



UNIVERSITY *of* MARYLAND
EASTERN SHORE

*Division of Enrollment Management & Student Experience
Career & Professional Development Center*

CAREER SURVIVAL: How to Navigate the Workforce After Senior Year

www.umes.edu

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CONGRATULATIONS UMES GRADUATES CLASS OF FALL 2020

The University of Maryland Eastern Shore Career & Professional Development Center would like to congratulate you on this great accomplishment. The Center will continue to operate virtually and remain accessible to you after graduation. You may always schedule a virtual appointment in Handshake, or call the office at (410) 651-6447. You can also email Dr. Theresa Queenan, at tqueenan@umes.edu or Mrs. Bettye Hoskins-Knox at [bjhoskins@umes.edu](mailto:bjoskins@umes.edu)

In spite of the challenges facing this class, we know that you will continue to succeed in your professional goals, contribute to your communities and make us proud to call you UMES graduates. The Career Center staff is fully engaged, working for as many hours as it takes to help our students with their next steps. Students searching for employment during uncertainty requires support and our staff is here to assist. As a graduating senior, you should have already developed a career strategy but if you do not have one it is never too late. Remember you must be patient, consistent and work on your job search daily.

Best Wishes. Stay Safe Class of 2020!



This document has been developed to provide important information for SENIORS to utilize every day to advance your job search and/or at least a develop a solid plan for finding one.

1. ESTABLISH A RELATIONSHIP WITH YOUR CAREER & PROFESSIONAL DEVELOPMENT CENTER

- The Center is located in the Student Services Center-Suite 2158.
- Career & Professional Development Center website is www.umes.edu/careers/

2. DEVELOP YOUR NETWORK

- Connect with various networking opportunities to meet professionals in your field and make connections.
- Attend virtual career fairs and events where you can gather first-hand information about companies.
- Join your professional organizations and schedule meetings with people in your major field of study who can offer guidance. You can learn about industry trends and connect with other potential employees.

3. MAKE SURE TO RESEARCH COMPANIES AND INDUSTRY TRENDS

- Create a list of companies where you would like to work.
- Research salary trends in your area of interest. Go to the NACE Calculator located on the Career Center website.
- Research the questions employers ask. What do you know about the company, government or state agency, medical administration, or hotel industry?

4. DEVELOP YOUR RESUME AND COVER LETTER

- Even if your work experience is limited, you can still start to build a professional resume and cover letter that will impress employers and highlight your biggest accomplishments.
- Keep your resume short.
- Prepare a cover letter.

5. BUILD YOUR BRAND

- Your brand is your reputation, and the words you want people to think of when you come to mind. It's how you stand out from others. Be mindful of what you put on social media because it becomes a part of your brand.

6. SHARPEN YOUR INTERVIEW SKILLS

- Use the career center to help you with mock interviews. At this time, you can schedule a virtual interview practice session with staff or go to our website where you can practice utilizing [Perfect Interview](#) our on-line interviewing platform. There you will also find the "[Employment Interview Guide](#)".
- Prepare yourself for remote hiring and online networking alternatives. Virtual interviews are likely to become more popular in the short-term. Meanwhile, remote networking and professional social media accounts may become more important as professionals move increasingly online.
- Many large companies and organizations hire college students during the spring of their senior year.

7. PREPARE TO DRESS FOR SUCCESS

- First impressions matter. Make sure you're investing now in the attire you'll need to land the role you want.

8. FOLLOW UP

- If you have an interview with a company, a follow-up note or email is a must. Be sure you collect business cards or contact information from the interviewers prior to the end of your interview.

No matter what you decide to do, it is important to acknowledge that you are facing challenges as a new graduate entering the workforce that many people will never experience. Above all, take care of yourself and the people around you as we navigate through this this situation together.



WHAT TO DO WHILE YOU WAIT TO START YOUR EXCITING CAREER...

1. Read your **contract and/or your job description**. If you have questions, contact the Human Resources department before you start the job.
2. Go to their website read, memorize and start preparing yourself for workplace etiquette.
3. Make sure to dress professionally at your new place of employment.
4. Update your LinkedIn profile. Be sure to remove any unprofessional posts. Use a professional looking photo.
5. Go to www.umes.edu/careers click on Career Spots – click on Career Readiness and Job Search.
6. Review all sections of Career Spots.
7. If you want to continue job searching, go to www.umes.edu/careers click on job search/assessment scroll down to Candid Career.com, Simplyhired.com, Employers by major, find major, click on the numbers and then the state where you live.

Much of your early career opportunity and success will be charted by the impressions you make on the people you work with and the perceptions they develop of you in the early weeks and months on the job.

In the first year you have to know how to establish yourself, learn the way things are done and figure out what you need to do to earn credibility and respect. The key is to come in with enough savvy to have appropriate expectations and attitudes.