

Class notes from Philip Henderson



November 5, 2011

If you are reading this message, it is because you have visited my website and discovered a photograph of Dr. Bill Roley. I am grateful for your kind attention at my presentation to you on Friday, November 4, 2011. You welcomed me with smiles and good cheer. I am happy to have met you.

I prepared these materials to help you present yourself with grace and goodness when you appear for an interview for a position in the Zero Waste world. My presentation was merely an opportunity for you to see what you must practice in order to become an outstanding candidate when you are selected for interview. Just as learning to drive a car requires practice and becoming expert at your favorite musical instrument requires practice; learning to become an outstanding candidate in an interview requires practice.

Practice means regularly setting up time with your classmates, family, and friends where you simulate an interview. Ask someone to ask you difficult questions and give yourself the benefit of a coach. Use your coach to comment on the nature of your response. You will need a minimum of two people plus yourself to do this correctly. If you can recruit a fourth or fifth person to serve as observers that would be better. The observers will watch how you look as you respond; your coach will listen to you critically. The only person permitted to give you NEGATIVE information is your coach. The interviewer will pose questions and engage in an honest exchange with you so that the time you are speaking to the interviewer will feel like you are in a real interview.

I suggest that you dress for success when you do the practice. There is something about being fully in character that enhances the performance. Make no mistake, meetings with prospective employers are no different than putting on a command performance. The stakes are very high. You only have one chance to make a good first impression. You want to be certain to get it right. I want you to “NAIL IT” the first time. I want you to arrive at the meeting full of confidence and joy. I want you succeed in collecting offers of employment because you demonstrate to those meeting you that you are competent, confident, and full of excitement. You will not be able to accept all of your offers, but you want to win enough of these meetings that you can choose which opportunity is best for you. Winning means that each time you interview you are invited to the next level.

Win Every Interview

If you practice what you learned in the classroom on November 4, 2011, you will set yourself up to win every interview. Several issues to keep in mind. Most of the people who will interview you will be poorly prepared. That is okay because you can help them do better. One of the ways that you can help them succeed is for you to be thoroughly prepared. You will have conducted the research you need to understand as much about the prospective employer. You will have formulated questions that will help you understand the issues that will determine whether you will be happy at work and engaged in your new employment.

You will remember that the first interview is a terrible time to discuss salary, benefits, bonuses, vacations, and any other monetary issues. The first person to mention money, especially if that person quotes a numerical boundary, has lost the negotiation. You want the employer to speak first if possible. You want to use every strategy you can to permit the employer to be the first person. This is the most powerful bargaining position you will ever have with this employer. If the employer has a strong desire to get you on his or her management team . . . let them pay the full market price for your services. You deserve full pay and benefits. Delay this conversation for as long as possible. If you can make it the penultimate discussion with the prospective employer.

You will want a smile on your face; a smile that comes from the depths of your heart. If you cannot get such a smile going into the meeting, why bother going at all? This is your opportunity to demonstrate to a prospective new employer what you look like when you are at your very best, doing what you like. Smiling from within will get you a long way.

Pause. In the exercise, you are encouraged to speak directly with your coach. In a real live interview, you can “conjure” your coach in your mind. Take a deep breath, maybe even take notes before you respond to a question. You do not have to interrupt the interviewer to get your answer in; let them wait while you gather your thoughts and decide how to respond. Remember the word “RESPONSIBILITY means Able to Respond; pause and make certain that when you answer that you are responding to the precise question that was asked in every aspect. If it is a three-part question, then respond to all three parts separately. Pause and refresh yourself, then respond.

Arrange your time so that you arrive at the interview location at least sixty minutes before you are scheduled to meet your prospective employer. Use the sixty minutes to park safely and securely, to visit the restroom, to observe employees interacting with each other at the workplace, and to relax. You want to walk into the meeting confident and ready to greet the interviewers. Arriving just in time to run up the stairs will leave you disheveled

and out of breath. Arriving with time to spare means that you will look your best for this important meeting.

Look directly at the people who are interviewing you. If there is a panel, make eye contact with every person during the time you are speaking. No matter who asked the question, look at everyone as you respond. Determine which person is the “leader” of the interview panel. You will notice who the senior person in the group is when you ask an important question, the other interviewers will turn their glance to that person.

You will want to know when, and how, you will be informed if you are going to the next stage. You will want to know when the hiring is expected. You will want to know if there are additional documents that you must submit, including such things as writing samples, lists of references, transcripts, etc. You will want to know whether there are additional interviews, and with whom. One of my friends recently interviewed in four stages including three local meetings and the final meeting in Washington, D.C. If there are multiple stages and possible out of town interviews, you will want to know the extent and duration of the hiring process.

