



Job Searching During COVID-19 and Beyond

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Today's Agenda

- Job search mind set
- Being productive during COVID-19 and beyond
- How to stand out to an employer
- Job search strategies
- Career Center resources that can help
- Next steps

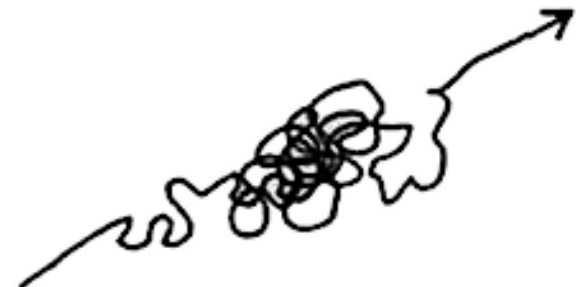
Unprecedented Circumstances

- Patient, but not complacent
- Remain informed
- Build connections
- Stay positive
- Self-care

S U C C E S S



What people think
it looks like



What it really
looks like

Keep Perspective

- Focus on what is in your **control**
- Be realistic that finding a job takes **time** in the best of circumstances
- Set weekly **GOALS** and **celebrate** successes
- Remember that job searching is a **life skill**-practice and master it now!

What does COVID-19 mean for your job search?

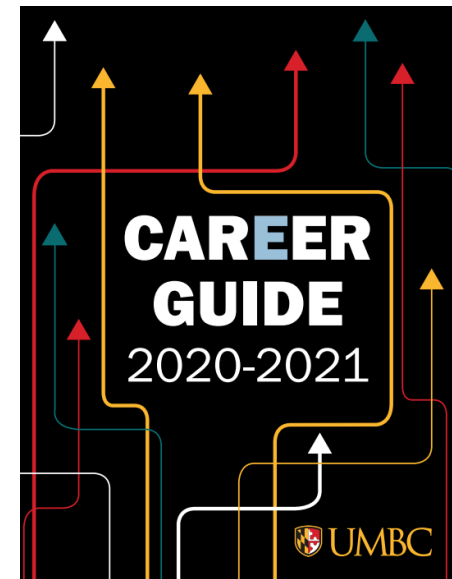
- Most employers are using temporary plans
- Focus is on current business continuity, then can progress to future plans and hires
- Some industries are experiencing rapid hiring growth
- Internship opportunities will vary across different industries, some increasing, others decreasing (see your intern coordinator)

Industries Hiring

- Healthcare
- Manufacturing
- Biotech
- Delivery Services
- Supply Chain
- IT
- Software (learning and collaborative platforms)
- Government

How to Spend Your Time

- Refining goals
 - Career Assessment
 - Graduate school?
 - Entrepreneurship?
 - Service?
- Polishing marketing documents and profiles
 - Resume & Cover Letters
 - LinkedIn
 - Online portfolio
 - Elevator Pitch
- How can you contribute?



How to Spend Your Time

- Skill building - earn an online certification
 - Coursera.org
 - Udacity.com
 - Udemy.com
 - edX.org (online courses from top institutions)
 - Codecademy.com
 - Specific programs – design, marketing, social media, Microsoft

How to Spend Your Time

- Expand & nurture your network
 - LinkedIn
 - Informational Interviews
 - Check-in and reconnect
- Build (Virtual) Interview Skills
 - Big Interview

How to Spend Your Time

- Freelance projects
 - Fiverr.com
 - Upwork.com
- Micro-internships
 - ParkerDewey.com/career-launchers
- Tutoring
- Work-from-home-jobs
 - Flexjobs.com
 - WeWorkRemotely.com
 - Remote.com/remote-jobs
 - Skipthedrive.com
 - Justremote.co

Job Search Steps

1. Know what you want
2. Prepare to impress
3. Find and apply for positions

Know What You Want

STEP ONE

What are you looking for?

- Typical job titles
- Sector (private, nonprofit, government)
- Industries
- Types of organizations (e.g. start-ups, large corporations, think tanks)
- Work settings
- Specific mission or corporate values

Still figuring it out?

- Career Decision Making Appointment
- Career Center Events
- Major Sheets
- Vault/ONet/BLS/Google
- LinkedIn
- Informational interviews



Prepare to Impress

STEP TWO

What do employers want?

Communication
– Written

Communication
- Verbal

Leadership

Teamwork -
Collaboration

Problem Solving

Analytical

Technical

Critical Thinking

Broad
Knowledge –
Liberal Arts

Global Issues

Innovation –
Creativity

Experience in
field

NACE Career Readiness Competencies

Skills Building Now!

- Flexibility and adaptability
- Ability to self-regulate and manage time
- Familiarity with various online learning or videoconferencing software platforms

We still don't know the impact this will have on the future of work, and more of it may be conducted online.

Career Center Resources

- Resume and cover letter reviews
- Workshops
- Practice interviews
- Career Center events (virtual)
- LinkedIn
- And many more.....

