**Jobs & Internships FAQs Advice for Navigating Your Next Steps**

***from Berry’s Center for Personal & Professional Development (April 6th, 2020)***

***How can I learn to make sense of, and move forward during, this COVID-19 situation?***

This is a time of uncertainly for all of us. Stay connected (virtually) with family and friends, create a routine/schedule and reach out to available Berry resources.  Get comfortable with remote learning as this may be the type of work you will be doing more frequently in the future.  Think about how you could emerge from this global pandemic more prepared than you were before it began.

To help, the Center for Personal and Professional Development has created a “[**Next Steps Toolkit**](https://vikingweb.berry.edu/ICS/Berry_Community/Group_Management/Center_for_Personal__Professional_Development/Next_Steps_Toolkit.jnz)” to provide Berry students with timely tips, tools, and resources to enabled them to successfully navigate their next steps during this unprecedented time. Here are 3 additional tips to help you move forward and make progress during this COVID-19 situation:

* + **Learn more about yourself & your goals.** This is a great time to be self-reflective, reconsider your sense of purpose, re-evaluate your current plans, and re-imagine some of your personal and professional goals.
	+ **Be proactive.** Focus on your personal and professional development right now. You will likely need to adjust expectations about your next steps, but you can take this time to learn to embrace uncertainty and do something productive with what you can control (see our 5 PPD strategies below).
	+ **Connect with key people**. Try to connect with key people in creative (virtual) ways. Consider creating your own ‘personal advisory board’ or mentoring team.

***How should I be working on my personal and professional development right now?***

You probably have more free time than usual, so take this opportunity to make progress on a project or a new skill that will make you more marketable. Here are the top 5 personal and professional development strategies we are currently recommending to all Berry students:

* 1. **Refresh your resume (and other professional documents)**. If you need help, you can submit your resume electronically and our CPPD staff will review it and send you some specific suggestions for improvement.
	2. **Update your professional online presence via LinkedIn.** If you already have a LinkedIn account, make sure it is up-to-date and optimized for the career you want. If you don’t, create one now. Organizations will be relying more heavily on these social platforms for hiring right now *and* in the future.
	3. **Develop new professional skills.**This is a great time to ‘up-skill’ (e.g., practice / learn more about video interviewing). Visit our “Next Steps Toolkit” to learn how to activate your free Berry LinkedIn Learning account to access thousands of professional development courses, including some curated specifically for Berry students.
	4. **Cultivate your professional network.** Alumni and employers are also working remotely so they may be more available to share career information and advice. Don’t know where to start, we can help you make some helpful connections (see below).
	5. **Use some of the resources from Berry’s Center for Personal and Professional Development.** Click here to access our new “[**Next Steps Toolkit**](https://vikingweb.berry.edu/ICS/Berry_Community/Group_Management/Center_for_Personal__Professional_Development/Next_Steps_Toolkit.jnz)” and click here to schedule a [Virtual Viking Career Advising appointment](https://vikingweb.berry.edu/ICS/icsfs/Virtual_Career_Advising_Infographic_%281%29.png?target=4934c2db-b059-46c4-a65e-02654e5425d7) with us.

***What are employers doing about hiring for this summer and beyond?***

A recent national survey of employers and college recruiters indicated the following information about their job and internship hiring plans ([NACE survey](https://www.naceweb.org/talent-acquisition/trends-and-predictions/coronavirus-quick-poll-preliminary-results/) - these results will be updated every Friday)

Question: *Are you revoking offers to full-time recruits and interns?* (n=135)

* + 64% are not revoking offers to full-time recruits and interns
	+ Another 25% are not revoking offers yet (but are considering it)

Question: *Are you make any changes to summer 2020 internship programs?* (n=130)

* + 35% are making no changes
	+ 35% are reducing length of internship by delaying start date
	+ 29% are moving interns to virtual programs
	+ 15% are reducing the number of interns

However, please remember that there are also many unknowns right now. The news and national responses to COVID-19 are changing daily, and so much about hiring depends much on the specific industry. Many companies are waiting, monitoring and evaluating so they make informed decisions for the long-term success of their businesses and employees (see below).

