

Working 101

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Questions you ask yourself while job hunting.

Is this enough?

Do I deserve this?

Where do I start?

What is the commute like?

What if i'm fired?

Does being under qualified exist?

How do I ask for more?

Am I faking this?

Are you overqualified?

How do I make a decent resume?

Will you have to put money into this role?

When will you interview?

How will you leave your current job?

When can you print your resume and CV?

Are you making time for self care?

What is a CV?



Job Hunting - Road Map

You are currently employed.

You are currently unemployed.

Assess why you are searching.

Immediate funds, savings is out, family emergency

Ready for more, unfulfilled, not utilizing degree/certificate/training

Toxic work environment

Opportunity suddenly arose

Just because.

Side job / extra job? , Time constraints, Strength

Network, redo resume and CV, critically evaluate skills

Exit plan, Savings, Plan A-Z

To seize it or not?! Can you be spontaneous?

Casually browse, Explore Niches, Experiment with hobbies



Nothing depicted in this chart is failure. No "why" is better than the next. Where you are is valid.

C Job Hunting - research

<https://www.inhersight.com>

Race
Gender
Ability
Religion
Sexuality
Politics
Age
Education
Income

<https://www.kununu.com/>

<https://www.comparably.com/>

<https://www.indeed.com/>

<https://www.glassdoor.com/>



Expectations

Reach



Applications: Expectations

- Don't be misled by titles
- Review the posting and compare it to your resume
 - Do you want this job?
 - Research salaries background information on the companies *helpful for interview
- Pick a handful of skills and one or two examples displaying those skills you'd like to highlight on your cover letter
- Does the application require references?
 - Reach out to your network and have 3-5 references as soon as you decide to start applying



Applications: References

-Consider what type of references you need:

Family, professional, any.

Be sure to let your references know before you put them down.

As you go through life always consider your list of people to ask for references.



Applications: CV Template

- Cover letter is your formal elevator pitch to the recruiter
- Always add a cover letter whenever you get the chance
- Keep it short sweet and to the point. Lengthwise no more than two paragraphs plus a sentence or two for an intro and outro
- RBG example: intro sentence, what you're applying for, paragraph about your education or skills, paragraph about some experiences, outro and contact info



Applications

Interview process:

- Timing. When will you interview, for how long, how many people?
- Type: in person, phone, zoom?
- Practice: in the mirror - to yourself
- Research: Questions asked, company, and role
- Salary: depending on role may be listed/ negotiated
- Be yourself
- Ask questions that matter to you



Working 101- Benefits

- Benefits 401k- start investing as soon as you're offered it. Max out on any matching benefits company may offer. If your first few jobs doesn't offer a 401k that's ok no right or wrong time to start, just start.
- Healthcare
- PTO
- Paid volunteer or training time
- Misc. benefits



Working 101- Basic Expectations

- First week at work at your job you will be tired.
- Learning a job takes time, it's ok to ask questions and it is ok not to know what to ask.
- You're gonna mess up, it's ok.
- Start packing your lunch / meal prepping now.

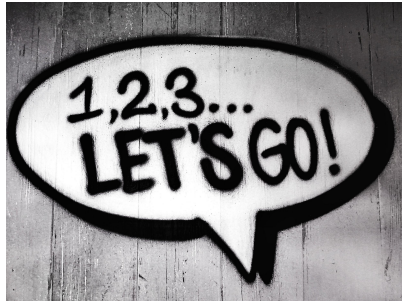
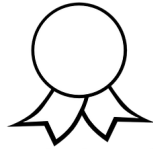
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Working 101- Victory Log

Certificate

Training
Completion
Education
Award



A solid list of accomplishments and successes.

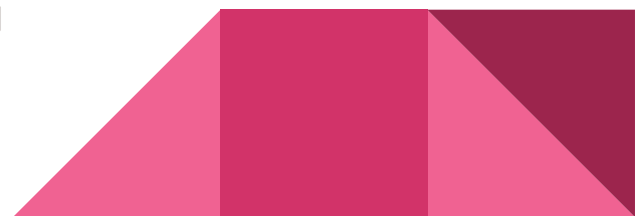


Leadership roles

Title Changes

Achievements

Random skills



Working 101- Leaving a job

Personal choice:

- Avg 2 weeks notice in a formal letter.
- Consider implications of not leaving a notice.

Furlough:

- Generally out of your control. (pandemic)
- Hope for the best & prepare for the worst.

Fire:

- Potentially out of your control.
- You will recover and are worthy to work.



Working 101- Leaving a job

Don't tell your boss or coworkers until you have a signed contract. *

SIGNED NOT OFFER, NOT ACCEPTED OFFER, SIGNED. CONTRACT.



Working 101- Unemployment

“**Unemployment** rose higher in three months of **COVID-19** than it did in two years of the Great Recession. The **COVID-19** outbreak and the economic downturn it engendered swelled the ranks of **unemployed** Americans by more than 14 million, from 6.2 million in February to 20.5 million in May 2020.”



<https://www.dol.gov/coronavirus/unemployment-insurance>

<https://www.uc.pa.gov/unemployment-benefits/Pages/default.aspx>

DON'T FEEL GUILTY.

