



Job Searching During a Pandemic

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AGENDA

- Job Search Starter Pack
 - Self Knowledge/Personal Branding
 - Networking
 - Navigating the search
- Manage and Adjust Your Search
- Ten Things to Know About the Job Search
- Ask questions!

Job Search Strategy

Know yourself & WOW

- **Know Yourself**

- Understand your interests
- Recognize your values
- Assess your skills

- **The World of Work (WOW)**

- Explore different career fields
- Review job descriptions
- Research a variety of employers
- Investigate industries across geographical areas



Research Careers and Employers

Careers and Industries

- What Can I Do With This Major (CEO homepage)
- Professional Associations
- VAULT Career Guides (CEO Homepage)
- LinkedIn

Employers

- Vault (CEO Homepage)
- Idealist
- Glassdoor
- LinkedIn
- Organization websites
- Alumni LinkedIn tool
 - 12,204+ (!!!!!)



Job Search Strategy

Locate Advertised Openings

General Websites

- Goucher Recruit
- LinkedIn
- Google Jobs
- Glassdoor
- Indeed
- CollegeRecruiter
- CollegeGrad

Industry Specific Sites

- Non-Profit
 - Idealist
 - Opportunity Knocks
- Higher Education
 - Higheredjobs.com
 - Hercjobs.org
- Government
 - USAjobs.gov

An illustration of two hands, one on the left and one on the right, holding a white rectangular sign. The sign has the text "HIRE ME!" written in bold, black, uppercase letters. The hands are rendered in a simple, cartoonish style with orange skin and black outlines. The background behind the sign is a solid teal color.

HIRE ME!

Other resources

- Company Websites
- Idealist & LinkedIn as company research
- Websites for geographic locations
- Job Fairs
 - MCC Fairs
 - Baltimore Collegetown Network
 - Virtual fairs!
- Professional Associations
 - Student membership
 - Conferences and events
 - Magazine and Journals



SCAMS: Listen to your gut!

www.general-resources/protecting-yourself-from-employmentinternship-scams

Networking: Organize and Make a Plan

- **Prioritize contacts**
 - Your comfort level
 - Their experience and ability to make connections
 - Determine objectives
- **Develop a system for organizing contacts, objectives & next steps**
 - Thank you and updates
- **Make a manageable plan**



Networking Step

Conduct Informational Interviews

- **Prepare questions to ask**
 - Research the organization and/or industry
 - Consider your objective
- **Sample questions**
 - How did you begin in the field?
 - What are some challenges and rewards about the job/field?
 - Can you recommend professional organizations for field?
 - What is your typical day like?
 - Do you have other people you think I should speak with? May I use your name when contacting them?
- **Be prepared to talk about your skills and interests**
- **Be polite, professional and on time**
- **Follow-up as needed and maintain contact**

“Interview someone whose job you want & discover how they got it.”

Manage Your Search

- **Create a personal timeline**
 - Break down process into small tasks
 - Develop action steps/tasks
 - Dedicate time each day, week, month
- **Create an organization system**
 - Keep track of applications, follow-up needed
- **Professional email and phone message**



What Do Employers Want?

- Leadership
- Ability to work in a team
- Communication skills (written)
- Problem-solving skills
- Communication skills (verbal)
- Strong work ethic
- Initiative
- Analytical/quantitative skills
- Flexibility/adaptability
- Technical skills



But there's a pandemic...

Be prepared to pivot

It's OK to keep pursuing your original plans, but you may need to create additional options for yourself until the hiring trends change.

- Catchafire
- Parker Dewey
- And more!

Consider remote experiences

Remote work and internship opportunities are expanding due to stay-at-home restrictions and can help you learn new skills. Check out the [remote work](#) section of our website for sites and resources.

Make moves, even from home

Follow companies and set up alerts

Use the features of job search sites to save you time. Follow a company you're interested in so you're up-to-date on what's happening with their hiring. Look for and use the job search alert feature on any job search site you're using.

Get comfortable networking online

There's no better time than now to reach out and talk with someone. Find people who share your interests and join groups on LinkedIn. Check out this [video](#) to learn how to join a group. You can also use all this time at home to practice informational interviewing. Check out the [handout](#) on networking and informational interview tips.

Opportunities to skill build

Boost your skills

Now is the perfect time to work on bolstering your qualifications. Maybe you want to enhance your excel skills or learn how to use new software like Google Analytics and Hootsuite. Check out courses available through these free online courses:

[MOOCs](#) (Massive Open Online Courses)

[EdX classes](#) (featuring free courses from MIT and Harvard)

Free [Microsoft training and tutorials](#)

Give yourself grace and reframe

Reframe your thinking

“Yet” is the best word you can include in describing your process, meaning you haven’t secured a job or internship *yet*. If you are flexible and dedicate time to your search, you will develop and secure your next great opportunity—even if it isn’t what you were expecting!



10 Things You Need to Know About the Job Search

1. Research is KEY.
2. Finding a job takes time – start today with one small task.
3. Resumes and cover letters are your ad, *but an interview gets you the job*. Prepare.
4. **Don't sell yourself short.**
5. Soft Skills matter MORE than you think.
6. Network, Network, Network!
7. Use multiple sources to identify positions.
8. Always make a good impression – you never know who can help you.
9. You will encounter bumps and roadblocks so have a support.
10. YOU are in control.

Dealing with the reality of a weak economy (and not giving up!)

The reality is, the job search will most likely look different due to the Pandemic and weak economy. The trick is to not give up and be nimble! You have the skills that employers value most, and you will be able to bring those skills with you on each step of your professional journey.

