



## 6 Steps to Launch Your Career

In general, hiring has slowed down as a result of the COVID-19 pandemic; however, it has not stopped entirely. Industries and services deemed essential continue to operate and are recruiting. Use this 'quieter' time to prepare and refine your job search documents and strategy by working through the 6 job search steps outlined below.

### 1. Build Your Industry Knowledge

- Get to know your industry by understanding the qualifications and skills still needed to reach your career goals
- Research and make a list of companies that you want to work for and job positions/titles that fit your career goals

### 2. Stay Connected

- Connect with contacts within the industry that could guide you and provide advice. Reach out via LinkedIn, [Centennial Hub on Ten Thousand Coffees](#), or by directly emailing them
- Set up virtual information interviews – download this tip sheet from [HireCentennial](#)

### 3. Update Your Job Search Documents

- Use this time to update and polish your resume, cover letter and LinkedIn profile
- Check out samples on [HireCentennial](#)
- Book a phone or video appointment with an Employment Advisor through [HireCentennial](#)

### 4. Develop Your Skills

- Attend virtual events or watch a webinar, e.g., [HireCentennial Events](#), [Eventbrite](#), [TedTalks](#)
- Take a free digital course through platforms such as [LinkedIn Learning](#), [www.Coursera.com](#), [www.udemy.com](#), [www.edx.org](#)
- Join a virtual exercise or mindfulness class through Centennial's [Athletics and Recreation department](#) or [Centre for Accessible Learning and Counselling Services](#)
- Consider volunteering, including online opportunities - [Volunteer Toronto](#), [Kids Help Phone](#), [Canadian Red Cross](#)

### 5. Prepare for Virtual Job Interviews

- Learn about and practice the phone and video interviewing process
- Employers may now ask you "*What's your isolation story?*" – how have you been spending your time during the Covid-19 pandemic. Share ways that you have been enriching and motivating yourself, e.g., online training/webinars, passion project, helping others, etc.
- Practice your interview skills on *Big Interview* – login details are on [HireCentennial](#)
- Join an upcoming [How to Ace Virtual Interviews webinar](#), or [watch a recording of a past webinar](#)



## 6 Steps to Launch Your Career (continued)

### 6. Utilize Career Services / Community Employment Services

- Book a phone or video appointment with an Employment Advisor on [HireCentennial](#) to discuss your career goals, job search strategies, review resume/cover letter/LinkedIn profile, and practice interview skills
- Employers continue to post opportunities -sign up for job alerts on [HireCentennial](#)
- Attend webinars, employer and alumni career chats
- There are also community employment centres funded by the Ontario government or the City of Toronto that you could access:
  - [Employment Ontario Centres](#)
  - [City of Toronto Employment Centres](#)

## Strategies to Stay Organized During Job Search

### Setting a Schedule

One of the most important ways to stay productive and positive during this time is to have a regular schedule and daily routine. Try creating a weekly schedule for your job search activities while balancing it with self-care activities. Take a look at the sample schedule below for ideas. Simply create an Excel or Word document and personalize it!

### Sample Daily Schedule

| <b>Monday</b>   | <b>Tuesday</b>  | <b>Wednesday</b>   | <b>Thursday</b>  | <b>Friday</b>   | <b>Saturday</b>                       | <b>Sunday</b>                            |
|---|---|--|--|---|---------------------------------------|--|
| Set weekly schedule.<br>Search jobs on <a href="#">HireCentennial</a> and other sites | Research companies.<br>Ensure they have sound safety protocols                  | Meet with Employment Advisor to polish your resume, cover letter, <a href="#">LinkedIn profile</a> | Apply to jobs, but review documents first. Follow application instructions   | Follow up with companies, if applicable                                   | Volunteer virtually                   | Chat virtually with family and friends   |
| Check Experience Centennial App for events for the week                               | Learn to job search on the Career Success Guide via <a href="#">eCentennial</a> | Listen to a <a href="#">Career Resilience Podcast</a>  | Practice interview skills on <a href="#">BigInterview</a> via HireCentennial | Connect with alumni via <a href="#">Centennial's Thousand Coffees Hub</a> | Physical exercise<br><br>House chores | Prepare healthy meals<br><br>Be creative |

### Staying Organized

You work so hard to update your resume and cover letter to apply to jobs. Keep track of all your applications, so that you are ready when employers contact you for an interview. Consider using a Job Search App (e.g., LinkedIn, Indeed, Glassdoor, Monster) or creating your own Excel spreadsheet

**Career Services & Co-operative Education**

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You may use the simple table below to keep track of your job search activities or download [this form](#)

| Company          | Company Contact | Date Applied       | Position                | Interview | Outcome | Comments |
|------------------|-----------------|--------------------|-------------------------|-----------|---------|----------|
| Ex. Best Company | Ex. Trish Lopez | Ex. April 17, 2020 | Ex. Project Coordinator |           |         |          |
|                  |                 |                    |                         |           |         |          |
|                  |                 |                    |                         |           |         |          |

## Protecting Yourself During COVID-19 Pandemic

- If invited to an in-person interview, inquire about a virtual or phone interview instead. You can refuse in-person interviews and offers of employment that do not ensure your health and safety.
- Obtain information about the company's established policies and procedures to reduce the risk/spread of COVID-19 during interviews and employment.
- If you are currently working, ask your employer to work from home if that's an option.
- If your employer is not an essential service as deemed by the Ontario government, you must stay home and not go to work.
- Health and Safety Guidance for Employers and Workers from Government of Canada - <https://www.ccohs.ca/products/publications/covid19/>

## Job Scams

- There is an increase in job scams being reported since the Covid-19 pandemic. Become **familiar with common job scams**. [Examples of job scams can be found here.](#)
- Legitimate Canadian job ads will not ask for any banking or personal information.
- Do not provide personal or sensitive information in your resume or in interviews, such as your SIN, date of birth, driver's license number, health card number, or any banking or financial information, which includes credit card or bank account numbers and Personal Identification Numbers (PIN). This information can be discussed with a prospective employer only after the hiring process has begun.
- If a job posting seems questionable, contact the job site where you found it. **Remember, if it seems too good to be true, it is.**
- **Learn to recognize identity theft.** Create strong passwords for all of your online accounts.
- If you suspect that you may be a target of fraud, or if you have already sent funds, contact your financial institution and report the incident to the police. Notify the Career Services department at Centennial College by emailing us at [careeservices@centennialcollege.ca](mailto:careeservices@centennialcollege.ca).
- Information on what to do if you are a victim of fraud can be found here: <https://www.antifraudcentre-centreantifraude.ca/scams-fraudes/victim-victime-eng.htm>
- To learn more about job scams and how to protect yourself, visit the Canadian Anti-Fraud Centre website <https://www.antifraudcentre-centreantifraude.ca/scams-fraudes/index-eng.htm>