

# JOB SEARCHING DURING LOCKDOWN - SIKH HELPLINE



**The Covid-19 pandemic has created a whirlwind amongst everyday life and in particular it has had an effect on livelihoods. Although it might seem the job market has come to a halt, you should 'carry on as normal' when searching for work now. Many employers are still actively searching for employees and jobs are still being advertised online and through social media. Whatever your skill set and experience, here are some tips and advice that will help you in your search for a new position!**

## **Job Searching:**

It is very important that you make sure your CV is up to date with all roles, dates, qualifications, training and skills! Please also make sure you state your availability to start a new role - with the current pandemic, in numerous positions (especially key work in the health/social care sector etc.) Employers are looking for an immediate start.

If you have time, now might be a good idea to take on some additional training courses, especially if you are looking for a career change. Use this time wisely to concentrate on what you want to achieve. Do not restrict your search and seek new opportunities, even temp work often becomes permanent!

Remain active in searching for positions on various job boards and agencies including Facebook and Gumtree (particularly useful if you are looking for local work). Make use of your professional and personal networks- speak to family, friends and former colleagues to let them know you are seeking work.

Remember we are all going through the same situation right now with the virus and it affects us all differently. Patience is key and don't be disheartened as it may be taking longer for employers to respond to applicants. Also, the interview process has slightly changed...

## **Virtual Interview Preparation:**

Always be prepared whether it's virtual or face to face! Please make sure your computers, laptops, tablets and phones are fully charged and working, the last thing you want is your battery dying during interview. Check that the camera and sound are working properly beforehand.

You will always need to make a good impression, so smart wear is always a must. Keep it professional and simple with shirts, blouses, dresses and trousers etc.

Have your virtual interview in a nice quiet space if possible, to avoid distractions. Stay focused and keep direct eye contact with your camera lens. The same principles apply with attention to detail and your conversation. You can always have a practice run with family or friends.

Do your background research on the company and role. Try to prep for questions related to the person specification and try to incorporate your skills and experiences in to your answers, you are trying to show them how you stand out and what makes you unique! Keep your CV printed and by your side if you wish to refer to it.

Please have several questions to ask at the end of your interview to express your interest in the role/ organisation. End the interview courteously and follow up with an email!