



2020 Recruiter Career Search Advising Guide

This publication contains great advice for your career search and is provided by the experts! All contributors are recruiters from companies and organizations that have recruited talent from UIC in the past year!

Produced for you by the
UIC Career Services Employer Relations Team – Jaime, Carol & Cindy



Participating employers as of April 9, 2020
Click on employer logo to visit their website



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Announcement to all job seekers at all stages of a career search:

- Continue to check job postings and announcements on uiccareers.com
- Many of the employers represented in this guide use uiccareers.com to post their job and internship opportunities.

2020 Recruiter Career Search Advising Guide

Recruiters were asked questions regarding what they would advise students going through the job search process, on networking, tips on resumes, cover letters, interviewing, and general advice during these challenging times. These are the people who interview and hire. Learn from the Pros on how to be Career Ready!

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During this very unique and challenging time, what special advice do you have for college students seeking opportunities with employers?

Gwyneth Emigh, Camp Director - Union League Boys & Girls Clubs

Camps are still hiring and have an increased need for domestic staff!

Camps are a great opportunity for students from all majors to learn 21st Century Skills (aka soft skills) such as leadership, communication, critical thinking, problem solving, and creativity.

Brandi Frattini, Talent Acquisition Lead - CareerBuilder

- 1. Prepare to interview and onboard virtually.*
- 2. Be open to job opportunities you may not have been previously considering around graduation time.*
- 3. Continue to build your skills while you are in transition. When an employer asks you what you did during this time, you should have examples of how you still focused on developing your skills for desired roles (including certification, online classes, volunteer efforts).*
- 4. Develop your online presence on LinkedIn. Build out your profile, attach your resume, add your full contact info, turn on the "open for opportunities" button!*

Sarah Moore, Talent Acquisition Manager - SmithBucklin

Take advantage of the free digital training courses and resources being offered through social sites like LinkedIn and NETWORK! Many employers are using this time to build their candidate connections and want to help people find employment, even if it isn't with their direct organization.

Nancy Kramer

Community Outreach Coordinator - ICNC

Be persistent, network (Virtual and face to face when it is safe to do so) and differentiate yourself.

Rosalinda Masson, Recruiter - Mercy Home for Boys & Girls

Be proactive, steadfast and do your diligence on any company/organization that you are interested in.

Ke'Nisha Smith-Bunyon, Campus Recruiter - National Geospatial-Intelligence Agency (NGA)

Continue to visit employer websites to review and/or apply to vacancy announcements. Employers are reaching out to students via LinkedIn. If you're interested in an organization, be sure to reply to InMails with any questions you may have. Also, employers have long-standing relationships with UIC's Career Services/Employer Relations team. Be sure to connect with them as an additional resource to connect with employers for employment opportunities.

Brittany Ott-IDOC Recruiting Coordinator - IDOC-Illinois Department of Corrections

Stay positive, work on perfecting your resume, practicing interview questions and doing research on the field you are interested in; there are lots of employment opportunities in many fields that many people overlook. This can help you better prepare for the interview and application process as well as exploring other titles to apply for.

Northwestern Medicine

Continue to check job boards for open positions, as the Healthcare industry is actively hiring.

Laurel Wear; Teacher Recruitment Coordinator - Chicago Public Schools

If you are a licensed teacher, visit our employment website at www.teach.cps.edu! You can submit an interest form and a recruiter will complete a phone interview with you. Chicago Public Schools is still on track to hire 1,300 new teachers to our district before the new school year. There is plenty of opportunity for jobs that start in the late summer/early fall.

Morgan Lavigne, University Relations Manager - Discover Financial Services

Be open and use your network! Do not be afraid to reach out to potential employers. Recruiters and managers are going through a big change as well and this is new to all of us!

Stefanie Urian, Senior Human Resources Analyst - Metropolitan Water Reclamation District of Greater Chicago

Stay open minded and be patient with employers who may be realigning operations to fit the needs of our new circumstances. Leverage your adaptability and technology skills.

