

YOU ARE **CREATED** FOR GOOD WORKS

Hear God Calling | Get The Right Job | Maximize Your Career



FACILITATOR GUIDE



Dear Facilitator,

Thank you so much for taking the step to lead a Crossroads Career small group! At Crossroads, our mission is to help people hear God's calling, maximize their potential, and get the right job. Your involvement is key to helping accomplish that mission.

To go along with the You Are Created for Good Works workbooks, we have created this facilitator guide specifically to equip you for leading the group each week. You'll find sample agendas, discussion questions, and Scripture verses to consider.

We've also included some "Reads + Resources" for each session to prepare you weekly and to be shared with your group. Our [website](https://www.crossroadscareer.org) also has over 100 free resources that you and your group members may find

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helpful throughout the process. Exercises that go along with several of the steps can be found in the Appendix.

The reason that this guide is digital is because it is a living, breathing document. We intend to keep this active and up to date. You are welcome to print out this guide. We will send out updates if new content is added.

If you have any suggestions or submissions for this guide that you feel like would add value, feel free to email Support@CrossroadsCareer.org with the subject line Facilitators Guide and we will take it into consideration. As you are the ones actually leading groups in the field, your input is valuable and will help others who come after you.

If you're planning on using the You Are Created for Good Works workbook and this Guide, but in a different ministry model, you might want to check out our [Ministry Model](#) PDFs designed to help you adapt this material for different audiences or formats. We've also put together some other resources just for ministry partners like you on our [Partner Portal](#).

May these next 8 sessions be full of blessings as you and your group seek to love God completely, love yourselves correctly, and love others completely.

In Christ,

Crossroads Career Ministries



INTRODUCTION

Introduction Reads + Resources

- [Ministry Model Guides](#) - ways to adapt this facilitators guide to various ministry models (support group, monthly network meeting, high school & college, coaching, etc)
- [Powerpoint Slides](#)
- [TGIF - Knowing & Doing God's Will](#)
- [This or That Career Assessment](#)

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See the template for the Pre-Introduction Email in the Appendix - An email to send out to your small group participants before your first meeting



INTRODUCTION AGENDA TEMPLATE

Time frame: 2 hours

Outcome: Participants feel welcomed, safe, and sense that there is a sound process to go through to accomplish their individual objectives

Welcome and open in prayer.

Overview of 7 steps (highlight film, not play by play) using slide 9 of the [Powerpoint](#) as a visual aid.

Establish ground rules for your small group. For example:

- As with anything else in life, you'll get as much out as you put into it. Attending this group won't get you a job, what you apply will.
- Group time supplements the workbook; do the homework to get the most out of our discussion.
- We expect to start on time and for you to be here each week. Let the facilitator know if you'll miss so we don't wait.
- Strive to create an environment of Confidentiality and Mutual Respect.
- Don't ever feel pushed to share anything you don't want to share – this is not a therapy group. We do encourage you to be honest with yourself and with God through the process.
- Bring class materials and Bible each week.
- Be prepared to share something that was encouraging for you.



Initial Introductions (60 seconds each): Facilitator goes first to model what you're looking for from participants.

- Name
- Home city
- How did you hear about this small group?
- Job function and/or job status (unemployed, misemployed, underemployed)
- Favorite snack food.



2nd round of introductions (3 minutes each): Ask each member to share what they hope to get out of the small group



Hand out workbooks and review the Introduction section.

- How did each person respond to the questions on page 3?
- Discuss the "Make Bad Work Better" devotional on page 4.
- Which of the 7 steps on page 5 did each group member identify as their highest felt need right now?

Preview Step #1 and engage in dialogue if time permits.

- [11 Ways to hear God calling](#) (pages 15-16)
 - (Facilitator tells story to illustrate one or two of the 11 steps)
 - Set the table for future meetings where we will have recurring elements of looking upward
- [Calling vs. Career](#) (page 17) the responses to this exercise can be used during Session 2

Ask for prayer requests and close in prayer.

Post Session #1: Homework outline and prep for Session #2



See the Appendix for a Post-Introduction Session Email- an example of what to send after the first group session

A Quick Note on Emails: We would encourage you to write emails or messages to your group each week, before or after each meeting. We've provided the templates in the appendix for the introduction session to give you some ideas and structure for this communication, but have not included emails for the following sections. This is because the needs of each group are different, and the type of communication you provide is going to vary based on your leadership style and the needs of your group.



STEP ONE - UPWARD

Step 1 Reads + Resources

- [Three Roads to Joy in Bi-Vocational Ministry](#)
- [Visions of Vocation](#)
- [Who I Am in Christ & My Response](#)
- [Knowing the Why, What, and How of Your Calling by Dr. Art Lindsley](#)
- [Trusting God in New Job Assignments by Russell Gehrlein](#)
- [Your Irrevocable Calling devotional by Os Hillman](#)

Step 1 Agenda Template

Welcome everyone. Introduce yourself and your background.

Share a brief description of Crossroads, your small group, the Workbook and the 7 remaining sessions.



Crossroads key verse:

This is what the Lord says: "Stand at the crossroads and look; ask for the ancient paths, ask where the good way is, and walk in it, and you will find rest for your souls." (Jeremiah 6:16)

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Have participants share introductions around the room:

- Name
- Career / current situation
- How you found out about Crossroads and this course
- What you hope to get out of this course
- What's your favorite junk food?

Remind the group of these rules and guidelines:

- As with anything else in life, you'll get as much out as you put into it. Attending this group won't get you a job, what you apply will.
- Group time supplements the workbook; do the homework to get the most out of our discussion.
- We expect to start on time and for you to be here each week. Let the facilitator know if you'll miss so we don't wait.
- Strive to create an environment of confidentiality and mutual respect
- Don't ever feel pushed to share anything you don't want to share – this is not a therapy group. We do encourage you to be honest with yourself and with God through the process.
- Bring class materials and Bible each week.
- Be prepared to share something that was encouraging for you.



Page 13 - Read the scripture: *And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment."* (Matthew 22:37-38)

Then discuss:

- What does it mean in your life to love God with all your heart, mind, and soul?
- What does that look like in your life and in your job search?
- Career transition is one of the times in your life when God can get hold of you



Pages 15-16 - Read and discuss the [11 ways of How to Hear and Follow God's Calling.](#)

- These are not "steps," but components or practices to be used regularly.
- Daily Bible study, quiet time, and devotionals – encourage each group member to bring something each week to share from their time with God.

Page 17 - Career x Calling = Maximizing

Have a discussion with your group about the difference between Career and Calling and how they work together in our lives. These terms and their meaning might be new to

your participants, so it's worth spending time on these concepts to lay a foundation for the rest of their Crossroads journey.

