

CRACK THE CODE: INSIDER SECRETS TO ACE YOUR JOB SEARCH

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**UNIVERSITY OF MARYLAND
GLOBAL CAMPUS**

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WEBINAR AGENDA

- Ground Rules
- Poll
- Job Search Expectations
- Self-Assessment
- Four Phases of a Job Search
- Resources
- Q & A

Ground Rules

- ❑ This session will be recorded and may be publicly redistributed to social media and other communication channels.
- ❑ You will be sent the recording and slides via email within 24 hours after the session.
- ❑ We will not be using the raise hand and Q & A features, please post your questions in the chat, and we will answer those questions during Q & A at the end of the presentation.
- ❑ When posting questions in the chat, please post them to everyone and not just to the host and panelists, we want to make sure that everyone can see the questions asked.
- ❑ By attending this event you acknowledge that you are here to gather information, and attendance does not guarantee employment.
- ❑ This is a professional webinar so please be mindful of the comments that you post in the chat.
- ❑ **THANK YOU** again for joining us!

Poll

How are you feeling about your job search?

Job Search Expectations

According to a [survey](#) done by the recruiting company Randstad USA, the average length of a job search is five months, with 82% of participants describing their search as a stressful experience.

It's normal to experience a wide-range of emotions during your job search; excitement, hopeful, frustration, anxiety.

The secret to succeeding in this process is to learn how to manage your emotions effectively, stay resilient and focused on your goal.

Before the Job Search - Self-Assessment

- Employers want self-aware employees who know their strengths, skills, values, uniqueness, and where they might potentially fit in an organization.
- To prepare for an effective job search, you must understand your skills, interests, values, family situation, employment preferences, and job target. Although this sounds basic, it is an important but often forgotten step.

Before the Job Search - Self-Assessment cont.

- Knowledge of your skills, interests, values, family situation, and employment preferences can help you clarify what type of organization, industry or position offers you the most of what you want in a job.
- Although no job will be an exact match, the job offer you accept should provide the best opportunity available to match the factors that are most important to you.

Four Phases of a Job Search

Phase 1 – Jump Start



Creating

Creating a resume



Updating

Updating your LinkedIn profile



Developing

Developing your Elevator Pitch

Emotional Challenge

- Feeling overwhelmed about the job search
- Second guessing your knowledge, skills, and abilities
- Procrastinating, spending too much time on your resume, cover letter

Managing Emotions



There are peaks and valleys in every job search. It's important to have the right perspective and expectations.



Get support. Someone to talk to and process what's going on in your search. This can be friends, family, success coach, career services professionals, a job-search work group.

Phase 2 – Generating Job Leads

- Meetings with Mentors
- Attending professional conferences, events
- Reaching out to former colleagues, friends, family
- Informational Interviews
- Searching and applying on job boards, temporary agencies, company websites

Emotional Challenge

Feeling uncomfortable about asking for help

Length of time between application and interview can lead to feeling anxious

Fear of rejection worsening with each job application submitted

Managing Emotions

- There are peaks and valleys in every job search. It's important to have the right perspective and expectations.
- Process your emotions through engaging in activities that allow you to express your feelings in a constructive way. Ex. Journaling.
- Get support! Someone to talk to and process what's going on in your search. This can be friends, family, success coach, career services professionals, a job-search work group.

Knowledge of Employment Options

- To adequately answer this question, you should consider four factors: job families, work settings, job titles, and long-term goals.



Job Families

- Examples of job families: advertising, banking, education, health care, law, human services, telecommunications, information systems, sales, etc.



Work Settings

Work Settings can be grouped into six categories:

- ✓ 1. **Business/Industry** (e.g., banks, insurance companies, manufacturers, and transportation firms)
- ✓ 2. **Government** (e.g., federal, state, or local)
- ✓ 3. **Education** (e.g., public, private, trade schools, elementary, secondary, or college)
- ✓ 4. **Non-Profit** (e.g., social services, health services, or cultural)
- ✓ 5. **Professions** (e.g., law, medicine, clergy, or dentistry)
- ✓ 6. **Private** (all forms of individual and private ownership; may overlap with previously mentioned categories)

Job Titles

Executive titles (e.g., CEO, CFO, CMO)

Managerial titles (e.g., Director, Manager, Supervisor)

Technical titles (e.g., Engineer, Architect, Programmer)

Creative titles (e.g., Designer, Writer, Artist)

Sales titles (e.g., Account Manager, Sales Representative, Business Development Manager)

Long-Term Goals

What **first steps** can lead to your long-term goal?

- What job titles might you seek?
- What **starting** salary range might you expect?
- Will you need any special certifications or qualifications at that time, if so, what?
- If you need any additional training, what is it, when and where might you get it?
- What career path or job titles might get you to your long-term goal?

Job Hunting Methods

- Job seekers use a variety of methods to contact prospective employers, rather than limiting themselves to one method.



