



Stepping into hope and change

A **free** career development seminar for dancers

Thursday, April 8th

Actors' Equity Building 165 W 46 Street, 2nd floor Audition Center

Putting your best self forward: networking, marketing, and entrepreneurial techniques
Survival work Short term/immediate/survival

2:45-4:15pm EST

Lauren Gordon, moderator

HANDCRAFTED BY HOFFMAN

Ronald J. Hoffman, Imperialist Emperor

- 1) It's Your Business, you can be WHOEVER you want to be
- 2) Don't keep your business to YOURSELF
- 3) People WANT to help you
- 4) Although Research is Great, it's NOT always ACCURATE
- 5) Fill out Forms in CORRECT order
- 6) Any CORRESPONDENTS from any GOVERNMENT agency should be DEALT WITH IMMEDIATELY
- 7) Lists are good; SCHEDULES are better
- 8) Home based Business come with lots of DISTRACTION
- 9) Keep organized, detailed, accurate business records from the BEGINNING
- 10) Keep PERSONAL and BUSINESS separate
- 11) JUMP!!! Trust your instincts.

<http://money.cnn.com/2009/02/11/news/economy/introverts.fortune/index.htm>

[Fortune Magazine: Ask Annie](#)

Job hunting for introverts

If networking drives you nuts and you tend to think a while before you respond to interviewers' questions, you may find a job search especially difficult. Here's what to do.

(Fortune) -- **Dear Annie:** I lost my job as an IT manager in a downsizing last November and am still looking for another one. Apart from the fact that the tech job market is pretty flat right now, and employers seem to be taking a wait-and-see approach to hiring, I think my personality is getting in my way.

I know I'm supposed to be networking, and I'm trying, but I find it exhausting, and I'm aware that I often don't come across well in a crowd of people I don't know. Also, in the few interviews I've managed to get, I've been asked some interesting questions that required some thought, and I got the impression that I took too long to answer them. My wife says I'm a classic introvert and that this is making my job hunt harder than normal. Your thoughts? -*Sudoku Samurai*

Dear Samurai: Sounds as if your wife is familiar with a personality test widely used in business called the Myers Briggs Type Indicator, which identifies introversion as a specific personality type. One clue: You find networking exhausting. Another hint: You're inclined to think carefully before you speak.

"In everyday language, people often use the words 'shy' and 'introverted' interchangeably," notes Wendy Gelberg, a career coach whose firm Gentle Job Search/Advantage Resumes (www.gentlejobsearch.com) has been advising introverted executives since 1979. "But introverts are not necessarily shy." Rather -- in contrast to their extroverted opposites -- introverts are more focused on what's inside their own heads than on what's happening around them, and they are refreshed and energized by solitude. Extroverts direct their attention outward and get charged up by having other people around. Says Gelberg: "After spending a few hours or a whole day with others, an introvert needs to withdraw and be alone for a while, while an extrovert will be saying, 'Let's party!'"

Gelberg wrote a book you might want to check out, *The Successful Introvert: How to Enhance Your Job Search and Advance Your Career* (Happy About, \$19.95). She observes that introverts, among whom she counts herself, usually assume that introversion is, well, kind of weird.

"We tend to feel that extroversion is the gold standard, that it's more 'normal,'" she says. "But that's because it's all we see, on TV and elsewhere. After all, a television show about someone just sitting quietly or reading a book wouldn't draw many viewers. And then, as introverts, we don't get together and share our experiences, so we assume we're all alone."

Far from it. Research analyzing the results from a national representative sample of 3,009 people who have taken the Myers Briggs test shows that introverts actually outnumber extroverts, 50.8% to 49.3%. More men (54.1%) than women (47.5%) are introverted. And lest you think the title of Gelberg's book is an oxymoron, consider this: Berkshire Hathaway ([BRKA](#), [Fortune 500](#)) CEO Warren Buffett, Microsoft ([MSFT](#), [Fortune 500](#)) chairman Bill Gates, Sara Lee ([SLE](#), [Fortune 500](#)) CEO Brenda Barnes, Steven Spielberg, and Charles Schwab all describe themselves as introverts.

