Job and Internship Search in the Time of COVID-19

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Today’s Agenda

- Job search mind set
- Being productive during times of COVID-19
- 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

What people think it looks like | What it really looks like
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 still figuring out a plan
- Focus is on current business continuity, then can progress to future plans and hires
- Some industries are experiencing rapid hiring growth
- Internships seem to be mostly holding steady, though some are moving to online
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 and 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 and 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
  - 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
- Career Guide
- 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**
## SAMPLE JOB SEARCH RECORD

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
<th>Type of Contact &amp; Date</th>
<th>Action Needed</th>
<th>Important Links</th>
<th>Date Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Corp.</td>
<td></td>
<td>Joe McFake</td>
<td>##</td>
<td>??</td>
<td>Left Voice mail 11/5</td>
<td>Apply via UMBCworks</td>
<td></td>
<td>11/29</td>
</tr>
<tr>
<td>XYZ Tech, Inc.</td>
<td></td>
<td>Jane Cho</td>
<td>??</td>
<td>@</td>
<td>Sent Email 10/21</td>
<td>Apply online</td>
<td></td>
<td>11/1</td>
</tr>
<tr>
<td>XYZ Tech, Inc.</td>
<td></td>
<td>Jane Cho</td>
<td>??</td>
<td>@</td>
<td>Met at UMBC info</td>
<td>Connect on LinkedIn</td>
<td></td>
<td>11/3</td>
</tr>
<tr>
<td>A News Co.</td>
<td></td>
<td>Sue Smit</td>
<td>##</td>
<td>@</td>
<td>Met at Career</td>
<td>Apply on website and</td>
<td></td>
<td>10/5</td>
</tr>
<tr>
<td>A News Co.</td>
<td></td>
<td>Sue Smit</td>
<td>##</td>
<td>@</td>
<td>Applied on website</td>
<td>Follow-up in 2 weeks</td>
<td></td>
<td>10/7</td>
</tr>
</tbody>
</table>
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!
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 get the resume approved!*
Schedule an Appointment

- UMBCworks homepage
- Click “Schedule Appointment” on homepage
Get Connected – Stay Connected

facebook.com/UMBCcareers

Follow us!

Events Tab for Workshops & Information Sessions

www.instagram.com/umbccareers

Read the Jobs-Internships and Events & Opportunities emails each week
Career Center
Website
Questions?