



How Do I Conduct a Job Search NOW?

(Spring, 2020)

Adopted from the Washington Center



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How to use this guide

- This guide was designed with you in mind – searching for a job at this unusual time!
- It will help you develop a ***Virtual Tool Kit*** complete with ***tools, resources and strategies*** to use in your job search.
- This is our best attempt to prepare you during these unprecedented times. We know that no written content can replace personal advising or coaching, so ...
- [Please reach out to us!](#)



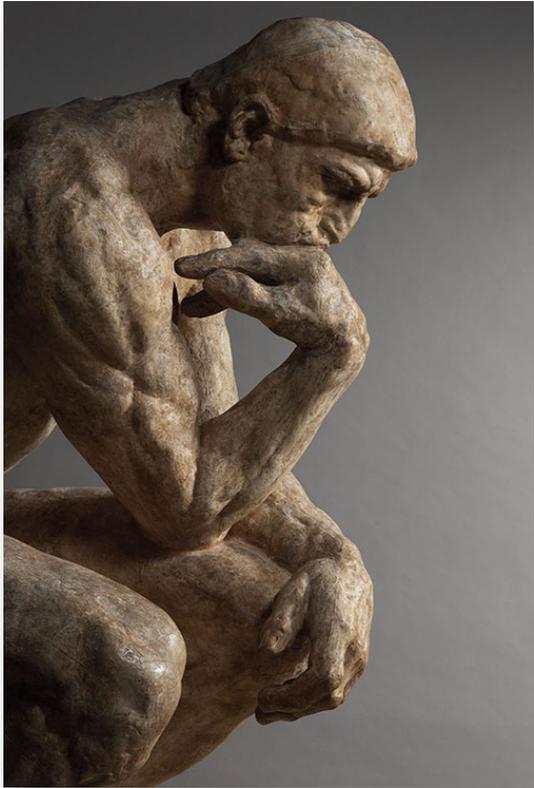
What you can do now!



- [Career Coaching](#) is available between 8 am and 5 pm Monday through Friday.
- [Contact Career Specialists who liaison to your college or major via email](#) to set up an appointment and/or request a [Zoom](#) video conference appointment.
- Follow us on social media for useful and timely articles, a *Pro Tip of the Week*, *Peer Advisor highlights* and other information. Check us out on: [Instagram](#), [Facebook](#) and [Twitter](#).
- We are always adding content to [Viking Resources](#), our online "library" of career development tools and resources, available 24/7. NEW! Live Chat available Monday – Friday, 9am-6pm.
- Log into [Hire A Vike](#), our online job board, with your CSU ID and password. Yes! Employers are still hiring.
- Continue to check our website for up to date information about how to contact us and to access our general resources.



Getting started: Reflection



- First, we recommend that you pause for a moment and think critically about your approach. You'll probably want to write your notes and thoughts down, and keep all of these notes in one folder or in one place.
- You will likely need to stretch your comfort zone and understand the need to adapt to the world as it is, not necessarily what you want it to be. Abraham Lincoln once said, "A man is as happy as he chooses to be."
- Ask Yourself:
 - What do I want to do?
 - Where do I want to do it?
 - What resources do I have available to me?





Tips

Be Practical!

- The companies you're interested in may not be hiring right now, as entire sectors are being reconfigured.
- You will likely need to adopt a practical approach and align your job search with organizations that are hiring.
- You will likely make some compromises and maybe even some concessions, but you will also be setting yourself up for long-term success.
- Remember: managing ambiguity and remaining flexible are very valuable skills! You will need these in life and at work.

Stay Connected!

- 80% of job seekers find jobs through networking and personal connections. Many opportunities are in the “hidden job market,” which consists of opportunities known to others through word of mouth.
- Staying connected and growing your network is of the utmost importance! Strategically reaching out and increasing your network should be a weekly exercise! Networking does not mean “networking events.” Networking can be almost any relationship.



More tips!



Be Action Oriented!

- **It is up to you to stick with it, be assertive, action-oriented, and creative** as you navigate a changing market.
- This requires you to do some research, seek out opportunities, assertively connect with people, and most importantly, be comfortable with the unknown.
- You will find power and confidence in your ability to tackle the unknown. You will persevere. It takes an action-oriented mindset to get there. And, pace yourself. You cannot do this in one day.

You're not alone!

