

Career Renewal Ministry
St. Anne Church

**Comprehensive Preparation
for a Successful Job Search**

B. Problem Action Result (PAR) Statements



We gather with our sisters and brothers in need.

We are aware of the struggles in our economy that we all face and share.

We recognize that we are called to help one another.

We reach out to our heavenly Father to acknowledge the many gifts that we have been given and understand that God is always there for us.

Comprehensive Preparation for a Successful Job Search

Basic Tools for a Job Search

A. Accomplishments

B. PARs

C. Power Stories

D. Resumes & Cover Letter

E. Networking Bio & 2-Minute Elevator Speech

F. Web Presence

G. Interviewing Preparation

H. Networking

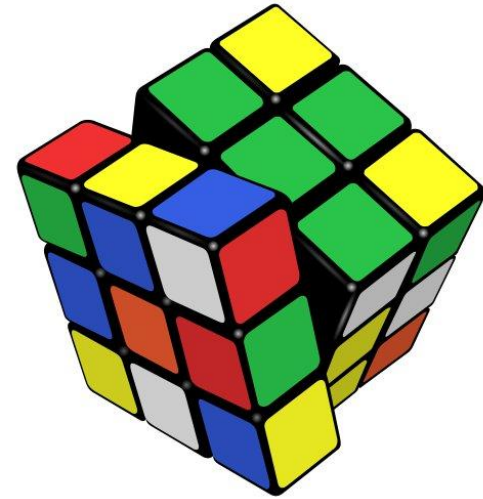
What Will I Learn and Do?

- ▶ Learn how to develop Problem Action Result (PAR) Statements for use in:
 - Power Stories
 - Resumes
 - Cover letters
 - Networking Biographies
 - 2–Minute Elevator Speeches
 - Web Profile
 - Networking
 - Interviews



What is a PAR Statement?

- ▶ Problem description
- ▶ Action taken
- ▶ Result achieved
- ▶ Start with an accomplishment and develop a short description of the situation using these three categories



PAR Statements

- ▶ Problem description
- ▶ Action taken
- ▶ Result achieved

Identify the P. A. and R. in this example:

- ▶ Company was experiencing inventory shrinkage
- ▶ Restructured the facility security force, implementing risk management
- ▶ Resulting in decreasing inventory shrinkage \$350,000.

PAR Statements

- ▶ *Problem description*
- ▶ Action taken
- ▶ Result achieved

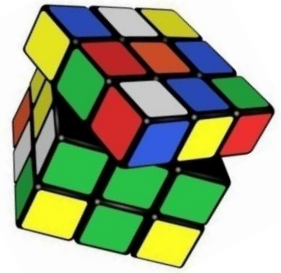
PAR Example:

- ▶ Company was experiencing inventory shrinkage
- ▶ Restructured the facility security force, implementing risk management
- ▶ Resulting in decreasing inventory shrinkage \$350,000.

PAR Edited for Resume:

- ▶ Restructured facility security force, implementing risk management and *asset loss* assessments, decreasing *inventory shrinkage* \$350,000.

PAR Statements



- ▶ *Problem description*
- ▶ Action taken
- ▶ Result achieved

- ▶ Restructured facility security force, implementing risk management and *asset loss* assessments, decreasing inventory shrinkage \$350,000.

Identify PAR's In the next two examples:

- ▶ Analyzed benefit plan documents, revising medical and dental processing parameters, reducing plan payment errors 80%.
- ▶ Instituted systems controls for employee tracking, implementing data input control procedures, saving holiday pay overpayments of \$120,000.

PAR Statements

- ▶ *Problem description*

- ▶ Action taken

- ▶ Result achieved

- ▶ **Examples:**

- ▶ Restructured facility security force, implementing risk management and *asset loss* assessments, decreasing *inventory shrinkage* \$350,000.

- ▶ Analyzed benefit plan documents, revising medical and dental processing parameters, reducing *plan payment errors* 80%.

- ▶ Instituted systems controls for employee tracking, implementing data input control procedures, saving *holiday pay overpayments* of \$120,000.

PAR's from Accomplishments

Take two Accomplishments you've developed and create PAR statements:

Accomplishment:

1. _____

PAR:

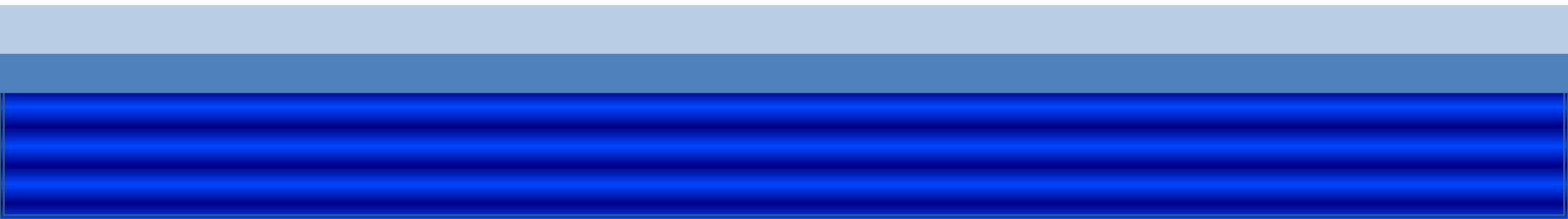
1. _____

Accomplishment:


2. _____

PAR:

2. _____



Examples of Poor PAR Statements

- ▶ Main product and relationship contact for Latin America 50/50 partnership with Parperfeito in Brazil.
 - ▶ Successfully defined the product features and customer experience as well as integrated a new media download channel for Blockbuster.com.
 - ▶ Defined and implemented the enterprise-wide requirements for implementing dynamic hotel traveler reviews for Travelocity, lastminute.com, Sabre, Travelocity Corporate, and World Choice Travel.
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Some Additional Reference Topics for Identifying Accomplishments/PARs

Pick two of the sample categories below that remind you of an accomplishment:

- ▶ Teamwork
- ▶ Project Management
- ▶ Leadership
- ▶ Communication
- ▶ Conflict Resolution
- ▶ Ethics
- ▶ Problem–Solving
- ▶ Time Management
- ▶ Interpersonal Skills
- ▶ Decision Making
- ▶ Data Analysis /Mgmt.
- ▶ Organization
- ▶ Integrity
- ▶ Diversity
- ▶ Community Involvement



Add Accomplishments / PARs

From the list on the previous page, write additional accomplishments / PAR's on the PAR Worksheet.
Discuss these with the Facilitator.

Accomplishment:

3. _____

PAR:

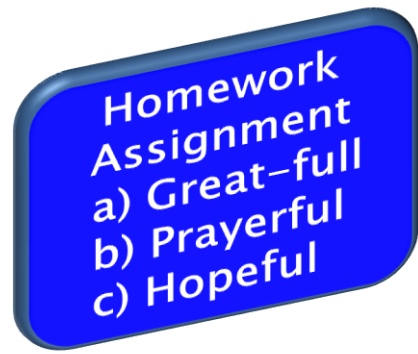
3. _____

Accomplishment:

4. _____

PAR:

4. _____



Action Plan



- ▶ Review the PAR “Reference Topics” again
- ▶ Complete 3 accomplishments & PAR statements for the positions you’ve held in the last 10 years:
 - Reference the PAR Statement Sample Categories
 - Do your best to get at least 10 PAR statements
 - Come back next week to learn how to translate your PAR’s into Power Stories that tell your unique story.

Closing



Discuss with the CRM Volunteers any issues you think you might encounter completing this homework

Come Prepared to have your PAR's reviewed at the beginning of next week's session