

## **CAREER NOTES**

**By Dick Bradow, PGA Career Consultant**

As we head into fall, many PGA Professionals will be looking ahead to the future, with thoughts about their career goals and the possibility of a job change. This is a good opportunity for a reminder about the career and employment resources available to all PGA Professionals from the PGA of America.

Virtually everything for career enhancement can be found at [www.pgalinks.com](http://www.pgalinks.com) - just login with your PGA username and password, then click on the "PGA Employment Center" icon. On the Employment Center, you will find a number of resource areas – here is a summary:

**CareerLinks:** Contains information on CareerLinks, the PGA's job notification service for management level positions such as Head Professional, Director of Golf, General Manager, etc. Under the CareerLinks area you can view your job notifications, update your CareerLinks profile, view tips for using CareerLinks, and complete the PGA Membership Survey.

*Note – completion of the Membership Survey is required to participate in CareerLinks and receive job notifications. Both PGA Members and Apprentices are eligible to participate in CareerLinks.*

The new biennial Membership Survey will be coming in January 2007 and will update your CareerLinks profile. However, if you have changed jobs or PGA classifications since you completed the 2005 Survey, I would suggest updating your profile and work history now, and then again in January. This will maximize your chances of receiving information about jobs where your profile and experience match employers' search criteria.

**CareerNet:** Contains information on CareerNet, the PGA's online job and resume posting service for non-management positions such as Assistant Professional, Teaching Professional, retail sales, sales representative, etc. If you are an employer, you can post a job for PGA Professionals or for non-PGA support staff. If you are a job seeker, you can post your resume and search for non-management jobs, plus you can create a customized "e-mail alert" which will automatically notify you each time a job is posted that matches your set criteria.

**Career Consultants:** Contains a map of PGA Career Consultant regions, plus contact information for the Career Consultants and PGA Wage and Hour Consultant Gerald Stefanick.

**Career Fitness Manual:** Contains information on the PGA Certified Professional Program and Management Styles Assessment, plus tips on excelling in your job, new industry opportunities, what employers are looking for, retirement planning, severance packages, and more.

**Job Hunter's Tool Kit:** Contains information and tips on writing a resume and cover letter, sample resumes and cover letters, tips on interviewing and negotiating, sample interview questions, dealing with a job loss, networking, contract information, and more.

**Employer Assistance:** Contains sample job descriptions, performance review tips and evaluation forms, and the PGA CareerLinks Hiring Solution. The Hiring Solution is a comprehensive guide for hiring PGA Professionals and includes information on developing a hiring plan, tips on evaluating resumes and conducting interviews, sample response letters to job applicants, ideas on structuring a compensation package, and more.

**Employment Publications:** Contains the 2006 PGA Compensation Study, PGA Employer Kit, PGA Wage and Hour Manual, and current and back issues of PGA Career Chips.

I would encourage you to visit the PGA Employment Center and explore the services and resources that are available to you. If you have any questions or would like assistance in utilizing any PGA employment services, please don't hesitate to contact me.

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