



# 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

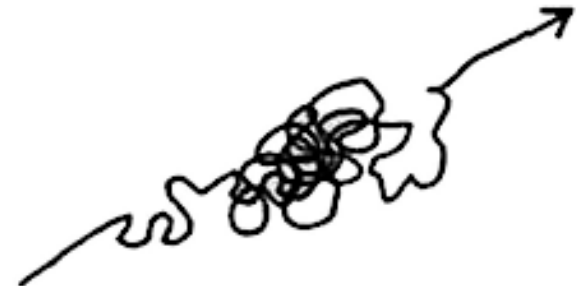
# Unprecedented Circumstances

- Patient, but not complacent
- Remain informed
- Build connections
- Stay positive
- Self-care

**S U C C E S S**



What people think  
it looks like



What it really  
looks like

# Keep Perspective

- 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

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## 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

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## STEP TWO

# What do employers want?

Communication  
– Written

Communication  
- 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**

# Stay Organized

## SAMPLE JOB SEARCH RECORD

Organization	Position	Contact Person	Phone	Email	Type of Contact & Date	Action Needed	Important Links	Date Applied
ABC Corp.		Joe McFake	##	??	Left Voice mail 11/5	Apply via UMBCworks		11/28
XYZ Tech, Inc.		Jane Cho	??	@	Sent Email 10/21	Apply online		11/1
XYZ Tech, Inc.		Jane Cho	??	@	Met at UMBC info	Connect on LinkedIn		11/3
A News Co.		Sue Smit	##	@	Met at Career	Apply on website and		10/5
A News Co.		Sue Smith	##	@	Applied on website	Follow-up in 2 weeks		10/7

# 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!

# USAJOBS

- 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

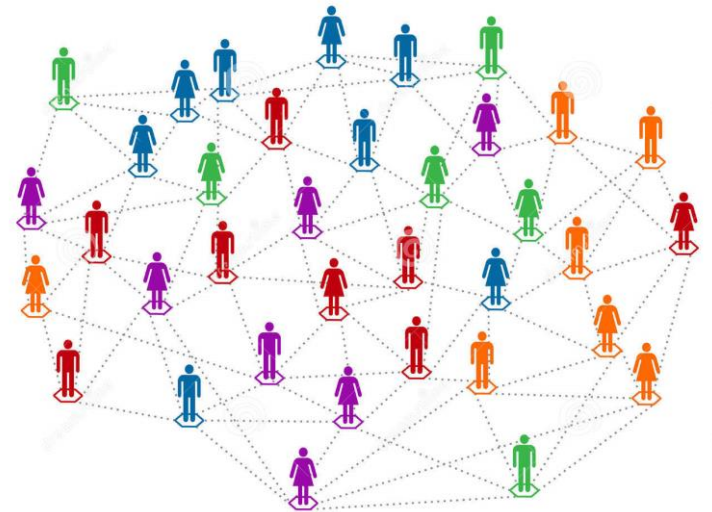
- Google
- Washington Post, Baltimore Business Journal
- Baltimore Book of Lists
- LinkedIn alumni search

## 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



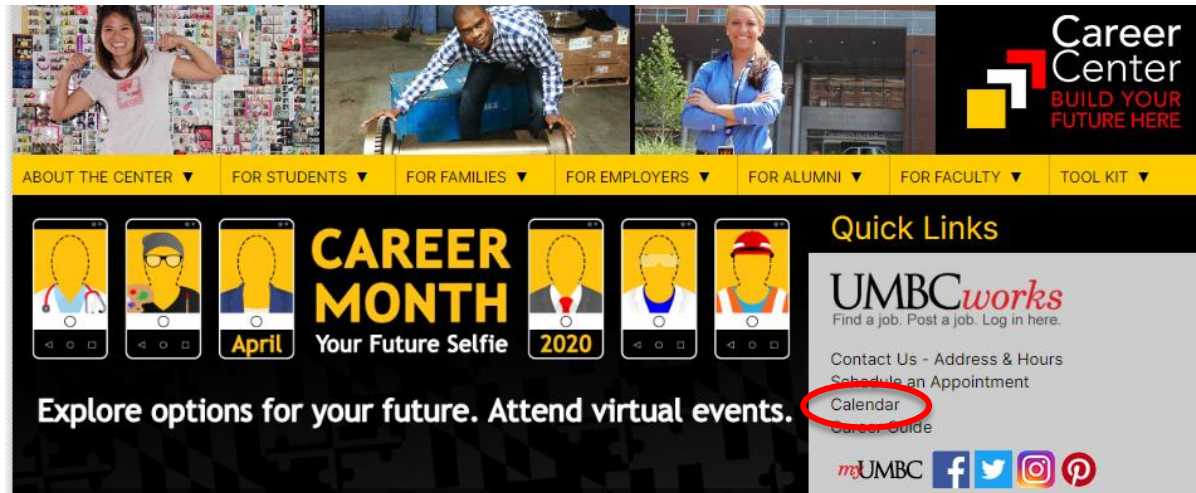
# What Is Networking?

## 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!***

Home / Documents / Pending Documents

## Resumes

**i** In order to apply to opportunities posted in UMBCworks, your first resume must be approved via a meeting with the Career Center. This process is designed to help you be a competitive candidate in today's economic climate. Other resumes are automatically approved. **IMPORTANT:** If you do not meet with a representative from the Career Center after uploading your resume, it will be deleted from UMBCworks. Please come to our drop-ins from 2-4pm Monday through Friday to schedule a resume review appointment. To schedule, click on the "Schedule Appointment" button from your UMBCworks profile page. We suggest at least one week.

Approved Documents   Pending Documents

No records found.

Add New

# Schedule an Appointment

- UMBCworks homepage
- Click “Schedule Appointment” on homepage



#### ANNOUNCEMENT

##### RESUMANIA 2014: Drop-In Resume Reviews

**Need resume help before the Career Fair?** Drop-In and get your resume reviewed and approved on UMBCworks **TODAY, 10/6 and TUESDAY, 10-7 from 10AM to 4PM.**

All Drop-Ins will be held in the Career Services Center on the 2nd Floor of the Math/Psych Building. Please upload your resume to UMBCworks in advance!

No appointment needed!



#### ANNOUNCEMENT

##### Make Your Appointment Online to See Us!

[Schedule Appointment](#)

#### MAKE AN APPOINTMENT ON-LINE VIA UMBCworks

**TODAY** to meet with a Career Specialist or member of the Internship & Employment Team, OR call the Career Services Center front desk at 410-455-2216. Students attending SHADY GROVE should contact 301-738-6338 or usgcareerservices@umd.edu to schedule an appointment.

#### NETWORK

[Professional Network](#)

#### MORE

[Intern/Co-op/ Research/ Service/ Work PRAC Requirements](#)

[My Activity Summary](#)

[Career Explorer](#)

[View Document Library](#)

#### GETTING STARTED

[Account Created](#)

[Personal Profile](#)

[Academic Profile](#)

[Privacy Settings](#)

[Resume](#)



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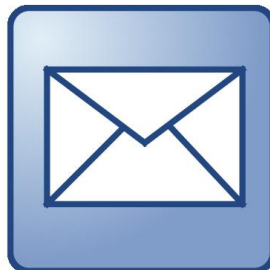
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*works*

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Read the Jobs-Internships and Events &  
Opportunities emails each week

# Career Center Website Questions?