- You are not alone in this! Whether it's your Career Specialist or Academic Advisor, or a mentor, share your feelings and be ok with being vulnerable.
- You have a powerful group of guides, coaches, and advisors ready to help. Embrace them and find partnership in their guidance.
- [CSU Counseling Center](#) is here to help and is open online and by phone, providing free mental health services to students.



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What you need to have ready

- ✓ Resume or CV (These are different! Resumes are for industry—or regular internships and jobs—and CVs are for academic or research positions. **YOU MUST** have another “pair of eyes” on your document so send it to us so we can review and give you feedback)
- ✓ Cover/inquiry letters
- ✓ Your elevator pitch
- ✓ A professional, up to date, online brand/identity (we can help with this too!)





Search for jobs on these sites

- [Hire A Vike](#) (our online job platform)
- [Viking Resource Library](#) (our 24/7, online resource content library)
- [The Muse](#)
- [Career Sidekick](#)
- [Career Research Guide](#)
- [Vault](#)



Update your skills or learn new ones!

- Free [LinkedIn Learning modules](#) on remote work
- Cuyahoga County Public Library [online learning resources](#)
- Cleveland State University's [Keep Learning](#) resource



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Job boards

**Always
Take
Notes**

- [Hire A Vike](#)
- [Ohio.gov's COVID-19 \(Coronavirus\) Job Search portal](#)
- Employers who are still hiring are listed on the [Greater Cleveland Partnership website](#)
- [Companies Are Still Hiring During COVID-19—Here Are 71 That Want Your Applications Now](#) (The Muse)
- [The 25+ Best Sites for Finding Remote Work Online in 2020](#) (Skillcrush)
- [The 18 Best Remote Job Boards in 2020](#) (Career Sidekick)
- [Five Best Places to Find Remote Jobs](#) (Workplaceless)
- [20 Fully Remote Companies That Thrive on Virtual Work, Hiring Now](#) (FlexJobs)



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Hiring advice

- [Coronavirus Career Advice: 27 Best Work From Home and Remote Jobs – Forbes](#)
- [How to Find \(and Land!\) a Remote Job That's Right for You \(The Muse\)](#)
- [How to Find and Get Hired for a Remote Job \(Zapier\)](#)
- [State of Remote Work 2020: Comprehensive global report on the state of affairs \(pre-COVID-19\) \(Buffer\)](#)
- 2 Hour Job Search: <https://www.youtube.com/watch?v=-CRLV4I9Utl&t=143s>
- Tracking Job Outreach: <https://www.youtube.com/watch?v=KeVvvHB1IUA>
- Follow #GetHired on LinkedIn to get real-time information about companies that are hiring