Effective Job Search Methods

- Networking - Research states that some 80% of jobs are landed through networking.
- Referrals - a referral increases your chances of landing the job by 45%.
- Targeting your search – identify the industry, company/position.

Tips for an Effective Job Search

- Set a goal and schedule time to apply for jobs each week. Ex. Identify and apply to 5-6 positions each week
- Track your applications and follow up with the employers. Use spreadsheets, apps to keep track of the jobs you applied for, the dates, the contact details, and the status of your applications. You can also set reminders to follow up with the employers after a reasonable period of time, such as one or two weeks. Microsoft Excel, [Notion](#), or [Monday.com](#)

Tips for an Effective Job Search

- Set automatic job notifications/alerts to be notified when a position opens that meets your requirements.
- Create an online presence. This is essential if you want to stand out from the competition.
- Tailor your resume and cover letter to each specific job you apply for.

Phase 3 – Interviewing

- Once your job leads have turned into interviews you have entered phase three of your job search
- Conduct company research
- Practice, practice, practice

Emotional Challenge



Self-doubt, fear of rejection.



Feeling nervous, afraid, or overwhelmed, excessive worry, sense of dread.



You may also feel excited!

Managing Emotions

- Prepare for the interview. Practice answering interview questions, prepare questions to ask the interviewer.
- Get support. Someone to talk to and process what's going on. This can be friends, family, success coach, career services professionals, a job-search work group.

Phase 4 – Negotiating the Job Offer

- Congratulations! You've made it to the last phase of the job search process.
- A successful offer requires that you know how much value you have to offer an employer. To negotiate well you must consider, cost of living, years of industry experience, education, knowledge, skills, abilities.

Emotional Challenge



Failure, spiraling into negative self-talk about your own worth.



Palms begin to sweat, your jaws clench, and your heart rate rises.

Managing Emotions



Pause. Take a deep breath. Inhale for a count of four and exhale for a count of eight. This should help get you out of your own head and restore your body with a sense of calm.



Use assertive language that reflects confidence in your abilities and value. Avoid negative or passive language that might undermine your position.

Resources

- Research your ideal career and identify the required education, skills, work conditions, and employment trends, using the *Occupational Outlook Handbook* (OOH) <http://www.bls.gov/ooh/> and O*NET <http://www.onetonline.org/> .
- You may also use information from the U.S. Department of Labor, Employment and Training Administration's mySkills myFuture <http://www.myskillsmyfuture.org/> web page to help you identify your skill sets.

ENSURE YOUR RESUME, LINKEDIN, & PROFESSIONAL PROFILE ARE UPDATED

UTILIZE [VMOCK](#) TO
TAILOR YOUR RESUME &
PRACTICE YOUR
INTERVIEW SKILLS

SET YOUR LINKEDIN TO
[OPEN TO WORK](#)

Interview Preparation Tools



VMock's tool, [Elevator Pitch & Mock Interview Modules](#), provides feedback on your interviewing skills based off your body language, gestures, responses, eye contact, and voice quality.



With [Vault](#), you have access to over 230 downloadable online Career Guidebooks featuring career-specific advice on resumes, interviews, and more.

Where to find Jobs

- Within UMGC's [CareerQuest](#)
 - Open Positions
 - Handshake
- USAJOBS (usajobs.org) – Federal/Government
- Go directly to a desired company's website
- LinkedIn (linkedin.com)
- Indeed (indeed.com)
- Monster (monster.com)
- Careerbuilder (careerbuilder.com)
- American Staffing Association

GET & STAY CONNECTED TO YOUR NETWORK

- Explore [UMGC's Community Connect](#) UMGC alumni and industry professionals with students and alumni seeking career guidance and mentorship
- Utilize sites like Meetup or Eventbrite to search for networking events, professional meetups, or industry focused events in your area
- Connect with your colleagues
- Consider creating an accountability career group with your friends or classmates

UMGC MENTAL HEALTH & WELLNESS RESOURCES

Togetherall: Peer-to-Peer Mental Health & Wellness Support



When you're facing a particular challenge or mental health difficulty, it can help to talk about your feelings and get assistance from others who are facing something similar. Togetherall is an **anonymous, no-cost, 24/7 online peer-to-peer support service** available to all UMGC students. When you create an account on Togetherall, you'll gain access to a safe space where you can vent your feelings, explore your mental health challenges, and connect with like-minded students who understand what you're going through and can offer support—anonously, without judgment, and at any time.

Want to find out more information about a specific mental health topic? Togetherall also offers specific courses that cover common mental health and wellness issues. These courses are designed to educate you about a specific topic while also teaching you effective coping strategies.

Active Minds at UMGC [↗](#)

Active Minds at UMGC aims is to increase the awareness of mental health and reduce the stigma of mental illness within the UMGC community.



