there may be a friend or family member in the same boat-without a job. It's time to put the power of partnership to work. The dictionary describes partnership as “a relationship between individuals or groups that is characterized by mutual cooperation and responsibility for the attainment of a specified goal.”

When you involve others in your plans, dreams and goals, there is tremendous power that can come from it. Partnership releases potential, provision and prosperity if you allow yourself to be open-minded and teachable. I've made reference in previous chapters about changing your paradigm, here again, I advise you to throw away your old way of thinking about people and partners. To be successful, you must embrace a new way of thinking about relationships.

The reason why your old company's brainstorming sessions were so effective was because you had several people sharing ideas. These ideas came from their own experiences and you can harness this reservoir of knowledge by allowing a select group of trusted acquaintances to brainstorm with you. Not every idea is a good idea, but you should hear all ideas to make an informed decision.

In my career as a CEO, Founder and CFO, I've benefited tremendously from partnerships and you can too. I mentioned that partnership releases potential, provision and prosperity, and I will touch on each benefit briefly.

During a brainstorming or idea generation session with your partners or as Napoleon Hill calls it, your Mastermind Team, you may find hidden opportunities in your midst.

It may be that something you hadn't considered; some new business venture, some potential for success might just surface when you put your head together with like-minded people. This has the effect of raising everyone's excitement as new opportunities or potential is discovered.

Taking it a step further, partnership unleashes provision. In group decision-making, creative ideas and solutions abound. These group ideas are unavailable when you operate alone. It may be where to get resources at a discount rate, who's hiring where, someone, may share the cost with you on a purchase - the possibilities are endless. This exchange is reciprocal to all member of the group. All of the members gain by giving of themselves and all members gain valuable insights and knowledge.

Partnership unleashes prosperity when you act on your potential and provision. Remember, prosperity is not only financial wealth, but it can also be the wealth of ideas and human resources. Remain open minded and teachable!

### **Let's get started on creating meaningful partnerships:**

1. Use discernment and judgment to select perhaps 2-4 individuals from your network who you feel you could develop into a more meaningful relationship. We will copy Napoleon Hill's term and call these folks your personal Mastermind Team (from Think and Grow Rich-by Napoleon Hill). Explain to your group that you want to make this a win-win relationship and declare what skills you bring to the table. Everybody has something, even if you will be a gofer.
2. Commit to meet as a team once per week if you can. At your first meeting determine what skills each person has. This should be fun as some people have skills they are not even aware of.

For example, in my personal Mastermind Team, I have a graphic designer, public relations person, teacher, HR personnel, beautician, image consultant, book-keeper, financial planner, and many more gifts too lengthy to mention.

3. Recognize that your partners have friends who are also talented and gifted who by extension, are now your acquaintances. I have been helped by many people who were not directly on my team, but who were friends of members of my team.
4. If for some reason you cannot meet, send group e-mails or do a conference call. You can sign up at [www.freeconferencecall.com](http://www.freeconferencecall.com) which provides a conference call telephone number and access code. Your calls can be recorded for playback for a member who was not able to be on the call.
5. Express gratitude often for what you are getting out of the partnership. Let your partners know this is not a waste of time. Report successes to your group quickly especially if it was the result of a lead from your team. This will endear your members to you and foster new leads.
6. Remember also to give as well as take. Your giving of yourself will not only help your partnership to thrive and to endear others to you, it will also give you a sense of personal power and accomplishment. It is also a spiritual principle that as you give; you will surely receive.



## Chapter 5

### Image is Everything

**“You only get one chance to make a first impression”**

*– Anonymous*

We touched on grooming in chapter one and how important that is. In this chapter I want to delve a little further into image as it's not just about grooming, but more about a complete picture of your personhood. One definition that I like states that an image is a mental representation, an idea; a concept. Therefore I think it is very important to project the right image, and even more so as you are on the hunt.

At the Career Center that I run, I see many negative first impressions. Luckily for my clients, I am there to correct their first impressions so that they are prepared for the “real” interview. Most recently however, I had an opportunity to work with two women. Both women held professional positions before and sought our assistance while job-hunting. On the first day the women came in, within a couple of hours of each other, I received an urgent request for a candidate from a local employer.

Client A, and we will call her Lilly, came to our Career Center seeking help with a job search and she was impeccably dressed. She advised that she was out looking for work that morning but nothing had panned out. My staff noticed how great she looked and thought perhaps I should do an on the spot pre-screen for the local company that was looking to hire.