Finally, you have a right to get your important questions answered. You will want to know the “Good, Bad, and Ugly” about the position you applied to fill. You do not have to use those words, however, you want to know the answers. Insist that the panel members answer your questions. Ask them if you can have a conversation with someone who would be a peer of yours should you be chosen. Tell them you only want to speak with that person for a few moments to get their view of what it is like to work for this employer. If the interview process has no room for you to ask questions, that already tells you a lot about the employer.

No matter how the interview session closes, be certain to thank each person who met with you. Make certain that you send a follow up *hand-written* letter to the hiring manager or the leader of the group that interviewed you to thank them for the opportunity for a face to face meeting. Send this letter even if you are not selected for further interviews. Seeking employment is more than just a game, it is a way of being. If you take every step with grace and goodness in your heart, you will more quickly discover the employment opportunity that your heart desires.



<http://www.greatgreencareers.com/>

Dear Students in IVC's ENV 190, **Resource Management and Zero Waste for Communities**,

I searched the Internet seeking examples of employment in **Green Careers**. I chose three examples from the website noted above for you to review. I am not endorsing any of these positions, I know nothing about these potential employers. Maybe some of you are familiar with one or another of these employers. These appear to be recent postings of employment that are available today. I chose these three positions as good examples of the kinds of opportunities for people who desire to create a career to make the world "**Greener.**"

As you consider the exercise attached below, think about how you might apply these ideas if you were to put your name in contention for one of these open positions. Your homework assignment is to study the hypothetical job opening in Anaheim, California noted in the case study below.

Winning Interviews in a **Green World** (Case Study)

Suppose that you read an announcement about an open position for the Chief Deputy of Public Works for the City of Anaheim. They are seeking a person who can lead the city with 21st Century ideas to earn Anaheim the reputation of being a **Green City**. As you read the full description, you discover that you are a likely excellent candidate even though you have no experience doing this work, because no one has. This is a brand new opportunity. You are in a sense creating the field.

Your next action is to apply for consideration by sending a cover letter, resume, and perhaps some sample work you have done in your studies that prepares you for this kind of work. Within two weeks, you receive an invitation to meet with the City Manager, the Chief of Public Works, and several other deputies. This is the first round of interviews. Of course, you are excited by the prospect. The interview is scheduled three weeks from the date you received the invitation. You accept the invitation to meet with the officials. What will you do next so that on Friday, December 2, 2011 at 10:00 am, that you are prepared to present yourself and your credentials to the interview committee?

You are excited about the prospect of getting this position. Getting called to an interview is an important first step, however, it is only the first step. Now, you have to prepare yourself so that when

you arrive at the meeting you are prepared in every way. Below are ideas of activities you can engage in that will get you prepared to handle anything the interviewers present AND you will be prepared to ask the important questions that you require answers to before you can say yes in case you are offered the position. You are eager to get to work, however, you want a position with a future that bodes well for you and your family. If you get the right responses to the important questions in your mind, then you will know if this opportunity is the right one for you at this stage of your life and career. The questions you want answered are not the same as the student sitting next to you. An answer that might satisfy him may be off the charts for you.

How do you prepare? Which bases must you touch to be completely prepared. There is no order to this list. You can begin anywhere, just be certain to touch every base. Examine these ideas below and use them to help you complete the First and Second parts of your homework.

Base A . . . study the city's green programs.

Base B . . . discover if you have a connection via a friend or social network

Base C . . . practice interviewing with friends

Base D . . .draft the questions you want to be certain to answer (questions that highlight your strengths)

Base E . . .draft the questions you imagine might be asked (questions that are likely to be asked that are not your strong qualities)

Base F . . . draft the questions you want to be certain that you ask the interviewers

Base G . . .visit the interview site ahead of time and plan where to park so that you arrive at the interview location about one-hour ahead of time

Base H . . . prepare a list of professional references, do not send it, only hand it over if appropriate during the interview meeting

Base I . . . Remember, that this meeting between you and the City executives consists of two meetings that are occurring simultaneously.

You are observing them; they are observing you; they are trying to see if they could work successfully with you;

You are trying to determine if these are the kinds of people you will want to spend your day with every day for years; they are trying to determine if you possess the necessary skills, knowledge and ability.

You are trying to decide if these people will treat you fairly, with respect, and honor your special abilities.

Base J. . . choose what you will wear and how you will look at the interview.

Base K . . . enter the meeting with confidence because you have planned precisely how you will behave during the meeting.

