JOB PREP

"The Voice of Career Insight"

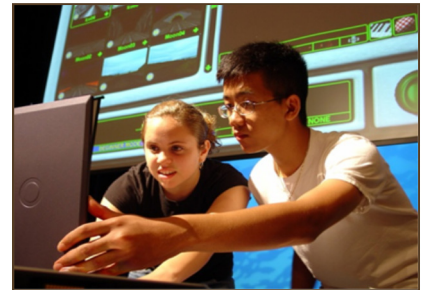## GLOBAL INFORMATION TECHNOLOGY NAMED VETERAN FRIENDLY SCHOOL BY MICHIGAN VETERANS AFFAIRS AGENCY

August 24, 2016—Global Information Technology has received Michigan Veteran Friendly School status by the Michigan Veterans Affairs Agency(MVAA), a designation awarded to institutions of higher learning dedicated to serving individual veteran needs.

"MVAA congratulates Global Information Technology on its demonstrated commitment and support of veteran students," said the MVAA Education Analyst Dichondra Johnson "Not only has this institution fast-tracked over 25 Veterans into positions in the IT field since December 2015; our Agency has recently awarded their school a Silver-level Veteran-Friendly School ranking for the 2016-2017 academic year. We welcome Global Information Technology, as a new addition to our State-certified program."

Global Information Technology has been training and providing job placement services to Michigan Veterans since 2006 in the areas of Desktop Support, Help Desk Technician, Computer repair, Database Analyst, Project Management, Software QA testing, Business Analyst, Networking , and Office Administration.

"The Veterans Information Security Initiative was created specifically as a MVAA Fast Track Program for Michigan Veterans to both enter and advance in the IT Field making the most out of their education benefits." said Global IT Career Services Manager Jason Chapman. "

Global I.T.'s Monthly Thought Provocation

"Discipline is the bridge between goals and accomplishment."
- Jim Rohn

Special Points of Interest In This Issue of 'JobPrep'

- Global I.T. VA School

- 5 IT Certifications to Launch your Career

- Move to IT Now! and here is why!

- And much more!

NOW is the Time to Pave Your IT Career Path

If you've considered pursuing an information technology (IT) career, but are hesitant about leaving your current job behind—worry no more!

Changing careers is always a risky decision, especially when you have a family to support. But if the thought of landing your dream tech job has always been in the back of your mind, there's no better time than now to do something about it.

IT professionals are in demand throughout every industry, which means **NOW is the time to start planning your IT career path**. So if you've been waiting for proof that pursuing an IT career will be profitable in the long run, here it is.

Fact #1: Organizations are investing more money in IT initiatives

More and more companies are recognizing the benefits of leveraging the latest technologies in their day-to-day operations. Technology has become a staple in most workplaces, drastically improving efficiency, mobility and communication among employees.

Bigger and better technologies are being introduced each year, so it's likely that businesses will continue to adopt new tech trends in an effort to remain competitive in the marketplace. In fact, 64 percent of chief information officers (CIOs) are confident that their firms will invest in more IT projects in the future.

What does this mean for you?

Technology alone isn't enough to give companies a competitive advantage; it all comes down to the people who lead, support and optimize the IT initiatives. So when a company chooses to invest in these initiatives, they are choosing to invest in YOU!

Fact #2: IT employment growth is accelerating

Since businesses are allocating more time and resources to IT efforts, it's no surprise that the number of IT professionals being hired across the country is reflecting this growth. On a year-over-year basis, IT employment has grown by 5.7 percent since 2012, according to a study by TechServe Alliance.

The number of IT jobs has been on a steady upswing for the past few years and there is no sign of a slowdown in the near future. The United States Bureau of Labor Statistics predicts growth of all IT careers to range from 12-31 percent through 2020. An outlook as seemingly optimistic as this is rare compared to the average projected growth rate (14.6 percent) among all occupations.

What does this mean for you?

You can be confident that the time and effort you invest in paving your IT career path will be worthwhile. In such a thriving industry, you can enjoy a sense of relief knowing there will be jobs for years to come.

We accept Veterans/GI Bill Post

Fact #3: Employers are struggling to find qualified candidates for IT positions

The biggest problem faced by the IT industry is not a lack of job openings; it's a lack of qualified professionals to fill the openings. In fact, 68 percent of CIOs admit that it's challenging to find skilled IT professionals to meet their needs.

