

January 2021

Going the Extra Mile...



There is no doubt that certain actions will help you move forward with your career goals. Below are stories from several Women's Center participants who found "going the extra mile" led them to career success. We hope it encourages you to think about how you can put these types of actions into practice in your own job search.

Melanie was interested in taking a paralegal course. But before she enrolled, she spoke to several paralegals and attorneys for informational interviews. Melanie discovered that the field was not as promising as she had hoped (based on her background and experience) and decided to switch target career fields. *Melanie saved time, money and avoided a potentially difficult job search*

by conducting research ahead of time.

Debbie applied for a job at a nonprofit a year ago, was interviewed, but did not get the job. As she conducted grant research for her volunteer position, she noted grants that might be of interest to that nonprofit and continued to send emails to the hiring manager saying "I saw this and thought of you". Debbie recently applied for another job at the same nonprofit. This time, she got hired and they adapted her position to include grant work. *Debbie established rapport, added value and stayed "front of mind".*

Michelle attended a Job Fair preparation workshop at the Women's Center where she practiced her "elevator pitch" and identified participating companies who were of interest to her. Then Michelle headed to CCM's Fall Job Fair where she had a conversation with several recruiters from a bank and handed them her resume. She followed up with them a week later, was ultimately interviewed and got the job! *Michelle prepared ahead of time, took advantage of an opportunity to meet with employers face-to-face, and followed up in a timely manner.*



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Upcoming Events

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| 02/04/21 | Job Search in the "New Normal" |
| 02/11/21 | Tips for Video and AI Interviews |
| 02/18/21 | Cultivate Self-Esteem to Support Your Goals |
| 03/04/21 | Build Your Interview Skills |
| 03/11/21 | Written Communications |
| 03/18/21 | Optimizing LinkedIn for Your Job Search |

Interview Question of the Month

Q: *How have you been spending your time during the pandemic? What did you learn about yourself? How have you handled the stress of the Corona-virus?*



After the many challenges brought on by the COVID-19 pandemic, employers may use these types of questions to determine your resilience, motivation, and attitude. Here are some things to think about as you prepare your answer(s):

How you spent your time: Did you take a class to gain new skills? Did you learn new technologies like Zoom or WebEx? Did you participate in any professional groups or networking activities? Did you dedicate time each day to your job search?

What did you learn about yourself: Did you discover that you need to reorder your priorities in life? Do you have a better appreciation for relationships with family and/or friends? Did you realize you need to focus more on your health?

How you dealt with the stress: Did you go for daily walks? Did you take up a new hobby? Start practicing yoga or meditation? Have weekly Zoom calls with friends or family? Cook? Read?

Showing that you are adaptable demonstrates to the employer that you will be able to perform well in a “new normal” work environment.

Free Job Search Workshops for the Community

Neighbors Helping Neighbors: A national grassroots job search support and networking group – Feb 16, Mar 16, Apr 20, May 25, June 22

Changing Your Career After Losing Your Job – Jan 19, Mar 2, Apr 27, June 15

Prepare Your Personal Elevator Pitch for Networking Opportunities – Jan 26, Mar 23

Navigating the Online Job Search: Beyond Basics – Feb 2, Apr 13, May 18

Writing Winning Resumes and Cover Letters – Feb 9, Mar 30, June 8

Interview Skills: Improve Your Techniques for Virtual Job Interviews and That First Impression – Feb 23, May 4

These sessions are being offered remotely Tuesday evenings, January - June 2021 from 6:30 - 8:00 PM

Pre-Registration is required at www.ccm.edu/workforce



Successful Virtual Divorce Workshop During Fall 2020

Covid-19 may have interrupted our plans for an in-person Divorce Workshop in the spring of 2020, but the need was still there. With the help of volunteer attorneys, a volunteer financial analyst, and a representative from Jersey Battered Women’s Service, we were able to complete our first ever Virtual Divorce Workshop during October/November. Each of the seven sessions covered a different topic and included time for Q&A. Thank you to everyone who contributed to make it a success! Another virtual workshop will be scheduled for this Spring.

Career Corner

You've Got This!

A speaker opened her presentation with this PowerPoint slide:

OPPORTUNITYISNOWHERE

The presenter asked the workshop participants to read it carefully. She then said, is it,

OPPORTUNITY IS NOWHERE or OPPORTUNITY IS NOW HERE

Think about how you would interpret this, and more importantly, how do you personally react to OPPORTUNITY each and every day. If you are currently seeking a new job, this is a **call to action!**

Read over these three scenarios, and think about how you would react.

Scenario A:

You are talking with three friends in your local diner about your job search. One friend suddenly says, *Christine, you should call my friend, Maria. She is looking for a new assistant in her billing department!*

- ◇ How do you react?
- ◇ What do you do next?

Scenario B:

You have been watching a new retail business preparing to open up on Main Street, just ten minutes from your home. The Grand Opening is this Saturday.

- ◇ How do you react?
- ◇ What do you do next?

Scenario C:

You are volunteering at your local YMCA, packing up donated toys for young children. A neighbor says, *Laura, did you see the sign on the front door? The Y is looking for a twenty-hour Coordinator of Volunteers.*

- ◇ How do you react?
- ◇ What do you do next?

When an opportunity comes our way, we sometimes set up our own barriers to action. Perhaps we think, *I don't have the exact skills needed for the position. We might ask, Why would someone hire me for this position?*

We hesitate, uncertain if we should apply, and before we decide, the opportunity disappears.

As we look forward to the New Year, let's be ready and open to new possibilities. If an opportunity knocks at your door, say YES! **Move into action quickly—certainly within 24–48 hours.** Keep in mind, employers are always looking for people with skills, determination, and a positive, can-do outlook.

Wishing you much success in the New Year.

You've Got This!



Job Search by the Numbers



24-48 Hours

How quickly you should respond to professional emails, especially employers and recruiters.



27

Average number of applications to score one interview.



1 Day

How soon to send a thank-you email after an interview.



250

Average number of applicants per position.



1 Week

How soon to follow up after applying for a job.



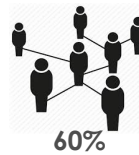
10%

Jobs found through online job boards.



2 Weeks

How often to touch base with staffing firms where you are registered.



60%

Jobs found through networking.



6 Seconds

Amount of time recruiters spend reading your resume.



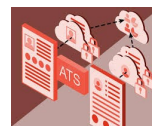
70%

Jobs that ARE NOT posted online.



20 Hours

Time you should be spending each week on job search activities.



75%

Resumes weeded out by ATS before reaching human eyes.



5 Months

Average time it takes to find a job.



87%

Recruiters using LinkedIn.



10-15

Number of jobs you should be applying for each week.



98%

Fortune 500 companies use Applicant Tracking System (ATS).