



**St. Catherine's  
Support Circle**

# Landing a Job During the Pandemic

St. Catherine of Siena Support Circle

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# This Evening's Agenda

- Here's what we'll cover:
  - Best Practices for landing a job ANYTIME
  - Leveraging the “Gift of Time” that the pandemic gives us
  - Interviewing and meeting in a “virtual world.”
  - Networking and self-development
  - Preparing for, and succeeding in, “The New Normal”

# Job Search Best Practices - ANYTIME

- Have a clear job focus. Your objective?
  - Title
  - Type and size of business/organization
  - How can your key skills address their needs
  - Establish “digital profile”---LinkedIn
  - Tip: Create personal sounding board of advisors
- Conduct primarily Pro-active job search
  - Develop target company & contact list
  - Network for referrals to target contacts. (Most people land jobs via networking)
  - Reactive job search = responding to ads, job boards, recruiter search assignments.

# Job Search Best Practices – ANYTIME

- Use smart time management
  - Networking – 70 % of your time
  - Responding to recruiter, published, or job board ads – 10%
  - Conducting online research on target companies/contacts, interview prep – 20%
- Take care of yourself
  - Find ways to manage job search stress
  - Volunteer – helps strengthen self-worth, expands networking
  - Stay in shape or get in shape – exercise
  - Involve family members and those close to you in your quest. Let them know how and what you're doing.

# Leveraging the “Gift of Time”

- The pandemic has given us a gift: Time. Use it to:
  - Research and focus on available career paths
  - Create your job search roadmap
  - Know your story
  - Catch up.
  - Know your unique value proposition
  - Develop a clear search strategy
  - Learn new skills
  - Get certified.

# Master Remote Interviewing/Meeting “Basics”

- Face time is a victim of the pandemic.
  - Download/get familiar with Zoom, FaceTime, Skype, etc.
  - Practice video presence with family & friends
  - Look at the camera---not the interviewer
  - Dress the part
  - Check background and lighting
  - Check audio, video, and server connection before each session
  - Have phone back-up available.

# Master Remote Interviewing/Meeting “Basics” (cont’d)

- “Face time” is a victim of the pandemic.
  - Double check time zones
  - Connect early – but not *too* early (2 minutes is good.)
  - Leverage post-it notes
  - Be careful with body language
  - Be prepared for “Can you work remotely?” question
  - Keep pets and children out of “office” during calls
  - Take notes during interview.

# Networking: COVID-19 and beyond

- Create a small group (3-6) of industry peers/searchers and set regular meets. (Zoom coffee breaks/happy hour?)
  - Be accountable. Make it happen
  - Share knowledge and experiences
  - Leverage alumni network
- Take advantage of available webinars
  - Self development – update and advance skills
  - Identify additional industry/functional peers

# Prepare for the New Normal

- At the macro level, CNBC's "*Make It Report*" recently cited 13 ways the COVID-19 pandemic could change how we work. Among them:
  - Working in an office could become a status symbol.
  - Most meetings could be replaced by email or IM.
  - It could end business travel as we know it.
  - Office buildings could become elaborate conference centers.
  - Mandatory on the job medical screening could become the norm
  - Fashion-ready face masks could become a wardrobe staple
  - Home office stipends could become a common perk
  - There will be increased demand to close the digital divide.

[www.cnbc.com/2020/04/29/how-the-coronavirus-pandemic-will-impact-the-future-of-work](http://www.cnbc.com/2020/04/29/how-the-coronavirus-pandemic-will-impact-the-future-of-work)

# Prepare for the New Normal

Virtually every company across industry has been affected/altered by COVID-19.

- How did they adjust?
  - What worked?
  - What didn't?
  - Wait. See. React?
  - Analyze. Plan. Implement?

# Prepare for the New Normal

- Most companies using the time to innovate
  - Internally
    - Workflow analysis, accounting, supply chain operations
  - Externally
    - Marketing, customer service, sales.

# Prepare for the New Normal

- At the personal level: some post-coronavirus thoughts
  - Be sensitive to organizational, company, and industry change and their impact on your job and job search – and plan accordingly
  - Take advantage of professional growth opportunities
  - Know your value
  - Learn new technologies and skills (Coursera, Khan Academy, etc.)
  - Network strategically
  - Incorporate Best Practices into your job search strategy
  - Take care of your family, friends, and yourself.