Job Searching from Anywhere in the World

Session Transcript

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- [Mininia] Welcome to the first day of the 2019 Virtual Military Spouse Symposium. My name is Mininia Hawkins and I am a Program Analyst in Military Community Support Programs, the Host for this week’s symposium. Our next speakers are Kara Smith, Director of Customer Operations Instant Teams, and Keri Hill, SECO Career Coach. Ms. Smith and Ms. Hill will discuss the ins and outs of the job search in a virtual environment, learn tips for online networking, and making an impression in a virtual world. Welcome Keri and Kara.

- [Keri] Thank you so much Mininia and good morning everyone and welcome to SECO’s annual Virtual Military Spouse Symposium. My name is Keri Hill and I’m a Career Coach with the SECO program and I will be starting us out today. We’re so glad that you’re with us. We know that your time is valuable and a limited commodity, so we really appreciate you taking the time out of your day to spend it with us. This year’s symposium will be focusing on preparing you for the upcoming virtual hiring event on Thursday May 2nd. Over the next two days we’ll have presentations on everything from job searching to resume writing to negotiating your salary to LinkedIn. If you can, definitely sign up for as many webinars as you’d like. We have so much amazing information to share with you. And we’re gonna start out this morning with talking about the dreaded job search. So the job search, that can be a really scary phrase for a lot of people. Now as military spouses you'll most likely have had unique challenges such as frequent PCS moves and deployments that your civilian counterparts have not experienced. This can make it even more frustrating and daunting to find a job more so than it already is. Our goal for today is to help you feel more comfortable in navigating the job search, especially in a virtual environment, and also make it less stressful. I’m going to start with talking about a few best practices for job searching and then I’ll introduce our
wonderful presenter, Ms. Kara Smith, who will provide an in-depth discussion of job searching in a virtual environment. Here are about, we have a few best practices to get you started. So number one, research the industry and companies within that industry that you would like to work for. This will give you an idea of what to expect and give you a chance to really evaluate your experience and how well it fits in within the industry. There are a lot of great options out there for searching. A great place that I recommend to start is the Military Spouse Employment Partnership Program, also known as MSEP. The MSEP program, which is a part of SECO, partners with more than 390 employers that are committed to hiring, retaining, and promoting military spouses. You can find the MSEP job search tool on the My SECO homepage. You can find everything on that, everything from job postings with these companies all the way to just general information about that company including like their Facebook links, their website, what kind of industry they’re in, all kinds of great stuff. So definitely a wonderful place to start, as well as what kind of jobs that they’re looking for right now. Other places you can check out are like the company itself, their website, their social media accounts is a great way just to research. LinkedIn as well is a great resource. Number two, have a resume that is up to date and well written. Tailor the resume to each position you apply. So when I say tailor what I mean is you want to utilize keywords from the job posting and your resume. So you’ll generally have like a master resume that you’ll work from for each occupation and then just tailor it for every one of those. This will show you an employer, show an employer, excuse me, why you’re a good fit for the job. You know if you’d like more information about resumes please join us a little bit later, 11:00 am eastern. We’re going to be talking about resumes and how to tell your whole story. Number three, network. Put yourself out there. I know that can be really anxiety-provoking for a lot of people. Kind of viewing the whole networking thing it kind of can be really stressful sometimes but it can really help. You never know where you’re gonna find your next job so utilize your current connections and make as many new connections as possible. Excuse me, one resource you can utilize is LinkedIn. LinkedIn’s really great because you can do all the networking in your pajamas at home and no matter where you are in the world as long as you have LinkedIn you can utilize it and you can start networking. And finally at number four we have continuously reevaluate your job search strategy. If what you’re doing right now is not working you know try something different. What may work in one industry or with one company may not work for the other. So just kinda seeing what different ways can work for you. You know, don’t be afraid to try new things but, and this is a really big but here, give your current strategy time. Depending on where you’re located and the industry it can take a while to find a job, even under the best circumstances. So now that we’ve discussed a few best practices, I’m going to turn it over to our wonderful presenter Ms. Kara Smith, to talk with you about job searching from anywhere in the world. So before I do that I’m gonna tell you a little bit about Kara and then hand it on over to her. So Kara is a proud Army spouse and the mother of three beautiful children. She has worked for some of the country’s top remote work agencies where she has learned exactly what is needed to meet the demands of a shifting workforce to enable remote careers. Kara is currently the Director of Customer Operations at Instant Teams where she helps customers to
connect and scale with some of the best talent the military spouse community has to offer. Take it away Kara.

