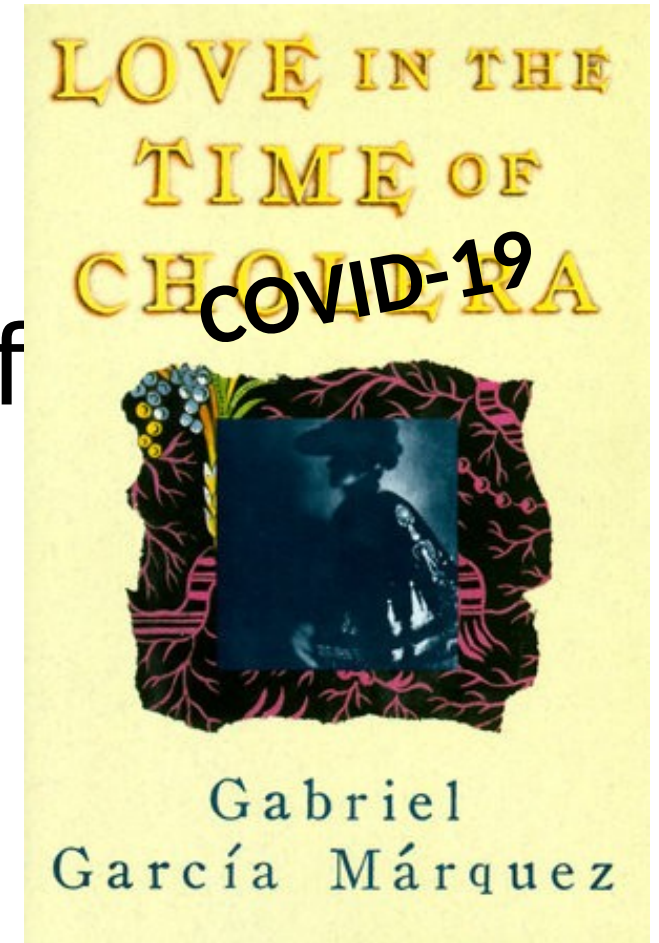# Job Searching (and Working)
From Home In the Time of Cholera (COVID)

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The Challenge

- Working from Home
- New Technologies
- Data privacy and security
- Distractions and diversions
- Lack of Privacy
- Lack of face-to-face communications

The Opportunities

- Increased geographical presence

- Focus on performance not appearance

- Older people have more "soft skills"

- Newer technologies are easier to adapt and learn

- Costs and barriers are decreasing

Job SEEKING in the Age of Covid

- Online resources are more important
  - Indeed, Monster, LinkedIn, etc.
- Recruiters are stuck at home as well
- Many jobs can be performed virtually, so virtual interviews are an audition
- Identify organizations that can be used to collaborate
- Match resume to skills, match skills to job descriptions
- Have more than one persona online

Social Media for Job Seekers

- People are spending more time online

- This includes social media
  - Twitter
  - Facebook
  - Other Platforms

- Can use them to make yourself known

- Can use them to find like minded people

- Networking and job seeking are not the same but are related

- Be yourself BUT avoid extreme views online – political, etc.

LinkedIn and Networking

- LinkedIn to
  - Establish your presence
  - Publish articles or newsletters
  - Input your resume and background
  - Look for networking opportunities
  - Join groups of interest
- LinkedIn Jobs
  - Find opportunities
  - Fill out applications
  - Find out connections
  - Research employers
  - Review backgrounds of those with whom you are interviewing

The Home "Office"

- Try to separate "workspace" from "living space."
- Dedicated location helps to "get away" from work and to "get away" from home.
- Need not be physical location
- Remove or minimize distractions – if possible (dogs, kids, spouses, delivery people, TV, etc.)
- OR – wherever you go, there you are – in a pinch, your "office" can be your car, your backyard, or wherever you are –
- It's called "mobility."

Hardware, software, and others

- Basic Hardware for telework
  - DECENT computer – MAC, PC, Tablet or Chromebook
  - Need not be super fast, but should be reliable
  - Software should include
    - Videoconferencing (zoom, etc.)
    - Word processing and office (Word, Office, Google Docs)
    - Communications – email (browser or others)
    - Specialized software if job necessary
  - Hardware – camera, mouse, lighting, microphone, Bluetooth

There's No Place Like Home...

- Keep it professional
- BUT make it cozy
- Make it your own – don't be afraid to have some personality in the room (makes for things to talk about)
- Avoid politics in your discussions and backgrounds
  - UNLESS the job is political OR your politics are KNOWN and part of your value
- Avoid other things that are controversial – this is your new workplace

Zoom

- It's not that hard (hint – you're doing it now)
- Familiarize yourself with the controls and options
- Everything that can go wrong will go wrong
- Have backup plans for hardware, software, network, WiFi
- Install software on ALL devices (laptop, desktop, tablet, phone) and update as needed
- The Grandson/Granddaughter rule – if you don't understand a technology – use a grandson or granddaughter (doesn't have to be yours!)

