

Advancing Your Operations/Supply Chain Career

How to overcome barriers, avoid pitfalls,
and leverage opportunities to get hired
and/or move upward

**Roger Zetter CEO,
Optimum Supply Chain Recruiters**

Who Am I And Who is Optimum?

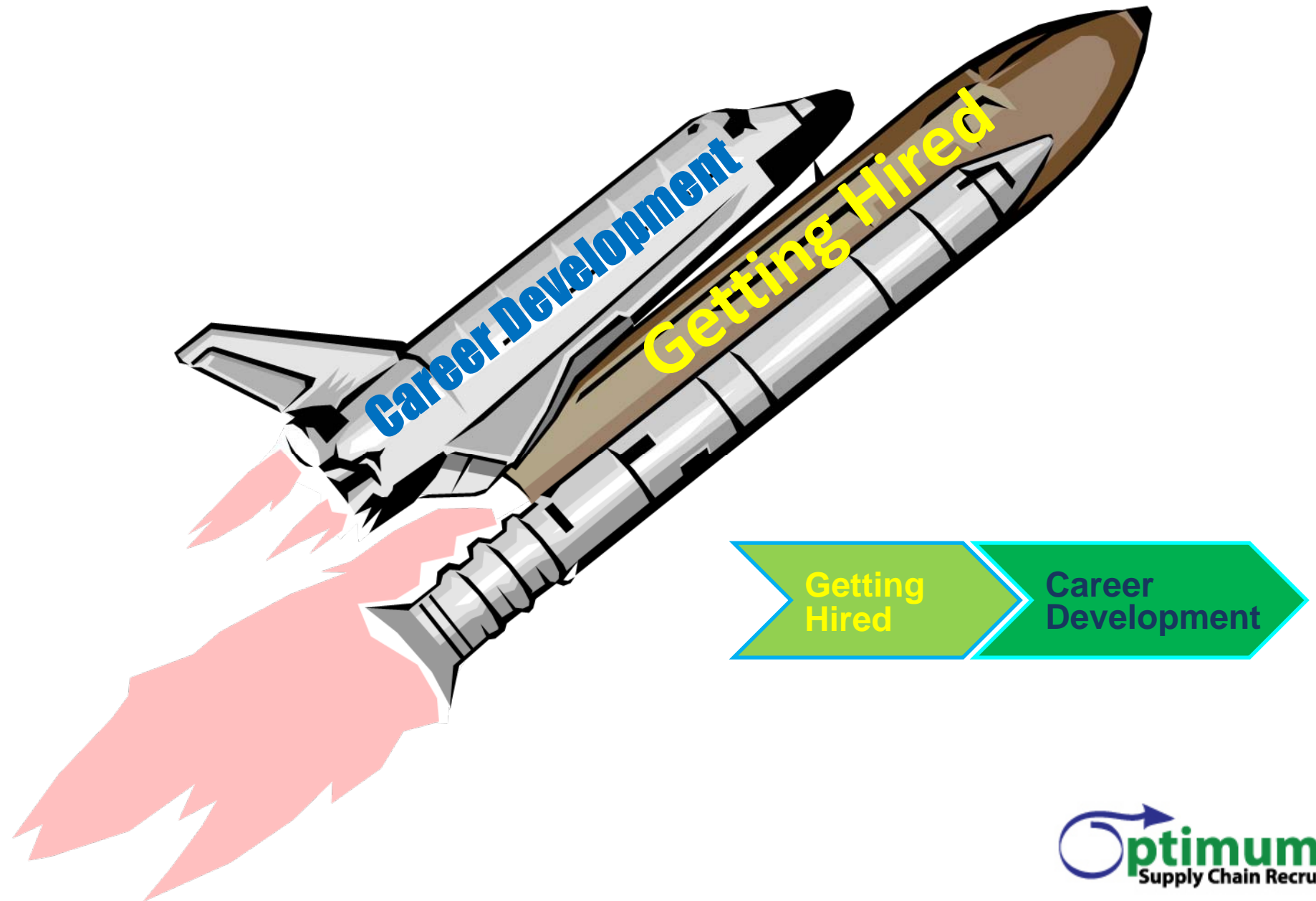
We are committed to the supply chain, distribution and logistics field, and are actively involved in this discipline as well as human resource organizations, including:

- | | |
|--|---|
|  The Association for Operations Management (APICS) |  Material Handling Industry of America (MHIA) |
|  American Society of Transportation and Logistics (AST&L) |  National Industrial Transportation League (NITL) |
|  Council of Supply Chain Management Professionals (CSCMP) |  National Retail Federation (NRF) |
|  International Customer Service Association (ICSA) |  Retail Industry Leaders Association (RILA) |
|  The Institute of Electrical and Electronics Engineers (IEEE) |  Reverse Logistics Association (RLA) |
|  Institute for Supply Management (ISM) |  Society for Human Resource Management (SHRM) |
|  International Warehouse Logistics Association (IWLA) |  Warehouse Education and Research Council (WERC) |

By staying involved in the industry, we not only cultivate an outstanding professional network that's invaluable in our recruiting efforts. We stay abreast of the changing logistics environment.