Anonymous

Be open and flexible to different types of opportunities, even if not in the scope of your major or 'focus'.

College Rising Company

Keep applying, as most places are able to operate remotely. Don't waste time getting too caught up in the hype. Yes, it's going to be a while until we get back to normal, but focus on your personal growth.



Hope Green & AUSL- Chicago Teacher Residency team

Senior Talent Acquisition and Admission Specialist - Academy for Urban School Leadership

While this is a very unique time in our country, we will get through this together. Stay focused, continue to engage with employers, we are still here for you; we look forward to connecting and learning more about your goals.

Sammy Gorbett - Professional Recruiter - Brooksource

- *Stay positive, especially when talking about what you've been doing to stay relevant/sharpen your skills, past companies, these uncertain times, etc.*
- *Treat virtual interviews as professional as in-person interviews.*
- *Additionally: Make sure you are in a quiet environment to take calls, have a blank background for video interviews, and good headphones or sound quality on your phone.*
- *Check sites like Meetup.com for virtual networking events.*
- *Get LinkedIn profile up to date!!*
- *Check in with recruiters for openings, updates on resume, etc. (We are still working! :))*

Veronica Giraldo, Recruitment Manager - City Year, AmeriCorps

Everything is moving online. I would encourage students to have a strong online presence. Utilize your school job board, and create a LinkedIn profile if you do not already have one.

Alondra. Recruiting Coordinator - Hornblower Cruises and Events - Contact Center

Keep the communication open through different portals such as LinkedIn and email. It makes us know that they are still interested and we are here to help

Michelle Skinner, Assistant Director, Faculty Research and Support - University of Chicago Booth School of Business

Think capaciously about your skill set and what jobs you'll pursue, being sure to consider both job title and job description because there can be some variance between the two. If you're unsure whether you're qualified for a stretch position, whether that stretch means in a field or at a company you hadn't previously considered, place a check mark next to each of the skills in the job description that you have. If you have more than 3/4 of the skills, go ahead and apply! Let the company make the decision about qualifications, don't unnecessarily disqualify yourself.





Briefly offer some quick tips on networking:

Gwyneth Emigh, Camp Director - Union League Boys & Girls Clubs

Keep reaching out and networking. Don't be discouraged by "no". Be empathetic in your emails. Be patient.

Brandi Frattini, Talent Acquisition Lead - CareerBuilder

1. *Join and seek virtual networking events online in Eventbrite, at your college, professional groups in your field.*
2. *LinkedIn InMail- Connect and InMail professionals in your field asking to network or advice, InMail recruiters at companies you follow asking if they have time to tell you more about that company and future opportunities. Depending on the industry, Recruitment teams may have more time for exploratory conversations during this time. Send thank you InMail after.*
3. *LinkedIn Groups-Join relevant groups. Do a quick search at the top on key terms in your relevant field "Marketing Chicago" "Accounting Chicago Groups" Once you join the groups, you can start conversations.*

Sarah Moore, Talent Acquisition Manager - SmithBucklin

State your purpose/goals. If you reach out to someone with whom you have never previously interacted, make sure you explain why you are reaching out (e.g. what it is you're hoping to get out of the relationship; what type of career you're seeking).

If you're shy to reach out to someone directly, engage with their LinkedIn activity! Like and comment on a recent post to initiate a conversation in a less intense manner.

Nancy Kramer

Community Outreach Coordinator - ICNC

Use linkedin

Do informational interviews (people like to talk about themselves)

Start networking locally with friends and family network

Rosalinda Masson, Recruiter - Mercy Home for Boys & Girls

-Be present and ready for small talk

-Feel & walk with confidence, relax and be happy to be there

-Be creative with questions

-Listen more than you talk



Ke'Nisha Smith-Bunyon, Campus Recruiter - National Geospatial-Intelligence Agency (NGA)

Contact employers via email and/or phone. If an employer contacts you, be sure to reply in a timely manner. Again, be sure to reach out to UIC's Career Services/Employer Relations team for specific contacts at employers.

