

# EMPLOYMENT & YOUR JOB SEARCH

## STRATEGIES TO KEEP YOUR CAREER PLAN AND JOB SEARCH ON TRACK AMID THE COVID-19 PANDEMIC

As you adjust to online classes, physical distancing, and other changes due to COVID-19, you may be wondering how employment will be impacted for the foreseeable future. If you're feeling worried about your job prospects during the COVID-19 pandemic, you're not alone. The reality today is that not all businesses are operating as usual and circumstances are constantly changing and evolving. Whether you are looking for your first job after graduation, part-time or summer employment, or were recently laid-off and are seeking new opportunities, UCN Centre for Career & Work-Integrated Learning is here to direct you to resources and information to help you keep your career plan and job search on track:

### 1 DEVELOP A JOB SEARCH AND CAREER PLAN

Plan for the future. Reflect on your career plan by asking yourself these questions: What do I want to do? Why do I want to do it? What will I be great at? Identify job postings you are interested in and the skills and knowledge they require. Focus on developing the skills and acquiring the knowledge you will need in the future.

### 2 EXPLORE YOUR OPPORTUNITIES

Some employers desperately need to hire to keep up with the new demand that the pandemic has created. "Essential services" such as pharmacies, grocery stores and food delivery have boosted recruitment. Some companies and organizations may provide products or services that support remote work capabilities and are uniquely set up to succeed in today's environment. These employers are using job boards, social media and have help wanted signs - so keep your eyes and ears open.

### 3 ADJUST YOUR EXPECTATIONS

Consider a different role or industry than you had initially planned for. Explore how different jobs will help you build transferrable skills that are highly sought after by employers across all industries.

### 4 BUILD YOUR NETWORK

Connecting in person may not be an option. Reaching out via phone or video chats to learn from employees at companies you're interested in, working in roles that you hope to have in the future, can prove extremely beneficial. Join groups on LinkedIn that align with your career aspirations. Be mindful that everyone has different work priorities and be sure to respect people's time and boundaries.

### 5 TUNE-UP YOUR RESUME, COVER-LETTER AND INTERVIEW SKILLS

Reach out to the Centre for Career & Work-Integrated Learning to access resources, information and advice to prepare professional, targeted resumes and cover letters, and be ready for your next job interview!

### 6 APPLY. INTERVIEW. RECORD YOUR PROGRESS. REPEAT.

As you explore opportunities, continue to apply and interview for jobs of interest to you. Be sure to explore job postings using online job boards, company websites and social media such as LinkedIn. The Centre for Career & Work-Integrated Learning will also share incoming job postings on the UCN Student Life Facebook pages and campus job boards.

### 7 PREPARE FOR REMOTE WORK

Working remotely is a possibility during the COVID-19 pandemic. Remote work is a new experience for most people. Be prepared by building your knowledge on how to do it effectively.

#### Sources

University of Alberta. (2020, March 24). Covid-19 impacts on employment and your job search. Accessed from: <https://www.ualberta.ca/engineering/student-services/employment/student-and-alumni-services/a-covid-job-search>

University of Manitoba. (2020, April 9). Looking for job opportunities during the COVID-19 pandemic. Accessed from: <https://news.umanitoba.ca/job-search-during-covid-19/>

