



# JOBSEEKER'S GUIDE TO JOB SEARCHING DURING A PANDEMIC

PROMOTION CAREER  
SOLUTIONS

- ☐ Be prepared for what's next — make sure your résumé and LinkedIn profile are up to date. Make time to track and document your accomplishments.
- ☐ Analyze your transferable skills and experience, particularly if you are in an industry that has been negatively affected by the pandemic.
- ☐ Remember that some aspects of the job search remain the same — companies still want to hire problem-solvers, your network can help you identify opportunities, and having an accomplishment-focused résumé and LinkedIn profile can help you secure interviews.
- ☐ Be prepared to interview for the position virtually (rather than in person).
- ☐ Consider temporary and short-term positions, as some companies may be wary of taking on permanent, full-time employees in an uncertain economic environment.



- ☐ Adjust your mindset — jobs are available in a pandemic, even if the news makes it seem otherwise. Want proof? Check out sites like Indeed.com, SimplyHired, or Monster.
- ☐ Having trouble finding a job in your field? Look for companies that are meeting pandemic-specific needs. These companies may be hiring for temporary, part-time, and short-term opportunities.

- ☐ Consider a short-term or temporary role if you are unemployed. This position may make it easier for you to weather the pandemic and be in a position to get a new role in the future.
- ☐ If your current industry is affected by the pandemic, you may want to temporarily change fields during the pandemic, using your existing skills in a new industry in the short-term.
- ☐ If you've been furloughed by your current employer, develop a job search strategy in case your position is permanently eliminated. Update your job search documents so you can immediately apply for positions if you find yourself without a job.



- ☐ Research your state's unemployment benefit requirements to determine if taking on short-term or part-time work will affect your benefits.
- ☐ If a career change is necessary, assess your work history and identify skills and/or experience you can leverage. Seek out opportunities for additional training and learning.
- ☐ Keep in contact virtually with your network. Your network can be a vital part of your job search, and staying in touch with people you know through social media, phone calls, Zoom or FaceTime, email, text and LinkedIn messages can help you identify opportunities.



- ☐ Some pandemic-related changes may become permanent — such as virtual job fairs, virtual interviews, and remote work opportunities. Plan for the future and be prepared for whatever comes your way.

## JOBSEEKER'S GUIDE TO SEARCHING FOR CONTRACT WORK OPPORTUNITIES

- ☐ Consider the reasons you may want to pursue a contract work opportunity — and if those align with a prospective employer's needs for a contract worker.
- ☐ Decide if you want to be a self-employed contract worker, contract through an agency, or a combination of both.



- ☐ Understand the difference between a “contract” role and a “temporary” position. Contract positions are often for a specified time period. Temporary positions may not have a defined time period.
- ☐ Develop a plan to find and secure contract work. These opportunities can be found online, through networking, and direct contact with prospective employers.



- ☐ Seek out online opportunities through traditional job boards (Indeed, SimplyHired, or Monster) or through specialized marketplaces like FlexJobs.com and Outsourcely or industry-specific sites like Mediabistro (for creative and media opportunities) or Dice.com (for technology positions).
- ☐ Also consider online marketplaces that match freelancers with opportunities. Sites like Guru.com, Freelancer.com, and Upwork.com offer project-based gigs.
- ☐ Research consulting companies and agencies that connect contract workers with employers.
- ☐ Make sure you have a contract that outlines the work arrangements, including scope of work, insurance, benefits, and taxes.
- ☐ Understand the tax implications of contract work. In many cases, you will be responsible for withholding and submitting your own taxes, including quarterly estimated taxes.
- ☐ Consult with a qualified tax advisor to ensure you are setting aside and remitting the correct amounts to both the state and federal government.

