



O'NEILL CAREER HUB

COVID-19 JOB SEARCH GUIDE



oneillcareerhub.indiana.edu
(812) 855-9639/careerhb@indiana.edu

Introduction

The Career Hub organized this guide to assist you as you develop your job search strategy during the COVID-19 outbreak.

Review the steps and use the resources that are appropriate for where you are in the process right now. **At any point in your search you can [schedule an appointment](#) with a career coach to help you develop your next steps and brainstorm your strategy.**

Remember...

The information provided is intended to help you manage the shifting environment and develop strategies for navigating the job market during challenging times. We cannot know exactly how and when the coronavirus outbreak will impact the economy, or when we will enter a “recovery” period. Your agility and ability to pivot will be critical to your success. A few points to maintain perspective:

- As we see this outbreak continue, you may see many employers suspend hiring. This does not mean that you should stop engaging with them, or that they will not hire again. It simply means that right now, as they adjust to the impact of the virus, they are not hiring. This is to be expected. Do not let news of hiring freezes deter you from your search.
- However, the honest truth is: you might struggle to find opportunities in your preferred industry right now. This does not mean you will not find a job at all. It means you need to look at industries that *are* hiring and get experience there that will transfer into your preferred industry when hiring resumes. Consider looking at healthcare, pharmaceuticals, supply chains, virtual technology tools, remote instruction, and others.
- Everyone is trying to adjust to the uncertainty Covid-19 has brought into our lives. In addition to regular stressors, we are worried about our families and friends, our own health, and our communities. Be gentle with yourself and everyone you encounter in your job search journey.

Job Search Guide

STEP ONE: Know Yourself

STEP TWO: Develop Your Strategy and Create a List of Target Companies and Organizations

STEP THREE: Network Effectively

STEP FOUR: Prepare Your Job Search Materials

STEP FIVE: Prepare for Interviews

STEP SIX: Upskill While You Wait

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STEP ONE: Know Yourself

We begin career discussions with thinking about VIPS – values, interests, personality, and skills/strengths. But right now, we need to begin with the very basics and consider your individual situation.

- A. If you were laid off because of COVID-19, prioritize getting your basic needs met first:
- Apply for unemployment benefits right away through the Department of Labor in the state in which you worked.
 - Know if your (former) employer plans to rehire laid-off personnel in the future. If you want to return, that makes a difference between looking for temporary work or a new full-time position.
 - Understand your personal financial situation and what resources you can lean on until you have regular income again.
- B. If you are a recent graduate and trying to find full-time employment:
- Do you have a place to stay until you find full-time employment?
 - What expenses do you currently have, and what resources are available to you to help cover those until you have regular income?
 - Find resources at Indiana University here: <https://coronavirus.iu.edu/campus-resources/bloomington.html>

Knowing yourself is always the first step in determining the options before you. Think about your experiences, including professional, community engagement, volunteer activities, hobbies, etc. Consider where you made the greatest impact, what was most meaningful to you, and what you can offer organizations based on those experiences.

ACTION

Use the resources in the [Career Hub Resources Guide](#) “Develop Your Career Narrative and Strategy” to help you through this process.

- *Your Professional Style & Positioning Statement*
- *Transferable Skills Analysis*
- *Your Core Values*
- *Your Ideal Job*
- *Individual Personal Development*

STEP TWO: Develop Your Strategy and Create a List of Target Companies and Organizations

It always feels better to do something instead of nothing.

However, what you should *not* do right now is apply to every open position you find everywhere. Resist this urge.

You want the feeling of progress and feel like if you can create a list of jobs you applied for, you will be making progress. But what you are really doing is wasting your energy by tossing your resumes and cover letters into an abyss of applicants to feel good about the list of “progress” you are creating.

Instead, use your energy to make genuine connections with people in organizations where you can make a real contribution.

Networking has a much better ROI when it comes to finding the right opportunities – if you are referred to a hiring manager by someone already in the organization you have a much higher chance of getting the interview.

Set a goal of 3-5 informational interviews a week and spend time creating tailored, relevant materials to apply to job postings you *really* want. DO NOT use the “apply now” buttons on any site to submit your materials; take the time to reach out to someone in the organization first and learn about the organization and position so you can tailor your resume and cover letter specifically to what the hiring manager needs

1. Establish an action plan

Treat your job search like a major project and keep track of goals, tasks, follow-ups and other important details. Use the [Professional Development Tracking Form](#) on the Career Hub website to help you manage your search.

