

CAREER NOTES

By Dick Bradow, PGA Career Consultant

I hope you are having a successful and enjoyable 2007 season! If you are like most PGA Professionals in our region, you are moving into the period of peak golf activity, with a focus on serving your customers and managing your operation. Along with your daily responsibilities and workload, I hope you are able to find time every week for yourself and your family. No matter how busy you may be, it's important to stay fresh throughout the season by setting aside time for your own leisure activities – being with family, playing golf, and just getting away from the golf shop for a few hours can make a difference.

This time of the year, thoughts of jobs and career goals may be the furthest thing from your mind, but to keep you informed, here are some updates and reminders about PGA employment programs and services:

Important CareerLinks Reminder

If you have not updated your CareerLinks Profile by completing the 2007 PGA Membership Survey on PGALinks.com, you are no longer active in CareerLinks and will not be receiving job notifications for management positions such as Head Professional, Director of Golf, General Manager, etc. To be reactivated in CareerLinks, just go to the Employment Center on PGALinks.com and click on “**Edit/Update your 2007 Membership Survey/CareerLinks Profile.**” Make sure you review and update all areas of the survey, including your work history. The survey should take no more than 15-20 minutes and will make you active in CareerLinks immediately.

If You Need to Hire Staff

Whether you are looking to hire an Assistant or Teaching Professional, or are filling a support staff position such as golf shop attendant, merchandiser, outside services staff, starter, ranger, food and beverage staff, golf car mechanic, etc. – the PGA CareerNet Job Board is a quick and easy way to post the job. You have multiple options for posting – viewable by PGA Professionals only on PGALinks, viewable by the general public on PGA.com, or viewable by both PGA Professionals and the public. To post a job, go to the PGA Employment Center on PGALinks.com and look under the “CareerNet” area.

If You Leave a Job

One of the challenges we face in keeping PGA Professionals informed about new job opportunities is learning where the openings are. It is not uncommon for a PGA Professional to leave a Head Professional position without notifying the Section, without filing a PGA Employment Change form on a timely basis, or without providing their former employer with the appropriate PGA contacts to facilitate the search for their replacement. This can lead to the employer relying on word-of-mouth networking, making an uninformed hiring decision, reducing compensation, and in some cases hiring a non-PGA candidate. Remember that PGA By-Laws require you to notify the section within 10 business days of learning you are leaving a position. With the Employment Change form now on PGALinks, this is an easy process. Regardless of the circumstances of leaving a job, please make sure to inform the section or me so we can contact the appropriate individual at the facility to provide hiring information and assistance.

PGA Employment Resources

As a PGA Professional, you have a wealth of information and resources available for employment assistance and career enhancement – job search and resume assistance, career counseling, compensation information, job descriptions, performance review tools, management styles assessment, wage and hour information, background check resources, annual accomplishment report, retirement planning tips, and more. Information on all PGA employment services is available on PGALinks.com, or by contacting me or the PGA Employment Services Department.

Please don't hesitate to contact me anytime for assistance.

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