

ROAD TO RECOVERY GUIDE FOR STUDENTS

With ongoing disruption in the workforce, you may be wondering what job opportunities are available or where to start your search. Many companies are reducing their hiring efforts, while others are exploring the option of going virtual. So where does that leave you? These changes offer a chance to adjust your course. To help you navigate, the University Career Center has created a step-by-step road map for searching for jobs in a market affected by COVID-19.

STEP 1: BE PREPARED

If you are struggling to find employment, we recommend contacting the University Career Center for assistance. We are open all year and our services are available to alumni for life. Our team of Career Counselors are here to help you:

- Evaluate industries aligned and related to your professional areas of interest
- Identify job opportunities in and adjacent to your industries of choice
- Develop tailored application materials to promote your unique skills and experience
- Prepare for job interviews and negotiations
- Plan strategies to conduct follow-up communication with target employers
- Establish methods to document and track your job applications

STEP 2: GET ORGANIZED, CREATE TIMELINE

Launching or relaunching a job search requires making use of many different online tools. The University Career Center can help you navigate these resources and we encourage you to consider using the following:

- [Handshake](#): 1,000+ companies hiring UTSA students and alumni
- [Workforce Solutions Alamo](#)
- [Candor](#): Who's Hiring and Who's Not
- [WorkInTexas](#)
- Employer Career Websites / Direct Employer Contacts

If you are looking for remote employment, you may consider using public search sites like Indeed and using the keyword "remote" to identify potential virtual opportunities. As you begin to identify which sites work for you, be sure to bookmark your preferred resources and block time to check them on a regular basis. Then, create a list of open jobs you find interesting; categorize the jobs by open and expiration date.

As you search for employment, be sure to update your LinkedIn profile and connect with industry professionals and UTSA alumni. As you build your network, you may discover new job opportunities in the process. LinkedIn provides lots of great resources that both students & alumni will benefit:

STEP 3: PROFESSIONAL DEVELOPMENT

Searching for a job can feel like a full-time commitment, but be sure to set aside time to pursue related beneficial activities. Building new skills can help you enhance your resume and connect to additional industries and employers. We recommend that you consider the following professional development resources:

- [UTSA's Office of Extended Education](#)
- [Massive Open Online Courses](#)

STEP 4: DEVELOP APPLICATION MATERIALS

Creating tailored application materials is one of the most effective ways to develop strong job applications and land job interviews. The University Career Center is committed to helping UTSA students and graduates create an inventory of materials required for a successful job search, including resumes and cover letters. Following are online resources UTSA students & alumni may access at any time:

- [VMock](#) - Virtual Resume Review
- [University Career Center Cover Letter Guides](#)

STEP 5: PREPARE FOR JOB INTERVIEWS

As you apply for alternative job opportunities and begin to land job interviews, interview preparation is crucial. The University Career Center offers UTSA graduates tailored assistance with preparing for job interviews. Additionally, UTSA students & alumni have access to InterviewStream, an online mock interview platform.

REMEMBER, WE ARE HERE TO HELP

Searching for a job, especially in a market affected by COVID-19, can seem like a daunting task. Often, the process requires repeat efforts. However, you are not alone, the University Career Center is here to help and invites you to contact us for assistance. Please visit us online to check our availability and upcoming virtual programming including upcoming career fairs.

Go Runners!