The job-search process, alas, often seems to favor the extroverted, but you can prevail. First, let's take those interviews where (you think) you haven't spoken up quickly enough. Gelberg says that modern neuroscience has pinpointed one difference between introverts and their opposites: PET scans of both kinds of brains show the two types process information differently, with introverts tending to think before speaking and extroverts thinking while they talk.

"In a job interview, you can overcome this difference by preparing thoroughly beforehand," says Gelberg. "Most people, especially extroverts, go into an interview and 'wing it.' For you, a better approach is to think hard beforehand about what questions you are likely to be asked, and have your answers ready." Take a pad and paper with you, she suggests, not just to take notes but also "to give yourself prompts. Write down key words and phrases to remind yourself of what you planned to say."

What if, in spite of your best efforts in advance, the interviewer throws you a curve ball? "You can say, 'That's a good question, let me think about it for a minute.' Then do," says Gelberg. Try to come up with an answer as quickly as you can -- but bear in mind that any job interview is a two-way street. A corporate culture that discourages cogitation may not be one where you'd be comfortable in the long run.

Another tip: Make full use of an advantage your introversion gives you, which is the inclination to do detailed research. "Everyone should do their homework before a job interview, but extroverts usually don't," observes Gelberg. You, on the other hand, probably relish the prospect of studying the corporate Web site, seeking out the press the company has gotten lately, Googling your interviewer, and generally gathering as much information as you can find before you go in. "Employers love this, because it shows you are interested in their company, not just desperate for a job," she says. "It will often give you a real edge."

As for your other bugaboo, networking, Gelberg recommends that you accept the fact that you have to pace yourself. "Since it's hard for you to shine in a big gathering, you need to give yourself more time in between them than an extrovert would," she says. "Be more selective, too. Instead of hitting every single event you could go to, think strategically and go to just those get-togethers that are most likely to be truly worthwhile."

When it comes to making professional connections, Gelberg notes, the Internet may be an introvert's best friend. "Social networking sites like LinkedIn, blogs, and chat rooms are all great for introverts because you get to think and choose your words before you 'speak,' " she points out. "One reason for the huge growth of online networking is that it plays to introverts' strengths. You can 'meet' and be in contact with large numbers of people without the strain of spending time with them in person."

Readers, what do you say? Do you consider yourself to be an introvert or an extrovert? Do you agree that job hunting is easier for extroverts? If you're introverted, have you got any tips on what worked for you in your last job hunt? Would you rather work for an introvert or an extrovert? [Post your thoughts](#) on the Ask Annie blog. ■
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Career Centre

5.4.2010 [Archives](#) / [Networking](#)

Networking for the Shy

by Barbara Reinhold

For many, the mention of the word "networking" conjures up unsettling images of hundreds of men and women exchanging business cards, making small talk and angling for a chance to ask that all-important question: "So, who do you know in my field?"

Even the most extraverted people may not get excited about this process, but it's especially painful for shy individuals, who prefer to talk to people one on one and are more sensitive about personal boundaries. But the good news is it's possible to network in a more comfortable and structured way that's respectful of people.

Do I Have To?

