



Career Toolkit during COVID-19

Whether you are entering the workforce after graduation, have a few years to go, or are just beginning at UCF, we are here to assist you! What does a job search look like in a time of social distancing? It might surprise you to know that it will not be very different from a regular job search. The biggest change will be in the interviewing process, where in-person interviews will, most likely, be replaced with phone and video interviews. Because some companies may have only a few openings, you must prepare to be competitive in your job search.

We have created a Career Toolkit with step-by-step instructions to assist you with your job search in these challenging times. Also, know that while we may not be able to meet with you in person, you can schedule a phone or virtual appointment with a Career Counselor so they can support you with the job search process. You can schedule an appointment* with Career Services in [Handshake](#). Additionally, we encourage you to seek support through the [UCF Counseling and Psychological Services](#).

The following resources are organized into the following categories and include a number of resources and tools for you to include in your Career Toolkit during COVID-19. Feel free to navigate to the section(s) in which you feel you need the most help.

**Appointments and Career Critiques with Career Services are for current students or recent graduates (within one semester of their graduation). If you graduated more than one semester ago, please visit [UCF Alumni Services](#) for one-on-one assistance.*

TABLE OF CONTENTS

[EXPLORATION](#), p.2

- [Discover Your Interests and UCF Majors](#)
- [Explore Careers and Interests](#)

[EXPERIENCE](#), p. 3

- [Work on Independent Study & Freelance Projects](#)
- [Complete a Certification](#)
- [Parker Dewey Micro-Experiences](#)
- [UpKey's 2020 Virtual Internship Program \(VIP\)](#)
- [Experiential Learning](#)

[EMPLOYABILITY](#), p. 4

- [Resumes, Elevator Pitches, Online Profiles, and Interviews](#)
- [Find Jobs](#)
- [Networking Strategies](#)
- [Managing your Job Search](#)

[WELLNESS](#), p. 6

- [Develop and Practice Self-Care Techniques](#)
- [Set Manageable Goals](#)
- [Articles and Resources for further support](#)

[UNEMPLOYMENT/JOB LOSS](#), p. 7

EXPLORATION

Planning for your future isn't a once in a life-time activity, it's a continuous journey of self-exploration, information gathering, accessing options, creating a plan and taking action.

Instead of asking yourself what you want to do, think about who you are, who do you want to be and why do you want to be it. Start with exploring your personality, skills, and interests, learn about your career purpose and values, and access your nature strengths and abilities.

There are several resources at Career Services to assist you in exploring yourself:

- [Discover Your Interests and UCF Majors](#)
- [Explore Careers and Interests](#)

- **Discover Your Interests and UCF Majors**

- *MyPlan*: Online career assessment are available for you to learn about your Personality, Interests, Skills, and Values. Follow these instructions to create a free account.
 1. Open this link to access [MyPlan](#).
 2. Create an account using the UCF group license code on our [website](#).
 3. Complete up to four available inventories. Then, scroll through to read your results and career matches. Consider scheduling an [appointment](#) with a UCF Career Counselor to interpret your results!
 4. Videos: [Intro To Myers Briggs Personality Types](#) and [RIASEC Personality Types](#).
- *What Can I Do With This Major?* Connect majors with careers. Includes common career areas, typical employers and strategies designed to maximize career opportunities. Also includes a list of websites that provide information about majors and careers.
 1. Go to [Discover Your Interests and UCF Majors](#)
 2. Click on “*What Can I Do With This Major?*”
 3. Click on “*View All Majors*”
 4. Find your major from the list to begin exploring
- Check out UCF Career Service’s LinkedIn Learning Path, [Discover Interests and Majors](#)

- **Explore Careers and Interests**

- Create a free [MyCareerShines](#) account to research careers and assess your interests and skills. Once you complete your MyCareerShines assessment - [Explore UCF majors tied into your career clusters](#).
- Conduct an [Informational Interview](#). Informational Interviews are a great way to speak with professionals in the career field you are considering. Gain first-hand knowledge about a specific occupation, ask a variety of questions, and get a “feel” for the work environment. How do you find someone?
 - *LinkedIn Alumni Tool*: If you have a LinkedIn account, then you have access to over 200,000 UCF alumni! Visit <https://www.linkedin.com/school/university-of-central-florida/> to use the UCF alumni search tool and locate past UCF graduates working in companies or positions that interest you. Use this [LinkedIn Alumni Tool Handout](#) to learn about how to filter your search. Don't have a LinkedIn account? Consider joining! Over 90% of employers use LinkedIn to search for new talent and to research job applicants.
 - Check out *Professional Associations or Organizations*. Many professional organizations, national or regional, have a member directory from which you could explore local professionals in your field of interest. Oftentimes they also include contact information. You can search for organizations and associations by industry at <http://www.careeronestop.org/businesscenter/professionalassociations/find-professional-associations.aspx>