Calling: comes from the Greek word KALEO, which means "to call, invite, summon." It refers to a personal relationship with God and the good works He has prepared for you. Other words that relate to calling in Scripture include Purpose and Chosen.



"And we know that in all things God works for the good of those who love Him, who have been called according to His purpose." (Romans 8:28 NIV)

- John MacArthur wrote in a note about this verse that "As always, in the New Testament epistles, this call is God's effectual calling of His elect that brings them to salvation."

"To this you were called, because Christ suffered for you, leaving you an example, that you should follow in His steps." (1 Peter 2:21)

"The One who calls you is faithful, and He will do it." (1 Thessalonians 5:24)

"God is faithful, who has called you into fellowship with His Son, Jesus Christ our Lord." (1 Corinthians 1:9)

"There is one body and one Spirit, just as you were called to one hope when you were called." Ephesians 4:4)

"To all who are in Rome, beloved of God, called to be saints: Grace to you and peace from God our Father and the Lord Jesus Christ." (Romans 1:7)

- According to John MacArthur in a note on Romans 1:7, "His drawing to Himself all those He has chosen for salvation."

Os Guinness, author of "The Call: Finding and Fulfilling the Central Purpose of Your Life" wrote: "No idea short of God's call can ground and fulfill the truest human desire for purpose and fulfillment."

- He refers to our calling as a secondary calling in our lives.
- It addresses the "why am I here" question.
- What is God's call in my life?

God has placed a call to you, According Chip Ingram in "How to Land the Job of your Dreams." He goes on to explain that "there are 5 P's that He calls you to" which are:

1. Person of Jesus Christ
2. Purpose is to glorify Him
3. Process of sanctification

4. People of God - He wants you to be in community
5. Place that He wants you to be

God wants us to work *Soli Deo Gloria* - to the glory of God alone. "It's not about what you do. It's about why you do what you do. Ultimately, it's about who you do it for. In God's kingdom, it's our motivations that matter most." (Not Safe by Mark Batterson, page 102)

- Do you feel like your work is bringing God glory? How could you refocus to do this better?



According to Mark Batterson, "There are two 'whatever' verses in Scripture (Not Safe, page 103) which are:

1. "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." (Colossians. 3:23)
2. "So whether you eat or drink or whatever you do, do it all for the glory of God." (1 Corinthians 10:31)

Career: according to dictionary.com, means "an occupation or profession, especially one requiring special training, followed as one's lifework."

The word "career" is never used in Scripture. Scripture does refer to several occupations: shepherd, fisherman, carpenter, craftsman, prophet, king, soldier, tentmaker, seller of purple, etc.

Generally, the idea of a career is an option that has evolved over the past several centuries. To actually have a choice to pursue a line of work vs. something that you are born into or are forced to do is a new phenomenon.

A job allows you to make a living. A career is how you can make a life.

"A career is the pursuit of a life-long ambition or the general course of progression towards lifelong goals. A job is an activity with which an individual can earn money. It is a regular activity in exchange of payment." (Diffen.com)

"A job you do for others, while a career is what you do for yourself. People with a career orientation tend to have a long-term vision for their professional future.... Those who experience their work as a calling are most likely to feel a deep alignment between their vocation and who they are as a person. They feel a personal and emotional connection to their work." (Forbes, Melody Wilding, 4/23/18)

Discuss:

- Are you looking for a job or a career?
- How does your calling inform your goals and decisions?

Page 27 - Explain "[Ask for Others Input](#)" exercise for Week 3; Participants should start contacting their references this week so they have time to complete this exercise.



Preview next week - remind participants of what to do before the next meeting:

- Email Ask for Others Input form & Weekly Planning Worksheet
- Complete Step 2: Attitude section in workbook
- Contact 4 to 6 people for "Ask for Others Input" exercise
- Daily Devotionals

Close in Prayer.



STEP 2 - ATTITUDE

Session 3 Reads + Resources

- [Forgiveness Ensures Freedom](#)
- [The Skills Companies Need Most](#)
- [Fear Forbidden & Commanded](#)
- [Desert Training](#)

STEP 2 Agenda Template

Open in Prayer – group members should come prepared to share devotionals or anything encouraging for the week



Read Matthew 22:37-38 *And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment."*

Then discuss:

- We can't love God with all our hearts unless we have a personal relationship with Him and trust Him with our lives – What does that look like to you?
- Does God really care more about what church we go to, or our heart condition about Him?

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Share updates on the week: Ask each member to tell what happened that was *encouraging* this week?



Review Career vs. Calling definitions and exercise (page 17)

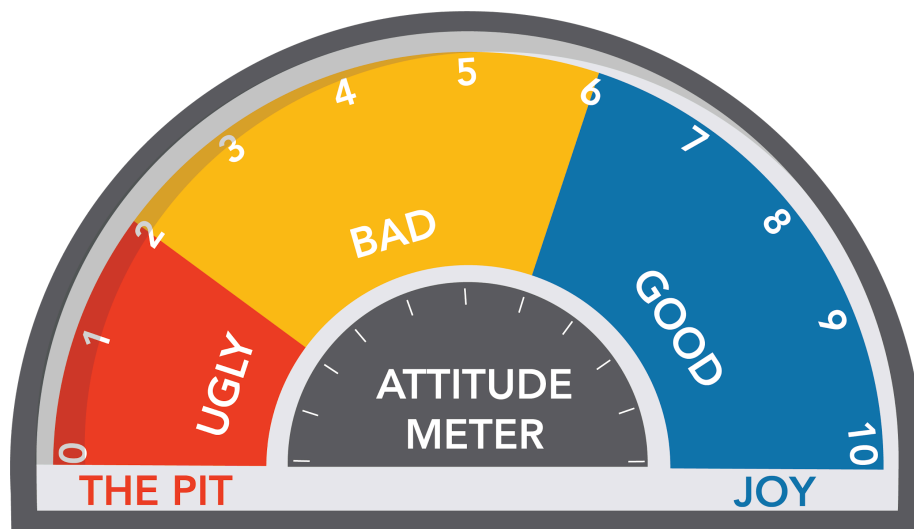
- What are you pursuing?

A positive mental attitude is THE most important and most difficult things to maintain in a job search. As Chuck Swindoll said: "I am convinced that life is 10% what happens to me and 90% on how I react to it!"

- We all know some people that have truly terrible things happen to them, yet they have peace and joy, and others that seem to be crushed by a hangnail. Why... what's the difference?
- EVERYONE has challenges in their job search – how they deal with them is the difference. Discuss how the group has handled (or plans to handle) challenges.

