Job Search Strategies during Covid-19

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Director, LAS Career Development and Major Exploration
Empowering clients and students to drive and own their career

My Quick Intro

✓ Graduated from UIC LAS in December 2000 - Spanish Major
✓ Entered field of Career Services in 2007 - UIC Career Services
✓ Established career services office at the UIC School of Public Health
✓ Launched side hustle Liz Career Coaching in 2015
✓ Currently Director of Career Development and Major Exploration, UIC LAS (a little over a year)
Let’s take a quick poll
What brings you here today?
What we know

• Unemployment rate – 13.3% (May 2020)

• Job searching is stressful and unpredictable – it is going to take longer

• There are companies that are hiring

• There are things YOU can control

• Take out a brainstorming sheet and let’s get started!
## Our Agenda

### Job Search Process

- **Self-reflection (Interests, values, skills)**
- **Identifying your points of marketability**
- **Articulating your value (Telling your story!)**
- **Polishing your professional package**
- **Establishing an online presence**
- **Identifying companies of interest**
- **Establishing your network (alumni, professionals, recruiters)**
- **Practicing the interview**

Participants will receive a guide with resources highlighted in this presentation.
Who’s Hiring?

- Tech, Financial, E-learning, Health...

- Companies Are Still Hiring During COVID-19 (the muse)

- Hiring Now

More links included in the guide
Finding Clarity through Self-Reflection

Think of a time when you were in your element? What were you doing?

What aspects of your current job or previous job did you enjoy the most?

What do you value? What is important to you in your position?

What skills do you have that you enjoy using?
Self-Reflection Tools

Free Assessments
Values, Skills, Interests
StrengthsFinder
Strong Interest Inventory

Guide will contain links to assessments
What are your points of marketability?

• Take inventory of your experience

• What obstacles / challenges have you faced in previous roles?

• What solutions have you implemented?

• What unique contributions have you made?

• Are you the “go-to” person for something?

• Have you had to adapt to new working environments?

• What are your technical abilities?

• What skills are you looking to build?
### Attributes Employers Seek on a Candidate’s Resume

<table>
<thead>
<tr>
<th>Attribute</th>
<th>% of Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem-solving skills</td>
<td>91.2%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>86.3%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>80.4%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>79.4%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>77.5%</td>
</tr>
<tr>
<td>Leadership</td>
<td>72.5%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>69.6%</td>
</tr>
<tr>
<td>Initiative</td>
<td>69.6%</td>
</tr>
<tr>
<td>Detail-oriented</td>
<td>67.6%</td>
</tr>
<tr>
<td>Technical skills</td>
<td>65.7%</td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td>62.7%</td>
</tr>
<tr>
<td>Interpersonal skills (relates well to others)</td>
<td>62.7%</td>
</tr>
<tr>
<td>Computer skills</td>
<td>54.9%</td>
</tr>
</tbody>
</table>

N=150

**NACE Job Outlook Survey 2020**
Polishing your professional package
Update & Enhance your Resume

*Who is your target audience?

What skills / strengths do you want to highlight?

Think of experiences to reflect those selling points

Include a Profile Summary – snapshot of your value

Convert function based bullets to “achievement based” bullets. Show contributions, accomplishments, impact!

Always tailor your resume!

*3 Audiences:
Applicant Tracking System
Recruiter
Hiring Manager
## Strengthen your bullet points

**Action Verb, Skill, Result (show impact / quantify whenever possible)**

<table>
<thead>
<tr>
<th>Passive statements</th>
<th>Stronger statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gave training classes on various health topics</td>
<td>Conducted 25+ training classes on health topics including diabetes, obesity prevention, and substance abuse to Spanish speaking peer health educators.</td>
</tr>
<tr>
<td>Worked on and maintained inventory for office supplies</td>
<td>Developed a first-time inventory system that increased efficiency and facilitated ordering and managing supplies.</td>
</tr>
<tr>
<td>Worked on improving and automating reporting systems</td>
<td>Automated reporting systems and processes which led to increased efficiency across 5 college administrative units.</td>
</tr>
<tr>
<td>Negotiated contracts with vendors for the hospital as needed</td>
<td>Reduced costs by 30% by negotiating contracts with new vendors for hospital supplies.</td>
</tr>
</tbody>
</table>
5 Quick Tips

1. Research the company / include why you want to work for them

2. Decipher the job posting – connect the dots for the reader / reference key points from the posting

3. Include examples of accomplishments as it relates to the position

4. Keep it concise (1 page)

5. Ask for an interview!
LinkedIn Checklist

Create an online presence!

