

February 2022

Top 10 New Year's Resolutions for Job Seekers

If your resolution is to go out and find your dream job this year, here is how you can make that happen:

1) Know Your Goals

As Author Lewis Carroll wrote in *Alice in Wonderland*, "If you don't know where you're going, any road will take you there." Before you can set out on your job search, you need to have a specific job in mind. Make a list of what you do want and what you don't want in your next job and consider whether you should stay on your current/previous path or select a new one. You may want to take an online career assessment like the [O*NET Interest Profiler](#) to generate a list of jobs that fit your interests.

2) Start Networking

Networking is the number one way to find a job so it is important to start connecting with others when you are looking to get back into the workforce, whether it's fellow job seekers, old friends or former colleagues. Join a Professional Services Group (PSG) or Job Club at TWC to meet other job seekers. Then, branch out through social media sites like LinkedIn and Facebook to connect with friends and colleagues. To participate with TWC, complete our [Enrollment Form](#).

3) Craft Your Elevator Pitch

If you are going to be networking up a storm, it's important that you have your elevator pitch ready to go. You want to be sure to state who you are, list your areas of expertise and mention what type of opportunity you are looking for, in 30 seconds or less. Practice makes perfect – and helps you make a great impression! Check out Professor Heather Austin's [Video Tutorial](#).

4) Create Your Job Search Basics

You will need an updated resume and customizable cover letter to market yourself. Not only

have resume formats changed over the years but they also need to be ATS-compliant to get past the computers and into the hands of recruiters. Every application should include a cover letter, elevating your chances over the competition. Our Employment Specialist Kathy Vincelette or one of our Volunteer Tutors would be happy to help you update your resume or construct a cover letter. Complete an [Enrollment Form](#) to get connected today.

5) Increase Your Social Media Presence

Social media is an ever-increasing part of life. When it comes to your job hunt, you need to be "found" on social media platforms and utilize them to connect with people who can help you in your job search. Did you know that 87% of recruiters use LinkedIn and that having a LinkedIn address at the top of your resume increases your chances the hiring manager will call you? Now is the time to set up a profile and learn how to use LinkedIn.

6) Create a Job Search Plan

Commit to scheduling time for your job search and stick to it on a weekly basis. If you are not working, 25 hours per week is the recommended amount of time to spend. Aim to apply to 10 to 15 jobs per week (yes, that many!). Slow and steady wins the race! You must have consistent activity to generate interviews.

7) Volunteer Your Time

Volunteering is not only a great way to give back to your community, but it can help fill in that employment gap on your resume. You can gain industry - related skills that will help you transition back into the workforce. It's also a great way to show employers how dedicated and hardworking you are. Explore <https://www.volunteermatch.org/> for ideas.

Continued on page 2

New Year's Resolutions for Job Seekers Continued

8) Learn New Skills

It's important to know what skills and qualifications are necessary in your intended field and either brush up on or gain those skills. Taking a computer class or short-term certification course can be a real resume booster. Both CCM and The Women's Center offer grant-funded training. Check out CCM's [Workforce Development Winter/Spring Catalog](#) to see what might help you in your career. Complete an [Enrollment Form](#) today to see if you may be eligible for a training grant.

9) Gain Job Search Knowledge

"In today's world, he or she who gets hired is not necessarily the one who can do that job best; but, the one who knows the most about how to get hired." states expert Richard N. Bolles in *What Color is Your Parachute?* Job-hunting is a skill you can learn. Whether it is reading a top job search book or listening to podcasts or webinars or joining a professional service group (PSG) with fellow job hunters, do something to help yourself gain job search knowledge. We would love to have you join us at The Women's Center Job Club-

where we feature guest speakers on a number of related topics or our Job Seekers' Support Group where we work together on interview and job search skills. We are meeting virtually on Thursday mornings at 10:30 a.m.

10) Take Care of Yourself

Job-hunting is stressful, so give yourself a break. If you spend 100% of your time looking for a job, you will burn out. Instead, build in relaxing daily activities like reading, talking to a friend or going for a walk, to feel refreshed and ready to snag your dream job! Here are some ideas for self-care from [Women's Day Magazine](#).



