

CONGRATS

TO OUR MAY GRADUATES

CAREER GUIDE FOR THE AGE OF COVID-19



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[utep.edu/careers](https://www.utep.edu/careers)

CONGRATULATIONS ON COMPLETING YOUR COURSE OF STUDY!

This is a proud accomplishment, especially in these challenging times.

We understand that even as you celebrate, this is not the world you thought you'd be graduating into. Employers are making difficult decisions and many college graduates are having to reconsider their professional pathways. Still, there are plenty of immediate and long-term actions you can take to increase your appeal to organizations that are still hiring. You will need to network and connect with professionals online, manage your resources wisely, enhance your (virtual) competencies, and set action-oriented goals for yourself.

This guide will introduce a variety of resources, ideas and mindsets to help you navigate this next chapter.



Phase 1:
GETTING STARTED



Phase 2:
LOOK AT WHO'S HIRING NOW



Phase 3:
RESOURCES FOR LONG-TERM SUCCESS



Phase 1: GETTING STARTED

These are extraordinary times where you will have to think critically and stretch beyond your comfort zone to adapt to the world as it is. For many of you, your professional plans and career launch strategies may change. The companies you're interested in may not be hiring right now, and while this may be somewhat disappointing, it can also be a call for action. You will need to adopt a practical approach and align your job search with organizations that are still hiring. Your flexibility and ability to adapt to a changing environment will prove essential to your long-term success.



Stay Connected

You probably know that many people find jobs through networking and personal connections. Staying connected with people and communities, and growing your network is paramount to success in a virtual world. Make a plan to increase your network on a weekly basis; reach out to people you met at work, your professors, fellow students, alumni, advisors and family. **Take advantage of your connections to a diverse network.**



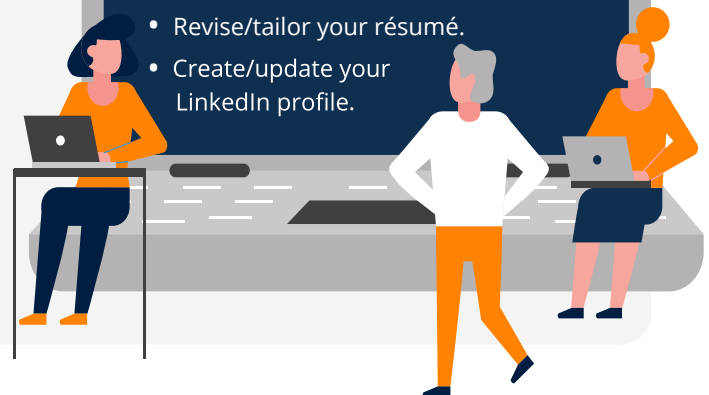
Be Action Oriented

As the market struggles and reinvents itself, it is up to you to be assertive, action-oriented, entrepreneurial, and to show perseverance.

This requires you to seek opportunities, proactively connect with people, and most importantly, find the power and confidence to tackle the unknown. With an action-oriented mindset, you improve your chances at success.

Career Tips:

- Treat your job search like a job. Create a consistent schedule and set goals.
- Create a spreadsheet to organize your applications.
- Revise/tailor your résumé.
- Create/update your LinkedIn profile.



Phase 2:

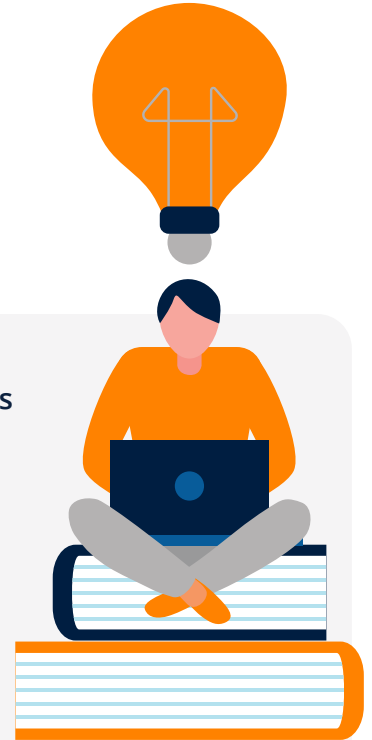
LOOK WHO'S HIRING NOW

A number of companies are still hiring. These resources will help you stay connected to them:

- **Job Mine:** find current jobs posted for UTEP students/graduates
- **Candor:** who's hiring and who's not
- **The Muse:** who's hiring and who's not
- **Work in Texas:** search for jobs in Texas

Career Tips:

- Follow federal and state governments' hiring status.
- Follow **#GetHired** and **#NowHiring** on LinkedIn.
- Follow the **UTEP Career Center** on LinkedIn.