Haley Felts, an IT recruiter at TEKsystems, knows firsthand how difficult it is to find good IT talent. "The days have passed where an employer simply posts a job and receives a slew of qualified candidates," she says.

Felts says that most businesses with any sort of IT initiatives are using consulting agencies that specialize in recruiting IT talent. Due to the scarcity of qualified applicants, candidates who have any type of IT degree under their belt drastically improve their chances of landing a job.

What does this mean for you?

Once equipped with the proper education and technical know-how, you can instantly become one of the coveted IT professionals companies are currently seeking.

Fact #4: IT professionals have more job opportunities

With an abundance of job openings and a shortage of skilled professionals, a unique opportunity is there for those who are qualified. The average number of advertised vacancies in this industry outnumbers jobseekers 3-to-1, according to a study by Kelly Services.

This means IT professionals can afford to be selective when deciding to accept a job offer. In fact, thirty-two percent of hiring managers say more IT candidates are declining job offers compared to just six months ago.

For example, Felts says that when she comes across a qualified IT candidate, she'll likely submit the person for several open positions. As a result, that individual ends up with multiple opportunities. On the other hand, the client only has one option and has to hope their position is enticing enough for the candidate to accept.

What does this mean for you?

As a qualified IT candidate, you'll have the luxury to pick and choose the position that is right for you. The more knowledge and experience you acquire, the more competitive a potential employer's offer should be.

Fact #5: IT salaries are increasing

Put simply, employers have to be willing to pay to land top tech talent. For instance, IT degree holders are worth more to employers than individuals with no college experience. Gaining experience in the field also qualifies you for a larger paycheck, according to Felts.

"IT professionals are able to climb the financial ladder faster than any other industry I've seen," says Felts.
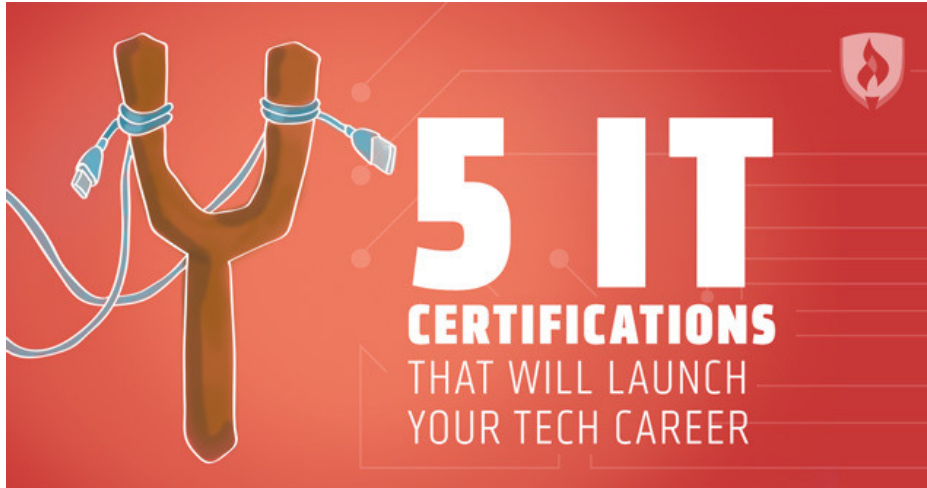
The overall job growth in the industry has also resulted in salary increases for IT professionals. Earnings are expected to increase up to 8 percent across all IT positions in 2014, according to the 2014 Salary Guide from Robert Half Technology.

What does this mean for you?

For an individual making $40,000 a year, an eight percent increase is equivalent to $3,200. Just imagine what you and your family could do with an extra $3,200 each year!

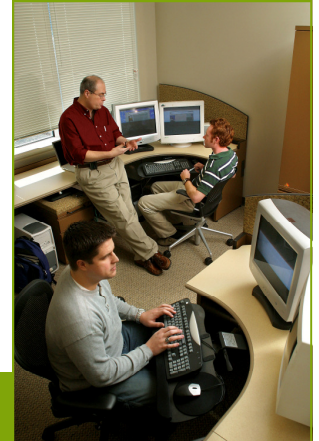# 5 IT certifications that will launch your IT Career

We all know that feeling of dread on Sunday nights — another work week to get through. But it doesn't have to be that way. Your career should be exciting, challenging and engaging. If you're feeling the squeeze of a dead-end job, why not change your course? The technology field offers plenty of opportunity regardless of where your true passion lies. But how can you change careers — and fast?