Where are you on the Attitude Meter? (page 25)

- Are you closer to "the Pit" or to Joy?
- What are you going to do this week to reset your number? (participants should have written about this in the workbook on page 26)



Forget what lies behind (page 27)

- Often we have to work through the grieving process so God can heal you. Admit to yourself that whatever happened to you is true. Realize your feelings are legitimate. Remember that what you do next matters most.

- Discuss the 5 Stages of Grief (illustrated in the Kubler Ross Model graphic in Appendix) and where participants might be in this process. Remember that these are not linear, and that not everyone will experience all stages.

Deal with Anger, Bitterness, Offenders (page 28) – It's a process, not a 5 minute exercise

- Identifying the people, offenses, areas of bitterness is half the battle.

Facing Fears (page 30)

Examine the following strategies for handling fear.

- Charge your batteries EVERY morning through:
 - Scripture
 - Prayer
 - Positive input
 - Seeing ourselves as God sees us
- Serving others and/or volunteering
- Physical activity and exercise
- Count your blessings! Write them out and see how much you have to be thankful for
- Turn off the TV – GIGO: Garbage In, Garbage Out
- Interaction with people!
 - Don't get holed up in front of the computer
 - Spend time with encouragers, positive people
 - Avoid negative people and naysayers
- Pay attention to your thought life
 - Dwell on the positive
 - Throw off the negative
 - Martin Luther once said "You can't stop a bird from landing on your head, but you can keep it from building a nest!"
- Keep things in perspective. Don't allow yourself to get prematurely excited about opportunities and keep plugging along when something falls through. Keep the pipeline full!
- Do the things you know you ought to do:
 - Schedule your week
 - Networking
 - Pursue target companies

Review pages 15-16 [Hear and Follow God's Calling](#)

- Encourage each group member to seek God first daily using some of these strategies.



Preview for next week, encourage everyone to get started right away:

- Theme for next week is Altitude
- Be ready to discuss [Ask Others For Input](#) exercise
- Career Tests and Assessments

Close in prayer.



STEP 3 - APTITUDE

Step 3 Reads + Resources

- [Two-Factor Theory of Motivation](#)
- [Your Purpose - Printable Diagram](#)

Step 3 Agenda Template

A note for facilitators: Don't rely on participants doing the homework at first.

Ask yourself: *How can we do some of the work in the session so that they see how easy it is?*

Don't be afraid to share your story. Stories are powerful & express vulnerability, encourage participants to open up

Open in Prayer – participants should be prepared to share devotionals or anything encouraging for the week



Read: 1 Thessalonians 5:18 - *"Give thanks in all circumstances; for this is the will of God in Christ Jesus for you."*

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Discuss:

- How is this verse applicable to your job search and/or attitude?
- Loving God with all our hearts, mind, and soul... comes from knowing that we know our status with Him

Read Romans 10:9-10 - *"If you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For with the heart one believes and is justified, and with the mouth one confesses and is saved."*

Discuss:

- What does it mean to say "Jesus is LORD"?
- What does it mean to be saved?
- Why do we need to be saved?



Five Factors in your Unique Design (page 37)

- What are the 5 Factors that most consider relevant?
- What is the "X" Factor?
- This section MIGHT help with figuring out a new career path, but most importantly it helps you develop better self-awareness. You'll be better able to articulate your strengths, interests, and accomplishments in your networking and in interviews.

Inventory Your Experiences (page 39)

- What were some of your best jobs? Why?

STAR Stories (page 40)

- Recalling your history is important prep for interviews. Learning to tell specific and relevant stories will help you communicate the importance of these moments.

Personal Keywords in the You are A+VIP exercise (page 41)

- How do you describe yourself, and what's important to you?
- What's real vs. how you'd LIKE to think of yourself?

Ask for Others Input exercise (page 42)

- What did you learn?
- Were there any surprises?
- What did you confirm that you already knew?
- Be prepared to discuss these as third party testimonials in interviews

Assessment Tests (page 43)

- Who did more than one? Did you learn anything new about yourself?

- Did this information give you more confidence about what you already thought about yourself?
- Did you disagree with any of the results?

Summarize Your Best (page 44)

- Knowing your character, values, skills, strengths, interests, and accomplishments *and* being able to articulate them makes you a much better candidate in an interview. Most people can't articulate these things well!
- What do you bring to the market that is of value to others?

Preview for next week:

- Discussion on Targeting Companies and Resumes (bring a copy of your resume with you)
- Keep building your networking lists (page 69) and be deliberate about connecting with people. DON'T ask if they know of jobs, but rather who else would be worthwhile to talk to
- Pray for each other in this process



Close in Prayer.



STEP 4 - ALTITUDE

Step 4 Reads + Resources

- [1% of the 1% of Networking - Example Email](#)
- [LinkedIn Profile Formatting Tips](#)
- [Your Resume vs. Oblivion](#)
- [Biblical Womanhood Deconstructed](#)

Step 4 Agenda Template:

A note to Facilitators. Step 4 is two sections - one is strategic, and how much time spent there depends on the audience. If your group is largely people who are misemployed or in transition, the biggest question may be "How do I strategically focus my job search?" The second is practical, focusing on the nuts and bolts of resumes and conducting a job search primarily online. If your group is primarily unemployed or actively job searching, you will likely spend more time here.

Open in Prayer – participants should be prepared to share devotionals or anything encouraging for the week

Have the group share updates from the previous week: Ask each member to tell what happened that was *encouraging* this week? What was challenging?



Read John 3:16 - *For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.*

Discuss:

- What does "believe" mean?
- How is our belief different from that of the demons?
 - James 2:19 *"Even the demons believe, and shudder!"*
- We all have broken commandments, and that separates us from God. Only through making Jesus our Lord or Head of our lives, and believing His rightful place of authority over our lives can we receive His free gift of reconciliation with Him.
 - Romans 10:9-10 - *"...if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For with the heart one believes and is justified, and with the mouth one confesses and is saved."*
 - Romans 3:23 - *"For all have sinned and fall short of the glory of God."*
 - Romans 3:24-25 - *"...justified freely by his grace through the redemption that came by Christ Jesus. God presented Christ as a sacrifice of atonement, through the shedding of his blood—to be received by faith."*

STEP 4 Part 1 - STRATEGY and MINDSET



Target opportunities – Use LinkedIn to find others with your same skills. Then look at the companies they've worked for. Those could be targets for you.

Information interviews – Prepare! You bring the agenda. Don't leave it to the contact to run the meeting.