- [Kara] Hey guys, good morning. Thank you so much for joining us today. I see in the chat pod that there are people from all over the world, which is exactly what we wanted to see today. So just wanted to welcome you all and say thank you. We are so glad you're here and I hope you get a lot from this presentation. I'm really excited to be kicking off this symposium and yeah, I hope you get everything that you need from this to help you be successful at the upcoming virtual job fair. As mentioned, I am Kara Smith. I'm the Director of Customer Operations at Instant Teams which some of you may know or you may know us by our former name, which is Mad Skills. In any case, if you're unfamiliar with who we are, what we do is we help businesses build remote teams so that we can encourage remote work, which we know specifically for military spouses is an amazing asset. The employment opportunities for military spouses can be sparse. So we look to connect military spouses with those businesses that we're building the remote teams for and it's just an amazing thing. So thank you guys for joining us. We hope you'll check that out a little bit more and we will also be at the career fair, so check us out there as well. I personally have been blessed with an amazing opportunity, this particular amazing opportunity to connect spouses and businesses across the globe to provide employment opportunities and even better, employment opportunities that are remote, that are flexible, and in your desired field, which we know can be pretty hard for military spouses. I've worked remotely now since 2013 for some of the top remote work companies and I owned a business from home prior to that so I've had ample opportunity to discover what works, what doesn't work. I've done a lot of experimentation there and I think we all go through that as remote workers but just what works, what doesn't work when it comes to finding and maintaining remote work opportunities. So I'm gonna share with you some of those today, some of the best practices that I've discovered over the years and keep in mind that this is what has worked for me and many of my comrades but definitely do as they recommended and take it step by step. Know that things don't always happen overnight and be flexible, adjust how you're doing things if you need to. So you may be wondering why is it important to know how to job search from anywhere in the world. And the reality is that military spouses are often in a crisis when it comes to finding a job. In my field of work, I frequently see spouses who take an employment opportunity outside of their field who are working minimum wage when they have a Master's degree or a PhD or who are just unemployed in general because they are unable to find an employment opportunity at all, whether it be due to location, due to frequent moves. Jobs around military bases are actually really high in demand so we're all out there competing for the same kind of thing. So I truly believe that remote work is the future and it's an amazing asset to military spouses who are frequently moved at the drop of a dime and you know sometimes you're moved pretty close by where you can keep a job. Other times you're moved halfway across the world. So today you'll learn remote skills, how to be successful in a remote job search, and what to do if you find a position and how to interview successfully if given the opportunity. So, let's start with a quick show of hands. You can use the
raise hand button, which is at the top of your screen, to show us if you have struggled with finding work and this can be in general, this can be with remote work. Just your career path, have you struggled with finding work? It’s funny, I hate to see that everybody is raising their hands but it’s exactly what I expected. As military spouses, we often face that, that difficulty there. So if you can take a look at the poll on the screen I’d love to have an idea of how long on average it takes you to find work when you PCS. We’ll give you a few minutes to answer there. I know some people are just joining us. Wow, that’s very eye opening, if you take a look at that. Six to 12 months and sometimes we’re only at a post for 18 to 24 months. So you can imagine how hard that is. Well according to Global Workplace Analytics, approximately 40% of the US workforce either works fully remotely or is allowed to do so at some point throughout their work week and telecommuting actually ranks as high or even higher than traditional health benefits on the benefits wishlist for applicants. And especially for us as military spouses, telecommuting often ranks higher than benefits because we’re covered through our spouse’s benefits but an area that’s severely lacking for us as spouses is the option to take our positions where the military moves us. So not only are we now competing with the rest of the world who wants to work remotely, but we’re ultimately competing with one another in an arena where there’s a shortage. So that means that the competition is fierce and you have to know how to portray yourself in order to get noticed. So that being said, I would love to understand a little bit more about the folks who are on the webinar today and your backgrounds with remote work. How many of you have had the opportunity to telecommute from a physical location or to work 100% remotely? Awesome, that’s great to see. I love, I’m hoping those of you who haven’t been able to find a position that this webinar will help you, this entire series today and tomorrow will help you and get you set up so that you can connect with some of the businesses over the virtual hiring fair. So first and foremost it’s important to understand that some personalities thrive in a remote work environment, some don’t and everybody likes to think that they’re fit for a remote work environment but in reality it’s important to understand whether or not you would thrive in that environment, and not just for the employer