



CAREER NOTES **September/October 2016**

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As the golf season in our area winds down with the arrival of fall, it allows PGA Professionals to turn their thoughts to the future, with questions such as:

- 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 have some issues with your current job, 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 planning your 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 – type of position, job priorities, facility type, location, ownership or management structure, and of course compensation. Having a clear picture of what your next job will look like can help narrow your focus when new opportunities become available.
- Review the resources available to you on the PGA.org Employment Center, including CareerLinks and PGA Jobfinder, *Job Hunter's Tool Kit*, *PGA Career Fitness Manual*, and more.
- Update your resume so it showcases your experience and skills in the most favorable manner, and make sure to include results oriented statements with statistics to quantify your accomplishments. To help you get started, there are resume tips and samples on the PGA.org Employment Center.
- Review and update your CareerLinks profile, also on the PGA Employment Center. To maximize your potential of being notified about management opportunities where your profile matches an employer's search criteria, it's important that your profile accurately reflects your future job preferences and your skills, experience, and work history are up to date.
- 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.
- Utilize other employment resources such as management company websites, professional networking sites such as LinkedIn, general employment websites such as Indeed and Career Builder, etc.
- Use the off-season to bolster your education and improve your skills by enrolling in the PGA Certified Professional Program or by seeking other educational opportunities such as local college classes, online education, etc.
- Finally, feel free to contact me for assistance and to help you get started on planning for the future.

U.S. Department of Labor – New Overtime Rule

Many PGA Professionals and other PGA constituents have asked a number of questions related to the new U.S. Department of Labor (DOL) federal overtime regulations which will go into effect December 1, 2016. Working with the PGA of America's outside counsel, the PGA has prepared a Q & A document to provide general answers to frequently asked questions and a brief summary of the federal overtime regulations. The document is available on the Employment homepage of PGA.org – go to "Legal Resources" or click on the following link:

<https://www.pga.org/articles/new-overtime-rule-questions-and-answers>

The PGA is also developing a Webinar on this topic which will be available soon and will continue to provide updated information on PGA.org. Due to the complexities of the new regulations, the PGA recommends that PGA Professionals and their facilities seek qualified professional counsel for their specific situation.

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