Resume Workshop

- *Swap resumes and do a 30 second scan – What did you find?*
- How to customize your resume for each job
 - How to read a job description
 - Connect the dots to THAT job
 - First few qualifications are the most important
- Don't Embellish!
- Examine Keywords - make sure when they scan the resume they see key words & phrases.
- Remember your resume's purpose: to get an interview, not to share all the info to get the job
 - Give them short substantive sound bites – easy to read, good use of white space
- Remove the Objective statement – instead use a heading and short summary
- Avoid self-descriptive adjectives. Instead use facts and accomplishments – facts, not opinions
- Assess your metrics and accomplishments – Ask "so what?"
- Avoid too much jargon. Must be understandable to someone not in your field.
- Keep it short and sweet. No more than 2 pages in most cases.
 - Longer format may say great things, but if it doesn't get read it has no impact!
- Proofread 10 times, then proofread again – NO TYPOS!
- (See Bad & Good Examples in Appendix)



STEP 4 PART 2- PRACTICAL ONLINE JOB SEARCHING

Online Training

Why LinkedIn?

- Over 500 MILLION people on LinkedIn – mostly NOT job seekers
- Most used by internal and 3rd-party recruiters; increases your chances of being "found"
- Allows for more detail than a resume
- Says you're "current" with job searching trends
- Best place to find companies, contacts, prepare for interviews, connect the dots

What makes a great profile

- KEYWORDS!
- Sound bites, not paragraphs
- PROFESSIONAL picture
- Contact info
- Recommendations

LinkedIn Searches

- Title Search – enter skills/keywords to find other titles appropriate for you (e.g. buyer, purchasing, "vendor management", manufacturing)
- Target Company Search – enter titles & keywords & location to find potential companies (e.g. Title: Procurement; Location: Greater Minneapolis)
- Hiring Manager Search – enter title & company & location for potential contacts (e.g. Title: Supply Chain Manager; Company: Medtronic; Location: Greater Minneapolis)

LinkedIn "X-Ray" Searches through Google: Site:linkedin.com "greater Minneapolis" "Supply Chain Manager" Medtronic –inurl:jobs –intitle:jobs –inurl:title –inurl:dir –inurl:salary

Email search: example, searching David Palay "Medtronic.com" in Google

Facebook: Connect offline with everyone you know to ask for other referrals.

Other Online Job Searching Tools and Resources:



- [LinkedIn Help Center](#)
- Trying to find an email address?
 - [GetEmail.io](#) - a free or paid service designed to find email addresses
 - [Email-format.com](#) - search for email address formats for companies
- Find job listings:
 - Google searches like "Accounting job in Minnesota" or "Accounting resume"
 - [Indeed.com](#)
 - [SimplyHired.com](#)
 - [Linkup.com](#)
- Set up alerts: go to [Google.com/alerts](#) (e.g. site:careers.unitedhealthgroup.com Minnesota accounting)
- Organize your job search:
 - [JibberJobber.com](#) - a paid service that helps you manage, organize, and track a job search, and make sure you know where your follow-up opportunities are.
 - [44Score.com](#) - an innovative tool for staying organized during your job search. Use it to keep track of submitted applications, networking, and reminders. Avoid tedious data entry by using our browser toolbar.
- Make a word cloud - [WordClouds.com](#) can make a word cloud using documents like your resume to help brainstorm keywords or spark ideas
- Let AI scan your resume to optimize it for Applicant Tracking Systems that many companies use at [JobScan.Co](#)
- Job Interview Questions, Answers, and Tips to Prepare [from The Balance Careers](#)

USING JOB BOARDS WISELY (Monster, CareerBuilder, Dice, etc.)

- Look for companies with a lot of jobs posted
- See what recruiting firms are posting jobs for your field
- Look for common keywords used in job descriptions for your field
- Look for what certifications seem to be most in demand



Preview for next week:

- Step 5 Searching
- Elevator Speeches
- Effective Networking – phone scripts, emails, follow ups

Close in prayer.



STEP 5 - SEARCHING

Step 5 Reads & Resources:

- [Email Blast to Network Distribution Group](#)
- [Networking Handout](#)
- Book - [20 Minute Networking Guide](#)

Step 5 Agenda Template:

Open in Prayer: have participants share devotionals or anything encouraging for the week

Devotional thought: Losing our jobs, or other difficulties are not “falling out of favor” with God. He can USE the difficulties for our good, nor does he necessarily punish us every time we sin.



Romans 8:39 - Neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.

Hebrews 12:7 - Endure hardship as discipline; God is treating you as his children. For what children are not disciplined by their father?

- The emphasis is discipline, not punishment

Romans 8:28 - And we know that in all things God works for the good of those who love him.



References (pages 99-100)

- Minimum of 3, no more than 5
- All work related, at least one previous boss
- Context is important
- Quality of references & recommendation is important
- How to “coach” references before they receive the call
 - Get permission to use them as a reference; ask what they will say!
 - Quality matters! Use others if you’re not confident in them
- Don’t submit references until end
- Use a separate sheet of paper
- Include your contact info on top
- Provide an explanation of your professional relationship to each of them

Networking (pages 68 to 80)

Facilitator: be prepared to share some personal examples. Stories are powerful to convey how networking is important & how contacts can come out of the blue

- Keep building, reviewing, and adding to lists of everyone you know! (page 69 and Mapping Your Inventory Exercise)
- Be deliberate about connecting with every one of them, one by one
- Write and use scripts!
 - Conversation script example (page 72-73)
 - Voicemail script example
- Don’t ask contacts if they know of jobs, ask them for additional contacts
- Paint verbal pictures (e.g. following a trail of breadcrumbs, or adding links to my chain)
- How to take advantage of Vendor presentations, Professional Associations, User Groups, Trade Shows, Networking Groups (page 74)
- Your best leads often come from the least likely sources! So never dismiss anyone.
- Always follow up! – send contact info and keep in touch periodically.
- *Set good expectations - connecting with 3 out of 10 is a good average*
- *Use your time wisely and honor their time (see Step 5 resources in appendix)*

Elevator Pitches (page 76)

- *Discuss places they could potentially meet people to give this speech - networking events, newspaper ads, even coffee shops.*
- KISS: Keep It Simple Silly! (Not too technical or Corporate Sounding)
- Say it as if you're having a conversation with an old friend at the mall
- Brevity is a virtue! – Be concise, don't get too deep in the weeds
- Always ask for who else they know that would be a good person for you to connect with
- Never ask if they know of a job, or hear of a position... they don't! Focus their attention on thinking of referrals
- Remember, no one bats 1000! Keep up the good work.



Preview for Next Week: Step 6 Sorting - WOW Interviews

- Discuss interview questions
 - Mock interviews
 - Behavioral Interviews
-
- Interviewing Preview
 - Have ample questions prepared – do your research
 - Appropriate dress
 - Greeting
 - Handshake
 - First impressions are critical!
 - Get there early and Don't be rushed
 - Be prepared (resume/notebook/pen)
 - Brevity is a virtue! Don't ramble. Stay on point.
 - Follow up, Follow up, Follow up

Close in prayer.