Brittany Ott-IDOC Recruiting Coordinator - IDOC-Illinois Department of Corrections

Use the internet to research the company or agency that you are interested in applying with; some of them have department heads or contacts that you can ask questions about their job duties and day-to-day operations; this can be helpful to make sure you are pursuing the correct avenue and give you expectations upon being hired.

Northwestern Medicine

Be sure to network with recruiters and/or hiring managers when the opportunities present themselves.

Laurel Wear; Teacher Recruitment Coordinator - Chicago Public Schools

Be accommodating and flexible with the work schedules of others. Many professionals are even more busy than usual, and teleworking doesn't necessarily mean people are more available.

Morgan Lavigne, University Relations Manager - Discover Financial Services

Connect with individuals on LinkedIn, reach out to your friends to see who they may know, and ask your parents or friends parents who they may know.

Stefanie Urian, Senior Human Resources Analyst - Metropolitan Water Reclamation District of Greater Chicago

Utilize sites like Handshake and LinkedIn. Complete your profile and follow companies and organizations that you're interested in. Reach out to recruiters you may have made contact with at career fairs.

Anonymous

Utilize the power of professional social media to include LinkedIn. Reach out with LinkedIn requests to those in leadership roles of companies that you are targeting.



College Rising Company

If you are applying for internships, make sure that you are interested and not just applying for the sake of applying. Always be ready to answer questions about the position and be knowledgeable about why you are, how you go about that and what you are doing.

Hope Green & AUSL- Chicago Teacher Residency team

Senior Talent Acquisition and Admission Specialist - Academy for Urban School Leadership

Stay engaged!

Ensure that your LinkedIn profile is complete.

Visit organization and company websites.

Network with your peers.

Clean up your social media pages.

Join virtual info sessions, webinars and social networking online opportunities.

Sammy Gorbett - Professional Recruiter - Brooksource

- If video, dress professionally.

- Utilize LinkedIn: reach out to UIC Alum to have a "virtual coffee" or quick phone call to learn about their job, career path, or current company.

- Approach networking as a chance to build mutually beneficial relationships - not just to find a job.

Veronica Giraldo, Recruitment Manager - City Year, AmeriCorps

I welcome messages from students during this time. I would never turn down someone who asks me "Do you have 10 minutes to talk about what kinds of opportunities are available at your organization?"

Alondra. Recruiting Coordinator - Hornblower Cruises and Events - Contact Center

Dont be afraid to reach out. If you want to create a relationship send a nice message in your LinkedIn connection or ask a friend to make an introduction for you.

Michelle Skinner, Assistant Director, Faculty Research and Support - University of Chicago Booth School of Business

Embrace that it will always feel awkward, especially because networking is usually asking for something, itself an awkward thing. Really do lean into your connections through UIC. Speaking as an alumna, I'm always happy to help a UIC student if I'm able to. I may not have a job that is tailor fit for you, but I'm also happy to pass along tips and advice.



Briefly offer some quick tips on resumes:

Gwyneth Emigh, Camp Director - Union League Boys & Girls Clubs

Make them look visually appealing and send them as a PDF. List all of the skills you used in that job. For example working in food service includes interacting with customers, managing messes and emergencies, keeping the space safe and clean, and more!

Brandi Frattini, Talent Acquisition Lead - CareerBuilder

- 1. Partner with Career Services! They have great tips and best practices, and can be another set of eyes on your resume.*
- 2. If your resume feels like you don't have enough, consider joining groups, volunteer, find temp work to gain experience.*

Sarah Moore, Talent Acquisition Manager - SmithBucklin

Have multiple people review your resume for errors. It's easy to miss little spelling and grammar mistakes after looking at the same document for so long.

Remove pictures and other personal information. While these things can be engaging, it can also create bias employers try to avoid. With a heightened focus on diversity and inclusion, keep the process as blind as possible; use your resume as a chance to highlight the KNOWLEDGE, SKILLS, and ABILITIES that make you unique.

Nancy Kramer

Community Outreach Coordinator - ICNC

Have others read the resume before you send it out.