Not every career needs years to launch. In the tech industry, an education will help — but it isn't 100 percent necessary. Take for instance the IT field. A handful of entry-level positions in the burgeoning field simply require a certification.

To assist you in your quest to launch your career as soon as possible, we used real-time market intelligence to identify the top IT certifications in the industry. Here's what we discovered.

Many IT positions deal with specific technical procedures or software, so becoming certified in a specialized area proves to employers that you have the precise skills needed to succeed.

Earning a certification is a great way to finesse your tech skills — and help break into the field. Landing an entry-level job is the first step to gaining the experience and further education necessary to advance your tech career.

If you're curious about which IT certifications will provide the most job opportunities and help launch your tech career, look no further! We used real-time job analysis software to identify more than 400,000 entry-level IT job postings from the past twelve months in order to identify the top five IT certifications employers are seeking from candidates.*

1. Cisco Certified Network Associate (CCNA)

What is it? The CCNA is a lower-level certification that assures employers you are able to install, operate and configure enterprise level switches and routers. CCNA certified individuals can also detect and solve common network problems and have the option of specializing in security, voice or wireless networking.

Upcoming IT Courses - Starting Soon …..

A+ - 8, 31	Oracle I2c - 1	Excel - 10, 11, 17, 18
Project -	Oracle I2c II - na	Professional - na
CISSP - 4	Security - 8	PowerPoint - na
Ethical Hacker - 17	SQL - na	SharePoint - na
CCNA - 3	Web Pro - na	XHTML - na
Intro to Comp - 14, 18	Network+ - 1	Photoshop - na
Java - na	MCSA - na	Flash - na
SAP - 10	Outlook - na	Software Q& - na
Social Media – 15	Windows 8 – na	SQL Server 2012 - na
PMP - na	Word - 3, 4	

Contact Us

Call us for more information about our exclusive IT services. We will help you begin your new career today.

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Certification process: You can become CCNA certified by passing a single 90-minute written exam consisting of about 50-60 questions. The test costs around $295.

Available entry-level jobs in past year: 6,757

Most common job titles:

·   Network engineer
·   Network administrator
·   Systems administrator

2. CompTIA A+ Technician

What is it? CompTIA A+ is an entry-level certification and is a basic starting point for an IT career. Certified A+ technicians handle the maintenance of PCs, printers, operating systems, mobile devices and laptops.

Certification process: You must pass two exams in order to receive the CompTIA A+ certification — one multiple choice and one performance-based. The exam costs approximately $200.

Available entry-level jobs in past year: 6,640

Most common job titles:

·   In-home support specialist
·   Desktop support technician
·   Help desk technician

3. Network+

What is it? Network+ is a globally recognized certification that verifies your ability to design, manage and troubleshoot wired and wireless networks.

Certification process: You must pass a single 90-question exam on the configuration of wired and wireless network devices and other emerging technologies. The exam costs $285.

Available entry-level jobs in past year: 5,404

Most common job titles:

·   Helpdesk technician
·   Information technology specialist
·   Information technology technician

4. Certified Information Systems Security Professional (CISSP)

What is it? CISSP is a globally recognized credential verifying information security competency in order to protect organizations from attack. The credential proves extensive technical and managerial abilities to engineer and manage information security programs.

Certification process: The CISSP exam covers eight subjects: security and risk management, asset security, security engineering, communications and network security, identity and access management, security assessment and testing, security operations and software development security. The exam contains 250 questions, takes around six hours to complete and costs $600.

Available entry-level jobs in past year: 4,910

Most common job titles:

·   Information technology auditor
·   Security analyst
·   Information security analyst

5. Microsoft Certified Systems Engineer (MCSE)

What is it? The MCSE is a mid-level certification that validates an individual's ability to build innovative solutions across multiple technologies. MCSE certification is offered in the following specializations: server infrastructure, desktop infrastructure, private cloud, enterprise devices and apps, data platform, business intelligence, messaging, communication and SharePoint.

