



A guide to job hunting during Covid 19 (EK May 2020)

Although recruitment has slowed down and more so in some industries than others, many companies are still actively recruiting and looking for strong new talent. Continue to apply to companies. Many will still be hiring. When "normal" resumes, there will be a flurry of activity across all sectors, you need to be ready to act quickly. Even just getting your name in the door can make a big difference during this challenging time.

The key message from recruiters at this time is to be flexible. For example, shift your search to a different industry or job type, consider contract work instead of permanent contracts or be prepared to move location when the time comes.

While less hiring means a more competitive search, you can also use this time to stand out within your job search by being strategic, intentional and flexible to land a job that you're passionate about. Your job search might take longer, but there is lots that you can do during this time to increase your chances of success.

It's a bit of a cliché, but the best way to really focus on finding a new job is to treat the job-search like a job in itself. Invest as much time, energy, and commitment to finding a new job as you would in a job. The more things you can do today to find a new job will result in more job opportunities coming your way.

Based on recent feedback from employers, here are some specific actions that you can take right now to get ahead and make the most of your job hunt during Covid 19.

Networking:

- Many graduates find opportunities through contacts they have made themselves - e.g. through friends, relatives, tutors, past students, or people they have met through their leisure interests, voluntary work, casual part-time jobs or work placements. Not all of these contacts will be able to help you, but they may be able to put you in touch with those who can
- **LinkedIn** is one of the most powerful networking tools you can use at this time. Update your LinkedIn profile, look for recommendations from former colleagues, team mates, lecturers, join relevant groups, identify and connect with people that can help you reach your career goals. There are over 100k people on LinkedIn who mention TU Dublin in their profile. Use the LinkedIn alumni function as rich source for contacts and advice.

- Connect with **HR managers** in the companies you have applied for jobs in or plan to apply to. Comment on their posts, make sure that when they are ready to hire they know who you are.
- LinkedIn is not the only way to network. Keep in regular contact with **former colleagues, classmates and lecturers**. Let everyone who knows you know that you are job hunting.
- Remember, **always say thank you** to anyone who helped you!

Research roles and the industry

- If you no longer have a commute, use that **time each day** to do some research into your industry and roles available. New roles and ways of working are and will continue to emerge.
- Attend **webinars/virtual sessions**. Look out for virtual insight days, internal events. Follow trade associations on social media & join the conversation. Try **understanding problems** companies have and **identify/propose/implement solutions**.
- This research can also include **building your professional network**. What are graduates of your programme doing now? What companies are they working for? Research who are the people doing the job that you want to do.
- Observe how companies are responding to the pandemic. Think about this in relation to your own values. What companies have **adapted well** to the uncertainty? What companies are well positioned to **add value** in the future?
- Use your network to set up **information interviews** over skype or zoom. By talking to people who work in your chosen field you can gain new contacts and find out about opportunities that may be available. It is also an opportunity to get information about a field of work that you want to know more about from someone who has some first-hand knowledge.

Spend time developing your personal brand

- Build a **great CV and cover letter** – make use of our online resources and attend our workshops on CVs and Interviews.
- Contact your career coach for a **one to one CV review** or if you are unsure what to do next to **discuss your career motivations**.
- Develop a **great LinkedIn profile**
- Prepare for **interviews**, particularly skype/phone/video interviews which are slightly different. Identify ways you can/will meet the job spec. Identify what sets you apart incl. hobbies and interests. Know all about prospective employer and show interest in them at interview.

Identify your current strengths, develop new skills or address skills gaps

- **Identify the key strengths/skills you have to offer**
- Show that you are **committed to learning and development**, this is an attribute that all employers will value at any time. Continue to learn, even if it is not related to your studies. Feedback from employers has been that it will be essential for candidates to show how they adapted to the current situation. What better way to do this than by developing your skills further!
- Address any **skills gaps** that you may have. What areas do you need to further develop in order to land a job in your chosen field? This might mean taking an **online course**.
- Some examples of recommended by employers we surveyed: Build transferable/soft skills or complete health & safety/Covid/relevant CPD training/online certification for your role/industry. Keep up to date with new technologies. Learn to drive/get a driving license.
- There are some excellent **free online classes** that you can take and many of them are free.
- If you're not sure where to start browse [udemy](https://www.udemy.com/) which has one of the largest selection of online courses, with more than 100,000 video courses and new additions published every month
- Skills gained from **voluntary experience** are just as valuable and a great way to gain work experience at this time. There are plenty of opportunities to support your community right now. Participating in volunteer programmes/charitable activities can help with self-fulfilment and development and can boost your CV.

Keep Applying:

- **Look for advertised jobs in some of the following places:**
 - Careers Services (TU Dublin and Others)
 - Careers Fairs incl. virtual (TU Dublin/external e.g. GradIreland "Graduate Careers Fair")
 - Job websites incl. grad job sites
 - Recruitment Agencies
 - Print/Broadcast Media
 - Company Websites
 - College Departments / Lecturers
 - Professional Bodies – Job Sections
 - Specialist Publications
 - Social Media –
 - LinkedIn – Company Pages Job Sections
 - witter – Company / HR Accounts (e.g. #jobsfairy)
 - Facebook – Company Pages
 - Blogs

- **Many jobs are never advertised** – some estimate as high as 70%. So now more than ever, it is vital to be pro-active in your job search and tap into the hidden jobs market.
 - Follow companies of interest on LinkedIn and consider subscribing to news alerts (such as Google Alerts) for companies you'd like to work for. You will need to **identify employers** who you are particularly interested in, conduct thorough **research** on their business and **make direct contact** with them highlighting your **suitability and interest in working for them**.
 - By making contact with them before you send in your letter and CV, you can **tailor** it towards their needs and address it to the correct person. For further information, see our full help sheet on cold calling here:
<https://www.dit.ie/media/careers/pdf/cold%20calling.pdf>

Useful Online Resources:

Job hunting in challenging times:

<http://www.dit.ie/media/careers/pdf/Job%20hunting%20in%20challenging%20times.pdf>

Networking:

<http://www.dit.ie/media/careers/pdf/Networking.pdf>

<https://www.linkedin.com/school/technological-university-dublin/people/>

Getting ready for interviews:

<http://www.dit.ie/careers/studentsgraduates/gettingreadyforinterviews/>

CVs and Cover letters:

<https://www.dit.ie/careers/studentsgraduates/cvslettersapplications/>

LinkedIn cheat sheet:

<https://www.dit.ie/media/careers/pdf/Linked%20in%20Cheat%20Sheet.pdf>

Free online classes:

<https://www.udemy.com/>

<https://www.ics.ie/news/icdl-free-online-courses-covid-19>

<https://www.edx.org/>

<https://www.futurelearn.com/>

<https://www.coursera.org/>

<https://alison.com/>

<https://online-learning.harvard.edu/>

<https://ocw.mit.edu/index.htm>

Volunteering:

<https://www.volunteer.ie/volunteers/find-a-volunteer-role/>

<https://www.gov.ie/en/publication/72694e-helping-in-the-community-during-covid-19/>

Cold calling:

<https://www.dit.ie/media/careers/pdf/cold%20calling.pdf>

Free resources online:

<https://covid19.shanehastings.eu/giveback/>

Remote jobs:

<https://remotejobsireland.com/>

<https://www.jobs.ie/remote-jobs>

<https://www.ryrob.com/remote-jobs-websites/>

<https://www.creativelive.com/blog/best-sites-finding-remote-jobs/>

<https://www.linkedin.com/jobs/work-at-home-jobs/>