but specifically for yourself. It’s easy to say I want to work from home or you know even just to see the benefits of working from home but in reality there’s a lot of discipline required to work from home. And obvious pros are lack of commute, which you know reduces the cost of gas, wear and tear on cars, those sorts of things. That’s a big money saver in the long run. There’s flexibility in the work which means more family time or more time to do the things that are important to you and maybe that’s exercising, reading, sleeping, volunteering, whatever that may be, being able to work from home frees up that commute time and gives you the opportunity to do more of what you’re wanting to do. And then of course there’s no office distraction. So if you’re a diligent worker you can really get a lot of work done in less time being outside of that office environment. But as with most things, there are also cons that most people tend to, most people tend to get really excited about the opportunity to work from home and they don’t think about the cons when initially considering remote work. So for instance, many find that when working remotely they get the feeling of being unable to leave the office. So your home is your main workspace and that’s typically where
a standard worker would leave their office and come home and that’s their escape at the end of the day, but when you work remotely your office is also your home. The two are one in the same so you have to be able to step away from the computer, detach yourself from the work so that you don’t overwork and that, find that balance. Likewise, if you don’t have discipline you can under work and you can risk your position. So if maybe you’re easily distracted or you’re unable to set boundaries and manage your time you could fail at home working in that environment. Additionally, if a remote workspace isn’t set up properly many find it lonely due to the lack of interaction with others, lack of social activities, those sorts of things. In Instant Teams we actually utilize tools and remote gatherings that keep us connected to one another, creating a company culture that gets that social aspect in there. But if that’s important to you, you’re going to want to find a position with a company that does the same. So research their culture. Find out what they do to keep the employees engaged when they’re working from home and see how that would work for you and your personality style. So, that being said, what skills are necessary to be successful in a remote work environment? There’s the obvious, which is communication and responsiveness. They’re vital in the remote work environment, even more than traditional work environment because the individuals on the other end, they often can’t see your nonverbal cues that are present in a traditional work environment. They can’t hear your tone, if you’re just emailing or texting. We use a lot internally at Instant Teams of video conferencing to help with that, but having those communication skills to be able to handle the times when you aren’t on a video conference is also vital. Remote workers also have to be trustworthy and mindful with the ability to work autonomously, to organize, to prioritize. I know those are keywords that people often throw out on a resume but they really are truly important to remote work. And additionally, remote workers have to be tech savvy because all of the communication and workflow will take place via technology and it’s technology that is frequently changing. I mean everybody’s constantly coming up with software updates. You have to be able to take it and run with it. Sometimes you’re just learning along the way but it definitely helps if you are tech savvy. And then time management, as I mentioned before, is hugely important for more reason than one. Daily workflow, personal reasons like being able to close down at the end of the workday, if you have children you have to manage or maybe your spouse’s job has requirements that require you to interact and something that you have to manage. You have to take that all into consideration when considering the time management piece of remote work. So, now you know the basics but what can you do to successfully land a remote position? The first thing that I always recommend to people is to know your why and I know that’s said a lot lately. You probably hear it all the time, maybe it’s even becoming a little cliché but you really do have to know your purpose for seeking remote work. So whether your reason is maybe income or benefits. Maybe you need flexibility for work-life balance purposes or the portability because of PCSing. You just want to start out and know that why. You may start out needing money and employment in general but as you get into remote work you may find that it’s the portability that matters the most to you. So allow that why to change. So don’t just start out with your why at the beginning and stick with it throughout the entire time because life changes, all of
that changes. So be flexible with that. When you have fully established yourself in the remote workplace you may find that growth opportunities are the most important so that you don’t feel stuck. But whatever it is, grasp that why, reevaluate it frequently so that you can keep that in mind as you go about your job search and make sure that you are getting what is most important to you while you’re searching for that job. I also recommend that if you wanna be successful in your remote career search you have to follow the market. You need to find out what companies hire for remote positions and what kinds of jobs they hire for. You can find a company or a few companies, maybe a community that posts about your niche positions and follow them. So keep your eye on what they post. Read their blog posts or articles. Find out more about what they look for in their talent and where they seek their talent. For instance, do they go to LinkedIn? Do they post on job