



PGA

Employment Services

CAREER NOTES
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Thoughts for Fall

With the arrival of fall, many PGA Professionals will be faced with contract negotiations, performance evaluations, and possible thoughts about a job change. With this in mind, ask yourself the following questions about your current job and career situation:

- Do I know how my employer measures my performance?
- How did I improve my facility's operational or financial performance in the past year?
- Is my current job meeting my expectations?
- Is my career where I would like it to be?
- Do I need to improve my skills for my current job or for future opportunities?
- If my dream job suddenly came along, would I be ready to go after it?

If you don't already have a regular evaluation process in place, ask your employer to give you an annual or semi-annual performance review. With regularly scheduled reviews, you can find out if you are meeting your employer's expectations, learn what areas and skills you need to improve, and address job and performance issues before it's too late. You can find performance review information and evaluation forms on the PGA Employment Center on PGALinks.com.

If there are areas where you need to improve your skills or knowledge, develop a self-improvement plan. This can include the PGA Certified Professional Program 2.0, education programs at the 2014 PGA Merchandise Show, PGA Section seminars, local college classes, online education, etc.

If you have some issues with your current job arrangement, work with your employer and try to find solutions to resolve your major concerns. If you feel there is no resolution possible, then it may be time to begin formulating a plan to search for another position where you can achieve your career goals. Here are some things you can do to get started:

- Develop a "wish list" about your ideal next job – position type, job priorities, facility type and amenities, location, compensation, ownership or management structure, etc. Having a clear picture of what your next job will look like can help narrow your focus when multiple jobs become available.
- Review the resources available to you on the PGALinks Employment Center. Two of the most valuable tools are the *Job Hunter's Tool Kit* and the *PGA Career Fitness Manual*, comprehensive guides to a variety of career and employment topics.
- Update your resume so it showcases your experience, skills, and accomplishments in the most favorable manner. To help you get started, there are resume and cover letter tips and samples on the PGA Employment Center.
- Review and update your CareerLinks profile, also on the PGA Employment Center. To maximize your potential of being notified about opportunities where your profile matches an employer's search criteria, it's important that your profile accurately reflects your future job preferences, that your skills and experience are up to date, and that your work history is complete.
- Work on building your network of contacts that can help when the right job becomes available. They may be able to assist you in learning about non-advertised jobs, researching a job opportunity, and helping get your foot in the door with a potential employer by using their own network, writing letters of recommendation, making calls on your behalf, etc.

I am available to help you in developing your job search strategy, reviewing your CareerLinks profile, critiquing your resume, and utilizing the PGA employment resources available to you. Please don't hesitate to contact me if I can help in any way.

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