Roger Zetter, CEO Optimum Supply Chain Recruiters, LLC

2 Associated But Different Processes



Getting Hired



For those professionals in-transition
your **priority is finding a job.**

Getting Hired



Getting
Hired

For those professionals in-transition
your **priority is finding a job.**

Career Development may take a
backseat to putting food on the table.

Career Development



Career
Development

However, in the near future you will need to **return to career management** & take actions to getting your career back on track.

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Those currently employed need to **effectively *manage their careers.***

Common Ground



In *both* cases you need to be **Success Driven**.

Success Driven



- Focused on your task
- Organized
- Realistic
- Action Oriented
- Aggressively prepared to take the next step
- Constantly Growing in your field

Steps to Getting Hired



If you are looking for a position, the First Step -

Steps to Getting Hired



If you are looking for a position, the **First Step** -

Write an *excellent* resume

Steps to Getting Hired



If you are looking for a position, the Next Steps -

Preparation, Preparation, and more Preparation

Steps to Getting Hired



If you are looking for a position, the Next Steps -

Preparation, Preparation, and more Preparation

- Utilize outplacement service/coach if possible
- Set-up social, professional & special interest networks
- Organize each day & week
- Set-up databases organizing contacts & follow-ups

Steps to Getting Hired



Next Steps - Preparation (continued)

- Network contacts to phone calls
- Phone calls to meetings
- Set up lists of target companies
- Utilize job boards
- Contact search companies that specialize in your areas
- Attend networking meetings both in and out of your profession

Steps to Getting Hired



Next Steps - Interviewing

- Interview when prepared
- Know the company, industry, & the interviewers
- Understand the position you are interviewing for
- Be prepared to answer any questions about your background - including social/behavioral questions
- Practice your answers out loud
- Follow up letters to each interviewer

Career Development

Career
Development

- Developing a Successful Career is a Process
- Every Successful Process has to have a **Plan**

**What Does Your
Career Plan Look Like?**

Developing Your Career ...and Your **Career Plan**

Career
Development

Overarching Considerations

- Establish **career goals** with realistic timelines
- Be recognized as a **top performer**
- Develop **strong relationships**

Important: Understand what you need to meet these goals and **work at it.**

Establishing Career Goals

- Develop Career Goals with *realistic* timelines
 - Short term
 - Medium term
 - Long term
- Work hard at being at the right place at the right time
- Take assignments/projects that can move your career
- Stay away from dead end positions/assignments

Functional Performance

- Be recognized as a top performer who
 - improves processes
 - Improves operations
 - works well with people
- Evaluate your current skill set and tools
- Keep abreast of what is new and effective in SCM
- Keep growing professionally and personally
- Take assignments/projects that expand your skills
- Belong to & participate in professional organizations

Developing Relationships

- Develop strong relationships with
 - Management & Peers
 - Internal Customers
 - Service Providers & External Customers
- Develop and work with a mentor for guidance, support, and exposure
- Look for & decode cues/subtext – be a good listener
- Belong to and participate in professional organizations
- Volunteer to speak at meetings/symposiums
- Network & use tools like LinkedIn

Advancing Your Career

IN SUMMARY

Getting Hired - summary



Do's

- Take any reasonable offer
- Prepare, Prepare, Prepare
- Organize & plan day/wk/mth
- Use available resources – coaches/search firms/job boards
- Network
- Be reasonable in your expectations
- Develop *target companies* list
- Join **APICS-Chicago** and/or participate in their events
- Prepare for interviews
- Send follow-up emails

Career Development - summary

Do's

- Plan, Plan, Plan
- Improve your skill set
- Elevate your profile at work
- Build relationships
- Get a mentor
- Watch for cues
- Join **APICS-Chicago** and/or participate in their events
- Get in front of work related/professional groups
- Network

Don'ts

- Take dead-end positions
- Say something stupid on Facebook
- Ignore signals – be a good listener
- Stop planning – if you stop planning it becomes a *job*, **not** a *career*



The successful leaders in our profession work effectively and hard managing their careers – it didn't just happen.

Of Interest

- A profile of Roger Zetter – Contains Answers to Supply Chain Job Search FAQs
<http://www.optimumscr.com/articles/cscmpQ32008.shtml>
- **The other side of interviewing** – When an applicant goes on an interview, he or she usually is pretty well prepared. But what about the people on the other side of the interviewing table? *From the [CSCMP SC Quarterly] Quarter 04 2009 issue*
<http://www.optimumscr.com/articles/CSCMPQ409.shtml>
- *Related Articles -* <http://www.optimumscr.com/articles.shtml>

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Thank You