

# JOB HUNTING TIPS IN A VIRTUAL ENVIRONMENT

Advice for industry fellows seeking  
full-time employment during the  
COVID-19 Pandemic

## PREPARATION

- Reassess your strengths, weaknesses, and experiences gained during your fellowship to update your resume and LinkedIn profile.
- If pursuing a role in a different functional area or team, consider connecting with colleagues in that area to learn more about the team culture, project work, and inquire about potential opportunities (i.e., shadowing, volunteering, and collaborative projects) to aid in preparing for future interviews.
- Adopt a positive and proactive attitude; acknowledge the need to be patient and that you are not alone in this current situation.



## APPLICATIONS



- Utilize multiple methods when searching for roles and consider all your options (i.e., internal job boards, LinkedIn, Glassdoor, etc.).
- Utilize your network! Use your connections to help move your application to the top of the pile.
- Start applying early if considering external roles, as some companies may take more time to review applications than others.

## INTERVIEW PREP

- Develop behavioral interview stories utilizing the Background-Action-Result (BAR) format.
- Practice interviewing by scheduling mock interviews with mentors, co-fellows, or colleagues on various video conferencing platforms (i.e., Zoom, Microsoft Teams, Skype, etc.)



## SALARY NEGOTIATION



- Help your interviewer understand why you deserve the salary you are requesting; share specific examples of the positive impact you made on your company during your fellowship.
- Understand their salary restraints and be prepared to answer the questions: Are we your top choice? Do you have any other offers? Where are you in your job search?
- Consider the entire offer given, including benefits, retirement options, etc., and don't be afraid to negotiate other elements of the compensation package.
- Avoid or downplay ultimatums of any kind.

IPhO National Fellows Council  
Social Media & Marketing  
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Sources:

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