- Visit [O*NET](https://www.becomeopedia.com/), <https://www.becomeopedia.com/> and [Occupational Outlook Handbook](#) to learn more about careers, salaries, educational requirements, and work environment.
- Research *E-Publications* or *E-Magazines* related to your career/industry to learn about current events and related trends in from your preferred industry.
- Work to expand or reduce options that interest you.
- Check out UCF Career Service’s LinkedIn Learning Path, [Explore Careers and Industries](#)

Now that you have learned about yourself and research majors and careers related to your interests and personality type. Try to narrow down or broaden your choices.

- Prioritize your options according to your goals, timelines, and requirements.
- Review your research on majors/career and weight pros/cons, comparing them to your options that interest you.

Remember this is a process, so take your time with those these steps. If you need more support with your career decision making, visit <https://career.ucf.edu/stayconnected/> and schedule an appointment with a Career Counselor.

➤ Go to: [EXPERIENCE](#) | [EMPLOYABILITY](#) | [WELLNESS](#) | [UNEMPLOYMENT/JOB LOSS](#)

EXPERIENCE

Experience can vary from person to person. For some it may look like full-time/part-time work or maybe an internship, for others it may be volunteering or completing class projects. During this time of social distancing, think outside the box and be creative on gaining experience.

Reflection – How would you respond if a future employer asked you “what did you do during your period of social distancing?” Doing something during this time is better than doing nothing.

Here are some options for you to consider in building your experience:

- [Work on Independent Study & Freelance Projects](#)
- [Complete a Certification](#)
- [Parker Dewey Micro-Internships](#)
- [UpKey’s 2020 Virtual Internship Program \(VIP\)](#)
- [Experiential Learning](#)
- **Work on Independent Study & Freelance Projects**
 - *Personal/Freelance Projects:* Work on a side project you may have said you were too busy to do. This a great opportunity to dedicate time blocks to on-going or new projects. *For example* – finish a video you were editing, touch up some marketing material, finish an old business proposal. Then, you can include these side projects on your resume and portfolios.
 - *Publish Writing Samples:* Write and publish articles or posts on LinkedIn, E-Publications, or E-Magazines related to your career/industry. Submit an article review to a publication.
 - *Research:* Read up on current events and trends as it related to your major or career. Stay informed about your industry so you can use this knowledge to guide your job search or highlight your knowledge in interviews.
 - *Remote Volunteering:* Reach out to local companies or non-profits and offer to apply what you learned in class to the real-world setting.
 - *LinkedIn Learning:* Develop or enhance a new skillset through UCF’s [LinkedIn Learning](#) tool for current students. LinkedIn Learning is an online learning platform that you learn business, software,

technology, and creative skills. There are over 12,000 courses and 5,000 tutorials from experts, and it is free for all current UCF students.

- **Complete a Certification**
 - Check out [CareerOneStop](#)'s resource page and Certification Finder tool to discover professional development opportunities in your industry, amp up your skill set, and add to your credentials.
 - **Parker Dewey Micro-Experiences**
 - Micro-Experiences provide students short-term, paid, professional assignments that can be completed remotely.
 - Go to <http://info.parkerdewey.com/ucf>, thoroughly complete your student profile, and start searching for building your experiences.
 - Here are some resources provided by Parker Dewey to assist you:
 - Watch a 7-minute Video [Overview about Micro-Experiences and Tips for Success](#).
 - Hear [Advice from Parker-Dewey users](#).
 - **UpKey's 2020 Virtual Internship Program (VIP)**
 - In partnership and with the support of so many organizations, UpKey is launching a *Virtual Internship Program (VIP)* with a focus on global leadership and entrepreneurship skills. Through VIP, 1,000 displaced summer interns an opportunity to continue to prepare for the career world. Visit <https://upkey.com/internship> to get started!
 - **Experiential Learning**
 - Visit the office of [Experiential Learning](#) to explore remote internship, service-learning, and cooperative education opportunities.
- Go to: [EXPLORATION](#) | [EMPLOYABILITY](#) | [WELLNESS](#) | [UNEMPLOYMENT/JOB LOSS](#)

EMPLOYABILITY

Where to begin? If you haven't yet done so, take a moment to review the "Exploration" section and consider starting with some self-exploration through our MyPlan or MyCareerShines online assessments. Understanding what careers match your values, interests, personality, and skills is a great way to start.