Base M. . .write out your interview plan. Practice what you will do. Bring notes with you to the meeting to remind you.

Base N. . . Given an opportunity, you want to get answers to the following questions.

After the interview, you want to know what the next steps are for the people who are interviewing you. Are they going to check your references? How many more candidates will be interviewed.

You want to know how many more interviews if you are chosen to continue.

You want to know when you are to be notified if you are still under consideration.

You want to know if you are chosen for the next step, what that next step will be and when.

You want to know what the interviewers want next from you. Are you to send them additional backup, college transcripts, names of references, etc?

You want to know what it is like to work with the people who you will have daily contact with whether as peers, subordinates, or superiors.

You want to know how your superiors will determine whether you are successful in your work should you be selected and choose to accept

You want to know why the interviewers see this opening as an outstanding opportunity, what makes this position a joy for the new person.

You want to know what challenges will make this job very hard to complete successfully and what qualities they are looking for to assure success.

Bases V, W, X, Y, and Z are activities you would do that are not on this list.

IMPORTANT INSTRUCTIONS

How to complete this homework exercise.

Think about how you might complete these four parts to the homework assignment using the information from the case study described above. You do not have to complete the First part until after November 4, 2011; if you choose to do so then that will count as extra credit for you. **Think** about how you might answer the Second part of the homework assignment. At least choose the top three choices for you. The Third part of the exercise will be done at later, put that part off for now. Do not attempt the third part at this time. Make certain to **do all of the Fourth part of the exercise.** Come to class dressed as you would if you were going to meet with the Anaheim City Manager.

First Part, write a job description for the position that you believe you would be qualified for leading. Use your imagination to design what would be an “ideal position” for you at the City of Anaheim. Give enough detail about the hypothetical position that you could explain the work to someone who is unfamiliar with **Green** jobs. Write the job description as if you were the Anaheim City Manager crafting this position for the city. In the job description, be certain to identify the essential qualifications for the position. Identify what would be the most important qualification(s) that would assure success.

Second Part, study the “bases” that are described below. Choose those “bases” that you believe are most important for you. Place them in the order you would proceed to complete, if you only have three weeks to prepare. What would YOU do first, and why? What would be the last item on YOUR list, and why?

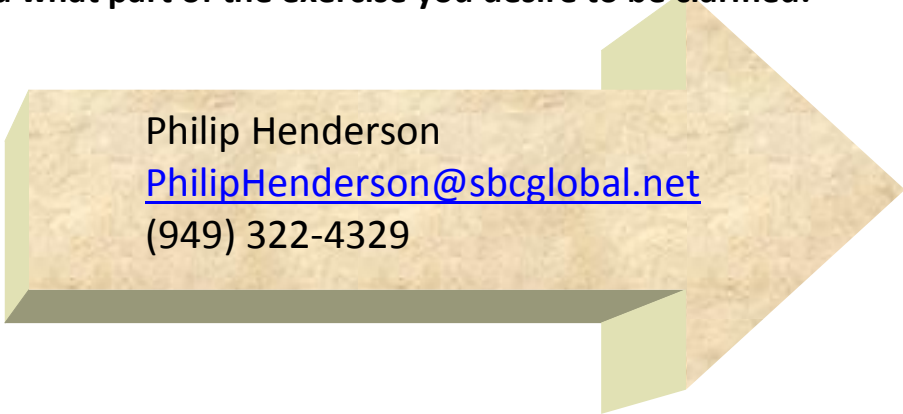
Third Part, search the Internet and identify a position offered that is close to your ideal job description. Bring enough information to class to share with other students who might be interested in such an opportunity.

Fourth Part, come to class prepared to participate in an interview either as the candidate being interviewed or a member of the interviewing team. Please arrive dressed as if you were being interviewed. Your hair, clothing, shoes, makeup, etc. should be appropriate for a person-to-person interview.

The three open positions are attached merely to give you an idea what a position description looks like in the real world. The hypothetical position description for the City of Anaheim you are creating in the first part of the homework should resemble the “form” of


these real descriptions. You can visit the website to look at other positions for more ideas. The purpose of this exercise is for you to identify what an ideal position would look like for YOU. Until you have a clear idea in your head, and more importantly, on paper, how would you know when a perfect opportunity presented itself? This is an opportunity for you to carve out your own idea of a perfect employment opportunity for you in the Green World.

If you have questions about this assignment please send me an email message asking for clarification. When you ask for clarification please be specific about who you are and what part of the exercise you desire to be clarified.