boards? Do they have an internal system like we do at Instant Teams and what do they seek in their talent? Is their top priority skills and experience? Do they care about culture fit and how you will mesh with the company? Do they look at your abilities to work remotely or do they tend to throw people to the wolves and give the remote thing a shot and just see how you do? Each company is going to be different in what they look for and it’s, that’s another personality thing. It’s going to be important for you to decide what works best for you based on those factors and the only way to really get to know that without actually working for a company is to do your research, to follow that market, to see what they’re posting, watch interviews that they do with partner organizations. They’re very, very likely to talk about themselves and how they do things and what they seek during that so do that. If you have free time listen to podcasts that they do on the commute to wherever you may be going. I can tell you that we solely focus on remote work at Instant Teams but we look at all of the aspects listed there on your screen and we make it known in our social media, our blog, partner interviews, those kinds of things and we talk about it. So if you find a company that you like, following them and listening to or reading what they put out will help you understand their culture more and will help you be successful in getting a placement with that position. So again, to get to know you guys a little bit better, I’d love to see you use the chat box feature to let us know where you typically look for employment opportunities. And feel free to get specific. If you look for remote work in one area but you look for physical workplaces in another area, let us know. We’d love to know more about where it is that you seek. Looks like a lot of people are using Indeed and LinkedIn. I love seeing LinkedIn. We often look for people on there and encourage them to apply to our internal system. And Mstaff, I love to see you guys utilizing that as well. Awesome, awesome thanks guys. So if I could recommend a few places to look I would definitely recommend if you are employed and you have an employer that you feel like would be flexible with you, I would suggest starting with your employer. Bring this idea of remote work to them. We find that a lot of businesses don’t think about remote work, they’re just in their daily operations and it doesn’t cross their mind or maybe they’re very traditional, so they don’t understand the benefits behind it, both for them and for you, the productivity on all fronts. Do a little research, speak to the benefits, and present that to them. Give them a chance to hear you out and see if they might be open to allowing you to continue your work but to do so remotely. And this doesn’t have to
just be because of a move but you know maybe start it early on in your process anticipating a future move. And you know Christine I see you say it doesn’t work like that for a government contractor. I absolutely agree. There are some that it won’t work for and there are some that, some positions that do require you to be on site but if there are employers out there that you feel like maybe you have an office position that you see the benefits and you see how you could totally do it from home, present that to them and if that doesn’t work, check out the remote work companies that are highlighted by Google or ask in local Facebook groups and community pages to see where others seek remote work. Do some research specific to your sector that you want to work in and your career and see if there are companies out there that hire for remote work in that realm. And most importantly, network because you’ll find that often people know of things that you don’t know of and you’re not likely to find that out without talking to people and seeking out that information. Networking is a force to be reckoned with, especially when it comes to remote work because many people don’t leverage their network and it’s a powerhouse and that causes them to either waste time searching for things that a network could lead them to or they miss out on opportunities because they spent a lot of time searching for that when their network already knows about it and could tell them about it or even give them insider tips on how to seek those opportunities and how to get your foot in the door. Maybe they know someone that they could put you into contact with or maybe they’ve applied for a position there before and they know the process that you have to go through. So definitely utilize your network for that. I know many employers utilize LinkedIn to post their positions and to look at potential candidates. So make sure your profile’s up to date and connect with individuals who can help you get your foot in the door. I know specifically SECO has a, the course for LinkedIn where you can go and you can learn more about ramping up your profile. I actually took that course and it was, I thought I was really good at LinkedIn but when I attended that I actually found out a bunch of information that I didn’t even know. So I highly recommend that. Join groups that are specifically designed to assist with military spouse employment like the MSEP, military spouse group that’s on LinkedIn. Facebook also has many resources such as professional groups, spouse groups, employment pages, all those kinds of things where you can get in there and you can network with like-minded spouses. And you don’t have to just network with spouses either. There’s a lot of veteran organizations that also help spouses or can at least point you in the right direction and then there’s a lot of civilian organizations that would love to hire military spouses and we just don’t know about it. So finally there are many specific military partners out there who want to help, whether it be sending you resources on helping with your job search, helping with a resume, or telling you where you can find positions. So don’t be afraid to utilize those either. If your network leads you to a position that you want to apply for, do your own research. It’s always great to have that word of mouth through your network but make sure it’s legitimate. Converse in other ways aside from email like request a video interview if you haven’t had one initiated with you throughout that process. It’s, for lack of a better word, it’s kind of like online dating but for a remote work company. You wouldn’t date somebody that you haven’t seen. You need to see these employers. Make sure that they’re legitimate. Most legitimate