STEP 6 - SORTING

Step 6 Agenda Template

Tip for Facilitators: Each week touch on something related to networking. Sometimes stories from participants, but often emphasizing the importance of relationships + networking, rather than being a piece of data via an online application.

Open in Prayer – have participants share devotionals or anything encouraging for the week



Read Psalm 51:10-12: This verse can be used as a great daily prayer:
Create in me a pure heart, O God, and renew a steadfast spirit within me. Do not cast me from your presence or take your Holy Spirit from me. Restore to me the joy of your salvation and grant me a willing spirit, to sustain me.

Use "Dress For Success" Devotional on page 101 for further devotional discussion. Bonus points for artistry!

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Discuss the Pray - Prepare - Perform - Praise framework (pages 88 to 92)

Review interview basics:

- Dress
- Greeting
- First Impressions
- Preparation
- Brevity
- Follow up

Review types of interviews (pages 86 and 87)

Phone Interviews:

- You can have info in front of you that you wouldn't normally have in an interview (resume, notes, role description)
- Important to be more concise on a phone interview because you can't engage in the same way
- How to answer "Tell me about yourself?"

Behavioral Interview Questions (page 86)

- What's the purpose?
- Do not go too deep in the weeds with details, keep examples concise
- Write out several answers in advance
- Practice!
 - Use the time when you're together to practice interviews
 - Give each other helpful, critical feedback (courageous conversations) to learn how you're coming across

Mock Interviews Exercise:

- Pair up
- Use questions from workbook pages 93 to 96
- Treat it as real
- Aim for 10 minutes each – then debrief as a group

Remote Interviewing best practices:

- Common platforms (Zoom, Skype, etc)
- Dress for success
- Lighting and sound

- Be on time
- Preparing technology & materials (resume, notes, role description)

Discuss difficult interview experiences / situations

Excellent interview follow up -Send thank you note and/or email within a few hours of interview



Preview for Next Week:

- Setting criteria
- Evaluating offers
- Negotiating
- Next Steps

Close in prayer.



STEP 7 - SELECTING

Reads + Resources:

[Compensation Strategies Presentation](#)

Step 7 Agenda Template

Open in Prayer – have participants share devotionals or anything encouraging for the week



Read Psalm 119:105 – *Your word is a lamp for my feet, a light on my path*

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Discuss:

- We can't discern God's will without studying His Word.
- We can't pray for wisdom, not study the Bible, and expect to gain wisdom without God's help.
- He will give us wisdom & discernment when we ask Him and study His Word. He will open our eyes to what He wants us to see.



Review Interviews – address any concerns / questions as a group

Evaluating Offers (page 108 to 111)

- Importance of creating criteria in advance - Compensation, benefits, culture, work style, management style
 - Spelling these elements out in advance helps you to look at them more objectively later.
 - Nothing will match up 100%, you decide what's negotiable.
 - Also helps inform questions in the interview process.
- Prioritize A-B-C
- Understand what counts as real dollars in your pocket vs. salary (benefit costs, training, etc.)
- Money isn't the only key to job satisfaction – What's the job and environment like?
- Know yourself!
- Even if you don't get the offer, it's never over. This process is still an opportunity for relationship and future networking.

Negotiating (page 112)

- Negotiating starts with the first impression at the first interview!
- Be careful not to give numbers in an interview below what you would accept (page 97-98)
- If the offer is in the range you gave them, be careful about reasons you give for wanting more
 - *Bad reasons: I just want more, or I can't make my BMW payment*
 - *Good reasons: Competing salaries in the marketplace, I've learned more about the role requirements*
- "Because I want more" is NOT a good reason for them to give you more
 - Most of the time, companies are not trying to get you as cheaply as possible - they want you to feel good about going to work there
- *Never say yes immediately to an offer*

- “Always ask for more” is not a good strategy – sometimes taking the offer is the right answer
- You can negotiate more than just salary - consider different benefits or expenses
- Some may disagree with the advice to “Negotiate small things first”(p. 108)
 - Best to lay out all items up front, then address them one by one
 - Never quit looking - your whole negotiation situation changes when you still have the potential of another offer coming

Questions?

Next steps:

- If you’re interested in promoting the ministry of Crossroads, please consider joining us as an Ambassador! Read more about that [here](#) and sign up [here](#).
- Form your own micro networking group to continue sharing accountability & leads
- It’s okay to join another small group
- Plan your work each week and work your plan!
- Start each day by charging your batteries!
- Check your activity against the “Important and Urgent” grid



Close in Prayer.



Dear Facilitator,

Congratulations! You've finished leading a group of wonderful people through the Crossroads Career "You Were Created for Good Works" curriculum. Thank you for all the care you took in developing and disciplining each person during their crossroads moment. We pray it was rewarding for you and impactful for them.

Blessings,

Crossroads Career Ministries





Appendix - Exercises and Resources

Introduction

Pre-Introduction Email - An email to send out to your small group participants before your first meeting

Good afternoon,

I'm looking forward to starting up our Crossroads small group tomorrow, [date & time] at [location]. I'm looking forward to meeting you and beginning what I hope you'll find to be a deliberate, reflective, and action-oriented transition process.

I will have a supply of the Career Explorer Guides that we'll be using as reference and workbooks through our 8 weeks together. The cost of those is \$10, so you can either pay for them online:

(<https://www.gracecrossroads.com/small-group-classes>), or if you could bring some cash with you on Monday night, that would be great! If this cost is a challenge for you, not a problem. We have scholarships available and don't want cost to be a barrier for you participating.

Dress is VERY casual (sweats, jeans, etc). Feel free to bring snacks or drinks if you'd like. We're going to get to know one another, hear what you're looking for in your transition, and outline more about our time together.

[Give directions to location]

There are [# in group] of you right now, so we've got a great group size. We could take a few more if you know of anyone else that would find it beneficial! Also, please let me know if you won't be able to make it so we can plan accordingly.

Thanks, and I look forward to seeing you tomorrow night! If you could plan to arrive five minutes early, that way we can get started promptly at [start time].

Sincerely,
Your Facilitator

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Post-Introduction Email- an example of what to send after the first group session

Good afternoon,

Thank you to all who attended yesterday. [short recap of anything notable from the first meeting.]