Find Positions and Apply

STEP THREE

Job Search 101

- Create a schedule
- Target a certain number of jobs or conversations per week
- Track your progress and follow-up
- Don't be an "invisible applicant"
- Search effectively
- **Always tailor your resume and cover letter**

Stay Organized

SAMPLE JOB SEARCH RECORD

Organization	Position	Contact Person	Phone	Email	Type of Contact & Date	Action Needed	Important Links	Date Applied
ABC Corp.		Joe McFake	##	??	Left Voice mail 11/5	Apply via UMBCworks		11/28
XYZ Tech, Inc.		Jane Cho	??	@	Sent Email 10/21	Apply online		11/1
XYZ Tech, Inc.		Jane Cho	??	@	Met at UMBC info	Connect on LinkedIn		11/3
A News Co.		Sue Smit	##	@	Met at Career	Apply on website and		10/5
A News Co.		Sue Smith	##	@	Applied on website	Follow-up in 2 weeks		10/7

Search Strategies

- Diversify your search
 - UMBCworks
 - Aggregate sites: Indeed, GlassDoor, ZipRecruiter, LinkedIn
 - USAJobs.gov
 - Targeted employer websites
 - Industry specific and specialized sites
 - Professional Associations
- Use your network to access the “hidden” market

UMBCworks

- All UMBC students and alumni have an account
- Full-time/part-time/on-campus jobs
- Internship, co-ops, and research
- TIP: use search filters and set up alerts

NOTE: You MUST have an approved resume!

USAJOBS

- Federal jobs and internships
- Pathways Program for students, recent grads
- Use the Resume Builder! (***Federal resumes are different***)
- The Federal jobs process takes time. Security Clearances too!

<https://www.usajobs.gov/>

<https://careers.umbc.edu/students/find/job/federal/>

Identify Companies

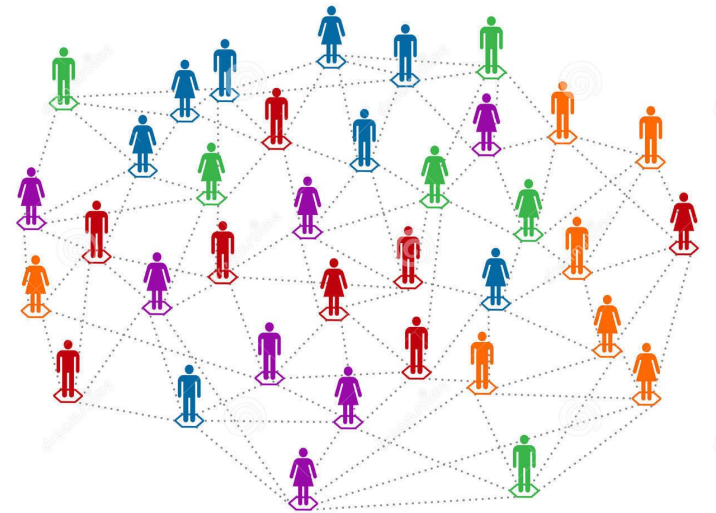
- Google
- Washington Post, Baltimore Business Journal
- Baltimore Book of Lists
- LinkedIn alumni search

Approach Directly

Just because they haven't posted positions doesn't mean they aren't hiring.

Talk to People!

- The “hidden job market”
 - *According to the US Bureau of Labor Statistics, 70% of jobs are found through networking.*
- Tap your current network
- LinkedIn
- Get referrals
- Seek informational interviews



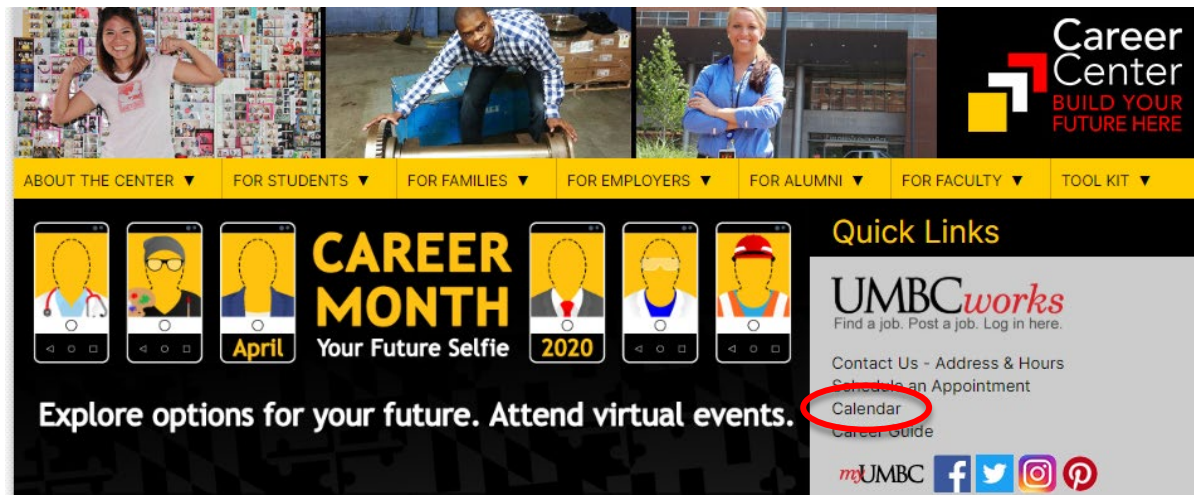
What Is Networking?

