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## Introduction

### 1. **The Job Search Roller Coaster**

*Fasten your seatbelt, it's going to be a bumpy ride!*

The variety of emotions you experience when you lose a job and search for your next will shock and amaze you. Being prepared makes it easier to handle.

### 2. **When Will I Get Laid Off?**

*And what can I do to prevent it?*

No one expects to get laid off but it happens to millions of people annually. Here's what you can expect and how to avoid being one of them.

### 3. **How Do I Look for a Job?**

*When I haven't done it in 20 years!*

Job search techniques from your last search, whether it was one year ago or twenty, won't work today. Here's what you need to know and do.

### 4. **Figuring Out What to Do Next**

*Can I reinvent myself? Should I?*

You have to ask yourself The Hard Questions to determine if this is the right time to change careers.

### 5. **Circles of Networking**

*I'm no good at talking to strangers!*

Like it or not, the majority of jobs are filled through networking. But it's not who you know that can help you, it's who you don't know.

### 6. **Following Up**

*How long should I wait?*

Finding a job to apply to is hard. Applying is easy. Knowing how and when to follow up is where many applicants lose their way.

### 7. **Dealing with the Black Hole**

*What do I do when recruiters don't return my calls?*

Coping with the frustrations when you don't hear back about an interview or if they even received your resume.

### 8. **You Have an Interview!**

*Now what do I do?!?*

Many people panic at the thought of interviewing. Understanding the phases and process will help you manage them successfully.

9. **Probing Questions**

*What did she mean by that?*

When you fully understand the types of questions recruiters use in an interview you will be better able to appropriately answer them.

10. **Answering Tough Questions**

*"Why did you leave your last job?" and other fun questions*

In interviews you will be hit with tough questions, trap questions and illegal questions. Here's how to recognize them and respond.

11. **Avoiding Self-Sabotage**

*Go confidently in the direction of your dreams*

Thoroughly qualified candidates do things that undermine their own candidacy. here are a few pitfalls to avoid.

12. **Coping with the Stress of Losing or Finding a Job**

*I can't take it anymore!*

You want to keep a positive outlook during your search. But what can you do to keep the demons in your head at bay?

13. **Staying Power**

*What can I do to keep my job now that I have one?*

What can I do to keep my job now that I have one? Getting the job is only step one. Crafting a career is your new responsibility and there are lots of different ways to do it.

14. **So Now What Happens**

*How do I put all this to use?*

Everything ends up O.K. in the end, and if it's not O.K., then it's not the end.

**Appendix –FAQs (and not so FAQs)**

Over the years I've learned there is no question too bizarre for a jobseeker to worry about. Here are some of the most common, and some unexpected, quandaries.