Privacy

- WYSIWYG – you have opened a camera into your home

- Anything that can be viewed – can be viewed

- This includes backgrounds, documents (screen sharing), open tabs, people, pets, and things in the window…

- Share appropriately but don't share inappropriately – including on resumes, postings, profiles, etc. – keep it professional.

Google Hacking

- Do a Google (Bing) search on yourself
- See what shows up – does it look professional?
- If "bad" things show up (bad comments, credit, complaints, criminal or civil matters) there are things you can to do reduce the impact
- Consider creating "good" contact and "publishing" it
- Add associations with "good" causes – volunteer work, community organizations, neighborhood groups, etc.

Security

- Things you should be doing anyway

- Don't click links

- Beware Phishing scams

- Validate emails (particularly funds transfer)

- Look for SSL login

- Don't reuse userid's and passwords

- Check https://haveibeenpwned.com/

- Consider password manager
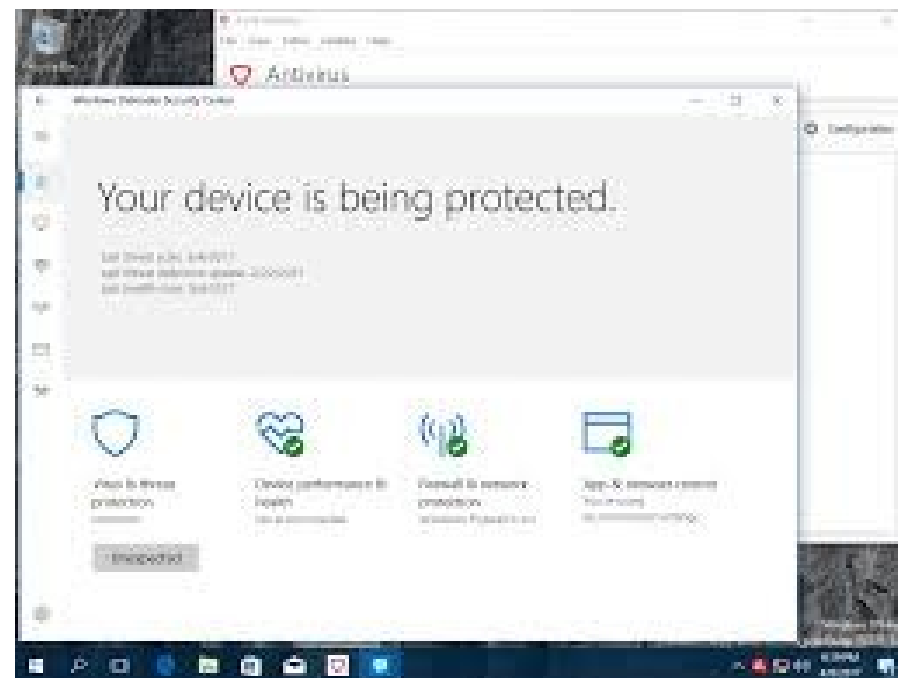
Data Security

- Keep your computer up to date
  - Automatic updates for Windows and MAC
  - Automatic updates for manufacturer (software, drivers and firmware)
  - Automatic updates for applications
- Remember to update your router and change the passwords
- Check with provider (Verizon, Cox, Xfinity) about what security products/services they provide
- Enable security features – e.g., Windows defender
- Enable encryption features (BitLocker, etc.)

Connection Security

- Use Single Socket Layer (SSL)
- Use WEP2 or better
- Use Virtual Private Networks (VPN)
- Use VPN Anonymizers (e.g., Nord VPN, location based VPNs)
- Consider TOR or "Onion" Routers for sensitive work
- If your work will involve confidential information, have access to encryption software (e.g., PGP) and learn how to use it.
- Use MultiFactor Authentication (MFA) and multi-party (e.g., text to cell phone, fingerprints, etc.)

More Privacy Tips

- Never give out personal information unless YOU are calling THEM

- Verify, verify, verify

- Use multiple channels

- Email is NOT authentic and is NOT secure

BEC and Call

- Business E-mail Compromise (BEC) scams
- Hackers pose as sender or recipient of email
- Email is either spoofed or hacked – appears to be legitimate
- Can ask for money, change wire transfer instructions, or solicit personal information
- BE SUSPICIOUS and verify through third channel

Stress

- Zoom fatigue is a real thing

- Get up and stretch…

- Take and arrange frequent breaks

- Other mental health things – walks, exercise, pets

- Don't get overwhelmed – don't take on more than you feel comfortable with

Lighting and Clothing

- Dress professionally – from the waist up at least
- BUT, people are more flexible these days
- Have good lighting (in front, above, ring lights)
- Have camera at eye level
- Make office semi professional but personal
- Eye contact and active listening

Working from Home

- Make sure that you make contact with employer frequently
- Make contact with coworkers as well
- Keep people advised of what you are doing
- Take initiative
- Ask questions
- Remember time zones
- Use various technologies
- Virtual happy hours

Don't Worry – Be Happy

- Everything has changed
- There are advantages and disadvantages
- Learn new skills and technologies
- Take advantage of support structures
- We all need, someone, we can lean on…

Questions??