I must admit when I saw her I was impressed because most of our clients always seem so haggard and beaten down. It was refreshing to see someone so well put together and obviously seeking work.

I interviewed her and sent her to the company that same day. She was hired within a couple of days by that company.

Client B, the second woman, we will call her Patty, also came in dressed for an interview. On paper, Patty was more qualified than Lilly and seemed more self-assured and confident. I noticed however, that in the midst of summer, Patty was wearing a long trench coat. I would have said something to her about her dress, but unfortunately, Patty did not seem to have a teachable spirit. She seemed more “set” in her ways.

Based on her resume however, I did send her on an interview that matched her qualifications. She did not get hired. I am not going to say it was because of her dress or her attitude, but if her interviewer felt the way I did, then perhaps the interviewer also felt that Patty was impenetrable.

Image can be as subtle as the attitude you portray. If you appear to be upbeat, excited, friendly and flexible, you may find that more doors will open for you. Remember the saying that “attitude is your choice”. It is so important to work on your attitude. Ask some people who are close to you and who can be honest, to describe your attitude.

If any negative words are used, you have work to do. These attitudes will get you nowhere. You may have done okay up till now, but in this new job market, “the cream will rise to the top”. Like it or not, your image says a lot about you so it’s up to you to project the right one.

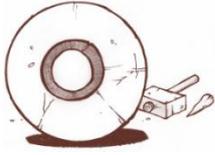
**To get you started on your image makeover, let’s do the following:**

- 1. Assess your wardrobe:** If you moved from a colder climate to a warmer one, put the trench coats in storage. It just does not get that cold in the warm states. This is also a new time to update your look. You still need the standard dark blazer and suitable coordinated bottom for most office job interviews.

You can find great quality clothing from area thrift stores at bargain prices. I buy several designer suits from my own thrift store.

Men, please avoid baggy pants until the weekend and ladies, that dress that looked so great at the club, does not look so good in the waiting room of your potential new job! Guys, be careful of earrings. Your potential employer may not like it.

2. **Update your hair style.** Ladies if you cannot afford to go to a salon, the Super Cuts/Hair Cuttery chains do a great job for a good price. Even lower still are cosmetology schools which will do a haircut and wash for rock bottom prices. Men, the same goes for you too. Avoid carving patterns into your hair if you are serious about landing that office job.
  
3. **Written communication says a lot about you too.** Be careful to read, and re-read and perhaps have a trusted friend read your letters of inquiry and your thank you letters after your interviews. Please, please remember to send a thank you letter. I will not hire a person; no matter how great their interview went, if they fail to send me a thank you letter. For me, it means you are too busy, you lack manners, you're not in need of this job or you have poor character. My assumptions could be wrong, but that's why I am telling you that you only get *one* chance to make a great impression. Cover your bases.
  
4. **Remember to be likeable and smile.** Employers hire for competence, but they also look for people who will be easy to work with and who can fit in. Be personable.



## Chapter 6

### The Reluctant Entrepreneur

**“Opportunities? They are all around us....there is power lying latent everywhere, waiting for the observant eye to discover it”**

*- Orison Swett Marden*

So you did not plan to go into business but it seems like you are being forced in that direction. Perhaps now is the time to turn hobbies into an enterprise. Clear your mind so you will be able to see the new opportunities that are emerging. For many people, being laid off or fired is just what they needed to realize their full potential. That may come in the form of starting your own business.

You may not have felt like leaving a steady job that pays the bills to go out and pursue a dream is such a good idea. After all, what would your family think? Now, however, you may be forced to consider that option. I'm an entrepreneur at heart. I love starting companies and watching them grow. Over the last 15 years, I've been involved in 5 major start-up businesses including a church, non-profit, law firm, magazine and a media company. I'm proud of the work I did in all five organizations and the results obtained, even in the two that were closed. Three remain in operation today.

There is a sense of gratification and satisfaction when you are your own boss. It's still a lot of hard work, by far harder than when you are an employee, but most experts agree that the way to truly become wealthy is to own your own business. I won't argue that here, but from my personal experience, your earning potential is in *your own hands*, not your boss'.

With the right amount of determination, grit and attitude, the sky is the limit. So how do you get started?

If you decide to start a business, I'm assuming that you have an idea in mind. Here is a brief breakdown of how to get started with your enterprise.