Virtual Career Fairs

Most virtual job fairs take place at the university level as academic institutions and employers collaborate to facilitate virtual recruiting sessions for their own students. Continue checking the UTEP Career Center website and social media outlets for upcoming virtual career fairs. When **in-person career fairs** resume, you are welcome to participate in these events as UTEP alumni.

Additional resources:

- **JobFairsIn:** open virtual job fairs
- **LiveCareer:** tips on how to succeed in virtual job fairs
- **The Balance Careers:** answers to common questions about virtual job fairs





Remote & Freelance Work Opportunities

Many companies will likely embrace remote work in the near future. The following websites may help you find remote work.

- [Weworkremotely.com](https://www.weworkremotely.com)
- [Remotive.io](https://remotive.io)
- [Remote.com/remote-jobs](https://remote.com/remote-jobs)
- [Jobspresso.co](https://jobspresso.co)
- [Justremote.co](https://justremote.co)
- [Powertofly.com](https://powertofly.com)
- [Parkerdewey.com](https://parkerdewey.com)
- [Skipthedrive.com](https://skipthedrive.com)
- [Virtualvocations.com](https://virtualvocations.com)
- [Upwork.com](https://upwork.com)
- [Remoteok.io](https://remoteok.io)
- [Fiverr.com](https://fiverr.com)
- [Pangian.com](https://pangian.com)

Additional resources:

- [**Coronavirus Career Advice: 27 Best Work from Home and Remote Jobs**](#)
- [**78 Sites for Finding a Remote Freelance Job**](#)
- [**Don't be scammed, avoid fraudulent jobs**](#)



Virtual Networking & Informational Interviews

After graduation, it is essential to expand your network, connect with people, and get yourself out there. You can do this from home! Here's how.

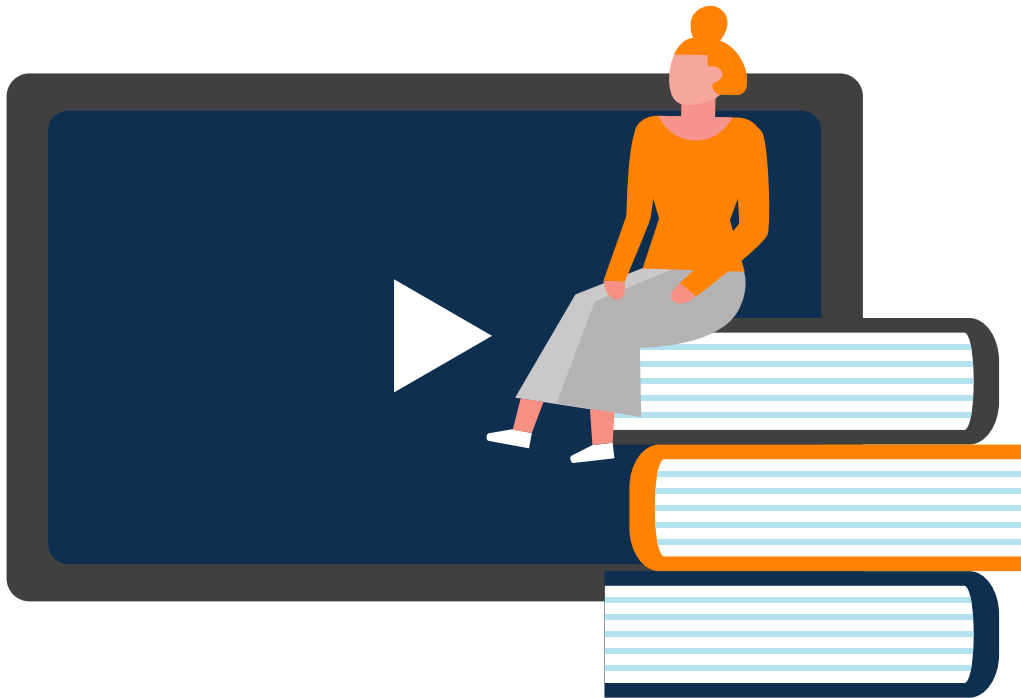
- [**Coronavirus & Your Career: How to Effectively Network During Quarantine** - **Forbes**](#)
- [**Establishing your LinkedIn Profile** - **UTEP Career Center**](#)
- [**Informational Interviewing** - **Berkeley Career Center**](#)



Virtual Interviewing Best Practices

Many companies are shifting to virtual interviews. Below are some virtual interviewing tips.