We prayed for all of you collectively as we know there are many things happening in each of your lives. Please pray specifically for these requests: [List any prayer requests that group members should keep in mind for each other throughout the week]

Next meeting schedule: [List date and time of next meeting, especially if a holiday or other disruption means missing a week]

Below are some suggested "to do's" to keep you focused:

Priority exercises:

- Brainstorm and write down 3 things that you would use to differentiate yourself from your competition. For example, mine could be:
 - Former CPA and SPHR
 - Translate strategic HR into more profitability
 - Lower turnover and raise engagement through values-based culture transformation
- Begin drafting a life purpose statement and filtering through what your life's values are
- Please remember other networking opportunities available at Wooddale (Mondays at 7:15 a.m)

Additional Steps to Take:

- Bring the Career Explorer's Guide with you each week.
- For Step 1, please put pen to paper for at least one exercise in the workbook for 15 minutes. If you can get more done, great!!
- Review the 11 steps for finding God's will that I mentioned to you for some fantastic principles to guide your journey. I encourage you to try at least two of them this week.

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- Keep working to accomplish some goals for this week. Remember the "2 Minute Drill" we've done. Don't be afraid to adapt it to your own situation. You can change anything you want, because you're in charge! Please be prepared to share some of your successful completions next time we meet. You can do it!
- Network with at least 5 people, whether they're people you know or references. Take a step and get out there!
- Type up your 30 second elevator speech. We'll ask you to practice this each week at our group, and then continue to refine it. I think you'll be surprised by how many more "hooks" you'll be able to incorporate into your "sales pitch." Remember, "Help us, help you!"
- Please email me your resume, so my "mental rolodex" can begin to consider networking contacts for you.
- if you don't have business cards, you can get them free through [Vista Print](#).
- Be prepared to share 3-5 target companies or "other hooks" to help us know how to help you further network. We want to get all of our "mental rolodexes" working productively for you!
- I've attached above the template for the Ask for Other Input exercise. I'd encourage you to consider who you could ask to complete this for you for our next discussion.

I've prayed for you today. I trust that you'll see the power of Christ performing the work He has prepared beforehand for you (Eph. 2:10). That's why we're here. See you on [Next meeting date]!

Blessings,

Your Facilitator

2. Plan Your Day Exercise - Review the following two graphics and think about how to plan your time. You may even want to draw your schedule out on a piece of paper or plot it on your calendar. God gives each of us the same 168 hours each week. It's up to us to use them wisely. Find a schedule that works best for you and produces results.

Weekly Action Plan

Red Zone / Yellow Zone

- > Search and respond to job postings
- > Research/documentation
- > Plan/evaluate your week
- > Practice 2-minute, 30-second resume

Green Zone

- > Networking calls and meetings
- > Interviews
- > Networking events

Blue Zone

Devotional and prayer time

What are your "A" "B" and "C" Activities?

Find a
Schedule
that
Works
Best for
You and
Produces
Results

Time Management: Weekly Action Plan

God gives each of us 168 hours/week

	Monday	Tuesday	Wednesday	Thursday	Friday
6 am	QUIET TIME AND PRAYER				
7 am					
8 am					
9 am	RED				YELLOW
10 am					
11 am	ZONE				ZONE
12 noon					
1 pm		Green Zone			
2 pm					
3 pm	YELLOW				RED
4 pm	ZONE				ZONE
5 pm					

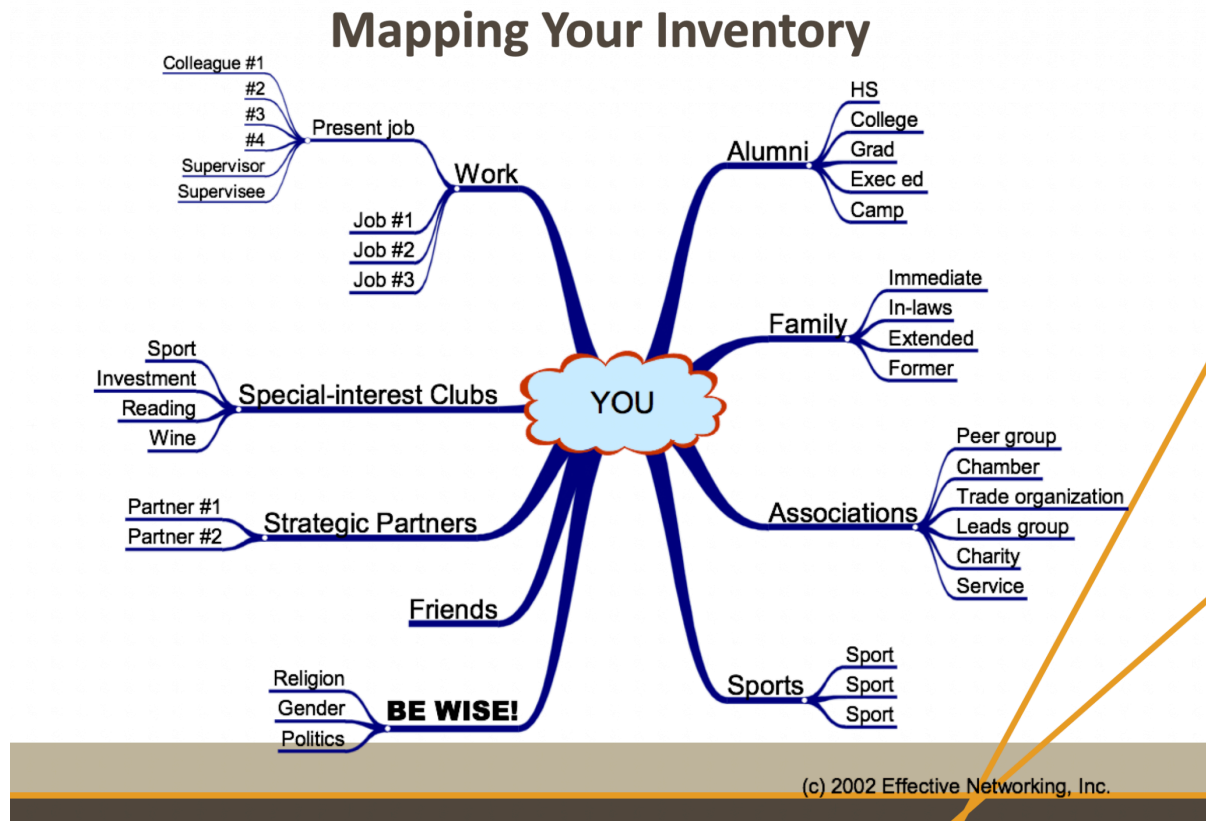
3. Ask for Others Input Exercise -

<https://www.crossroadscareer.org/wp-content/uploads/2019/02/Ask-Others-Resource.pdf>

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4. Mapping Your Inventory Exercise - Using the example below, draw a map of your connections that you could use for networking