- Track every job you apply for
 - It’s important to track job application activities so you stay organized, can follow up with the right company at the right time, and are prepared when an employer calls about a job that you recently applied for.
- Document all contacts and how found them
 - Your goal should be to connect and network with: alumni, hiring managers, department leaders, anyone who can help you connect with the organization (2nd degree connections on LinkedIn)

2. Determine Your Plans ABCD...Z

Think about what you can do today, or during the next 30, 60, and 90 days. Remember, this search is not necessarily about forever, it is about your next step you can take right now in your career. You will not be penalized or judged for taking a job outside of your preferred industry or career path. These are truly uncharted times, future employers will understand, and the skill set you develop in these unexpected roles could make you more marketable when the economy recovers

Explore your options:

- What are your top skills, and how can you leverage them in different capacities? Inventory your top skills and then search for opportunities to leverage these in a different capacity. Use keywords in your searches to help you pivot to where current job openings are.
- Get creative about how you can leverage your skills. Do you have a skill or talent that you could be hired for as a contract worker? What can you teach, is there an area you could consult in, could you create an online course?
- Many organizations are hiring interim teams to meet current needs. Consider small local organizations as well as large national organizations, such as Blue Apron, Amazon, Kroger, and Zoom. These can be great options to help your community and provide for yourself and your family until the economy recovers.

3. Implement the 2-Hour Job Search

It is important to use your time effectively and to track your outreach and schedule follow-ups. [The 2-Hour Job Search](#) is a system that will help you stay focused and move your search forward.

Review the following job boards to help you find organizations and positions that are appropriate for you. Remember, follow the process outlined in the 2-Hour Job Search – do not submit an application until you have connected with someone in the organization.

Job Boards

Remember to think outside the box in applying your transferable skills if your original industry is more affected in the COVID-19 environment. Do not shut the door on possibilities until you do sufficient research.

1. To begin, start with **O’Neill-specific postings** and select job boards
 - Employers who post with the Career Hub are looking specifically for your skillset: [O’Neill Career Hub](#); use the filters to narrow your search
 - [Ascend](#) is an organization that partners with Indiana University to help students find internships and full-time jobs in Indiana
 - Search [these resources](#) to find affinity group and industry-specific job boards and organizations
2. Save searches and **set up email notifications** on sites like:
 - [LinkedIn](#)
 - [The Muse](#)
 - [Idealist](#)
 - [Higher Ed Jobs](#)
 - [AngelList](#)
 - [Uncubed](#)
 - [Jumpstart.me](#)
 - [Mediabistro](#)

3. Many job boards are aggregating positions based on **needs from Covid-19**

- [Covintern](#)
- [Glassdoor](#)
- [USAJobs](#)
- [TheMuse](#)
- [LinkedIn](#)
- [80,000 Hours](#)

4. There a number of sites and platforms where individuals are invited to share the status of their organization’s hiring. These are **open-sourced sites**, so note that the information is not “official.” The lists still provide a great way for you to develop your list of organizations to explore.

- [Candor](#)
- [Twitter](#)
- [GitHub Internship Status](#)

5. There are sites dedicated to listing specifically **remote/flex work** opportunities.

- [Upwork](#)
- [FlexJobs](#)
- [SkillCrush](#)
- [CareerSideKick](#)
- [WorkPlaceLess](#)

6. **Project-based and temporary positions** may not seem ideal to you right now, but they provide an excellent way to get in front of employers and demonstrate the work you can do. When hiring resumes, you will already be on their list of desirable candidates. These kinds of side-hustles provide some income and help you develop you resume as you continue looking for a full-time position.

The Career Hub has partnered with [Parker-Dewey](#) to offer micro-internships – 10 – 40 hour projects for a variety of organizations. All of the positions on this site are paid, and are very competitive. Postings are filled within a day or two, so best practice is to check the site daily so you do not miss out on applying for projects of interest to you.

- [Freelancer](#)
- [Fiverr](#)
- [Graphite](#)

7. **International students** should also look at the following sites to find opportunities.

- [RedBus2US](#)
- [MyVisaJobs.com](#)
- [Passport Career](#)

STEP THREE: Network Effectively

Networking is crucial to finding your next position. Even during a pandemic.

Social distancing networking means that you need to be comfortable sending lots of LinkedIn in-messages and outreach emails to contacts you find in organizations. Start where you are comfortable – former supervisors or coworkers, friends of friends, etc. As your confidence builds start reaching out to cold contacts (people you do not already have some connection to).

Remember, networking is about building relationships first, asking for advice and information second. Request time with them to conduct an informational interview and be prepared to lead the conversation and keep within the amount of time your requested.

Most people are very happy to help – especially now when they know the job search is especially challenging. But remember that their focus is on taking care of their families and their jobs, so be grateful and respectful for the time they are giving you.

