



## How to find a job during the time of the Coronavirus

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Yes, it is possible to find a job right now, despite the coronavirus. Companies are still hiring employees for full-time permanent positions. The average job search is likely to be a bit longer now though. As companies re-open, they need to see what sort of business they will do and what their revenue and expenses are likely to be going forward. So, job positions that have been advertised may be put on hold or may even disappear, until employers get a good idea of what the demand is like in the near future. Be patient with yourself, be patient with employers, and be patient with the process, even though you are probably feeling desperate to get another job soon. This is a tough time for all, with businesses experiencing extreme change in a short amount of time.

But now is not the time to stop. If you need a job, then you need to carry on with your job search.

1. Consider industries that are doing well in this time. Industries that may be good ones to try are those in healthcare, cleaning services, telecoms, IT and pharmaceuticals. Delivery services have also been quite busy and so has warehousing. Industries that are not likely to be good are travel, restaurants, hospitality, and events.
2. In some instances companies want to hire someone very quickly. Use hashtags such as #nowhiring, or #urgentlyneeded to help you locate jobs that employers need filled early. You can use hashtags on social media when looking for a job.
3. As always, you must continue networking. It is the way most positions are filled – by someone known to the company. Tell everyone in your professional and personal network what types of jobs you are looking for and what type of companies you want to work for. Tell all your connections on social media. Networking will be done online, so if you are not used to networking virtually, start familiarising yourself with it. Generally speaking, don't start by immediately asking your contact for a job. Start by asking how they are. And then tell them your situation and ask for their advice. Then you can ask them to keep a look out for you, send you leads and organise introductions to companies if they can. Keep expanding your network. Join industry groups on LinkedIn.
4. There is an economic downturn, so hiring will be more competitive. You need to really stand out. Imagine 50 CV's on someone's desk. How will you get yourself to stand out? Revamp your CV and online profiles. If it's a long time since you posted your CV on a career website, update it or change

it, to bring yourself back to the front of the queue. A lot of recruiters focus only on recently uploaded CV's. Check your social media profile and clean it up if you need to. Post professional posts on social media to showcase your knowledge and skills. Make sure you have some examples of cover letters ready that look good.

5. Set Google alerts for the jobs you are interested in as well as companies you might like to work for. Upload your CV on career websites, company websites, recruitment websites, and you can still contact recruitment agencies as most of them have kept working during the lockdown. Update and customise your CV and cover letter for each job.
6. Organise your job search. Track what you have done, who you have contacted, who you have sent CV's to, and when.
7. If you need to improve your skills this is a good time. Have a look at some job descriptions for the types of jobs you are applying for and see if you are missing any skills. Then sign up for courses to fill the gaps.
8. Master the telephone interview and video interview. Do some practice interviews to hear how you sound. For video interviewing you need to get the lighting right and angle the camera correctly. You also want to find the best place for you to sit for the interview. You will have one chance to do the interview, so test a lot beforehand so you do it right when it counts. Dress as if you were at the office. I know some people think that the bottom half of what they are wearing won't matter, but it does. You never know when you might just have to stand up to reach for some item or walk to fetch some item for the interview. And suddenly, the interviewing panel gets to see your pyjama pants. In any event, if you are dressed professionally, you are likely to be more professional in your interview. What you wear, does have an impact on how you feel, and thus, how you come across. Practice questions and answers as well, as you would for a face to face interview.
9. Keep actively working at the job search. If you are unemployed you may need some way to earn money quite quickly. Look at part time or contract positions. Also look at freelance positions. Or perhaps you have a hobby or side business you have not tapped into, that you could do for the interim.
10. Stay in touch. If you had a recently promising interview and a job offer seemed imminent but you have not heard from the hiring manager, check in with the person. This is likely to be the experience for many people. Companies are scrambling right now. When you speak to someone in the company acknowledge what a difficult time it is likely to be for them. It is hard to listen and be empathetic and understanding when you are desperate to find a job, but it will do you an enormous amount of good. They will see you as a human being, someone who cares, and someone who is not just interested in themselves. In fact, all interactions with any person in a company count for a lot. And they especially count a lot now when people are way out of their comfort zone. If they say they don't know when they will be recruiting again, ask if you can contact them in a month's time.
11. Because times are so challenging for companies, when you do engage with hiring managers and staff, and when you are in interviews, if you can indicate that you adapt well to change, and even suggest ideas and solutions at appropriate moments as to how the company could deal with these difficult times, you will be very impressive. If you can show that you have what it takes to help the company succeed you will fare very well in the interview.
12. Stay focused on your job search. Because it is challenging to stay motivated in such difficult times, focus on accomplishing actions rather than just the final goal of getting a job. See each step you take,

be it contacting someone, sending in an application, updating your profile, as another step forward. This is a longer and more difficult process than you are used to, but you will get there. And when you do have that job, remember to thank everyone who helped you get there.

Have a wonderful week. If you are looking for a job, hang in there.