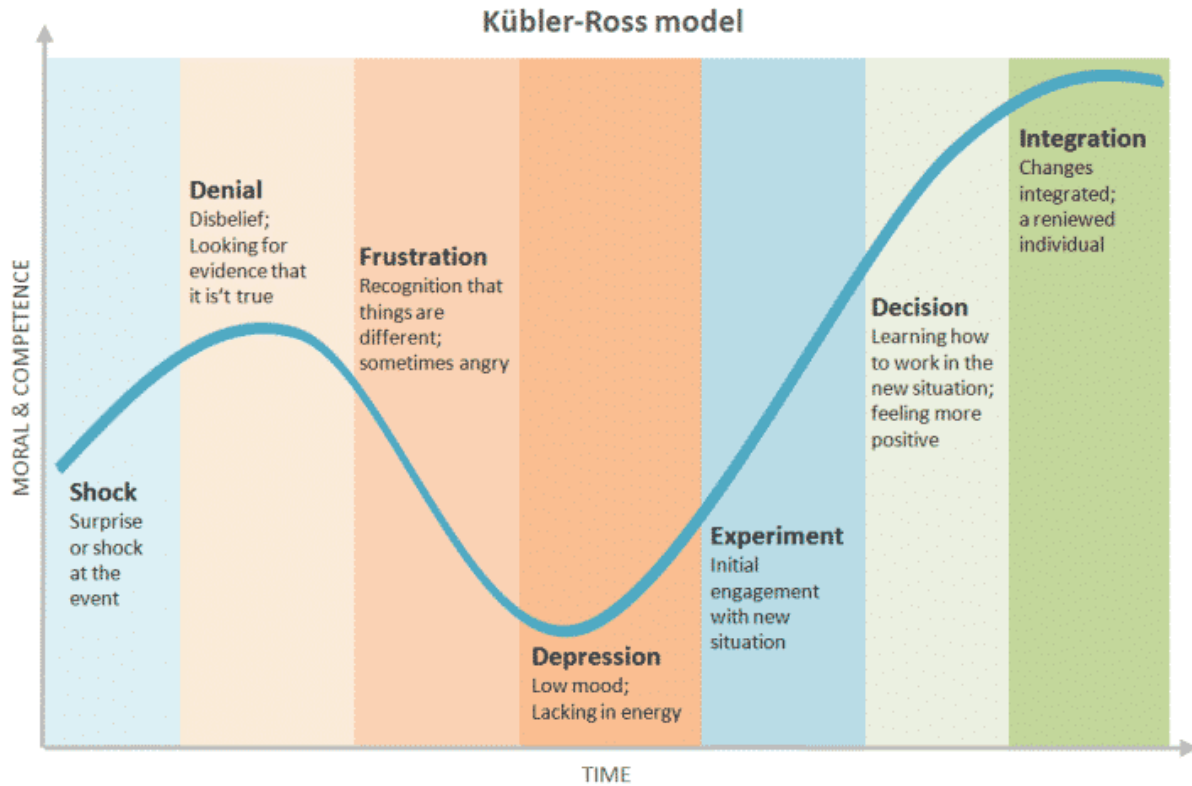


Step 1

1. [Knowing the Why, What, and How of Your Calling by Dr. Art Lindsley](#)
2. [Trusting God in New Job Assignments by Russell Gehrlein](#)
3. [Your Irrevocable Calling devotional by Os Hillman](#)

Step 2

1. The 5 Stages of Grief according to the Kubler Ross Model



Step 3

Step 4

1. Good/Bad Resume Example - Design your resume to show relevant info immediately

Bob Smith

1234 Eden Prairie Rd.
Eden Prairie, MN 55347
(952) 123-4567
bob@gmail.com

Objective: Seeking a senior project manager opportunity with a growing, dynamic company where I can further develop my skills and continue to advance my career.

Summary: Driven, strategic thinker, with a strong work ethic and excellent communication skills. 20 years of experience as a business analyst and project manager that has utilized formal methodologies, gained a PMP certification, and managed budgets and resources. Record of on-time delivery and experience as an Agile Scrum Master.

Experience:

ABC Company

Senior IT Project Manager

2004 - Present

- Responsible for software development projects. Worked with stakeholders, kept management informed, utilized Agile methodology and completed projects on time. Primary projects included the development of a custom timekeeping application for field employees and how they report time and materials from client sites as well as a mobile best practices database to address key client technical issues.
- Projects included web and desktop application development. Managed up to 15 resources at various times and budgets from \$200k to \$1M. Maximized resources to obtain best results and timeframes.

Bob Smith

(952) 123-4567
bob@gmail.com

www.linkedin.com/in/bobsmith

PROJECT MANAGER

Senior Project Leader with proven results and experience in delivering Information Technology initiatives that achieved desired objectives and improved processes and results for the organizations.

Experience includes

- | | |
|---------------------------------|---|
| > Multiple Formal Methodologies | > Consistent on-time project delivery |
| > PMP Certification | > Staying within project budgets |
| > Agile Scrum Master | > Managing successful teams and resources |

PROFESSIONAL EXPERIENCE

ABC Company

Senior IT Project Manager

2004 -

Present

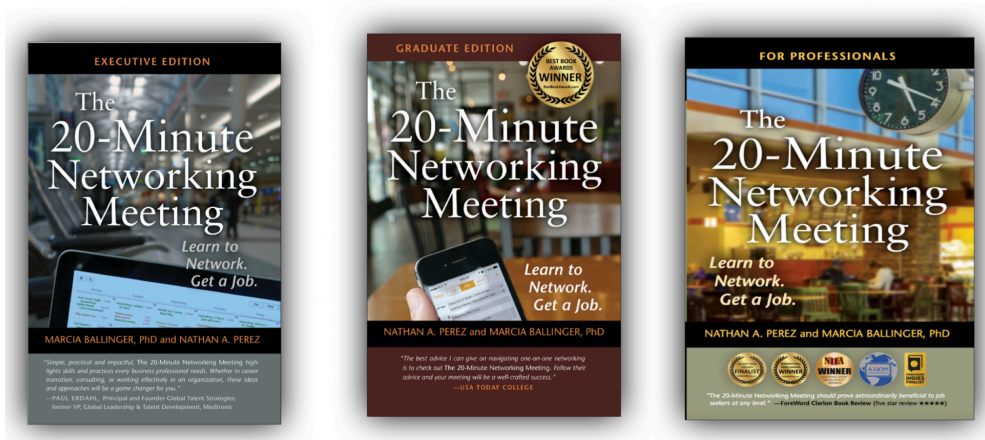
- > Led successful application development project **teams up to 15 people** including architects, developers and business analysts, minimizing turnover and achieving greater results through continuity.
- > Achieved budget goals, managing project **budgets up to \$1M**. Minimized scope-creep while strategically accommodating additional requests without allowing expenses to spiral upward.
- > Applied **Agile** project methodologies; completing all projects on or before pre-established deadlines.

