



SCHOOL OF  
**PUBLIC HEALTH**

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UNIVERSITY OF MINNESOTA

## **Job Search Tips During COVID-19**

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Career & Professional Development Center

**Job Search Tips During COVID-19**

The purpose of the COVID-19 guide is to provide you with resources to help you navigate a job search, explore ways to serve your community, and (re)define your purpose in light of COVID-19. Your multitude of emotions as you adjust and transition during this time are valid. Many in our School of Public Health community and beyond are experiencing changes in their work environments, hour, pay, childcare or schooling, routines, important events, and interactions with loved ones. The Career & Professional Development Center wants to help ease your stress and anxiety through providing resources such as this guide and through our website. We welcome your feedback and suggested updates or additions. Feel free to email them at [sphcareers@umn.edu](mailto:sphcareers@umn.edu).

We have choices: Focus on things in our control.



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# JOB SEARCH GUIDE

Conducting a job search takes time, commitment, and organization. This guide will help you get started on a successful job search journey!

## What does COVID-19 mean for job searching?

- Companies might not be hiring right now, but there are ways you can prepare yourself for hire as job listings begin to unfreeze.
- Check out this resource on [job searching during a pandemic](#)
- According to [www.themuse.com/advice/job-search-coronavirus](http://www.themuse.com/advice/job-search-coronavirus) there are 6 steps to stay on top of your job search.
  1. **Consider Urgency:** Focus on short term roles that can help build your portfolio. Take advantage of the time you have to utilize short term roles and build your experience for the long term jobs that show up after organizations get caught up.
  2. **Network Online:** Continue to build relationships and network. Reach out to people and share ideas, make sure that you make yourself known on different social media platforms (i.e, LinkedIn, Facebook Groups, and Webinars).
  3. **Stay Connected:** If you have been invited into an interview before COVID-19 quarantine, make sure that you reach out to the employer. Send an email addressing the situation and showing your understanding. (Example: “I’m looking forward to learning more about the position when it makes sense for your organization.”)
  4. **Gather Intel:** Now is the time to dive deep into the organization you want to work for. Look into how they handle issues that arise and how they treat their employees by listening to podcasts and paying attention to social media. Determine if you want to work for that organization after getting a feel for their work culture.
  5. **Use Time to Reflect:** Get clarity about where you want to work and what type of role you are seeking.
  6. **Boost Your Skills:** Analyze job descriptions (skills and experience) to see what you need to learn or improve on to help you solidify those skills.

## Job Searching Steps and Advice

Here are a few suggestions to help you either now during the COVID-19 pandemic or in the future as you further your career on how to conduct a job search:

### 1. Assess your own values

Be certain you know your own values, skills, strengths, and work criteria. One resource for self-assessment tools is [iSeek Careers](#). Additional resources may include the MBTI (commonly called the Myers-Briggs), the DiSC personality profile and Gallup's StrengthsFinder assessment.

### 2. Create your own marketing materials

[Write a resume](#), [cover letter](#) or [CV](#) and script a Bumper Sticker or Elevator Pitch (see The "Elevator Pitch" and The "Bumper Sticker") as a response to the question "tell me about yourself" during job interviews.

### 3. Gather information

Network in professional associations. Consider [the Minnesota Public Health Association](#), [the American Public Health Association](#) or another association specific to your area of interest. "Try on" a position through conducting informational interviews, volunteering, job shadowing, or part-time employment.

### 4. Apply for positions that match your qualifications

Apply for positions where you possess *most* of the required qualifications - even if you don't possess *all* of the skills listed in the job description. If you possess at least 60% of the required qualifications, consider applying. As long as you meet the "essential qualifications" you may be invited to interview, during which you can sell yourself and begin to network into the employer community.

### 5. Interview

Start preparing, even before you are invited to interview. Think about and practice your responses to the most frequently asked questions (see Frequently Asked Interview Questions). Sharpen your interviewing skills using [Interview Stream](#), an online practice tool. Familiarize yourself with the [virtual interview process](#).

### 6. Career development is a lifelong process

After you land a position, continue to network, be active in professional associations, and consider becoming a mentor and signing up for the [alumni networking directory](#). Discover how rewarding it is to help new public health professionals begin their own career development process!

More information can be found here at [SPH Career & Professional Development Website](#). For an easy and engaging summary of this information and additional tips can be found by watching this [job search video](#) from Indeed.

## MANAGING RELATIONS & NETWORKING

Managing relationships and networking with fellow students, instructors, supervisors, and coworkers is incredibly beneficial, and will greatly aid you in this job search process.

Building relationships and maintaining them requires you to explore your own needs as a student, and soon to be professional. Working on interpersonal skills like communication, collaboration, and emotional intelligence will help you understand and succeed. [Mind Tools](#) has more tips and information that is essential in regards to work relations.

