Career Resources for Job Searching in the Age of Covid-19

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1. Reflecting

- Physical health, mental health, and current feelings
- Finances
- Flexibility & creativity
- Practicality
- Reach out and discuss with friends, family, network
- Readiness to take action

2. Searching

- Consider short and long-term career goals
- Reach out to network
  - Meet with people currently working in the places you are interested in
- Conduct search on where the jobs are or will be
  - Research who is hiring now
- Explore ways to build skills

2. Searching

- Curate resume
  - Use keywords, directly from job descriptions
- Update CV
- Outline cover letters
- Research job descriptions
  - Create list of ideal tasks and responsibilities
  - Look for different titles/names for same type of position/role
  - Check for skill gaps in resume
  - Compare requirements for different jobs

2. Searching

Building a strong LinkedIn profile:

- Photo
  - Professional, dress for industry
  - Clear photo, smiling, plain background
- Headline
  - What you're doing now, what you want to do
- Summary
  - Like a cover letter
- Experiences
  - Include unpaid internships, volunteer work
  - Student clubs can go here if you have a leadership position
- Organizations
  - Volunteer and student clubs

3. Networking - Goals

- Community building
- Cultivating relationships
- Learn about opportunities
- Create opportunities
- Career exploration
- Informational interviews

3. Networking - Online

LinkedIn, Handshake, Alumni networks

- Follow
  - organizations
  - leaders
  - employees
- Learn what employers value
  - job ads, articles, posts, press releases
- Build a professional network
  - connect with people you know and want to know
- Find virtual events
- Share resources
- Find opportunities

3. Networking - People & Places

- University Graduate Student Association
- Professional development workshops through university and websites
- Research team
- Program mentorship
- Professional associations
  - Industry networks
- Network outside of profession
  - Family & Friends
  - Neighbors & Acquaintances
- [Inside HigherEd](#)
- [Grad Resources](#)

3. Networking - During & After

- Review their LinkedIn profile before meeting with them
- Ask for specific resources or tasks
  - Educational material, technical skill to learn
  - People to research
  - New employers to apply to
- Share info about your job search
  - Ask for specific advice about companies
  - Listen for ways to expand on search by sharing your areas of interest
  - Recommendations for hiring process, prep for interview
- Ready with LinkedIn summary statement, blurb about yourself, resume, incase they ask to pass it along to contact
- Follow up
  - What can you return to them with after you take action
  - ex: thanks for sharing that class
- Show gratitude for their time

4. Exploring Careers

- LinkedIn and Twitter
  - Daily Rundown
  - #hiringnow
- Virtual Career Fairs
- Live hiring updates: Candor
- Remote work: Remote
- Freelance work:
  - Fiverr
  - Thumbtack
  - Project work
  - Craigslist

- Start-ups
- Niche Job boards
- Different industry, same work
- Volunteer

4. Exploring Careers

- Handshake : Job/internship board, resources, career assessments, networking, university events
- Inside HigherEd - Career Road Map: Visualize, track, and identify steps and progress towards career goals
- O*NET: Database of occupations and the required knowledge, skills, and abilities, as well as job outlook and resources
- Imagine PhD: A career exploration and planning tool for the humanities and social sciences
- Individual Development Plan: Helps define and pursue individual career goals in science
- Versatile PhD: PhD's and Post-Docs building professional careers
- TypeFocus: Personality type and career assessment resources
- Vault: Career advice and company reviews from employees
- Glassdoor: Search for jobs, salary info, interview questions, and company reviews
- University Career Services Office
- Informational Interviews

5. Building your skills and toolbox

Professional development and interviewing

- [LinkedIn Learning](#)
- [The Chronicle of Higher Education](#)
- [Chronicle Vitae](#)
- [Big Interview](#)
- [MIT Open Courses](#)
- [Coursera](#)
- [edX](#)
- [The Muse](#)
- [Beyond Prof](#)

6. Interviewing

- Video and phone
- Prepare set up ahead of time
  - Free space of interruptions and distractions
- Try test calls
  - Check eye contact, posture, lighting, sound
  - Log on early
  - Practice with friends and family
  - Learn troubleshooting
- Covid-19 impact on company
  - Research current news
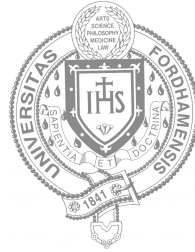- Big Interview and Career Counseling Appointment for Mock Interviews

Covid-19 Resources

- Job searching during covid-19
- Graduating in the age of Covid-19
- What coronavirus means for job search tips for searching during hiring slowdown
- Free Services
- How to widen your job search
- Hiring on Handshake
- Laid off during coronavirus?
- Hiring Updates
- Financial Help
- National Emergency Library

Additional Tips

- Set up a time each day to work on one part of your search
  - Editing materials, submitting applications, setting up informational interviews
  - Consistency
- Keep a Google Sheet or Doc to track your applications
- Have Career Services edit your materials
- Take online assessments on your strengths and interests
  - MBTI, Strengths Finder, O*NET
  - Reflect on results and discuss with your network
  - Rework documents based on results
- Temporary needs and situation
- STEM Virtual Career Fair tomorrow!

Thank You!

Questions?
Please email bsolomon4@fordham.edu