

## CareerOneStop Paths – User Guides

### Path 1: Find short term, immediate employment

#### Goal

Find short term, immediate employment. Included are steps and tools to focus your job search, refresh your resume, prepare for virtual interviews, and look for job postings and ideas on which kinds of organizations or jobs may be open to you during the COVID-19 pandemic.

#### Objectives

- Learn about industries in your local area that are hiring.
- Identify 2-3 job titles to focus your search on.
- Refresh your resume or get tools to write one that targets your job search goal.
- Use online job search resources to find at least 3 viable job postings.
- Use Business Finder to identify 3 local businesses that hire workers in your field.
- Make a networking plan to reach out to at least 3 contacts about job openings in your identified fields.
- Practice answers to common interview questions and prepare to participate in video interviews.

#### Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. Assignments use CareerOneStop’s Employment Recovery website:

<https://www.careeronestop.org/EmploymentRecovery/default.aspx>

#### 1. Learn about industries in your local area that are hiring.

Who’s hiring?

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/whos-hiring.aspx>

Read about the industries and types of employers that are hiring nationally. In your local news, you may hear or read about additional kinds of employers that are hiring in your local area.

**To do:** Which industry or industries that look strong in your area interests you?

#### 2. Identify 2-3 job titles to focus your search on.

Occupation Profile

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

Select the titles of careers that interest you to read details such as typical tasks, pay, education needed, and demand. You might read about your most recent job, and others related to it, or about something new that you’d like to explore from the industries you noted in Step 1.

**To do:** Think about the hiring industries and what you learn from the profiles. Write down 2 or 3 job titles to focus your job search on.

**3. Refresh your resume or get tools to write one that targets your job search goal.**

Update your resume

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/update-your-resume.aspx>

Read the sections of the Resume Guide to either write your resume, or focus on areas to strengthen an existing resume. Include your most recent job/s, with accomplishments and important tasks. To apply for jobs in a new field, be sure to highlight the skills, responsibilities, and knowledge from all your work and education experience that best relate to the new field. You can use a “Highlights of Qualifications” section at the beginning of your resume with keywords related to your target job.

Keywords: On a resume, keywords describe skills, knowledge, experience, and personal qualities that an employer is looking for in job candidates.

**To do:** Draft your resume. Ask at least two people to review it for clarity and to catch any typos before you finalize it.

**4. Use online job search resources to find at least 3 viable job postings.**

Find a Remote Job

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/remote-jobs.aspx>

Enter your targeted job title/s and ZIP code in the Find a Remote Job tool to see jobs that employers have posted as offering “work at home” for some or all work hours.

Job Finder

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/find-a-job-now.aspx>

Enter your targeted job title/s and ZIP code in the Job Finder to see openings in your area that employers have listed as “immediate hiring” openings.

**To do:** Identify at least 3 job postings that are a good match for you. Follow the posting instructions to apply.

**5. Use Business Finder to identify 3 local businesses that hire workers in your field.**

Business Finder

<https://www.careeronestop.org/EmploymentRecovery/Toolkit/find-businesses.aspx>

To find local organizations that employ people in your field, enter the industry or job title you prefer, your location, and preferred radius or distance from your location. You can narrow your results by number of employees, description, industry, or location. Select an employer name to see a brief profile with street address, contact information, map, and links to their website, where available.

Explore their websites to learn about the organization, and check for current job openings – usually listed under links named “Employment”, “Careers”, or “Job openings”. Identify 3 employers that hire workers in your field, whether they have current openings or not.

**To do:** Write down the contact information and location of each business in case you check them out in person. Write a letter to introduce yourself, highlights of your qualifications, and to ask about job prospects to each business.

**6. Make a networking plan to reach out to at least 3 contacts about job openings in your identified fields.**

Networking now

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/networking-now.aspx>

Use the ideas from this networking page to create or improve your social media profiles. Based on the types of jobs you want to look for, focus on 3 to 5 of your contacts to reach out to for leads on companies or individuals who have a relationship to your target jobs. Be prepared to share your job goals, your top skills and experience, and what kind of help you'd like to ask for, such as "Do you have suggestions for organizations I could apply to for work in this field?" or "Would you recommend I speak to anyone in your contact base about possible openings in their organization?"

**To do:** Make a note of the 3 to 5 contacts you plan to follow up with and write a brief introduction that covers your job goal, top skills and experience related to your job goal, and the requests you'd like to make of your contacts.

**7. Practice answers to common interview questions and prepare to participate in video interviews.**

Common interview questions

<https://www.careeronestop.org/JobSearch/Interview/common-interview-questions.aspx>

Virtual interviews

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/ace-your-interview.aspx>

Virtual interviews are similar to in-person interviews in many ways, but also have important differences. Review the list of common interview questions and write out your answers to 10 or more of them, illustrating with stories from your past experience. Use the tips from the virtual interviews page to set up a physical space at home to use for interviews. Test your equipment to ensure it will support an interview's technical requirements or check with your American Job Center about interview space and support they may offer. If possible, set up a mock video interview with AJC staff or a friend or family member to practice and test run equipment.

**To do:** Write out your answers to 10+ common interview questions and set up space and technology for video interviews. Conduct a mock interview to practice, if time allows.

## Path 2: Apply for unemployment and other benefits

### Objectives

#### Goal

Find and apply for unemployment benefits and other assistance to meet your essential needs during the COVID-19 pandemic.

### Objectives

- Identify your state resources for general and pandemic-related unemployment insurance.
- Learn about the key resources in your state or locality for housing, mental health, food assistance, and more.
- Learn how the local American Job Center can support your job search and local resource connections now, and in the future.

### Steps

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use CareerOneStop’s Employment Recovery website:

<https://www.careeronestop.org/EmploymentRecovery/default.aspx>

#### 1. Identify your state resources for general and pandemic-related unemployment insurance.

Unemployment and other benefits section

<https://www.careeronestop.org/EmploymentRecovery/UnemploymentandOtherBenefits/unemployment-and-other-benefits.aspx>

Enter your state to see the Unemployment Insurance Program website and filing information for your state.

FAQs about unemployment

<https://www.careeronestop.org/EmploymentRecovery/UnemploymentandOtherBenefits/FAQs-about-unemployment.aspx>

If you have specific questions about unemployment insurance, review the FAQs to find answers.

**To do:** Explore the websites relevant to your situation and make a note of any follow up you may need to do to access resources.

#### 2. Learn about the key resources for housing, mental health, food assistance, and more, in your state or locality.

State Resource Finder

<https://www.careeronestop.org/EmploymentRecovery/Toolkit/find-state-resources.aspx>

Find your state’s key resources related to COVID-19 help, housing, health care, job search, and other issues - by selecting your state from the menu in the State Resource Finder tool. Select

and read through each category that's relevant to current or anticipated needs for yourself or your family members. Click through to resources that appear useful to you.

**To do:** Write down the contact information for resources you plan to follow up with and link out to websites to explore any online resources. Make a note of next steps to obtain services.

**3. Learn how the local American Job Center can support your job search and local resource connections now, and in the future.**

American Job Center Finder

<https://www.careeronestop.org/EmploymentRecovery/FindAJobNow/find-local-help.aspx>

Enter your location to find your nearest American Job Center/s for job search help. Many centers offer a variety of online and phone-based employment services at this time.

Select your preferred AJC location from your results list and review the detailed lists of services available there. Although some of the services may be temporarily unavailable due to physical location closures, many services will be available.

**To do:** Make a note of the phone number for your nearest AJC/s and bookmark the website to follow up for services.