Networking during a pandemic provides a unique virtual experience that can often be more accessible and affordable if utilized well. According to the [University Affairs](#) article, the keys to networking amidst a pandemic include:

- **Utilizing LinkedIn to its fullest potential**
  - Transforming it into an online resume
  - Job search tool
  - Reliable contacts
- **One on One face time**
  - Building personal connections is essential
  - Prepare questions
  - Send follow-up messages
- **Virtual spaces**
  - Career Fair
  - Professional and industry associations

## JOB SEARCH RESOURCES

COVID-19 is not only impacting the health of our nation but schools, our economy and the job market. If you are curious to read more on **how COVID-19 is impacting our**

**nation's job market**, check out this [article](#) by Paycor that outlines statistical data and market projections. A **list of job search resources** relating to public health can be found here in the [SPH Job Search Resources](#) document.

### **Where to find a job:**

- [Top Job Search Experts to Follow on LinkedIn for 2020](#)
- [60 Best Remote Job Websites](#)
- [Career One Stop provides multiple resources for those searching for employment](#)
- [LIVE updates on which companies are still hiring, freezing hiring or laying off workers due to COVID-19](#)
- [Handshake Covid-19 Higher Ed Recruitment Trends](#)
- [Handshake- Fortune 500, startups, and more recruit here](#)

### **Encouragement for the job search:**

- [Job Searching During the Pandemic by Andrew Seaman](#)
  - There are still jobs available
  - Take care of your mental health
  - Don't forget to activate your network
  - Tips for video interviews, finances
  - What to do if you've been laid off
- [Job Search During the Coronavirus- What You Can Do Right Now by Hannah Morgan](#)
  - Taking care of yourself
  - Remote working resources
  - Networking plans
  - Becoming active on LinkedIn
  - Keeping an eye on job postings
    - Check out this [List of top job boards](#)
  - Professional development
- [2021 Career Services Advice for Recent Graduates by Jessica Nath](#)
  - Utilize job search tools
  - Networking
  - Managing Expectations
- [Five Job Search Trends of 2020 That You'll Need In 2021 by Andrew Seaman](#)
  - Virtual Interviews
  - Routine
  - Professional Development

- [Coronavirus: The Expert's Practical Guide to Job Searching During Self Containment by Briefcase Coach](#)
  - Targeted job research
  - Schedules
  - Networking
  - Self Care
- [COVID-19: Job Market Insights and Job Search Strategies from Experts by Austin Belcak](#)
  - Breakdown of industries and the effect of COVID-19
  - List of companies hiring right now
  - Job search strategies to help during the outbreak
- [COVID-19 Response: Resources for Students \(CLA\)](#)
  - Internship and Job Search: 5 Tips for Success.
  - Information on available internships and jobs through different social media platforms.
  - Information on advising appointments.
  - Virtual Interview and Networking tips.
  - Tips on how to prepare to work remotely once you land the job.

## **APPLY FOR UNEMPLOYMENT**

Have you been recently laid off or furloughed for any period of time? One option is to find temporary employment in one of these five industries still hiring during this time. More information can be found in this [themuse article](#).

- Shipping and delivery companies
- Online learning companies
- Remote meeting and communication companies
- Working families for childcare

Before discussing unemployment benefits and unemployment insurance, it might be helpful to cover the differences between being laid off and being furloughed (either for your own benefit or to better understand the situation of someone you may know). Being laid off means that your employment and position on an organization's payroll is discontinued. Some laid off employees are offered [COBRA](#) as a form of temporary insurance. Whereas, being furloughed means you are still employed by that organization and temporarily not working and not getting paid. In some cases, COVID-19 related furloughed employees might keep their health benefits. It depends on what your health benefits plan states and is important to check this document or talk



with your specific organization. More information about these differences and what to expect can be found in this [article](#).

Another option besides new temporary employment is to apply for unemployment benefits. Unemployment insurance information can be found on the [U.S. Department of Labor website](#), [Minnesota Unemployment Insurance](#), [CareerOneStop website](#) or [Benefits.gov website](#). No matter where you are geographically during this time, there are many resources that can help your situation. This [Unemployment Guide for all 50 States](#) outlines specific steps that could help you in this process.

## GET INVOLVED/GAIN EXPERIENCE/SERVE

It can feel discouraging during this shelter-in-place and socializing-at-a-distance time period to feel helpful if you're not working as an essential worker or serving others. Below are lists of ways you can help your community in COVID-19 specific ways and other avenues of service.

Resources to volunteer and serve

- List of various websites for [how you can serve](#)
- [Hands on Twin Cities](#) offers a variety of opportunities

Examples of opportunities

- [Metro Meals on Wheels](#): Meals on Wheels is looking for on-call volunteers in the event of a volunteer shortage.
- Join University of Minnesota [Medical Reserve Corps](#)
- There are several tutorials on how to [sew homemade masks](#)
- Conserving supplies in stores and only buying what you need helps support your community and allowing those relying on each paycheck or food stamps to purchase need supplied or food as well
- Buy groceries for at-risk family members, friends, or neighbors

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