Career Planning Checklist: Achieving Success in the Virtual World

A Resource for Seniors

First and foremost, during all this change, it is important to take care of yourself and your own well-being. As you are able to continue your career preparation in the coming weeks, this is a list of actions we suggest you take to move forward with your career planning in a digital environment.

Polish your resume

- Is your resume ready for applications? Send your resume to your career advisor (see a list of advisors and emails here) for review, and they can provide input and help you enhance your resume to stand out.
- Don’t have an updated resume yet? Use our resume resources to get started, or make an appointment on Handshake to discuss resumes with a career advisor.

Use LinkedIn to your advantage

- Search for alumni on LinkedIn who have careers you are interested in or who have similar interests.
- Build your profile and list any recent experiences. Then make LinkedIn your new social media platform! Post relevant articles, “like” posts, and connect with people. Read “30 Things College Students Should be Doing on LinkedIn Right Now.”

Develop a job search strategy

- Visit our Strategies for Job Search Success guide to learn how to develop your job search plan.
- Identify opportunities based on your preferences utilizing Handshake, Indeed, and LinkedIn. Keep your mind open and cast a wide net.
- Apply to positions as frequently as you are able (preferably at least five a week) and follow up with recruiters if allowed.
- Gain experience through micro-internships, remote projects between 5-50 hours that are great for boosting your resume. Find opportunities on Parker Dewey’s micro-internship platform.

(see more on the next page)
Network, Network, Network

- **Network** your way into the companies you are interested in. Try to find three points of contact at every employer (consider alumni who work there or personal connections in addition to the hiring manager or human resources department.)
- Let those in your network know that you are seeking a job. Even if those you know are not hiring, they may know of open positions in the future.
- Use technology to connect. Ask people to meet with you for informational interviews via Facetime, Zoom, Skype, and/or phone calls. Ask for advice for your job search and communicate the types of roles you are looking for.

Take a look at your social media presence

- Employers often look up candidates’ social media accounts when hiring. What will they see when they visit yours? Read this blog post from Ladders about how to prepare your social media accounts for a job search.

Interviewing

- Be prepared to participate in phone and video interviews, either live on platforms like Skype and Zoom, or recorded interviews. Watch this video for tips for recorded interviews such as HireVue and see LaSalle Network’s 8 Tips to Ace Your Virtual Interview.
- Develop your professional introduction to answer the question “Tell me about yourself”, consider responses to common interview questions, and check out our resources for preparing for an interview.
- Practice! Set up a virtual mock interview with your advisor on Handshake.