Be open to feedback.

When using Indeed.com, put your own resume on their site and don't use the Indeed resume template.

Rosalinda Masson, Recruiter - Mercy Home for Boys & Girls

Pay attention to details:

- Your name and contact information should always be the first thing that is visible.*
- Make it eye catching but not an eyesore.*
- Choose a modern font style and stick with it.*
- Always spell check and proofread.*
- Do a test print before sending it out.*
- Your qualifications should be a good match for the job you are applying for.*

Ke'Nisha Smith-Bunyon, Campus Recruiter - National Geospatial-Intelligence Agency (NGA)

Has no page limitations!

NGA does not subscribe to "one-page rule" - if relevant to NGA, tell us about it!

Ineffective Statement: "I am a hard worker and would be an asset to your organization."

Effective Statement: "My experience with tools such as ArcGIS combined with my Critical Intelligence coursework and overall interest in the Intelligence Community make me a great fit for NGA's Analysis Career Service."

Brittany Ott-IDOC Recruiting Coordinator - IDOC-Illinois Department of Corrections

Be brief but be sure to include necessary information in an easy to read format.

Northwestern Medicine

Ensure your resume has up to date contact info listed.

Proofread; do not submit with spelling or grammatical errors.

Try to keep resume to 1-2 pages in length.

Clearly organize education/experience/personal qualities in different sections.

Laurel Wear; Teacher Recruitment Coordinator - Chicago Public Schools

Many resume are industry-specific. Below are some resume tips for teacher candidates:

(1) Essential information. At the top of your resume, include: full name, email address (non-university), phone number, Illinois Educator Identification Number (IEIN) - associated with your Illinois State Board of Education (ISBE) profile, license type and endorsements including subject and grade range; for example, "Professional Educators License (PEL) endorsed in Mathematics (5-8) and ESL (PK-12)."

(2) One page. Our rule of thumb is a resume should not exceed one page, though educators with more experience can use two pages. Education and experience should be in order of most recent to least recent.

(3) Descriptive sentences. Use action verbs, data, and specific evidence when describing your education and experience. Bullet points should be detailed and may take up more than one line of text; for example, "Maintain academic records of 150+ students throughout the term and work closely with other staff to efficiently coordinate additional support."

(4) Demographics. CPS principals are looking for candidates with experience teaching diverse student populations in urban areas. We encourage you to tell us more about the students you help serve i.e. Title I, free and reduced meals, race and ethnicity; for example, "Create culturally responsive instruction for student population of 70% African American, 25% Hispanic, 5% other, and 80% free and reduced meals."

Morgan Lavigne, University Relations Manager - Discover Financial Services

Make sure your resume is easy to read - use bullet points. If there is a particular job you are interested in, try to integrate some of the key words in the job description into your resume.

Stefanie Urian, Senior Human Resources Analyst - Metropolitan Water Reclamation District of Greater Chicago

Proofread, proofread, proofread. Then have someone else proofread.

Check for consistency in these areas: verb tenses, formatting, punctuation.

Anonymous

Use bullets to summarize your accomplishments. Be sure to highlight any exposure or direct experience that you have with specifics systems and or applications.



College Rising Company

Most employers don't want to see too little or too much. Keep things concise and relative to the job you are searching for. If you have too little, put any activities that you do or a hobby you are super proud of that you've achieved some status in. If you have too much, filter only those relative to the position.

Hope Green & AUSL- Chicago Teacher Residency team

Senior Talent Acquisition and Admission Specialist - Academy for Urban School Leadership

Ensure that the resume displays a logical history of experience.

Ensure that resume is organized, and structure shows evidence of strong grammar and mechanics.

Include quantifiable data.

Sammy Gorbett - Professional Recruiter - Brooksource

- For less than 10 years of relevant experience, 1 page is a must

- For recent graduates, education should be at the top.

- If you didn't have an internship, add a project experience section.

- Reverse chronological order!

- Try not to use the templates - they waste space.