Certification process: The steps to become certified will vary depending on your preferred concentration, but the exam is a five-step process that incorporates various question formats such as multiple choice, drag-and-drop and simulation problems. The exams typically cost $150 regardless of the specialization.

Available entry-level jobs in past year: 4,686

Technical Advice

"Marcial, once and for all - iPad Air 2 or Surface Pro 3? I can't decide…."
*   - Craig G.*

Mr. G. Occasionally, the marketing department goes too far. Microsoft developed ads matching Surface Pro 3 models against Macs, but the campaign hasn't worked perfectly. Apple reported record iPhone and Mac sales revenue for its most recent quarter, while Microsoft —which already wrote off nearly $1 billion in Surface inventory no one bought—continues fighting. Its new entry, the Surface 3, looks to be an underwhelming product.

Known for its ubiquitous operating system and office productivity software, Microsoft is attempting to create a niche for its hardware. Unfortunately, the tablets don't compete all that well. At least one me-

15 Quick Tips to Get Hired Fast

1. You can save time job searching by using advanced search options on job boards. All the major job boards (like Indeed.com, SimplyHired.com, CareerBuilder, Monster, and Dice) have an "Advanced Search" option where you can search by keyword, location, a radius of a location, job title, company, type of job, date posted and other options.

2. Applying for every job you find isn't always a good idea. Focus your search on jobs that you're qualified for. You'll have a better chance of getting selected for an interview. Sending out random resumes and cover letters is just going to be a waste of time. Before you start job hunting, take the time to decide what type of job you're seeking.Even better, come up with a target list of companies you'd like to work for and do your best to get noticed by them.

3. Don't stop applying for jobs while you are waiting to hear back from an employer. Most job seekers are rejected by over 15 employers before landing a job. Learn from your mistakes, and keep applying until you get the right offer. Worst case scenario, you will be juggling multiple job offers. That's a good thing.

4. You need a specific cover letter or your resume may not get looked at. You only have a few seconds to impress a hiring manager enough to select you for an interview. I know hiring managers who screen every application personally and they tell me that if you don't show what you can do for the company in the first paragraph of your cover letter, you're not going to get an interview.

5. You should also target your resume to the job. It's not just your cover letter. You resume should be edited and tweaked, so it's as close a match to the job as possible. Otherwise, it may not get picked up by the applicant tracking systems companies use to screen resumes or the recruiter who reviews it.

6. You don't need to include all your experience on your resume. Someone shared a resume with me that had over 40 years of work experience. Unfortunately, that's not going to impress anyone. It dates him, and it's too much information and too much experience for most job openings.

7. You can include more than full-time employment on your resume. If you've been out of work you don't want your resume to look like you have done nothing since you were laid-off. There are other things besides your employment history you can use to bolster your resume.

8. Dress like a manager or a successful person in your profession. Maybe appearances shouldn't matter so much, but they do. The first few minutes of an interview are when you get to make that critical first impression. Be sure that you're dressed appropriately for the type of job and company you're applying to.

9. Be Yourself. Susan Heathfield, Human Resources expert, says that you need to be yourself. Rehearsed answers, fake smiles, and saying what you think the interview wants to hear instead of what you actually believe, mislead the employer. Employers want to know who they hired, and that's the person they expect to show up for the first day of work.

10. Storytelling during a job interview is an excellent way to share your experience and skills. One way to show the employer what you're actually like is to tell a story.

11. Never say anything bad about a previous employer. When I was a hiring manager, I used to cringe when people badmouthed their boss. In fact, one of the most common interview mistakes is badmouthing your boss or co-workers. The first thing the interviewer is going to think about is what you will say about their company when you're moving on.

12. You should send a thank-you note after a job interview. It's important to follow-up after a job interview. It's a way to show your appreciation for being considered for the job. It's also a way to reiterate your interest and share anything you neglected during the interview.

13. Networking is an essential component of successful job hunting. Most jobs are still found by networking, whether it's online or in-person. You never know who can help you find your next job unless you tell your connections that you're job seeking.

14. References can make a big difference in getting hired. References are important, and employers check them. Get recommendations from bosses, co-workers, clients, subordinates, and suppliers.

15. It's acceptable to apply for the same job more than once. So, you applied for yourdream job, and you didn't hear anything back from the company.