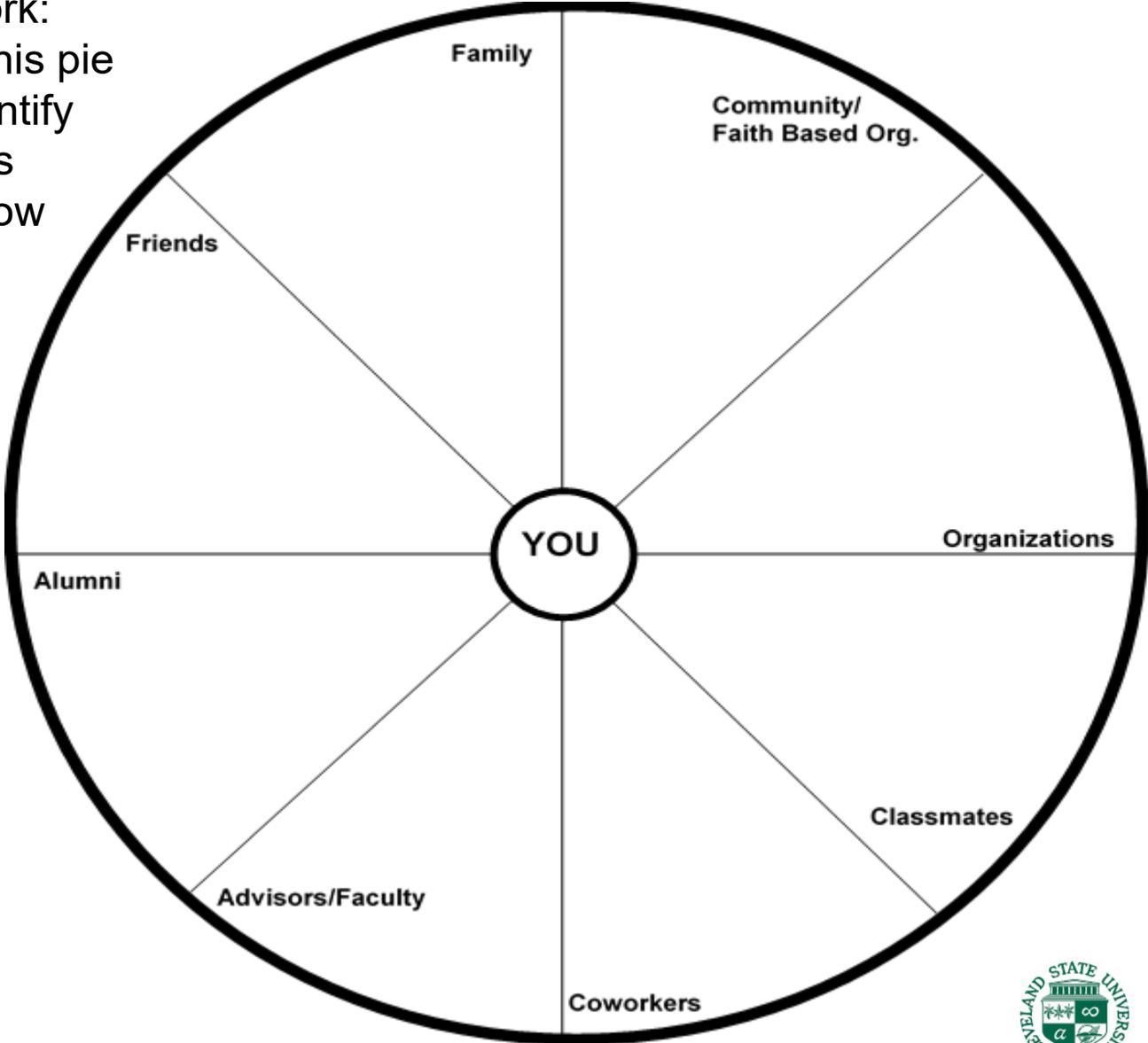
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Tools

- [Viking Resources Library](#)
 - Job Search Check List
 - Job Log
 - Cover/Inquiry Letter
 - Broadcast letter
 - Networking
- Virtual Interview Practice
 - [Hire A Vike](#)
 - [Big Interview](#)
- [At-Home Networking Strategies](#)
(Inside Higher Ed)



Your Network:
Complete this pie
chart to identify
the contacts
you will follow
up with



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How to reach out to your network

Knowing how to introduce yourself in a succinct and meaningful way (beyond your major!) is how to catch an employer—or anyone's—attention.

Answer these three prompts in 30-60 seconds to assure you make a lasting impression!

- **1** What are you doing now?
- **2** What are you passionate about?
- **3** What would you like to do in the future?

Remember, your pitch should only last as long as an elevator ride!

Do you know how to introduce yourself?
Over the phone, in an email and on LinkedIn?

Brush up on your **Elevator Pitch**, including specifics about your interests and experiences that might be *particularly relevant* to the person you are communicating with.



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How to reach out to your network, cont'd

Members of your network will want to help you. Two things to remember:

- You *must be specific with your asks* and you *must acknowledge you are interested in your contact, not just spend your time and space writing about yourself.*
- *Never lead with your resume!* This changes the entire tone of your outreach and gives the message you're only using someone to get a job.

What to include when reaching out:

1. Why you are contacting them, with an update on your plans.
2. Refer to last time you were in communication, inquire how that person has been since you were last in touch.
3. Describe any internships or jobs, and describe a situation that was a learning experience and why.
4. Be clear about what you are asking this contact: *If possible, would you be able or willing to assist me in any of the following ways?*
 - Please let me know of any openings that might match my background or where I might contribute my skills.
 - Please let me know if you can put me in contact with professionals in the field of (list the industry, field or specific company) so I can explore that space in relation to my skills and interests.
 - And finally, if you could recommend any specific resources which might be helpful to me in my search.

Thank you for your support through this process! I will be sure to follow up with a phone call in the next week. (And then mark your calendar and be sure you actually do follow up!)