- Have a list of questions ready for each interview. Use [this guide](#) to help you. Ask questions that you cannot find the answers to with a little research. This conversational should be meaningful and demonstrate your professionalism.
- Your goal should be to have 3 – 5 informational interviews each week.
- Send a thank you email or note to anyone who helps you, *even in small ways*, within 24 hours. Gratitude is important and will be remembered.

1. **The Career Hub** hosts events with employers and alumni year-round. Watch the events calendar to stay informed and to RSVP.

2. **Professional organizations** are a great way to connect with people in your industry of choice. You should ask about recommended organizations during your informational interviews. [Jobstars](#) is a site that will let you search for organizations by industry.

3. **Virtual networking events** are happening, and you can find some appropriate to your interests using the following resources.

- Facebook: Search the events tab and narrow using the filters.
- [Eventbrite](#): You can either search the local events featured on the home page, or you can search with keywords.
- [MeetUp](#): This works very much like Eventbrite. It will offer up events based on your profile preferences or you can search by your interest areas.

STEP FOUR: Prepare Your Job Search Materials

You must have your LinkedIn profile fully optimized and each resume and cover letter you submit must be carefully tailored to every individual organization and position you are applying for if you want to be competitive. The market you are job searching in does not allow for any shortcuts in your materials. It is critical that you communicate the value-add you offer employers by demonstrating your past accomplishments.

- Your [LinkedIn profile](#) will be one of the first ways new connections meet you. Make sure you have a complete profile that tells your professional story. Follow advice for how to [network effectively](#) and [leverage your new connections](#).
- Use the Career Hub's resources to create [high-impact resumes and cover letters](#).
- Book an [individual appointment](#) with a career adviser for help developing your materials.

STEP FIVE: Prepare for Interviews

All the work you devote to creating competitive, tailored resume and cover letter will help you prepare for the interview. Covid-19 has shifted interviews to virtual formats; in order to be competitive you must be able to answer questions in a thorough and competitive manner, ask intelligent questions that demonstrate your professionalism, and also master online interview formats.

You must prepare if you want to succeed.

- Review our [Interview Guide](#) to familiarize yourself with the STAR format and develop your accomplishment stories.
- You will need to be very comfortable interviewing virtually. [Schedule a virtual mock interview](#) with a career consultant. You do not want your first virtual interview to be with the recruiter.
- Be ready to discuss your approach to remote work. [Everything You Need to Know About Remote Work](#) and [LinkedIn Remote Working Series](#) will help you prepare.

STEP SIX: Upskill While You Wait

As you do research on organizations, read job postings, and talk to professionals in informational interviews, you should be conducting a skills gap. How could you reskill to make yourself competitive for one of the alternative industries you are considering? How can you upskill, or improve an existing competency to make yourself even more competitive in your search?

Now is a great time to work on developing your qualifications. Not only will it make you more competitive, but it also provides a great answer to how you are making the most of your time while social distancing at home.

1. Indiana University Resources

UITS provides several options for professional development in the form of online class packages where participants earn either a certificate or a certification. Note, a certificate only states that you participated in a training, a certification states that you have mastered certain competencies in the training.

- [IT Training Certificate Series](#) – Online Classes (**free**) You can earn certifications in any of the six courses: Access Essentials Series, Audio-Visual Production Series, Excel Essentials Series, Media Design Series, Office Productivity Series, and Web Creation Series. The UITS team is developing a Basic Web Application Coding Certificate Series. Check the website to see when it becomes available.
- [IT Training](#) – Online sessions (**free**) providing training for a variety of topics.
- [Pluralsight and Skillsoft](#) – Trainings (**fee-based**) and resources to help you prepare for professional certifications.

2. Other providers of **free online training** include:

- [Coursera](#)
- [LinkedIn Learning](#)
- [Free Online Classes Aggregated by TheMuse.com](#)
- [MOOCs](#) (Massive Open Online Courses)
- [EdX classes](#) (featuring free courses from MIT and Harvard)

STEP SEVEN: Work with the Career Hub

We understand how challenging and stressful your search is right now. Know that the Career Hub team is available and ready to help you any way we can.

Schedule virtual and/or phone appointments with career consultants to get support:

- Identifying opportunities and strategies to gain experience as you search
- Developing job search strategies within the current environment
- Networking and leveraging virtual platforms to make connections
- Tailoring your application materials
- Preparing for an interview

Reach out by:

- Visiting our website at oneillcareerhub.indiana.edu
- Calling us at (812) 855-9639
- Emailing careerhb@indiana.edu