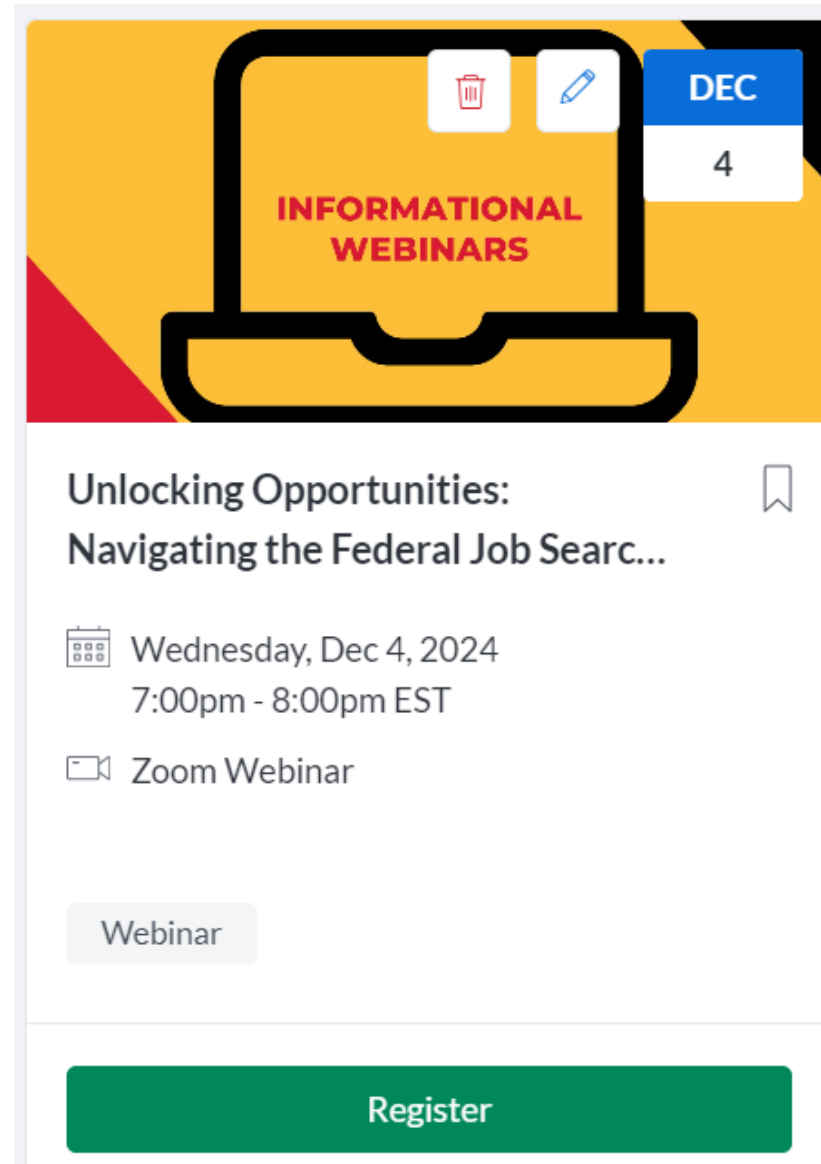
Welltrack Connect is an online directory of more than 10,500 therapists, prescribers, and group practices. Each of the therapists available through Welltrack Connect specializes in working closely with students. Students can search for therapists by social identity, schedules, type of insurance accepted, and more. Students can use their UMGC email address to register at <https://umgc.welltrack-connect.com/>. |

<https://www.umgc.edu/current-students/student-life-and-support/wellness-resources#community-resources>

Upcoming Events

To register:

<https://careerquest.umgc.edu/hub/umgc-careerquest/events>



The image shows a digital event card. At the top, there is a yellow banner with a black outline of a laptop. Inside the laptop outline, the text "INFORMATIONAL WEBINARS" is written in red. To the right of the laptop, there are two small icons: a trash can and a pencil. Further right, a blue calendar icon shows "DEC" and the number "4". Below the banner, the event title "Unlocking Opportunities: Navigating the Federal Job Search..." is displayed in black text, followed by a bookmark icon. Below the title, the date and time "Wednesday, Dec 4, 2024 7:00pm - 8:00pm EST" are shown, along with a calendar icon. Below that, the text "Zoom Webinar" is displayed with a video camera icon. A light gray button labeled "Webinar" is positioned below the date. At the bottom of the card, a large green button labeled "Register" is centered.

INFORMATIONAL WEBINARS

DEC
4

Unlocking Opportunities:
Navigating the Federal Job Search...

Wednesday, Dec 4, 2024
7:00pm - 8:00pm EST

Zoom Webinar

Webinar

Register

Poll

How are you feeling about your job search?



QUESTIONS?

Additional Questions?
Give us a call or send us an email!
(240) 684-2720
careerservices@umgc.edu



We want to hear from you!
Please leave your thoughts, comments, or feedback:

[Webinar Survey Link](#)