

COVID-19 Job Search Steps

Every journey to re-employment is different, but we offer this simplified look at what it takes to complete a successful job search. Don't be discouraged if you may need to go back and re-visit certain steps along the way.

TVCC's Self-Directed Services are resources available to all job seekers.

TVCC's Staff-Assisted Services are available to those who attend an Orientation and enroll in the WIOA program.

*Note: all job search services mentioned here and offered by the Tri-Valley Career Center (TVCC) are free.

Steps	Self-Directed (All)	Staff-Assisted (WIOA clients)
1. Take care of yourself <ul style="list-style-type: none"> - Mentally/Emotionally - Physically - Spiritually - Financially 	Workshops <ul style="list-style-type: none"> - Self-Care for Job Seekers - Job Club Tasks <ul style="list-style-type: none"> - Apply for Unemployment Insurance - Visit COVID-19 page on TVCC's website 	<ul style="list-style-type: none"> - Free counseling with a licensed therapist for low-income clients - Assigned a career counselor
2. Assess your financial situation and make a budget	Resources <ul style="list-style-type: none"> - Patelco classes: https://www.patelco.org/financial-wellness/financial-webinars - Other financial resources: https://www.trivalleycareercenter.org/contact-us/other-resources/ 	
3. Create a master resume and application summary	Workshops <ul style="list-style-type: none"> - Dynamic Resume & Cover Letters Resources <ul style="list-style-type: none"> - Resume template and related tip sheets on TVCC's website under "Resumes, Cover Letters & Applications" 	<ul style="list-style-type: none"> - Personal 1-on-1 resume review with a career counselor
4. Decide on your career trajectory <ul style="list-style-type: none"> - Identify your interests/skills - Research the labor market - Research target companies 	Workshops <ul style="list-style-type: none"> - Career Assessments - Training & Career Options Resources <ul style="list-style-type: none"> - Various tip sheets on TVCC's website under "Preparation" 	<ul style="list-style-type: none"> - Personal 1-on-1 career counseling
5. Update your professional presentation <ul style="list-style-type: none"> - Google yourself - Clean up your social media - Create a professional email address and voicemail - Join LinkedIn groups 	Workshops <ul style="list-style-type: none"> - Your LinkedIn Profile - Developing Your Soft Skills Resources <ul style="list-style-type: none"> - TVCC's LinkedIn group 	<ul style="list-style-type: none"> - Personal review of your LinkedIn profile with a career counselor
6. Address any gaps in your resume <ul style="list-style-type: none"> - Take classes & build skills - Consider temporary, part-time, contract or volunteer work 	Workshops <ul style="list-style-type: none"> - Online Training Opportunities (free & low-cost training) Resources <ul style="list-style-type: none"> - Metrix Learning - Coursera - Chabot and Las Positas Colleges 	<ul style="list-style-type: none"> - Funded training opportunities through WIOA



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<p>7. Find potential jobs</p> <ul style="list-style-type: none"> - Build/Expand your network - Target 10-15 companies - Continue researching companies and people in your occupation - Request informational interviews - Search online job boards 	<p>Workshops</p> <ul style="list-style-type: none"> - Leveraging LinkedIn - Networking & the Hidden Job Market - Job Club - Periodic Hiring Events <p>Resources</p> <ul style="list-style-type: none"> - Various tip sheets on TVCC's website under "Preparation", "Resources" and "Networking, Job Fairs" - TVCC's Job Board 	<ul style="list-style-type: none"> - Referrals from fellow Job Club members and TVCC staff
<p>8. Apply for jobs</p> <ul style="list-style-type: none"> - Tailor resume and cover letter 	<p>Workshops</p> <ul style="list-style-type: none"> - Dynamic Resume & Cover Letter - Beating the ATS - Periodic Hiring Events <p>Resources</p> <ul style="list-style-type: none"> - Various tip sheets on TVCC's website under "Resumes, Cover Letters & Applications" 	<ul style="list-style-type: none"> - Personal feedback on your tailored resume and cover letter from a career counselor
<p>9. Practice interview and salary negotiation skills</p>	<p>Workshops</p> <ul style="list-style-type: none"> - Ace the Interview - Developing Your Soft Skills - Job Club - Periodic Hiring Events <p>Resources</p> <ul style="list-style-type: none"> - Various tip sheets on TVCC's website under "Interviewing" and "Follow-Up" 	<ul style="list-style-type: none"> - Mock or practice interview coaching with a career counselor - Financial assistance with obtaining interview clothing (for low-income clients)
<p>10. Start your new job</p>	<p>Workshops</p> <ul style="list-style-type: none"> - Job Club (celebrate your success) - Developing Your Soft Skills <p>Resources</p> <ul style="list-style-type: none"> - Soft Skill tip sheet on TVCC's website 	<ul style="list-style-type: none"> - Financial assistance with obtaining uniforms, work clothes and transportation before first paycheck (for low-income clients)
<p>11. Post-employment considerations</p> <ul style="list-style-type: none"> - Maintain personal network - Keep resume current - Lifelong learning 	<p>Workshops</p> <ul style="list-style-type: none"> - Job Club (attend as an alumnus and/or guest speaker) <p>Resources</p> <ul style="list-style-type: none"> - Metrix - Coursera - LinkedIn Learning - Chabot and Las Positas Colleges 	<ul style="list-style-type: none"> - Follow-up with career counselor - Provide referrals to employer liaisons
<p>12. Spread the word about TVCC</p> <ul style="list-style-type: none"> - Continue to be active on TVCC's social media groups 	<p>Resources</p> <ul style="list-style-type: none"> - Refer a friend - Yelp and Google reviews 	

Additional Job Search Tips:

The Muse:

<https://drive.google.com/file/d/1tK8bOC-10DBUtjxeYB4B9Zvjapnm7GBc/view>

LinkedIn, Recovering after a Layoff:

https://www.linkedin.com/learning/recovering-from-a-layoff?trk=search-result_learning_card_title&cupsellOrderOrigin=default_guest_learning

LinkedIn, A Career Strategist's Guide to Getting a Job:

<https://bit.ly/GuideToGettingAJob>