The first thing to do is sketch out a business plan. It doesn't have to be perfect now, but a plan provides a guide that will point out potential pitfalls as well as opportunities. After you've crafted the plan, choose a name for your company and make sure the name is available through your State Division of Corporations. You must also decide whether this will be a home based business or will you need to rent space (this should have been answered in your plan).

Do you have startup money from your severance package or otherwise, or are you going to use credit cards as you go? Assuming your business name is available, you will also need to register your company by filing corporate documents with the Division of Corporations.

You will also have to get a Federal Tax Id number issued for your business. If you need assistance with setting up your corporation or having your tax id number issued, you can email me at [sharon@sharongill.com](mailto:sharon@sharongill.com).

As you can see from this very brief guide, there is a lot to think about. The cost of filing documents for your company is relatively inexpensive (and varies by State). With these steps undertaken, you can literally be up and running within a week.

### **Here are points to consider as you begin your enterprise:**

1. Decide if you're mentally ready to be your own boss. Do you have the discipline and passion that will be needed to take you through the sometimes difficult first year? Are you willing to work 10-12 hours per day?
2. Is there a market for your product or service? Have you done a preliminary research to determine need?

Are you going to need staff and if so, are you financially able to "carry" them and pay your bills if there is no positive income for a season? On that note, it's a good idea to have some reserve savings in the bank to cover living expenses for 3-6 months.

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3. Are you going to need a website or can you get by initially with the other free social media? Plan enough for a marketing and advertising budget. This is most important and should not be overlooked.
4. If you answered yes to the questions above, then I believe based on my own experience that you have enough to start with. It will not be perfect, it will not be easy, but it will be fulfilling.
5. Get started. Hopefully you have a network that you can tap into and some partners who will be ambassadors for your business. Commit to telling at least five people per day about your business as previously stated in this book and best of luck to you. I will see you on the cover of Fortune magazine!
6. Visit your local SCORE office, Small Business Development Center or SBA office. These offices exist independently or are connected to local universities. They have tremendous free resources for starting businesses. If you are a minority or woman-owned business, then also consult with [www.wbenc.org](http://www.wbenc.org) , [www.mbda.gov](http://www.mbda.gov) and [www.nmsdcus.org](http://www.nmsdcus.org) .



## Chapter 7

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### Remain Positive

**“Through persistence and hard work, we can each unlock the potential God has given us. We have within us not only the capacity to accomplish great things, but also the ability to do ordinary things in extraordinary ways”**

*-Lloyd Newell*

Don't give up! Stay positive! A positive mental attitude is one of the keys to your success. Don't worry about what the circumstances look like- remain positive so you are able to see opportunities when they present themselves. When you're positive, you tend to be more creative.

This is perhaps the best advice I can give you in this writing. I am a person of faith. My belief in Jesus has gotten me through many tough times and turbulent waters. You may not share my faith, but I do believe that you need someone or something to hang on to that is bigger than yourself. When the going gets tough, you have to persevere.

I've been through many difficult situations both personally and professionally. On the personal front, the birth of my first child when I was 6 months pregnant and him weighing 2 pounds. On the professional side, the undercapitalization of some of my business ventures, struggling to fulfill client demands when revenues are low. In all of these matters, I am looking back. They are in my rear view mirror. All struggles eventually end up there and we know it, but somehow when we are going through it, we just feel like we want to give up. DON'T!

You have been through other tough times yourself and you will also get through this job loss. I'm hoping that not only will you get through it, but you will actually thrive on the other end.

Whether you decide to become an entrepreneur or you land that sweet job, my prayer for you is that you will taste satisfaction and be greatly fulfilled.

### Here are 5 tips for remaining positive:

1. Connect spiritually. I mentioned that I am a person of faith. It is my practice to daily have a quiet time of Bible reading, prayer and meditation. This time can be as little as 15 minutes for starters, but it is a source of inspiration, confidence and encouragement.
2. Associate with positive people and (equally important) avoid negative ones! Positive people fill you with hope. They encourage you and believe in you. They are an example to you as they are also headed in a positive direction. Negative folks do just the opposite.
3. Listen to inspirational material whether on the radio, satellite, cds, tapes or any other media. You must saturate your mind with positivity. Naturally, there's a time to unwind with lighter stuff; but a constant flow of junk in your ears will not aid your growth. You know what they say-garbage in-garbage out!
4. Read other positive (non- religious) uplifting materials. For example, I love motivational books and magazines like Success Magazine. I mentioned the book Think and Grow Rich by Napoleon Hill and Rich Dad, Poor Dad by Robert Kiyosaki. These materials inspire you to reach for a better life by bettering yourself.
5. Invest in yourself by attending seminars or workshops to improve yourself. There are literally hundreds of these activities occurring all around you each week. Many of them are free or low cost. The seminar I mentioned earlier about business strategies was only \$15.00 to attend including breakfast! A steal! So take the time to invest in you.