- **Best Practices - Fast Company**
- **Virtual Interview Strategies - Virtual Vocations**
- **9 Tips for Mastering your Next Virtual Interview - Harvard Business School**
- **Virtual Interviewing Best Practices - Virtual Vocations**



Phase 3:

RESOURCES FOR LONG-TERM SUCCESS



Round Out Your Skill Set

Many educational companies and universities are currently offering their content for free. Take advantage of this opportunity to enhance your skills and knowledge to make yourself more competitive.

- **[Coursera.org](#)**: Offering free courses until May 31st
- **[Harvard University](#)**: Free online courses
- **[EdX](#)**: Free online courses
- **[Open Culture](#)**: More than 1,500 free courses
- **[Yale: The Science of Well Being](#)**: Yale's most popular course ever
- **[Alison](#)**: Free online courses
- **[General Assembly](#)**: Technical training
- **[MOOC.org](#)**: Free online courses
- **[Udacity](#)**: Online courses

This may also be the right time to consider **graduate studies at UTEP**. With more than 100 master's programs and 22 doctoral programs, an advanced degree will make you even more competitive as you enter the workforce.

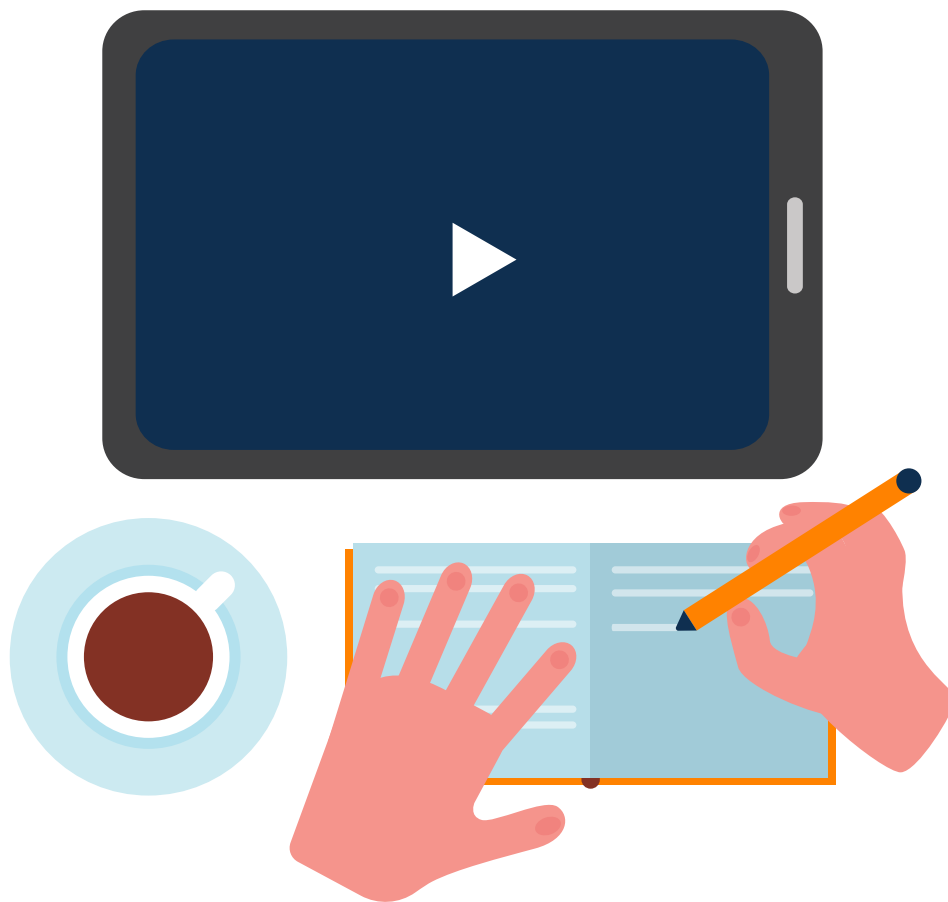
Visit the UTEP Graduate School virtually at utep.edu/graduate





Think About Supplementary Income

Graduating into a recession may force you to be resourceful and creative with the ways you generate income. Look to leverage your strengths and knowledge to generate supplementary income through paid project-based work and temporary or part-time work. Be open to unexpected jobs in order to supplement your income, keeping an eye out for positions that could develop skills needed for your career.