Sincerely,

Name, email



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Who's hiring

(double check, this can change)

- Acumen Solutions – [Click Here](#)
- Amazon – [Click Here](#)
- Applewood Centers – [Click Here](#)
- Applied Industrial Technologies – [Click Here](#)
- Ashton Technology Solutions – [Click Here](#)
- Bellefaire JCB – [Click Here](#)
- Blue Technologies – [Click Here](#)
- BoxCast – [Click Here](#)
- Citizens Bank – [Click Here](#)
- City of Cleveland, Public Safety – [Click Here](#)
- Cleveland Clinic – [Click Here](#)
- Cuyahoga Metropolitan Housing Authority – [Click Here](#)
- Epicor – [Click Here](#)
- Exscape Designs – [Click Here](#)
- Federal Reserve Bank of Cleveland – [Click Here](#)
- Foundation Software – [Click Here](#)
- Huntington National Bank – [Click Here](#)
- JPMorgan Chase – [Click Here](#)
- KeyBank – [Click Here](#)
- Marcus & Millichap – [Click Here](#)
- Medical Mutual – [Click Here](#)
- Middlefield Banking Company – [Click Here](#)
- National Interstate Insurance – [Click Here](#)
- OhioGuidestone – [Click Here](#)
- Pandata – [Click Here](#)
- Penske – [Click Here](#)
- PNC – [Click Here](#)
- PWC – [Click Here](#)
- Progressive – [Click Here](#)
- Quicken Loans / Rocket Mortgage – [Click Here](#)
- Ravenwood Health – [Click Here](#)
- SIRVA – [Click Here](#)



Financial Resources

Understanding your Student Loans

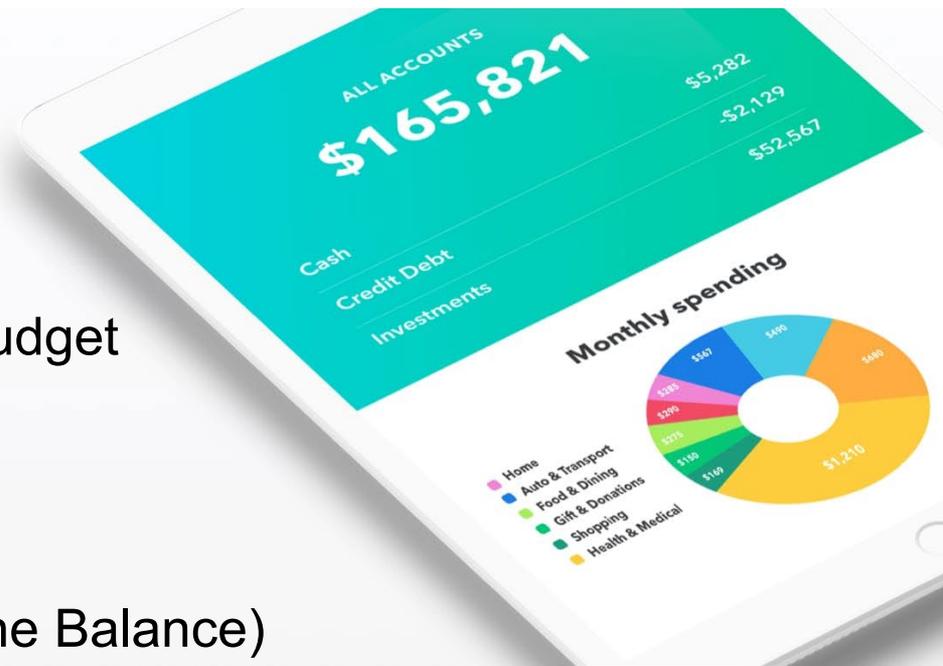
- Studentloansherpa.com
- [Understand Federal Student Aid](#)

Personal Budgeting Resources

Your ability to save, be frugal, and budget your money wisely is essential.

To help get started:

- [Understand Budgeting Basics](#) (The Balance)
- [Financial Tips for Young Professionals](#) (MoneyGoody)
- [Additional Financial Tips for Young Professionals](#) (Investopedia)
- Mint.com



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Summary

- ✓ Be intentional, be thoughtful, pace yourself and know you have people and resources on your side!
- ✓ Write it down!
- ✓ Have up to date, grammatically correct materials.
- ✓ Practice your elevator pitch.
- ✓ Update your skills.
- ✓ Use your network of contacts and reach out to them strategically.
- ✓ Double check job boards.
- ✓ Take advantage of resources to help manage your finances.



Remember—we are here to help!



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