

Job Search and Virtual Interviewing Tips during Covid-19

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CELEBRATION

Class of 2020

Speakers



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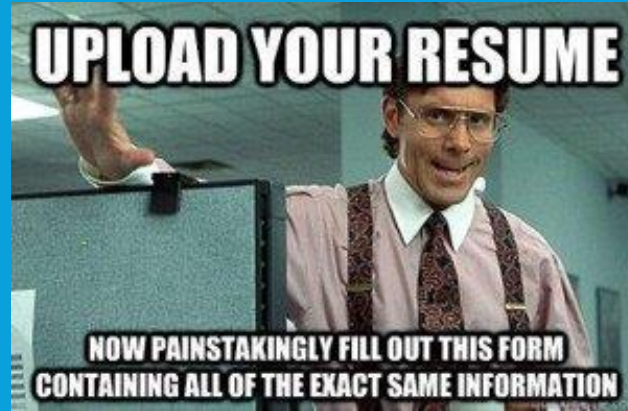


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Today's topics!

- Job Search
- Resume Do's and Don'ts
- LinkedIn Profile
- Interview Prep
- Virtual Interview



Job Searching During a Pandemic!

- [Be open! Temp, Gigs, Hourly](#)
- Utilize Job boards
- Start your network
- Boost your skills
- Build your online brand
- Volunteer



Resume Do's

- Use terms specific to the field you are applying for
- Build a Summary or skills section
- Include measurable information
- Specify if you are relocating
- Create different versions specifically aimed at the jobs you are seeking
- Include Portfolio links, web pages, LinkedIn page link
- Save with a simple title, for example: KileyJonesResume2019
- Use bullet points, align
- Need Fillers?
 - Special projects from school
 - leadership Experience
 - Trainings
 - Certs
 - Volunteer experience

Action Verbs

Action

- Designed, programmed, analyzed, managed, repaired, restored, performed, maintained

Action

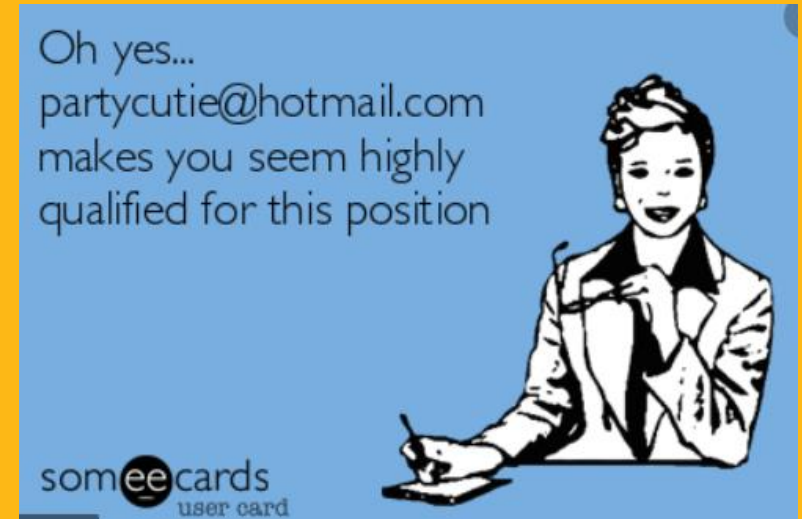
- Resolved, solved, upgraded, tested, maintained, authored, executed, collaborated

Action

- Communicated, consolidated, administered, enhanced, organized, produced, implemented, achieved

Resume Don'ts

- Forget to check your grammar or spelling
- Include References
- Vague dates
- Include photos/ birthdays / or marital status
- Use a complicated email
- Attach or share your resume as a word document
- Share irrelevant hobbies



Building a LinkedIn Profile



<https://www.linkedin.com/in/aanyajhaveri/>

<https://www.linkedin.com/recruiter/profile/538870090,cNcW,name>

You got the interview!

- Prompt and clear responses when scheduling via phone or email

"Confirmed, I will see you on zoom Thurs 4/23 at 10am"

- Fully review the job description and company research

- Rehearse your "selling points/elevator speech"

- Anticipate Interviewers concerns or reservations

- Practice, Practice, Practice

- Be early!

- Send "Thank you" follow up via email, referencing something you spoke about during the interview and re-stating your interest in the role.

Prepare Questions

Ask the Recruiter:

- Who are you interviewing with, location details
- Contact info for “Thank you” follow up
- Compensation, Benefits, Dress Code
- Timeline, next steps

Ask the Hiring Manager:

- Specifics of the job, the day to day
- Upcoming projects
- Team dynamics
- Software

Prep for your virtual debut!

- Make sure you have the proper equipment/apps/browsers
- Test links, read instructions carefully from the invite
- Prepare for your day as you normally would
- Body language, tone of voice
- Find and prepare “interview space”
 - Water, notebook, pen, lighting
- Fully dress to impress
- Be yourself
- Don’t use script
- Discuss with your household how to:
 - Free up bandwidth during interview
 - Minimize distractions during interview

Avoiding negative small talk

Negative:

- "This is not my ideal job, but I'll interview"
- "I've been board, I'll take any job"
- "Sucks to be a new grad right now"
- "I binged Tiger King 3 times"



Positive:

- "I'm enjoying the extra time with my family"
- "I've had the opportunity to take more online courses"
- "I've been able to deliver meals to healthcare workers"
- "I'm able to virtually tutor my niece"

Resources: We are here to help you!



Add us on LinkedIn:

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Visit:

careerbuildercareers.com
careerbuilder.com
careerbuilder.com/job-support-center



Text COVID to 51893



Email your resume to:

CB.Careers@careerbuilder.com

Thank you! Questions?

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