

# *Career Pathways Live Zoom*

Employment Tips during COVID-19

April 23, 2020



# Career Pathways Team



- ▶ **Ms. Sherissa Gaitor, Director of Career Pathways from Talladega College will be facilitating this Zoom chat today.**



- ▶ **Ms. Angela Loynes, Career Pathways Career Coach from Talladega College will be facilitating this Zoom chat today.**

# International Student Website Information

- ▶ I would encourage all students abroad check [www.travel.state.gov](http://www.travel.state.gov) for the most recent (and accurate) information regarding travel restrictions and visa issuance. USCIS is not closed. They are temporarily closed to the public. Please find more information at <https://www.uscis.gov/> regarding USCIS Response to Coronavirus 2019 (COVID-19). Any applications should be handled as per the norm in filing.
- ▶ Please email me with your concerns as soon as possible.
- ▶ Your feedback will assist us as we plan to move forward in the Fall 2020.
- ▶ Make sure that we have the most current and accurate contact information for you.

# Prep Step

## Career Interest and Skills Assessment

Click link:

[https://my.talladega.edu/ICS/Library/Additional\\_Resources.jnz](https://my.talladega.edu/ICS/Library/Additional_Resources.jnz)

Scroll down page **CLICK** [PrepStep Online Access](#)

Student instructions:

Create Login and Password

Click Job and Career Accelerator

Click Skills Matcher answer questions

Click Interest matcher answer questions

Submit both surveys

# Career Pathways Toolkit

## Create and Update:

Update your resume with your professional email.

Create or update a cover letter this will distinguish you from other candidates.

Update all of your social media pages.



Employers are still making decisions concerning Internships and hiring May 2020 graduates. Therefore below are some tips to assist you in applying, communicating and competing with a bigger pool of applicants like never before. Below are some steps and opportunities you can take to position yourself to obtain employment this summer and after graduation.

### **INROADS-Career Leadership Preparation:**

Create or update your LinkedIn profile: <https://www.linkedin.com/>



Create or update your INROADS Profile. The program Managers have access to employment all over the US. They will also assist you in refining the leadership skills needed today.

<https://inroads.org/career-pathways/>

### **Virtual Conferencing and meeting Platforms:**

Download a web conferencing platform to your laptop (example: lifesize, Zoom, skype, google hangouts, etc.)



If you get an online interview with an employer you must ask what platform they be using so you are prepared. Make sure that you have access to a computer, laptop, or IPAD with a camera.

### *Graduate School Practice Tests:*

If you desire to use any of the practice test for Graduate School click the link below

[https://my.talladega.edu/ICS/Library/Additional\\_Resources.jnz](https://my.talladega.edu/ICS/Library/Additional_Resources.jnz)

PrepStep is offered by our partners at EBSCO Learning Express to Career Pathways and Savery Library

### *Virtual Career and Graduate School Fairs:*

Due to Social Distancing there are Online Career and Graduate School Fairs taking place. This will be an awesome opportunity if you did not get the opportunity to attend the fairs on campus this year.

The fairs are **FREE** but you will need to register for them. Click the link: <https://bit.ly/2JaSFKY> for more information.

**We recommend using the STAR (Situation, Task, Action and Results) method to answer behavioral interview questions, such as “Tell me about a time when you collaborated with others to achieve a common goal.”**

**STAR METHOD:**

**Situation: The context (workplace, Project, event)**

**Task: The goal or purpose**

**Action: How you used your strengths and resources to achieve the task(s)**

**Result: Share outcome**

- **When picking a story...**
- **Choose a story that is relevant**
- **Be ready to share what YOUR actions were**
- **Be specific and use numbers**
- **Be concise...to the point**
- **Be honest**

**•When asked if you have any questions for the interviewers, always come prepared with at least 3-5 questions that address specific aspects of the role or employer. Finally, here are some common questions for which to prepare answers (in no particular order):**

- Tell me about yourself.**
- Please tell me why you are interested in this position.**
- What are some strengths you bring to this job?**
- What is a challenge you would bring to this job?**
- What three words would your current colleagues use to describe you?**
- Tell me about a time when something did not go as planned – how did you move forward, despite this setback?**
- Tell me about a time you responded well under pressure to meet a deadline?**
- How would you describe your communication style?**
- Tell me about a time when you collaborated with others to get a job done.**
- Tell me about a time when you had a disagreement with a coworker – how did you move forward?**
- Tell me about a time when you worked with others who are different from yourself.**
- Describe a time you took initiative or worked independently and were proud of the result.**
- What strategies do you use to keep yourself organized?**
- Is there anything else you would like us to know about you?**
- Do you have any questions for me?**

# Employment Information

- ▶ **Companies Hiring Near Me:  
Recession Proof Jobs Available Now  
Link Below:**
- ▶ <https://managementconsulted.com/companies-hiring-near-me-recession-proof-jobs-available-now/>
- ▶ Career Builder: <https://www.careerbuilder.com/>
- ▶ Monster: <https://www.monster.com/jobs/search?q=college-graduates>
- ▶ Indeed: <https://www.indeed.com/>



**DEAR**

# ATHLETES

DEAR ATHLETES INTERNS RECEIVE:  
LETTER OF RECOMMENDATION, EXPERIENCE, & STIPEND

## NOW HIRING

NOW HIRING 2020 SUMMER INTERNS:  
SOCIAL MEDIA MANAGER  
SPORTS BLOGGER  
GRANT WRITER  
MARKETING COORDINATOR

VISIT: [WWW.THEDEARATHLETESFOUNDATION.ORG](http://WWW.THEDEARATHLETESFOUNDATION.ORG)

Send your resume and cover letter to  
[donate@thedeathletesfoundation.org](mailto:donate@thedeathletesfoundation.org)

# *Career Pathways Team*

## *Contact Us*

### **Contact us via email:**

Ms. Sherissa Gaitor [skgaitor@talladega.edu](mailto:skgaitor@talladega.edu)

Ms. Angela Loynes [aloynes@talladega.edu](mailto:aloynes@talladega.edu)

### **TEXT Message:**

256-493-7914 cell

You may send a text message during work hours.

### **Hours:**

8am-5pm Monday through Friday

### **REMIND:**

If you have not signed up for Remind then send the following text message from your phone.

**Send a text to: 81010**

**Text this message: @bcddd8**

# Questions.....

Career Pathways Feed Back Survey  
<https://forms.gle/5Tj7vUDeQqEySUNNA>