Veronica Giraldo, Recruitment Manager - City Year, AmeriCorps

Make sure it is impeccable, easy to read, and only one page. Use data to demonstrate your impact and focus on the skills you used in the role (not the tasks you did). Also, there are many, many resources online, so use them!

Alondra. Recruiting Coordinator - Hornblower Cruises and Events - Contact Center

Easily legible and provides an insight into how you worked in the roles that you had and how you made a difference.

Michelle Skinner, Assistant Director, Faculty Research and Support - University of Chicago Booth School of Business

It's a small thing, but make sure your first and last name are a part of your resume file name. I have seen over 500 resumes named "resume." It shows thoughtfulness and any hiring manager will be so happy that someone descriptively named their resume. Also, tailor your resume to the job and have types of resumes--so your research resume and then your data analysis resume, for example. You have a lot of skills, and while it's helpful to see all of them, typically we're looking for the skills most relevant to the job posting. Also, more and more, candidates are including their hobbies or activities on their resumes, which is a humanizing touch that generally draws the eye.





Briefly offer some quick tips on cover letters:

Gwyneth Emigh, Camp Director - Union League Boys & Girls Clubs

Send a cover letter specific to the job. That is your opportunity to show that you understand the position you are applying for and that you are intentional in applying for it.

Brandi Frattini, Talent Acquisition Lead - CareerBuilder

1. Partner with Career Services! They have great tips and best practices and can be another set of eyes on your cover letter.

2. Cover letters may not be needed depending on the field, but you will still need to write emails explaining your interest and introducing yourself. Have one strong version saved and make variations to the content as you apply.

Sarah Moore, Talent Acquisition Manager - SmithBucklin

A generic cover letter is not worth reading or writing. Recruiters can tell when you're using a template or recycling the same information from one employer to the next.

Use the cover letter as an opportunity to explain how your experience directly ties to items listed in the job description. In fact, specifically name the items listed in the job description and how you fulfill those needs; this displays genuine interest and tells the recruiter that you have done your research.

Nancy Kramer

Community Outreach Coordinator - ICNC

Customize the cover letter to the job description. Highlight aspects of your resume in the cover letter

Rosalinda Masson, Recruiter - Mercy Home for Boys & Girls

- After doing your homework on the company/organization, figure out whom to specifically address the cover letter.*
- Name the position/job title you are applying for.*
- Focus on what talents and skills you have that would make you the ideal candidate for the position.*
- Be honest when describing your accomplishments and be brief.*
- Introduce your skills that relate to the job description.*
- Make sure to thank the addressee for their time.*

**Ke'Nisha Smith-Bunyon, Campus Recruiter - National Geospatial-Intelligence Agency (NGA)**

Cover letters should include:

Why you want to work at NGA.

What unique characteristics and/or experiences make you a good fit for NGA.

What positions you are interested in.

If graduating from a current academic program and entering another, explain those academic changes here.

Link your experience back to NGA's Cross-Cutting Competencies.

Accountability for Results, Communication, Critical Thinking, Engagement & Collaboration and Personal Leadership & Integrity.

Northwestern Medicine

Proofread; do not submit with spelling or grammatical errors.

If you know the name of the person you are addressing, include his/her name. If name is unknown, address the letter to Hiring Manager.

Give clear examples.

Laurel Wear; Teacher Recruitment Coordinator - Chicago Public Schools

We recommend teacher candidates attach a cover letter to their online Teaching Profile that is written to Chicago Public Schools and addressed to "Hiring Manager." When invited to interview with a school, we recommend updating your cover letter to the specific school and principal.

Morgan Lavigne, University Relations Manager - Discover Financial Services

Use cover letters to tell a story that we can not see on your resume. For example: If you live in one city/state and the job is in another location, why do you want to move? Are there reasons for gaps in a resume? Do you have transferable skills? Why do you want the job?

Veronica Giraldo, Recruitment Manager - City Year, AmeriCorps

Make sure it is tailored to the organization you are applying to. Use the same language they do on their website. Highlight their values and mission and talk about how they are aligned with your own.