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Questions from Panelists

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1. We studied your application with great interest. You bring a broad range of skills, knowledge, and ability to this opportunity. Why is this position of interest to you? How does this opportunity fit into your career plans? What do you expect to get except for employment out of this opportunity?
 2. What are your strengths and how will you use them in Anaheim?
 3. Part of your assignment in this position is to deal with the public, most often with owners and leaders. How would you handle this assignment when many of the business leaders will see what you want them to do as interfering with their success?
 4. Describe your leadership style. Explain how you would handle a problem between two of your subordinates who appear honestly to dislike one another.
 5. You would be starting a brand new development area in our city, how will you get started? We have already assigned four support staff for your office and you will have to coordinate your efforts with our Planning department, Parks and Recreation, Maintenance department, and Operations department. The first changes you will initiate will be with our operations in City facilities, including Parks and Recreation. How will you demonstrate your leadership?
 6. While we expect your department to run independently, you will be part of the City Manager's Leadership Team. Describe how you will work on this team of fourteen senior managers.

7. Some of the projects that you will begin may fail to come to fruition, through no fault of your own, how will you deal with such a defeat? Suppose the defeat was caused by a lack of support from one of your “team members.”

8. How would you define success in this position? What do you have to accomplish before you begin to believe that you are doing a fantastic job for Anaheim? How would you measure success?

Senior Associate, State And Local Initiatives Job Details

Employer:	Green For All.
Categories:	Legal/Env. Law Other
Travel Required:	16-25%
Job Type:	Full Time
Preferred Degree:	Bachelors
Experience Required:	4-5 years
State/Province:	CA - California
City:	Oakland
Salary:	non-disclosed

Job Description: Green For All is a national organization working to build an inclusive green economy strong enough to lift people out of poverty. We are dedicated to improving the lives of all Americans by creating economic opportunity and a healthy environment. We work in collaboration with business, government, labor, and grassroots communities to advance policies and programs that produce quality jobs in green industry – all while holding the most vulnerable people at the center of our agenda.

Position Summary

The Senior Associate is responsible for developing and implementing geographic, issue, or sector-based strategies that advance Green For All's mission of building an inclusive and strong green economy. We are seeking a talented and experienced person to join the eight other members of our high-performing State and Local Initiatives team.

The ideal candidate will be a self-starter who has a demonstrated ability to manage a wide range of projects and to deliver results for his or her organization. We are interested in candidates who can demonstrate some expertise in one or more of the following categories: workforce development, economic development, business support, finance, policy advocacy, social equity, environmental issues, community or labor organizing.

Successful candidates will be affable and highly adaptable team players. The ability to interact with all levels of staff and external partners in a fast-paced environment while maintaining a high level of professionalism is crucial to this role. The Senior Associate must be a strong writer and a skilled communicator.

Responsibilities

- Help develop and lead initiatives to create green jobs, inclusive economic opportunities, and environmental outcomes in specific sectors or geographies.
- Serve as the internal content-lead on specific issues or strategies, including conducting research, writing, engaging and educating other team members on issues, and participating in national dialogues.
- Convene national working groups or organize important events, overseeing all details including outreach, communications, logistics, materials, and relationship management.
- Produce content for reports, best practice briefs, policy briefs, newsletters, blogs.
- Foster and maintain relationships with local practitioners and national experts on behalf of Green For All.
- Identify, develop, and implement campaign opportunities and policy initiatives.
- Represent Green For All in public speaking roles.
- Help to identify funding opportunities and prepare proposals. Track grant deadlines and prepare reports on deliverables, and outcomes.
- Other duties as necessary.

Qualifications

- Strong commitment to social and economic justice and to G4A's mission and organizational objectives.
- Bachelor's degree plus a minimum of five years relevant experience; or three years relevant experience plus an advanced degree.
- Strong leadership and analytical skills; excellent interpersonal and communication (verbal and written) skills.
- Skilled at working effectively with a diversity of people and organizations.
- Demonstrated ability to take initiative when required by the situation and proven ability to accomplish tasks on time and within budget.
- Demonstrated ability and willingness to work independently with minimal day-to-day supervision.
- Creative resourcing and time-management skills.
- Ability to work in a dynamic and frequently changing environment.
- Highly organized, detail-oriented, and able to handle or manage multiple project deadlines simultaneously in a fast-paced environment.
- Superior organizational and communication skills.
- Capacity to multi-task and manage short- and long-term deadlines.
- Computer and database management skills.
- Ability to travel as needed.

Compensation: Full-time, commensurate with experience, excellent benefits package.