- Add a professional headshot
- Add a headline to showcase your brand
- Add a short summary / integrate keywords
- List your experience (include descriptions / upload media)
- Add top skills (keywords)
- Connect with professionals, former supervisors, colleagues, mentors
- Ask for recommendations
Leveraging LinkedIn

- Update your job seeking preferences
- Follow companies of interest
- Job alerts
- Remote jobs
- Connect with recruiters
- Join groups (industry specific, alumni groups, etc.)
- Contribute content
- Connect with alumni
Virtual Opportunities
Welcome to the Hirewell Weekly Jobs Update, via LinkedIn Live!

We'll cover a few of the newest openings we're working on currently across...see more
LIT Careers - National Virtual Job Fair & Conference

Event organized by LIT Careers - Igniting Futures

📅 July 16, 2020, 12:00 PM - 4:00 PM (your local time)

Online event

🔗 Get tickets

1,174 attendees including 6 connections

About this event

Join us at LIT Careers - National Virtual Job Fair & Conference on Thursday, July 16, 10am-2pm PDT / 1pm- 5pm EDT.
Special Session on Federal Employment Opportunities
Thursday, June 25th at 2 p.m.
Panelists include:

Gina Rodriguez
Public Affairs/Congressional Affairs Liaison
U.S. Department of Housing & Urban Development

Brenda Delgado, MPH, PMF
Health Insurance Specialist
U.S. Department of Health & Human Services

Panelists from various federal agencies will discuss employment opportunities as well as the process and resources available to learn about and apply to these positions. Interested participants can register at this link to virtually attend:
https://uic.zoom.us/meeting/register/tjArd-e-gqDMsH9DCmu_0kQwC_SelublInDVY
Special Session on IRS Special Agent Careers

Wednesday, June 24th at 1:00pm (CST)

Recruiters from the Internal Revenue Service will present information on IRS Special Agents positions currently available to qualified candidates. Come and learn about the process to attain these exciting positions. Interested participants can register at this link to virtually attend the session:

https://uic.zoom.us/meeting/register/tJOqcu2tqD4tGdwigL2HiFpGvbE4Jb2dPmAY

Although it is primarily for Accounting and Business, others could apply if they meet the educational requirements, basically 15 credit hours of accounting plus 9 credit hours of other business-related courses.
Virtual Career Fair: Chicago

Chicago Sun-Times • Chicago, IL, US
Posted 6 days ago • Be among the first 25 applicants

The Chicago Sun-Times is hosting a Virtual Career Fair on Friday, June 24 and Saturday, June 25! Join us online to learn more about available jobs and positions, connect with recruiters and managers, and explore your next steps. Attendees will have the opportunity to ask questions via a live chat and share information with teams that are hiring. Now is the time to find your next great job. Register for the Virtual Career Fair now!

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Conducting Informational Interviews

Tools and Resources
3 Rules for Reaching Out During the Pandemic

-The Muse

1. Ask for Something Specific – in order for someone to be most helpful, be specific in what you are seeking. Examples include “Can you tell me more about working in [X industry]?” or, “Could you possibly introduce me to your coworker who’s hiring for [Y role]?”

2. Be Genuine and Empathetic – be mindful in your messaging and acknowledge these uncertain times. Ask how they are doing – they may be experiencing their own personal challenges in unemployment, health etc.

3. Be Patient – Allow enough time before following-up if you don’t hear back. It is a good idea to reach out to more people as you may experience lower responses.

Full article: How to Ask for Help in Your Job Search During COVID-19 (Email Templates Included!)
• Prep your background (minimize distractions)
• Test your audio, microphone, internet connection
• Dress to impress
• Prepare your success stories, review job posting, visit company website
• Be mindful of your body language (don’t look down)
• Be prepared to answer behavioral based questions.
• Use the STAR method (Situation, Task, Action, Result).
• Prepare questions to ask
• Ask about the timeline / best time to follow-up.
• Send a thank you to all who interviewed you
• LinkedIn Interview Tool
• Review and practice answering interview questions (https://www.jobinterviewquestions.com/)
Final Thoughts

• Focus on what you can control
• Be flexible
• Be patient
• Don’t take it personal
• Be persistent
• Take breaks! Re-energize and practice self-care
• Be confident in your strengths, experience and abilities
Thank you

Questions?

Let’s connect on LinkedIn
For information about upcoming events and recordings of this and other past events, visit go.uic.edu/alumniexchange.