You will learn, grow and feel like a million bucks! You will give yourself a competitive advantage and virtually assure your success!!!

## Appendix

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### Interview Questions

#### Questions Asked by the Interviewer

Interviewers expect a candidate for employment to be able to review their work history in detail. Be prepared to tell the interviewer the names of the companies you worked for, your job title, your starting and ending dates of employment, how much you earned and what your responsibilities in your position were. Also, an interviewer wants to know what your future plans and goals are.

**Listed below are questions that an interviewer may ask.**

- ✧ How would you describe yourself?
- ✧ Why did you leave your last job?
- ✧ What are your long range and short range goals and objectives?
- ✧ What do you see yourself doing five years from now? Ten years from now?
- ✧ What do you really want to do in life?
- ✧ What are your long range career objectives?
- ✧ How do you plan to achieve your career goals?
- ✧ What are the most important rewards you expect in your career?
- ✧ What do you expect to be earning in five years?
- ✧ Why did you choose this career?
- ✧ Can you explain this gap in your employment history?
- ✧ How well do you work with people? Do you prefer working alone or in teams?
- ✧ How would you evaluate your ability to deal with conflict?
- ✧ Have you ever had difficulty with a supervisor? How did you resolve the conflict?

# COMEBACK WITH CONFIDENCE

Over 35 survival tips for thriving after being fired or laid off.

- ✧ What's more important to you -- the work itself or how much you're paid for doing it?
- ✧ What do you consider to be your greatest strengths and weaknesses?
- ✧ How would a good friend describe you?
- ✧ Describe the best job you've ever had.
- ✧ Describe the best supervisor you've ever had.
- ✧ What would your last boss say about your work performance?
- ✧ What motivates you to go the extra mile on a project or job?
- ✧ Why should I hire you?
- ✧ What makes you qualified for this position?
- ✧ What qualifications do you have that make you successful in this career?
- ✧ How do you determine or evaluate success?
- ✧ What do you think it takes to be successful in a company like ours?
- ✧ In what ways do you think you can make a contribution to our company?
- ✧ Do you have any hobbies? What do you do in your spare time?
- ✧ Have you ever been fired or forced to resign?
- ✧ Do you consider yourself a leader?
- ✧ What are the attributes of a good leader?
- ✧ Describe the workload in your current (or most recent) job.
- ✧ Describe the relationship that should exist between the supervisor and those reporting to him or her?
- ✧ What two or three accomplishments have given you the most satisfaction? Why?
- ✧ Describe the most rewarding experience of your career thus far.
- ✧ If you were hiring a job-seeker for this position, what qualities would you look for?
- ✧ In what kind of work environment are you most comfortable?
- ✧ How do you work under pressure?
- ✧ What's one of the hardest decisions you've ever had to make?
- ✧ How well do you adapt to new situations?
- ✧ Why did you decide to seek a position in this company?
- ✧ What can you tell us about our company?

- ✧ What two or three things are most important to you in your job?
- ✧ What major problem have you encountered and how did you deal with it?

### **Questions to Ask the Interviewer**

As the interview comes to a close, one of the final questions you may be asked is “What can I answer for you?” Have interview questions ready to ask. You aren’t just trying to get this job – you’re also interviewing the employer to assess whether this company and the position are a good fit for you.

- ✧ How would you describe the responsibilities of the position?
- ✧ How would you describe a typical week/day in this position? Is there overtime?
- ✧ Is this a new position? If not, what did the previous employee go on to do?
- ✧ Who does this position report to? If I am offered the position, can I meet him/her?
- ✧ How many people work in this office/department?
- ✧ What are the prospects for growth and advancement?
- ✧ What types of training or continuing education classes are offered?
- ✧ How does one advance in the company? Are there any examples?
- ✧ What do you like about working here?
- ✧ What don’t you like about working here and what would you change?
- ✧ Would you like a list of references?
- ✧ If I am extended a job offer, how soon would you like me to start?
- ✧ What can I tell you about my qualifications?
- ✧ When can I expect to hear from you?
- ✧ Are there any other questions I can answer for you?