
Grow to Go: Get that Dream Job!

01

Introduction

04

Practice

02

Three C's & N

05

Top tips

03

Checklist

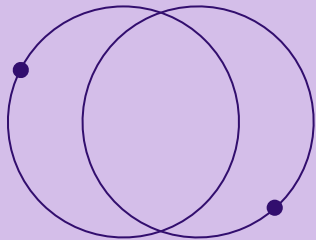
06

Q&A



Aligning Values to Mission:

What exactly is that Leadership Search formula?



(What you *currently* have to offer + What you have the *potential* to offer) - Y + (*Timing x Serendipity* + *Your Interest* + X) \div (What School ABC Needs Now +/- What School ABC Needs Later) x unknowable context^{nth} = DREAM JOB OFFER

01



Cultivate

To-Do List



- gather data and inventory current context
 - org chart
 - self-study report
 - available strategic and financial plans
 - map current position and align skills and experiences, both learned and earned
 - map opportunities for growth in current role
 - demonstrate curiosity for how “we do things around here”
 - leadership skills and values assessments (ELI, Strengths Finder, Hogan, Meyers-Briggs)
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Values





Reflections

TACTICS (<i>daily tasks</i>)	STRATEGIES (<i>how I accomplish daily tasks and create new approaches</i>)
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02



Curate

To-Do List



- create your highlight reel
- STAR method (situation, tasks, actions/ accomplishments, results) applied to every responsibility on your job description
- select & illustrate

WHY?

- demonstrates decision-making style and approach
 - provides context to external audience
 - depersonalizes while highlighting people and priorities
-

03



Celebrate

To-Do List



- “Be a goldfish, Sam...”
- Dwell on the great outcomes while reflecting on lessons learned
- Center humility and data-informed course correction

04



Narrate



"If you don't get out there and define yourself, you'll be quickly and inaccurately defined by others."

- **Michelle Obama,**
Becoming



"We talkin bout
practice?"

- **Allen Iverson,**
not at practice



***Let's
practice!***



Turn & Talk



1. Find two partners.
2. Consider your current role or a future one.
3. Answer the following question, envisioning a search committee in front of you at your interview. Or, envision yourself right here answering the question about the role you're in or seeking:

What about your experiences and qualifications make you particularly suited for this role at this point in your career? (Or, why us, why you, why now?!)

Each person has two minutes to speak and one minute for receiving feedback.



Reflect



Call and Response



- How closely did your opener reflect your cultivated, curated, celebrated career?
- If not, why not?
 - Do you need to grow professionally - *cultivate* the opportunities?
 - Do you need to assess, arrange, highlight - *curate* the arc?
 - Do you need to be a goldfish - *celebrate* the wins?

Do you just need to *PRACTICE*?

Top Do's / Do Not's



- DO NOT count yourself out - count yourself in! Women and people of color are more likely to opt out of a search process for two reasons: fear or being labeled disloyal and the 80/20 rule.
- DO a values assessment exercise for yourself and the school's mission. Be sure the Venn diagram aligns.
- DO consult with your trusted advisors, your kitchen cabinet, and *practice*
- DO talk to your family who need to know you might be taking on more responsibility, moving to a different state, earning more money ,and working more hours. Vibe check that.
- DO NOT share your potential candidacy with colleagues. They may be applying to and you just gave them a sense of the competition!

Top Do's / Do Not's



- DO NOT miss deadlines. Meet or beat deadlines for the search process. How you show up as a candidate translates to how you may show up as an employee.
- DO build a relationship from the start, from the first call with a recruiter, scheduler, HR director, or Head of School. No matter who is initiating the outreach and running a search, every impression you make is evaluative.
- DO seek feedback on your resume and letter, and your candidacy if you don't advance at any stage in the process. Critique is care and feedback prepares you!
- DO call every reference you list each time you are in a search. Send them the job description. Tell them why you want *this* job. Let references tell the stories you can't, won't, or don't even consider.
- DO write the cover letter with the leadership statement in mind. Talk yourself into it or talk yourself out of it. But write that cover letter!

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... Top TIP

Relationships matter most, and most of all, the one with yourself. Know your why. Authenticity, disposition, temperament, will and willingness - none of these can be taught but they can be learned. People DO NOT hire resumes. People hire people. .



Q & A
