

Job Search Resources During COVID-19

As you conduct your job search during this unprecedented time, know that the Career Services Center is here to help. Compiled below are resources to utilize when searching for employment during this time.

Students - get your resume reviewed by the Career Services Center before you apply! Email your resume to career@nsc.edu and a Career Services Center staff member will follow up via phone or email.

Students can also find job/internship opportunities on Handshake. **All NSC students already have an account in Handshake.** To log in:

- Visit handshake.nsc.edu
- Click on the NSC Login button.
- Enter your NSHE ID# and password associated with your NSC account.

Disclaimer: *Job/internship opportunities are always changing. For the most up-to-date information, visit the company website and/or conduct research on the hiring statuses of your organizations of interest. Furthermore, students and alumni are responsible for performing due diligence when searching for, interviewing for or accepting job or internship positions, as well as researching the credentials and integrity of an employer or organization.*

Job Search Resources during COVID-19:

- Candor Hiring/Hiring Freeze List (user generated list): <https://candor.co/hiring-freezes/>
- LinkedIn #HiringNow Article: <https://www.linkedin.com/pulse/heres-whos-hiring-right-now-andrew-seaman/>
- Federal Government Job Openings: <https://www.usajobs.gov/Search/Results?mco=09&mco=COVID-19>
- GitHub 2020 Internship Status: <https://github.com/gcreddy42/hiring2020>
- Is My Internship Cancelled?: <https://ismyinternshipcancelled.com/>
- Parker Dewey (Micro-Internships and Freelance Gigs for College Students): www.parkerdewey.com/career-launchers
- CareerEco Virtual Career Fairs: <https://www.careereco.com/Fair/UpcomingFairs#1>
Note: Most of the resources listed above are user generated and may not be 100% accurate or up to date.

Additional Job Search Tips:

- Refer to the NSC Career Services Center's [Work Opportunities during COVID-19](#) document. This document lists local employers such as grocery stores, healthcare facilities, pharmacies, and delivery companies that are in high need for employees during this time.
- Use Handshake to find job/internship opportunities, research employers of interest, and find virtual events to attend.
- When applying to jobs online, be mindful of the job posting date (if the job posting was created pre-COVID-19, there could be a chance that that position is on hold).
- When applying to jobs online, research the organization's hiring status. Many companies have announcements on their job boards informing candidates of their hiring status.

- Continue to apply to job/internship opportunities (even if the organization is in a current hiring freeze) so that your application is submitted and can be reviewed once the organization resumes its recruitment.
- Listen to your local news and/or radio stations for employment opportunities.
- Use social media! Search for hashtags such as #HiringNow, #Hiring, and #jobs. Make sure to combine with #lasvegas to find local job opportunities.
- Use social media! Follow local companies of interest, professional associations, local chamber of commerces, and local news/radio stations.
- Research your industry of interest through professional associations/organizations to learn how your industry is being affected by COVID-19.
 - A professional association is an organization of professionals within the same industry/career focus to engage in professional development and learn of industry trends and research.
 - Don't know any professional associations for your field? Contact the Career Services Center for assistance! Otherwise, start by Googling “_____ professional associations.” Example: nursing professional associations, teacher professional organizations, etc.
 - Professional associations can be nationwide or state-wide. Some national organizations may have state chapters in Nevada.
- Visit the websites of the many Chamber of Commerce organizations within Las Vegas to learn about free resources and virtual events:
 - Las Vegas Metro Chamber of Commerce: <https://www.vegaschamber.com/>
 - Latin Chamber of Commerce: <https://lvfcc.com/>
 - Henderson Chamber of Commerce: <https://www.hendersonchamber.com/>
 - Urban Chamber of Commerce: <https://www.urbanchamber.org/>
 - Vegas Young Professionals: <https://vegasyp.lvmcc-group.com/>
- Attend virtual career fairs and employer-sponsored webinars. Visit company websites to see if they have any upcoming scheduled events or online webinars.
 - Visit www.careereco.com for a list of virtual university career fairs nationwide. You should be able to register and attend these virtual events even though you don't attend these universities. (Never pay for a virtual career fair – these events are free.)
 - Many nationwide companies attend virtual career fairs so even if the virtual career fair isn't local, you can still attend and inquire about local opportunities in Nevada.
 - Search for free virtual webinars on Handshake, as well as on company websites.
- Leverage your network! Reach out to people you know and use LinkedIn to connect with professionals.
- Create or update your LinkedIn profile as recruiters can proactively search and message you. (Then get it reviewed by a Career Services Center staff member!) Search for employment opportunities. Connect with professionals in your field of interest. Follow companies of interest and research their company page on LinkedIn.
- Create or update your Handshake profile as recruiters can proactively search and message you. (Then get it reviewed by a Career Services Center staff member!)
- Keep an open mind and be open to all types of employment opportunities.
- Focus on your resume and cover letter materials and take time to edit/update them so that they are in excellent. Contact the Career Services Center to get your materials reviewed!
- Use this time to teach yourself a new skill, conduct a project, and/or enroll in an online training course that will enrich your resume.
- Contact non-profit organizations or small businesses and ask if they have any remote volunteer work you do.
- Work on your job interview skills. Schedule a mock interview appointment with the Career Services Center by emailing career@nsc.edu.
- Know that your first job out of college might not be your dream job, especially during this time and that is OKAY. Companies will be looking at how you made the best of this current situation, so take advantage of this time by doing some of these things listed above!

Job Search Safety Tips:

- Use common sense when applying for employment/internship opportunities. If a potential employer asks you to participate in an activity that makes you feel uncomfortable, say no.
 - If a position or salary sounds “too good to be true” it most likely is.
 - Postings offering a job “guarantee” or that ask you to buy study materials, send money for certification or placement should be avoided. Legitimate organizations do not make guarantees or ask for payment to hire or train you.
 - Avoid job listings that use language such as “money transfers” or “wiring funds.” If a legitimate employer requires you to transfer money for your job, the money will come from the employer’s business account, not your personal account.
 - Be wary of check-cashing scams. If someone asks you to deposit a check or money order into your personal account and send money to another individual, say no. Don’t deposit a check or money order into your personal bank account and forward a percentage to the new employer, keeping a “commission.”
 - Do not give out personal information such as your social security number or bank account information. A potential, legitimate employer will not request your bank account, credit card or PayPal account number.
 - Do not fax copies of your identification or Social Security number to an unknown person. Offer these documents to your employer only when you are physically at the place of employment.
 - If an agency is offering jobs at the state or federal level that have been previously “undisclosed” it should be avoided. State and federal agencies post all of their positions on the official government employment site (i.e. USAJobs.gov) and do not “hide” positions from the public.
- Job Search Safety Tips Source: University of Montana Experiential Learning and Career Success*