Hiring Trends for 2022

- **It's a job seeker's market out there now — and that's going to continue well into 2022.** During the pandemic, millions of Americans reevaluated their life and career goals leading to "The Great Resignation", which in turn has created job opportunities for those looking to re-enter the workplace.
- **Job applicants will have more power to negotiate for desired work benefits,** like flextime or remote/hybrid work. Whatever would make you the happiest (and the most successful!) in your position, don't be afraid to ask for it.
- **Zoom interviews are here to stay.** In 2022, you can expect tactics such as virtual events, multi-person remote interviews, virtual workplace tours, and online real-time presentations to be an integral part of most employers' recruitment process. In-person interviews will be reserved for final-round interviews.
- **Employment gaps are no longer a problem.** As organizations struggle to fill their vacancies and many professionals are still hesitant to return to the workplace, you'll find employers being less resistant to engaging candidates who've been out-of-work for an extended period of time. In 2022, the focus will be on what truly matters most when hiring: a candidate's qualifications and cultural fit within the company.

Sources:

- <https://www.businessinsider.com/hiring-trends-2022-for-job-seekers-job-search-2021-11>
- <https://wearethecity.com/the-top-hiring-trends-all-job-seekers-need-to-know-for-2022/>

Just Breathe...

The way you breathe affects your whole body. Have you ever noticed how your breathing changes when you start to feel anxious or stressed out compared to when you feel relaxed? Taking deep breaths and managing your breathing is an easy way to lower stress and can actually help your body transition into a more relaxed state. When you manage your breathe it sends messages to your brain telling you to calm down.



Try these breathing exercises suggested by the University of Michigan Health. They are simple enough to use any time or in any place. Take note of how you feel after each one. If these were helpful, there are many more resources you can search for online.

Belly breathing

- ◆ Sit or lie flat in a comfortable position.
- ◆ Put one hand on your belly just below your ribs and the other hand on your chest.
- ◆ Take a deep breath in through your nose, and let your belly push your hand out. Your chest should not move.
- ◆ Breathe out through pursed lips as if you were whistling. Feel the hand on your belly go in, and use it to push all the air out.
- ◆ Do this breathing 3 to 10 times. Take your time with each breath.

4-7-8 breathing

- ◆ This exercise also uses belly breathing to help you relax. You can do this exercise either sitting or lying down.
- ◆ To start, put one hand on your belly and the other on your chest as in the belly breathing exercise.
- ◆ Take a deep, slow breath from your belly, and silently count to 4 as you breathe in.
- ◆ Hold your breath, and silently count from 1 to 7.
- ◆ Breathe out completely as you silently count from 1 to 8. Try to get all the air out of your lungs by the time you count to 8.
- ◆ Repeat 3 to 7 times or until you feel more relaxed.



Virtual Divorce Workshop

March 24, 2022 - May 05, 2022 | 7:00 - 9:00 PM

March 24, 2022 - The Divorce Application Process & Choosing a Lawyer:
Domestic Violence

March 31, 2022 - Alternate Dispute Resolution (Mediation, Arbitration, and
Negotiation) in Divorce; Collaborative Divorce

April 07, 2022 - The Case Information Statement

April 14, 2022 - Custody and Parenting Time

April 21, 2022 - Equitable Distribution Alimony and Support Issues

April 28, 2022 - Post Judgement Relief and Estate Planning

May 05, 2022 - Financial Aspects of Divorce

COUNTY COLLEGE OF MORRIS
Women's Center

2021
YEAR IN REVIEW

171 NEW REQUESTS
for services/
support



**37 CAREER
RELATED
WORKSHOPS**
assisting 436
attendees



**16 INDUSTRY
EXPERTS**
volunteered as job
club presenters



**33
1:1 VIRTUAL
SESSIONS**
with a volunteer



**100+
INDIVIDUALS
SERVED**
through TWC
legal program



**14 DIVORCE
WORKSHOP
SESSIONS
DELIVERED**
including 28 hours
of professional
advice/guidance



THE WOMEN'S CENTER

Upcoming Events



Job Seekers Support Group: How to Address Employment Gaps & Career Changes
February 10, 2022 | 10:30 AM - 12:00 PM

Job Club Speaker Series: Change Your Attitude
February 17, 2022 | 10:30 AM - 12:00 PM

Tiffany & Co. Virtual Presentation & Recruiting Event
February 24, 2022 | 10:30 AM - 12:00 PM

Job Club Speaker Series: How to Negotiate a Job Offer
March 3, 2022 | 10:30 AM - 12:00 PM

Job Seekers Support Group: New Year, New Career: Figuring Out Your Next Move
March 10, 2022 | 10:30 AM - 12:00 PM

Job Club Speaker Series: SMART Moves: Skills to be an Effective Job Transitioner
March 17, 2022 | 10:30 AM - 12:00 PM

Jersey Staffing Solutions Information Session
March 24, 2022 | 10:30 AM - 12:00 PM



A NEW WORKSHOP SERIES IS COMING IN APRIL 2022

CAREER RELAUNCH - YOUR STEPS TO SUCCESS