Alondra, Recruiting Coordinator - Hornblower Cruises and Events - Contact Center

Make sure to address how your past experiences would help the company you are applying to.

Michelle Skinner, Assistant Director, Faculty Research and Support - University of Chicago Booth School of Business

Brevity and specificity. A lot of candidates phone in their cover letter or are clearly using the same cover letter for every job. Keep it short and focused. Why do you want to work here? What do you bring? What will you accomplish? Your cover letter should tell me all of that.



Briefly offer some quick tips on interviews:

Gwyneth Emigh, Camp Director - Union League Boys & Girls Clubs

Relax! Right now people are craving good, authentic human interaction. Still be dressed appropriately and speak professionally but convey true emotion and be yourself.

Brandi Frattini, Talent Acquisition Lead - CareerBuilder

1. Google popular interview questions, google behavioral interview questions- practice those! Get a notebook or create a doc to write down examples that go with each question. Keep practicing out loud! Let the notebook/doc grow as you interview or talk to recruiters.

2. Be your best, most professional self.

3. Interviews will be virtual- prepare tech, prepare the room/lighting, let your household know you are interviewing so you're not interrupted. Dress to impress, at least from the waist up :)

4. Stay positive, it's easy to talk about the negativity that is going on in the world right now. Avoid focusing on that.

Sarah Moore, Talent Acquisition Manager - SmithBucklin

It may sound old school, but always come prepared with extra copies of your resume, take notes throughout your conversation(s), ask questions of each and every interviewer (but try not to repeat questions), and dress professionally.

You should never run out of questions during the interview process. Ask about your potential supervisor and their management style and how they define success. Ask about some of the company's primary goals this year. Ask how the recruiter would describe the company culture. Ask what training is provided. Ask them what growth looks like for the role and how long it takes to see that growth, etc.

Nancy Kramer, Community Outreach Coordinator - ICNC

Be ready for phone screens and video interviewing.

Write on index cards and put on where you can see - Reminders like "Slow Down" and "Smile".

Interviews are conversations. Ask good questions.

Example: How will performance be measured? Their response gives you insight into the organization and helps you prepare for the 2nd interview.

Describe a day in the life of this position?

Don't ask questions you already know the answer to. Try to get insight into the position/organization to help you nail the job or find out you don't want the job.

**Rosalinda Masson, Recruiter - Mercy Home for Boys & Girls**

-Be clean and presentable, dress business casual.

-Prepare and practice.

-Listen carefully and give best answers.

-Be confident.

-At the end, always have at least one or two questions for the interviewer (this makes you look engaged and interested).

-Remember to Breathe!

Ke'Nisha Smith-Bunyon, Campus Recruiter - National Geospatial-Intelligence Agency (NGA)

The interview is an opportunity for you to expand on your resume. Always answer interview questions describing a situation/problem; describing the action you took to resolve a situation/problem; and describing the end result/impact of your efforts. The acronym is SAR- Situation- Action- Result.

Brittany Ott-IDOC Recruiting Coordinator - IDOC-Illinois Department of Corrections

Do research on the employer/company and the job title you are applying for. This can help when answering specific questions they may ask during the interview. Also, dress professionally, make eye contact, be confident and honest.

Northwestern Medicine

Arrive 10 minutes early to interviews.

Dress accordingly.

Bring copies of your resume.

Thank the interviewer for his/her time.

Ask for the interviewer's contact info and plan to send a thank you email the within 1 day of the interview.

Laurel Wear; Teacher Recruitment Coordinator - Chicago Public Schools

Be sure to study the organization's vision and mission statement to prepare for the interview. Chicago Public Schools' vision statement can be found at www.cps.edu/vision. Provide specific examples of past experiences and prepare intelligent questions about the organization and the open position. Try your best to have a teachable and positive attitude.

Morgan Lavigne, University Relations Manager - Discover Financial Services

Dress professionally, always have copies of your resume, think of and write down 2-4 questions to ask the interviewer, refresh your memory of the job by reading the job description prior to the interview and take note of key words. For example: if a job description states they want someone who is detail oriented, make sure to give an example of how you are detail oriented when it makes sense in a question.