BUSINESS ADMINISTRATION OPPORTUNITIES

As graduates of the UTEP College of Business Administration, you will need to leverage many of the same networking and professional development skills you learned and practiced as a student. Remember to showcase your leadership abilities, problem-solving skills, and teamwork experiences as you navigate your job search and expand your professional networks. Your business degree is very versatile, so don't be afraid to explore career opportunities in an area of business that might be outside of your major, but that would match your skills and experience.



Networking

Social Media & Group Pages

- [UTEP College of Business Administration Alumni](#)
- [UTEP COBA Department of Accounting & Information Systems](#)
- [UTEP Alumni Association](#)
- [UTEP COBA Alumni Network](#)
- [UTEP Mexican Alumni Network](#)
- [UTEP Alumni MinerLink](#)

Professional Organizations

- **All Majors:**
 - [ALPFA El Paso](#)
 - [Delta Sigma Pi Sun City Alumni Chapter](#)
 - [United Way Young Leaders Society](#)



Professional Organizations (continued)

- **Accounting:**

- El Paso Young CPAs
- The Institute of Internal Auditors - El Paso Chapter
- El Paso Institute of Management Accountants
- Texas Society of CPAs

- **Economics:**

- Rio Grande Economics Association
- National Association for Business Economics

- **Entrepreneurship:**

- Young Entrepreneur Council
- Small Business Administration
- El Paso SCORE

- **Finance:**

- Texas Bankers Association
- CFA Societies Texas
- CFA Institute
- Financial Management Association
- Greater El Paso CCIM

- **Human Resources:**

- El Paso SHRM
- Society for HR Management
- Professionals in Human Resources Association

- **Information Systems:**

- CompTIA IT Professionals (formerly AITP)

- **Management:**

- American Management Association



Professional Organizations (continued)

- **Marketing:**
 - [El Paso Ad Fed](#)
 - [American Marketing Association](#)
- **Operations & Supply Chain Management:**
 - [APICS El Paso](#)
 - [American Society for Quality Greater El Paso Section](#)
 - [Institute for Supply Management](#)
- **MBA:**
 - [Prospanica](#)

Southwest Region Chambers of Commerce

- [El Paso Chamber of Commerce](#)
- [El Paso Hispanic Chamber of Commerce](#)
- [The Borderplex Alliance](#)
- [Index Juarez](#)
- [Greater Las Cruces Chamber of Commerce](#)
- [Greater Phoenix Chamber of Commerce](#)
- [Greater Albuquerque Chamber of Commerce](#)



Job Search

Job Boards and Resources

- [Centers for Disease Control COVID-19 Temporary Positions](#)
- [Texas Workforce Commission COVID-19 Resources for Job Seekers](#)
- [Index Juarez Asociación de Maquiladoras - Job Board](#)



Job Boards and Resources (continued)

- [El Paso Community Foundation Get Shift Done Initiative](#)
- [Federal Pathways Program](#)

For national and international jobs and resources, visit:

[**GoinGlobal**](#) – accessible via [**Job Mine**](#) at [**utep.edu/careers**](https://utep.edu/careers)



Advanced Degrees

If you're thinking about advancing your knowledge in a specific area, a COBA graduate degree might be right for you. Explore the different offerings with the links below.

- [Master of Accountancy](#)
- [Master of Business Administration](#)
- [Master of Science in Economics](#)
- [PhD in Business Administration](#)





CONTACT US

The **University Career Center** is available to support you. We invite you to learn about the many **services** available to you as a UTEP Graduate, reach out to your college liaison for individual guidance and assistance.

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For all other purposes, feel free to email: careers@utep.edu

*Adapted from The Washington Center: resources.twc.edu/