***Where can I find out who is hiring and who is not****?*

*Who* ***is*** *hiring right now?* Some industries are in ‘growth mode’ and are actively hiring right now, both [nationally](https://www.linkedin.com/feed/news/heres-whos-hiring-right-now-4525187/) and also [locally in Georgia and Atlanta](https://www.wsbtv.com/news/local/these-are-companies-hiring-during-covid-19-outbreak/5GYRDGADH5HXFKGP4FCDODNM6Q/). Currently, [metro Atlanta is showing more resiliency in hiring](https://www.linkedin.com/feed/news/us-hiring-hit-by-covid-19-5155530/) jobs than any other major city in the nation. Industries still hiring include grocery stores, healthcare, logistics/supply chain, online education/retail, virtual technology, and some sectors of manufacturing.

*Who is* ***not*** *hiring right now?* Other [industries have been hit especially hard by this pandemic](https://www.linkedin.com/feed/news/us-hiring-hit-by-covid-19-5155530/) and are currently downsizing their current (and future) workforce. Those industries include hospitality, travel, tourism, and other sectors of manufacturing.

You can also bookmark the websites below to get regular / LIVE updates from companies about their hiring plans.

[GitHub](https://github.com/gcreddy42/hiring2020): Internship updates

[Candor](https://candor.co/hiring-freezes/): LIVE updates from hundreds of companies

[Metro Atlanta Chamber](https://www.wsbtv.com/news/local/these-are-companies-hiring-during-covid-19-outbreak/5GYRDGADH5HXFKGP4FCDODNM6Q/): Who is hiring locally?

***I’m in the middle of a job/internship search, and have even applied to some jobs, but I have heard nothing back from employers.  What should I do now?***

Remember that some companies are currently in a holding pattern and are waiting to move forward with hiring as they closely monitor the COVID-19 situation.  If you already have an interview scheduled, confirm that it will still occur and ask if a virtual interview is possible….(continued below)

If you have not heard back from employers - remain positive, be flexible, and keep your options open. As conditions improve, additional job/internship opportunities will surface, although they may look very different (e.g., may be remote). Remember, even before this economic disruption, 80% of jobs are filled without employer advertising, so spend time focusing on networking (see below).

***Where should I look for job and/or internship opportunities?***

First of all: an exciting new career exploration and job/internship search tool is coming for Berry students in the next couple weeks (stay tuned for more details). For now, your best way to find job or internship opportunities is twofold:

1. **Start with your own network.** As always, your best bet for finding a job or internship is to start with your own personal and professional connections. Ask your friends and family, as well as Berry faculty, supervisors, and alumni about potential opportunities they know of. If you need help getting started, Berry Career Advisors are here to help you (Click here to schedule a [Virtual Viking Career Advising appointment](https://vikingweb.berry.edu/ICS/icsfs/Virtual_Career_Advising_Infographic_%281%29.png?target=4934c2db-b059-46c4-a65e-02654e5425d7)).
2. As you network, **you can also search these popular job and internship boards**: [Internships.com](https://www.internships.com/), [LinkedIn Jobs](https://www.linkedin.com/jobs/),[Indeed](https://www.indeed.com/)**,** [Glassdoor](https://www.glassdoor.com/), and [College Central Network](https://www.collegecentral.com/berry/index.cfm).
	* If you are interested in remote work, here are some websites that focus exclusively on virtual jobs and internships: [Virtual-Internships](https://virtualinternships.com/), [Flex Jobs](https://www.flexjobs.com/), and [Virtual Student Federal Service](https://vsfs.state.gov/).

***I have already accepted a full-time job or internship offer. What should I do now?***

Hopefully you’ve heard from your employer to let you know what their company is planning for the summer (many companies are converting their internships to remote work). If you haven’t heard from them, reach out to your contact (or Human Resources dept) to ask about their summer plans. Remind them of your commitment to their organization. You may even want to proactively offer to help now with a project or remote work. This is a great way to prove to the company they made a great hire!

***I’m a senior, and I really have no idea what to do next.***

Do not worry...we are here to help you figure things out in this time of uncertainty (click here to access our “[**Next Steps Toolkit**](https://vikingweb.berry.edu/ICS/Berry_Community/Group_Management/Center_for_Personal__Professional_Development/Next_Steps_Toolkit.jnz)” and/or click here make a [Virtual Career Advising appointment](https://vikingweb.berry.edu/ICS/icsfs/Virtual_Career_Advising_Infographic_%281%29.png?target=4934c2db-b059-46c4-a65e-02654e5425d7)). Most importantly, remember that your attitude and resilience during this time will show employers that you are the type of employee they want to hire!