Stefanie Urian, Senior Human Resources Analyst - Metropolitan Water Reclamation District of Greater Chicago

Review the job description before the interview. Try to relate ANY of your work, volunteering, or class project experience to the competencies required for the job. Attend prepared with questions of your own. Think about what you want to know about the job or employer.



Anonymous

Prepare in advance with researching common questions that are asked in an interview. Have confidence in your answers and if you don't have a specific scenario to share or answer, do not make one up.

College Rising Company

Know yourself, know the company, know the position. Ask a lot of questions because the more you ask, the more you'll know if it's for you.

Hope Green & AUSL- Chicago Teacher Residency team

Senior Talent Acquisition and Admission Specialist - Academy for Urban School Leadership

These tips are specific for online interviews:

- Make sure your technology works (you have a strong Internet connection and you test out your equipment).*
- Pick a spot in your house where you know you won't be disturbed when communicating online with potential employers and make sure it has a nice background.*
- Treat all your online interactions with employers as if you were talking with someone face-to-face. "Business casual" is always a good look for a video chat interview!*
- Make sure to send an (electronic) thank you note after an interview!*

Sammy Gorbett - Professional Recruiter - Brooksource

- Use the STAR method for interview answer format.*
- Prepare 3-5 examples of your experience (academic or professional) that could be applied to most questions.*
- Answer every question as if behavioral ("Let me tell you about a time when I...").*
- Prepare 3-5 questions to ask at the end (assuming 1-2 will be answered naturally throughout the interview).*
- Express your enthusiasm for the role and company!*

Veronica Giraldo, Recruitment Manager - City Year, AmeriCorps

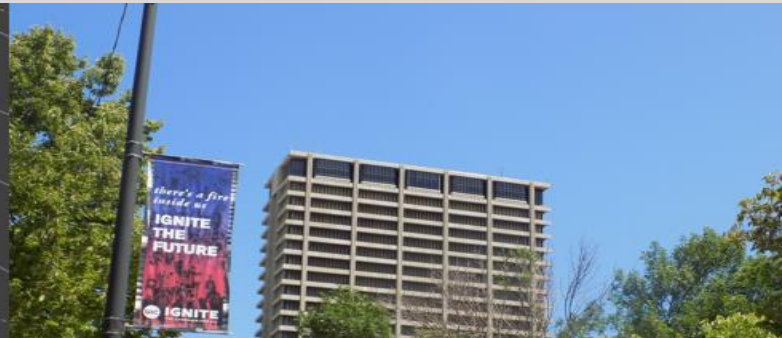
Make sure you know exactly what the job you are applying to entails, read the job description and take it seriously. Research everything you can on the website. Make sure you talk about what skills you have that align with the role. Come prepared with questions. Be confident but show self-awareness and an eagerness to learn and grow.

Alondra. Recruiting Coordinator - Hornblower Cruises and Events - Contact Center

Don't be afraid to ask questions. Have examples of scenarios that would fit into any questions the interviewer asked. Don't be afraid to ask to repeat the situation so you don't lose track of the purpose.

Michelle Skinner, Assistant Director, Faculty Research and Support - University of Chicago Booth School of Business

Go back to the job description and make sure you have one or two concrete examples for each qualification. Everyone says they have time management skills. Be sure you have a relevant example of using that skill.

**Gwyneth Emigh, Camp Director - Union League Boys & Girls Clubs**

This too shall pass. The world will interact differently on the other side of this, so be ready to adapt. Change is good.

Nancy Kramer, Community Outreach Coordinator - ICNC

Use job alerts for companies on Indeed.com and other websites.

Use your Career Services, Alumni Center, and network with alumni.

Tell everyone you are looking for a job and get your 60 second elevator pitch down--make it appealing and understandable.

Rosalinda Masson, Recruiter - Mercy Home for Boys & Girls

Do not be hard on yourself- you may go on a few interviews before you land the one that will give you the opportunity and be a good fit.