After you have done some research and have identified careers, jobs, or internships to search for, begin preparing your hiring materials (e.g. resumes, resume bullet points, cover letters, Handshake/LinkedIn profiles, etc.).

If you would like your cover letter and resume reviewed, Career Services offers Virtual Career Critiques by completing the [online submission form](#).

How do you job search and network during a pandemic? It will be difficult, awkward, tedious, and time-consuming, but start with a positive attitude and stay organized. With the right tools and mindset, you can find the opportunities you seek.

Check out the following online tools and resources to help guide your job search and enhance your employability skills:

- [Resumes, Elevator Pitches, Online Profiles, and Interviews](#)
- [Find Jobs](#)
- [Networking Strategies](#)
- [Managing your Job Search](#)

- **Resumes, Elevator Pitches, Online Profiles, and Interviews**

- *UpKey*: Not sure how to create a resume? Need to develop your elevator pitch? Visit <https://upkey.com/ucf> to go through a guided tutorial on how to craft the perfect resume and elevator pitch.
- *Emsi's Resume Optimizer*: Upload your resume and desired job description to see how well they match at <https://skills.emsidata.com/resume>.
- View Experiential Learning's sample resumes by major at <https://explarning.ucf.edu/students/student-resources/resume-resources/>.
- *JobScan's LinkedIn Profile Optimizer*: Test your LinkedIn Profile against a desired job description to see how well they match at <https://www.jobscan.co/video-linkedin-optimization>.
- *Practice your interviewing skills*:
 - Career Services offers *virtual mock interview appointments* so you can stay on top of your game. Schedule an appointment in [Handshake](#) today!
 - Practice anytime, anywhere with *Big Interview*, a virtual platform with which you can design what type of interviews and questions to practice, record your responses, and view your performance to evaluate for yourself. Go to <https://ucf.biginterview.com/> and use **CODE 1963** to get started.
 - Get Some Great [Phone Interview Tips](#).
 - [Video Interview Guide: Tips for a Successful Interview](#).
- Check out UCF Career Service's LinkedIn Learning Path, [Prepare Before the Job Search](#).
- **Find Jobs** - You can search for employment using the online tools below. There are other online search engines specific to an industry, ask your Career Counselor for other online resources. Networking has proven to be the most effective way to learn about job openings.
 - [HANDSHAKE](#): Search for jobs and internships, research and follow companies, find current students or alumni, view and attend upcoming Career Services events and employer workshops.
 - For a quick summer job/internship search visit <https://bit.ly/remotefjobsonhandshake>.
 - [CAREERSHIFT](#): Search for jobs and internships, research companies, find potential contacts.
 - Check out [Industry Specific Job Search Sites](#).
 - Check out UCF Career Service's LinkedIn Learning Path, [Search for Jobs](#).
- **Networking Strategies**
 - Shy about networking? Check out these [Networking Tips for Introverts](#).
 - *LinkedIn* has developed **College vs. COVID**: the go-to place for students on the job hunt amidst all the unknowns driven by coronavirus. Through this page, LinkedIn will share resources, career guidance and live interactive sessions with experts to help you manage your job search. Visit <https://www.linkedin.com/company/college-vs-corona/> to get started! They also have a great list of [Resources to Help You Navigate the Challenges of Today's Job Market](#).
 - Know where the work is, and isn't by visiting Candor's live list of Hiring Freezes: <https://candor.co/hiring-freezes/> or Career Thought Leader's forum [Who's Hiring During the Pandemic?](#)
 - Search for Professional Associations in your industry using CareerOneStop's [Professional Association](#) Finder tool.
 - Check out these [Resources from Google](#) to help you stay connected and informed about searching for remote work, and how to work successfully from home.
- **Managing your Job Search**
 - [Filing for unemployment? 6 things experts say you should know](#)
 - [Help for Your Job Search During Coronavirus](#)
 - [COVID-19: Job Market Insights & Job Search Strategies from Experts](#)
 - [What Does the Coronavirus Pandemic Mean for Your Job Search?](#)
 - [How do you continue a job search during a pandemic?](#)

- [Coronavirus Update: Industry Fast Facts](#)
- [Coronavirus Career Advice: 27 Best Work From Home And Remote Jobs](#)
- [How Soon-To-Be College Graduates Can Job Hunt During The Coronavirus Outbreak](#)

Prefer to watch and learn? Check out these quick videos on managing a job search during COVID-19:

- [College Recruiter Video Playlist](#)
- [Coronavirus Career Advice: Navigating the Job Search and Remote Work During COVID-19](#)
- [Job Searching During COVID-19 \(Coronavirus\) - How To Job Hunt In An Economic Crisis](#)

Reflection – Whether you had an offer rescinded due to the pandemic, couldn't accept an offer, or couldn't find an opportunity to apply for, still try to update your skills and stay knowledgeable about your industry through the tools mentioned above. How can you communicate self-learning on your resume in the future? Review this example for ideas:

Independent Study & Projects – Summer 2020*Completed in place of rescinded offer

Specialized Training

- Completed Java Basics and HTML Intermediate courses through LinkedIn Learning
- Developed website to compile sample work here: [samplewebsite.com](#)

Career Development

- Conducted 5 informational interviews with media industry experts to learn more about SEO, Google Ad words and topics relevant to the field
- Practiced case studies with a small group of peers and had findings evaluated by a current expert; received positive feedback on solutions shared

Projects & Research

- Contributed to Dr. Smith's research focused on media accuracy, fact-checking and misinformation basics by identifying news sources to investigate for common themes
- Compiled an article and submitted to AdAge for review

**Example Source: National Association of Colleges and Employers forum "CAN STUDENTS PUT A CANCELLED INTERNSHIP ON THEIR RESUME?"*

➤ Go to: [EXPLORATION](#) | [EXPERIENCE](#) | [WELLNESS](#) | [UNEMPLOYMENT/JOB LOSS](#)

WELLNESS

Finding a job or internship is stressful under regular circumstances. Adding the stress and trauma, for some, of a pandemic can make it seem impossible. To be successful with searching for work, you must be fully present with yourself and aware of your limits and needs.

Try these tips and resources to help you manage stress during your job search. You can also visit <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html> for more information and resources for stress management.

- [Develop and Practice Self-Care Techniques](#)
- [Set Manageable Goals](#)
- [Articles and Resources for further support](#)

Develop and Practice Self-Care Techniques

- Recognize your emotions for what they are
- Create and stick to a routine
- Find ways to exercise regularly and be mindful of your sleep patterns

- Schedule time for yourself each day to do at least one thing you
- Stay connected with your tribe – family, friends, mentors, counselors, etc... whoever is in your support system, find ways to stay connected with them
- Try relaxation techniques, such as [breathing exercises](#)
- Seek support through the [UCF Counseling and Psychological Services](#)

Set Manageable Goals

- Reframe the large, stressful goal of “Finding a Job” into smaller, more manageable goals and tasks
- Utilize this [Goal Breakdown Worksheet](#) to help you in this process
- Refer to and use the resources mentioned above in Exploration, Experience, and Employability to help you accomplish these tasks
- Recognize what isn’t in your control (economy, number of job openings, social distancing guidelines), and what you can control (your reaction to employer correspondence, improvement of skills, networking strategies)

Articles and Resources for further support

- American Psychological Association’s [COVID19 Resource Playlist](#)
- [COVID-19: Unemployment and Job Loss Support](#)
- [Managing Stress Associated with the COVID-19 Virus Outbreak](#)
- [Seven tips to manage your mental health and well-being during the COVID-19 outbreak](#)
- [National Suicide Prevention Lifeline](#)
- [Mental Health And COVID-19 – Information And Resources](#)
- [COVID-19 Resource and Information Guide](#)
- [10 Ways to Stay Motivated While Job Hunting](#)

➤ Go to: [EXPLORATION](#) | [EXPERIENCE](#) | [EMPLOYABILITY](#) | [UNEMPLOYMENT/JOB LOSS](#)

UNEMPLOYMENT/JOB LOSS

If you were let go from a position as a result of this pandemic, you are welcome to schedule an appointment with a Career Counselor to discuss job search strategies, seek resume help, practice your interviewing skills, and review other career planning tips as needed. Appointments can be scheduled in [Handshake](#).

Please see the below links for important benefit opportunities and resources for employees in transition:

- [Career Source Employment Support & Job Search](#)
- [Florida Department of Children and Families](#)
- [Reemployment Assistance Service Center](#)
- [State of Florida - Unemployment Guide](#)
- [How to file for unemployment benefits during coronavirus pandemic](#)
- [COVID-19: Unemployment and Job Loss Support](#)
- [Filing for unemployment? 6 things experts say you should know](#)

➤ Go to: [EXPLORATION](#) | [EXPERIENCE](#) | [EMPLOYABILITY](#) | [WELLNESS](#)