Yes. Networking is crucial for your career, but it doesn't have to mean cold calls or awkward conversations with strangers. Here are some tips that will come in handy, whether you're testing a new field's waters, researching an organization or looking for references:

- **Start with Friends and Family:** Make a long list of friends, relatives, acquaintances, neighbors, coworkers, your daughter's basketball coach, etc. Assess the list and prioritize whom you'll contact.
- **Try Setting Up Informational Interviews with Friends of Friends:** The friend in common will be a good topic for an icebreaker when you meet or speak on the phone.
- **Do Your Research:** Interviews and screening conversations are less stressful if you're prepared. Make sure you do your homework on a company before you meet with one of its executives to find out about the business or opportunities. You will not be at a loss for what to say, you will feel more confident, and the more prepared you are, the more likely the meeting will be productive.
- **Use the Contacts You Didn't Realize You Already Had:** Perhaps you already belong to a group, whether it's a volunteer organization or a book club, and you can start to build contacts there. You never know what contacts may be just a conversation away from you already.
- **Use Your College or University Connections:** Contact your school's alumni office to find mentors or contacts. These mentors have to give their permission to be listed, so you already know they'll be open to communicating with you. And you'll have your common school experience to relate to. Make sure you do your research for these contacts too.
- **Take Advantage of Local Networking Events:** Some organizations, like local business association groups, offer breakfast meetings or other structured networking events that provide a more relaxing and comfortable environment in which to connect. It's easier to enter a room for the purpose of networking when you know everyone else is doing the same thing.

Websites/Blogs for packet for April 8 and then for the ONLINE RESOURCES, June, 2010 updates

I think Career Counseling/Resources should be a sep. category than Job Search in the online resources.

JOB SEARCH

Job-hunt.org: networking and job support resources in all states
about jobs.com: links to summer.jobs.com; overseas jobs.com; resort jobs.
Com; Internjobs.com
Techweb.com for IT work
Kinerenterprisesinc.com for dance teacher placement
Dancetemps.com for temp work for dance teachers
Ashevillenow.com : good Asheville, NC site
Jobs4point0.com: for 40+
retirement jobs.com
Encore.org: for older workers
Seniors4hire.org
Seniorjobbank.com
Indeed.com: put in your own job criteria
freelancersunion.org
Freelanceswitch.com
www.nyc.gov/film: NYC film industry
www.mandy.com : NYC film industry
www.vocationsvacations.com: for short job try outs
www.nynpnewsletter.org: newsletter from NY Nonprofit Press
www.danceingclassrooms.com: Pierre Dulaine's ballroom arts in ed

CAREER COUNSELING/RESOURCES

Careerfolk.com: Donna Sweidan, terrific ideas and LINKEDIN coach
Careerfornet.org/employer/locator: for work resources nationally
Careerpronews.bridges.com: cutting edge career newsletter

about jobs.com

COLLEGE GUIDES

www.danceU101.com: compilation of college articles from McFadden Pub.

www.dancedecisions.com: Natalie Marrone service for dance students

Wwwdancedegree.com: for dance major college graduates

DANCE ORGANIZATIONS/ RESOURCES

www.kennedy-center.org

www.artsmanager.org: Michael Kaiser's resource website

www.artsinbushwick.org : Chez Bushwick, Brooklyn cutting edge program

www.EFSD.org: Emergency Fund for Student Dancers, in NYC

www.greatdance.org: excellent Doug Fox dance tech website

www.dance-tech.net

www.danceadvantage.net

www.lcinstitute.org: Lincoln Center Institute for teacher training

www.urbanarts.org: in NYC

www.nationalguild.org

<http://schools.nyc.gov>: for NYC Dept of Ed. Requirements

START YOUR OWN BUSINESS

www.makemineamillion.org

www.yourfutureinbusiness.org

www.startupjournal.org

www.meetup.com

www.nyc.gov/html/sbs/: one stop biz cite in NYC

www.wibo.org: Workshop in Biz Oppts boot camps

<http://zicklin.Baruch.cuny.edu>: Baruch College classes and free biz. Advice

www.Manhattanccnclgbt.org: Chamber of Commerce and lgbt links

BLOGS

DANCE ADVANTAGE

RECAREED.BLOGSPOT.COM: Phil Rosenberg career counselor

DANCEBOLGGERS

DANCEPROUSA.WORDPRESS.COM

HTTP://feeds.feedburner.com/4dancers