One thing that I always say: "If not this, then there is something better for me."

Laurel Wear; Teacher Recruitment Coordinator - Chicago Public Schools

Those graduating college have stronger technology skills than they realize! Don't be intimidated by a job description that requires programs or platforms that you're not familiar with. Apply for a variety of jobs even if some seem out of reach.

Morgan Lavigne, University Relations Manager - Discover Financial Services

A thank you note after an interview goes a long way. Try to personalize it based on your conversation with the interview and make sure it is not longer than a paragraph or two.

Stefanie Urian, Senior Human Resources Analyst - Metropolitan Water Reclamation District of Greater Chicago

In these trying times, terms like "recession-proof" and "business elasticity" take on renewed value. It is increasingly important to consider companies, organizations, and industries with a track record of stability and continuous growth.

Hope Green & AUSL- Chicago Teacher Residency team**Senior Talent Acquisition and Admission Specialist - Academy for Urban School Leadership**

Remain open minded and flexible.

Help where you can.

You got this!

Sammy Gorbett - Professional Recruiter - Brooksource

Feel free to reach out to me at sgorbett@brooksource.com.

I may not have an immediate opening that could help you but am always here to be a resource for you!

Michelle Skinner, Assistant Director, Faculty Research and Support - University of Chicago Booth School of Business

Hang in there. Job hunting is tough and it can take a while for things to click. But note that as you practice and hone your resume writing and interviewing skills, you'll start to see offers.

RESOURCES

UICCareers.com - <https://careerservices.uic.edu/about-us/newsletters/>

- **Career Services website** (Virtual CareerIgnite recorded webinars): <https://careerservices.uic.edu/>
- Newsletters: <https://careerservices.uic.edu/about-us/newsletters/>
- Upcoming Events: <https://careerservices.uic.edu/upcoming-career-events-2/>
- Career Exploration: <http://careerservices.uic.edu/students/career-exploration/>
- Resumes, CVs, and Cover Letters: <http://careerservices.uic.edu/students/resumes-cvs-cover-letters/>.
- Interviews: <http://careerservices.uic.edu/students/interviews/>
- Internships: <http://careerservices.uic.edu/students/internships/>
- Job Search: <http://careerservices.uic.edu/students/jobs/>
- Networking: <http://careerservices.uic.edu/students/networking/>

LAS Career Development & Internship Office: <https://career.las.uic.edu/about/>

LAS Internships for Credit: <https://career.las.uic.edu/internship-program/>

Business Career Center: <https://businessconnect.uic.edu/business-career-center/>

Engineering Career Center: <https://ecc.uic.edu/>

Career Toolbox: <https://ecc.uic.edu/career-toolbox/>

The Balance Careers: <https://www.thebalancecareers.com/>

The Muse: <https://www.themuse.com/>

LinkedIn: <https://www.linkedin.com/>

LinkedIn Learning for Students: <https://www.linkedin.com/learning/learning-linkedin-for-students>

LinkedIn Learning: <https://www.linkedin.com/learning/> - Free for all UIC students. Learn & Improve skills, Earn certifications.

Interview Questions & Answers : <https://www.themuse.com/advice/interview-questions-and-answers;>

<https://www.thebalancecareers.com/job-interview-questions-and-answers-2061204>

Job Boards for Non-Profit jobs: NPO.net: <https://www.npo.net/>; Idealist.org: <https://www.idealists.org/>

Vault.com: <https://www.vault.com/>

Parker Dewey Micro-Projects: <https://www.parkerdewey.com/>; Jeffrey Moss, jeffrey@parkerdewey.org

LaSalle Network – Staffing Agency: <https://www.thelasallenetwork.com/>; Megan Trzcinski, Megan@lasallenetwork.com

Career Services Employer Relations Team

Jaime Velasquez – Associate Director for Employer Relations

Carol Coston – Assistant Director for Employer Relations

Cindy Graham – Assistant Director for Employer Relations