How to Apply: Email resume, references, and cover letter with recent salaries or wages to jobs@greenforall.org. Include "SENIOR ASSOCIATE (Your Name)" in SUBJECT LINE.

Green for All is an Equal Opportunity Employer. Green for All strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.

Post Date:

10/14/2011



Staff Engineer Job Details

Job Code:	2011-11694
Employer:	Stantec .
Experience Required:	2-3 years
State/Province:	CA - California
City:	Rancho Cordova
Job Description:	Overview:

Stantec's Environmental Services group is dedicated to helping our clients reduce their environmental liabilities by developing comprehensive remediation programs. We provide integrated, multidisciplinary services to identify and assess liabilities and risks, and to develop solutions to site management, remediation, and mitigation. This is where great ideas and rewarding careers are built. Our team members work on a variety of projects, including environmental monitoring, in-situ/ex-situ remedial design and implementation, human health and ecological risk assessments, air quality permitting and reporting, pipeline compliance, stormwater permitting and planning, and audit support services. Our structure cultivates career growth and provides opportunities as unique as you are.

Stantec is seeking a detail oriented, well organized, dependable person with excellent interpersonal skills to join our Rancho Cordova office.

Responsibilities:

Duties may include handling day to day tasks such as:

- Performing task management for sites undergoing assessment and/or active remediation.
- Scheduling, scoping, reporting, and budgeting
- Coordinating with subcontractors
- Field work will be required, including drilling and construction oversight.
- Work will be conducted under the supervision of a project manager.

Qualifications:

Qualified candidates should have:

- Minimum of a Bachelors of Science degree in Engineering
- Two years of experience related to environmental engineering with remediation & compliance permitting preferred.
- Ability to travel in Northern California and be on project sites for extended periods of time.
- Requires skills to effectively communicate with regulators, equipment vendors, and construction subcontractors.
- Requires strong writing skills with working knowledge of Excel, Word, and ACAD programs.
- Valid driver's license required and successful completion of background check and drug

screening

Stantec offers an excellent benefits and compensation package including medical, dental, vision, 401(k) matching, wellness program, paid vacation and holidays, stock purchase plan, commuter flex-pass, and pre-tax health plans. Stantec Consulting Inc. is an equal opportunity employer. For more information, click www.stantec.com .

Post Date:

08/11/2011

Green Marketing Rep Job Details



Employer:	EcoMomTeam.
Categories:	Sales/Marketing
Travel Required:	None
Job Type:	Part Time
Preferred Degree:	Some College Courses
Experience Required:	1 year
State/Province:	CA - California
City:	Nationwide
Salary:	Varies

Job Description: **Position Overview:**

Even in this tough economy, the EcoMomTeam is growing! We are seeking successfully discontent professionals who are ready for a change or simply need a Plan B. Are you a fit for our team? We are looking for individuals who are friendly, ambitious, persistent and ready to make a change NOW. If this describes you, we offer the ability to set your own hours and determine your own income with the support of like-minded professionals working together in teams.

The EcoMomTeam is a professional network of parents and professionals helping others work from home while pursuing our passion for a better environment for our children. Our support is unmatched and your success is our primary goal!

Founded in January 2000, the EcoMomTeam offers a full or part-time ethical green business opportunity. We are partnered with an Inc. 500 eco-friendly manufacturing company and we broker wholesale accounts for new customers. We offer the opportunity for customers and business partners alike to align with a solid, progressive environmental organization.

Qualifications:

- A strong work ethic.
- A strong desire to help others.
- Excellent communications skills.
- A positive outlook.

We Offer:

Full training and support.
Weekly conference calls.
Personalized websites.
A supportive team environment.
Friendships, fun, passion and commitment to excellence.

Our Mission:

To help make the world a safer and healthier place.
To support one another through our positive hands-on approach.
To work with you step by step to help you achieve your income goals.
To provide you the peace of mind knowing that you have finally found the right business.

The EcoMomTeam is a hands-on, relationship-driven, getting-to-know-you kind of group. Please visit our website, submit a contact request and one of us will be in touch right away!

www.EcoMomTeam.com

Non-Traditional Job: This opportunity is not a traditional job opportunity. There may be a required fee or investment of money and time to generate income. It may be a service, education, counseling, or simply information. Great Green Careers is committed to allowing only legitimate opportunities on our site, but we encourage you to investigate each opportunity thoroughly before committing money or time or releasing sensitive personal information. Ultimately, you are responsible for your decisions. Please alert us to any opportunities you have questions about by using the "Contact Us" link.

Contact Phone: 805.474.8225

Post Date: 10/16/2011