ADAPTING TO A VIRTUAL JOB SEARCH

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Virtual Interviews

- Try as best you can, to ensure that any pets are in another room and that your room door is closed to ensure as much quiet space as possible

- And try not to have distracting items, paintings, pictures behind you that may distract the recruiter

- Be sure any radios, TVs, phone and email notifications are turned off or on silent

- Have sufficient lighting and be sure that is not coming from behind since it creates a hue effect
Virtual Interviews

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- Be sure that you have a decent cam and be sure the lens is clean – dirty lenses make you look ‘cloudy’

- Test your microphone to be sure that recruiters will be able to hear you clearly

- If wearing a mic, be sure it does not rub against clothing, a button, or a chain you are wearing; it creates unnecessary noise
• Dress like you will be there in person and yes, wear dress pants (not shorts, sweats etc.)

• Display a pleasant personality, smile and seem genuinely interested and excited about the interview

• Use proper interview etiquette and answer questions with direct answers
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- Network regardless of market conditions
- Network virtually—don’t let state shut down slow your search
- Informational interviews—20 minutes of someone’s time
- Start talking to everyone you know—friends, family, neighbors, UIC Alumni, professors, bosses, church and group members, etc.
- Call or use video conferencing
- Sample questions
- Tap into hidden job market—80% of jobs not posted yet
- Develop LinkedIn profile as a “springboard” for contacts
- Develop a profile now!
- Upload a photo—non-distracting background, dressed professionally from the shoulders up, smile!
- Use the space in the header to *brand yourself* (avoid “Student at UIC”)
- Fill in as much info as possible (avoid copying and pasting your resume)
- Join groups like UIC Alumni Career Center and professional assocs. in your field
- Post news/articles in the newsfeed
- Find HR people at companies you want to work at (create a list of dream or target companies)
- Oliver Schinkten, LinkedIn Learning for Students
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Social Media & Other Tools

- Get active on different types of social media and network with employers – Facebook, twitter, etc.
- Build a social presence and brand - Virtual Portfolio, blogs, videos
- Use or learn tech tools
- Learn new skills, LinkedIn Learning, other companies offering free online courses and certifications
- Start an online business, or do something productive even if you don’t have a job or internship
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Virtual Touchpoints

- Virtual Webinars
- Virtual Live Chats
- Virtual Conferences - Professional Orgs and Associations, Employers, etc.
- Virtual Info Sessions with employers
- Virtual Meet Ups
- Virtual Interviews
- Online Career Fairs
Checkpoints of an effective resume

1. It should be easy to read and easy to follow
2. NO TEMPLATES! Templates can be very restrictive!
3. Use the same font type throughout the resume
4. One page is recommended for Bachelor level candidates
5. Consider the reader - the position /or type of work you are seeking - consider what you would like to emphasize! Do not expect them to know what you have done
6. Reflect upon your strengths - what you are most proud of
7. When describing your job(s), projects, activities remember to include RESULTS, ACCOMPLISHMENTS & QUANTIFY when you can; Use ACTION VERBS to start your bullet points; Try to use buzz words from the industry - review the job description for buzz word tips!
8. Proofread! Make sure you have used the correct tense - jobs in the past should be in the past tense, current position(s) should be in the present tense; Check your spelling and grammar

9. Typical sections of the resume (section titles may vary depending on your experiences/situation): Your name and contact information, Education (most recent first) (this must include your degree/major/date of graduation) Related Coursework (optional), Course Projects (optional), Work Experience, Volunteer Experience, Activities (on campus &/or community), Memberships, Skills, Certifications

10. Every resume you submit must include a cover letter!
Additional steps....

The opportunities that are available will be competitive. Employers will be looking for individuals who are adaptable, flexible, positive, and capable of doing the job. It is, therefore, more important now, more than ever, to:

- step up your game and make sure your resume is 100% ready!
- make sure that an employer will see that you ARE someone they should consider for that job!
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Careerservices.uic.edu

Congratulations to the Class of 2020

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