## HOW TO SAY IT: JOB SEARCH SCRIPTS #1

- ☐ To prepare for a call to follow up after sending a resume, know the name of the person you're calling (and how to pronounce their name). Or, if you only know the title of the person responsible for hiring, call the company's general number and get the name (and pronunciation).
- ☐ Research to determine if you have a connection with the person you're contacting. If you were referred to the company, mention the person you were referred by.
- ☐ Follow up after an interview if you haven't heard back from the interviewer. Consider an email as your first follow-up unless the hiring manager gave you permission at the end of the interview to call OR if it's been more than a week and you haven't heard back.



- ☐ If you do get in contact with the hiring manager but a decision still has not been made, ask when would be a good time to check back.
- ☐ Ask for an informational interview with someone who can help give you information about a target employer or help you network to a job.



## USING INDEED.COM IN YOUR JOB SEARCH

- ☐ Using online job boards is one tool in a well-rounded job search. Sites like Indeed can help jobseekers identify specific opportunities, find growing companies that are hiring, and even research salary and benefits.
- ☐ To get the most out of Indeed, set up an account. This will allow you to benefit from all of Indeed's features, including saving jobs you want to apply for.
- ☐ Do not upload your resume to your Indeed profile. Instead, customize your resume for the specific position you're applying for.



- ☐ Use Indeed's powerful search function to identify job opportunities by location, distance, industry, job title, experience level, salary, and more.
- ☐ Refine your searches using Indeed's filters to add to remove criteria until you find positions that are a good fit for your skills, education, and experience.
- ☐ Use Indeed's "Easily apply" link or "Apply Now" functions to apply for roles you find on the site. This will allow you to track your applications from within Indeed.

- ☐ Indeed's Advanced Job Search makes it even easier to target job opportunities. Target specific opportunities by type of company (employers only vs. agencies), specific salary ranges, and recency of the job posting.
- ☐ Set up job alerts on Indeed to be notified of opportunities when they are posted. Consider using one of the Indeed browser plug-ins that provides job notifications.
- ☐ Indeed can also be used for company research. Company Pages provide reviews of the employer, photos, job openings, and salary data.
- ☐ The "Find salaries" function on Indeed can generate ballpark salary data based on job titles and location. Use it as a second source to back up research from sites like Salary.com.



- ☐ Update your résumé. Work with a résumé writer to update your résumé, LinkedIn profile, and other career search documents.
- ☐ Seek support from others during this time. Meet up virtually with friends, co-workers, and family to stay in touch.
- ☐ Take care of yourself. Eat right. Get some exercise. Try to get plenty of sleep.



## WHO DO YOU KNOW?

- ☐ Have you made a list of the people you know who can be helpful in your job search? It's a useful exercise.
- ☐ Write down a list of people who are your personal contacts: friends, relatives, parents of children's friends, parents of your friends, relatives of friends, club members, fellow member of social organizations, military service personnel, sorority/fraternity members, cousins, neighbors, and sports team members.
- ☐ Make a list of your business contacts: Current co-workers, previous co-workers, previous managers, consultants, vendors, suppliers, retirees, seminar/conference/workshop attendees, business owners, competitors, clients, customers, venture capitalists, members of industry associations, and contacts you make at conventions and job fairs.



- ☐ List third-party contacts in your network: accountants, doctors, real estate brokers, financial advisors, bankers, attorneys, dentists, mortgage bankers and brokers, insurance agents, travel agents, angel investors, and venture capitalists.
- ☐ Create a list of all educational contacts you have: elementary, middle, and high school friends and teachers, college classmates and friends, alumni association contacts, graduate school classmates, other alumni of your schools, university career placement office staff, and former professors and advisors.



- ☐ Who do you know in your community? List civic and political leaders you know, librarians, clergy and ministers, Chamber of Commerce members, members of community groups (Kiwinis, Rotary, Scouts), people you meet while volunteering, and health club members.
- ☐ List anyone else you know who doesn't fall in the categories of personal contacts, business contacts, third-party contacts, educational contacts, or community contacts.
- ☐ Prioritize your contact list. Who are the 10 people you should contact first? Who can help you the most?