Step 5

1. Networking Resources

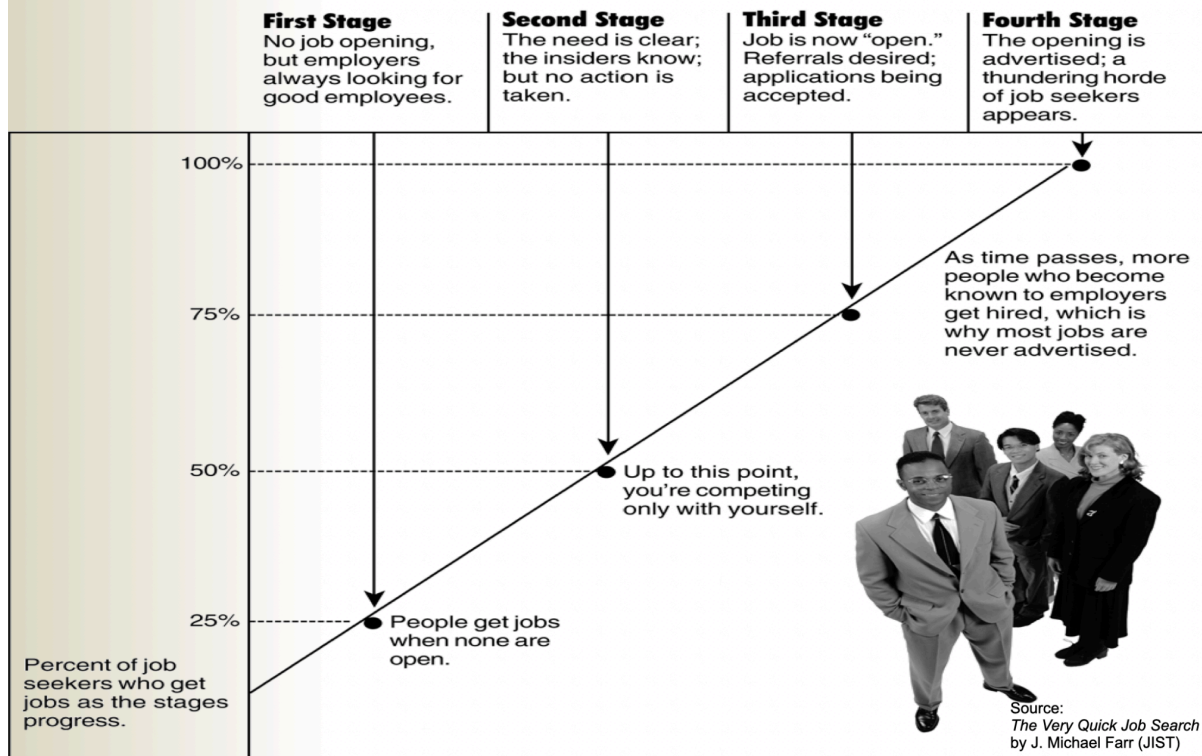
The 20-Minute Networking Meeting books can be a good resource to help you use your time wisely and also honor the time of the people you are networking with. More information here:

<https://20mnm.com/>



2. The Importance of Networking - Why you shouldn't wait until a job is being advertised.

4 Stages of a Job Opening

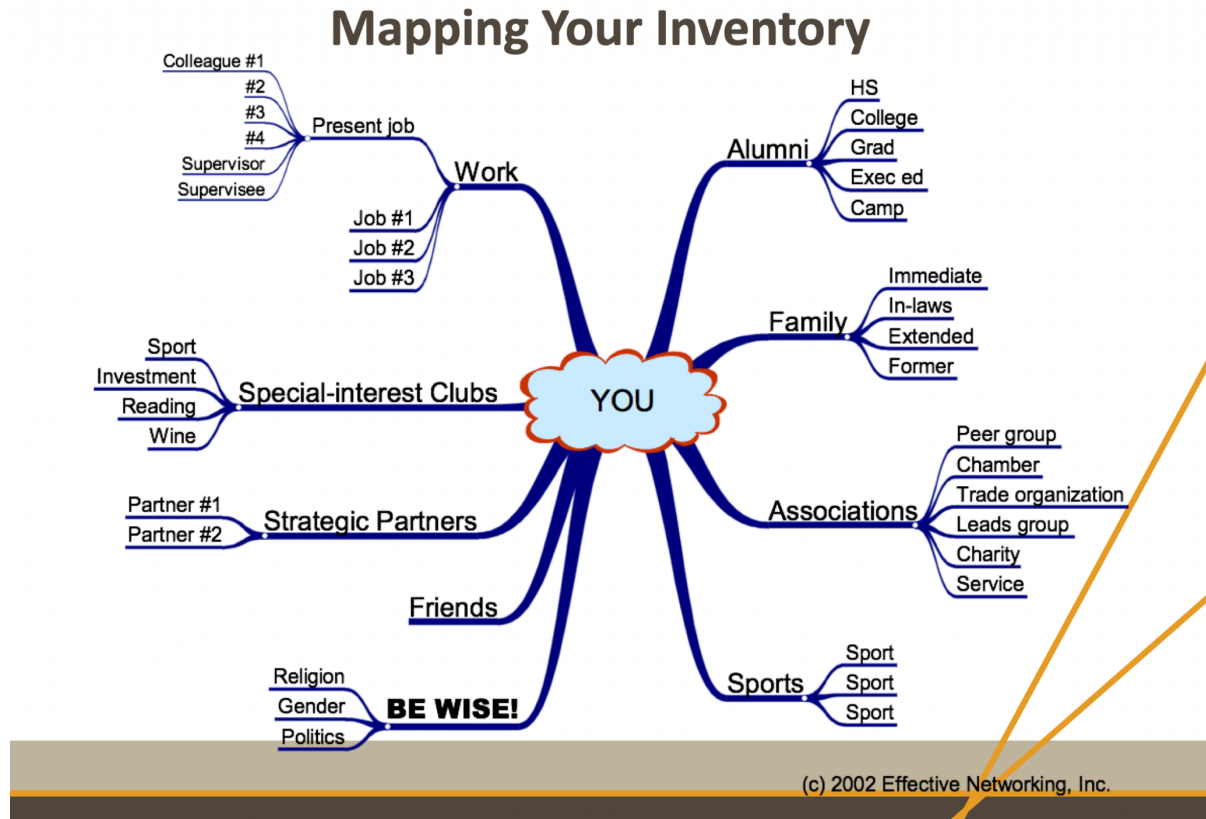


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3. Mapping Your Inventory Exercise - Using the example below, draw a map of your connections that you could use for networking



Step 6

Step 7