IT IS THE PROCESS OF...

- Making personal and professional connections and **building relationships** over time
- Gathering information about potential employers
- Uncovering job openings
- Getting personal referrals to other people who might provide information or job leads

Attend Career Events

- The Career Center will be hosting virtual events <https://careers2.umbc.edu/calendar/>



- Local chapters of professional organizations

Evaluating Offers

- It is not just the salary...it's the whole package!
- Know what is important ahead of time
 - Location
 - Schedule/hours
 - Environment
 - Growth opportunities
 - Ongoing training
- Always attempt to negotiate
 - “Evaluating Job Offers” workshop on website

Next Steps

1. Update your current resume and upload it to *UMBCworks*
2. Schedule a Career Center appointment
3. Attend virtual employer events
4. Practice virtual interviews

Upload Your Resume

- Click “Documents” from the homepage
- Click “Add New”
- Upload and submit

Remember, you must meet with a staff member to get the resume approved!

The screenshot shows the UMBCworks portal interface. On the left is a navigation menu with items: Home, Jobs, Profile, Documents, Approved, Pending, Events, Interviews, Employers, Surveys/Forms, Resources, Calendar, and My Account. A red arrow points from the 'Documents' menu item to the 'Add New' button in the main content area. The main content area has a breadcrumb trail 'Home / Documents / Pending Documents' and a title 'Resumes'. Below the title is an information box with a blue background and a white 'i' icon, containing text about resume approval. Below the information box are two tabs: 'Approved Documents' and 'Pending Documents'. The 'Pending Documents' tab is active, showing a message 'No records found.' with an icon of a document and a folder, and an 'Add New' button below it. A second red arrow points from the 'Add New' button to the text 'Upload and submit' in the list on the left.

Schedule an Appointment

- UMBCworks homepage
- Click “Schedule Appointment” on homepage

The screenshot displays the UMBCworks homepage interface. At the top, there are three navigation tabs, each with a star icon and a speech bubble icon. The main content area is divided into two columns: "What's New" and "Upcoming Events".

What's New:

- Job Listing 1:** NORTHROP GRUMMAN CORPORATION POSTED A NEW JOB. Property/Asset Management Analyst.
- Job Listing 2:** NORTHROP GRUMMAN CORPORATION POSTED A NEW JOB. Assoc Manufacturing Analyst.
- Event:** UNIVERSITY OF MARYLAND, BALTIMORE COUNTY HAS MADE AN ANNOUNCEMENT. 2021 MCC Virtual Career Fair. Tuesday, June 8, 2021. 10:00 am - 3:00 pm Eastern. FULL DETAILS AND REGISTRATION HERE. Join the Maryland Career Consortium (MCC) for our annual Career Fair on Tuesday, June 8, 2021. We will host more than 70 employers across Maryland from various industries including the government, private, and non-profit sectors.
- Event:** UNIVERSITY OF MARYLAND, BALTIMORE COUNTY HAS MADE AN ANNOUNCEMENT. Appointments: Remote Career & Internship Coaching. A blue button labeled "Schedule Appointment" is positioned below this event, with a red arrow pointing to it from the text "Click 'Schedule Appointment' on homepage".

Upcoming Events:

- JUN 15, 2021 @ 12:00 PM - 1:00 PM:** Creating Your Personal Career Plan. Workshops & Career Fairs.
- JUN 22, 2021 @ 12:00 PM - 1:30 PM:** Experience the Hiring Process. Workshops & Career Fairs.
- JUN 29, 2021 @ 12:00 PM - 1:00 PM:** Job Searching During COVID-19 and Beyond. Workshops & Career Fairs.

A link "See all events" is located below the upcoming events list.

2020-2021 Employer Partners:

- APL JOHNS HOPKINS APPLIED PHYSICS LABORATORY:** Gold.

Shortcuts:

- Getting Started: Using UMBCworks

Get Connected – Stay Connected



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facebook.com/UMBCcareers

twitter.com/UMBCcareers



Follow us!



Follow us in MyUMBC

UMBC
works

Events Tab for Workshops &
Information Sessions



www.instagram.com/umbccareers/



Read the Jobs-Internships and Events &
Opportunities emails each week

Questions?