work-from-home opportunities will request some sort of video interview to get to know you better. They don't just want to see your resume and email you something and have you email your bank account information back for payment. So make sure that you're meeting them and getting to know them. Do your research on them and look in Google, check out their websites. Their websites often have links to their social media accounts. Definitely check those out. See how often they're posting, if people are interacting with them. Maybe people have rated their company. Check out other resources like Glassdoor to see what previous workers have said about them and just really vet them in the same way that they vet you. And again, ask your network. Definitely see what they think, get that opinion. See what you can find out details wise. Do they require specific hours? Is there flexibility there? Will you have to track your hours? Is it 100% remote or are there onsite requirements. Is there travel required? Ask all of the questions ahead of time so that you know you're headed in with full knowledge and transparency. And it may even be helpful to keep a standard list of questions that you want to know about every company so that you can ask them when you're doing your job search. So, say now you've found the job that you want to apply for but what's next? What are the best practices for applying for those jobs? My number one recommendation, and this comes from the Instant Teams standpoint is to be yourself. Don't be someone else on your application, especially if there's culture fit involved. Speaking specifically to Instant Teams, we like to match candidates with customers and positions based upon skill, but we also use culture and we pretty intentionally seek out culture, and when I say that I mean your work style, your communication style, all those kinds of things that make you who you are in a workplace, that's important to remote work as well. And so it's so important that you don't portray yourself as someone else or what you think the company may want to see in an applicant. Just be yourself, be who you are. It's so important because if an individual has the skills but wouldn't mesh well with the group they're being matched with culturally, then the match won't last long anyway and you definitely want to get in there for the long term, that's our intent there is to find you long-term employment, growth opportunities, those sorts of things. So and you can't do that if you're not yourself. Second, definitely seek resume feedback. There are organizations that will do this for free. Have friends and family look at it or even better a resume writer. Take the feedback that they have, take it all in. I've done this personally myself. I've put my resume out there for feedback and you'll get a variety of feedback. If you, there are some people who will put it out on LinkedIn and if you do that you need to be prepared to get a lot of feedback, and some of it you'll look at it and you'll be like wow that's awesome, I love that and some of it you'll look back and be like eh, no I don't think so. That doesn't really apply to me. So take the feedback, you know examine it, see what applies to you but stay true to yourself. Keep your voice because this resume is the first thing that employers are going to see and you want to make sure that you're not taking the suggestions of others even some of the really good things, they may not apply to you. You want to make sure that you're taking the pieces that do apply to you and applying them so that you will still portray yourself to that potential employer. One thing I can't say enough is keep your resume to one to two pages maximum. We try to look for quality versus quantity. This is true of any position but specifically remote positions
because they are in high demand. So employers are receiving hundreds of resumes and they don’t have time to sit through pages and pages of a resume. Frequently they go based upon their first impression of what they see and the quicker resume will really get your farther. I know often when I see resumes, I’ll read a one pager versus a three to five pager because it’s quick, I get a full glimpse of that person in a one-page document when I have so many others that I have to go through. So if you can, get that down to the one to two page maximum and that might come by seeking that resume feedback. You know, somebody might be able to tell you, okay this maybe isn’t as applicable. Let’s cut this out, let’s switch this around. Like get that feedback and get that down to one to two pages. A question that we frequently get is what about volunteer work? Many military spouses face periods of time where they’re unemployed for some reason or another and they volunteer in order to keep up their experience while seeking a position. Maybe to keep themselves busy they find something that it’s applicable to their future employment so they volunteer instead. And so that’s one of the top questions that we get is do I include that on my resume or do I leave it off? And my answer is absolutely. Definitely include that volunteer work. It’s important, it’s work that you did. I would excuse me, I would keep it relevant to the position that you’re applying for. You don’t want to put dog walking volunteer work on a resume where you are seeking an admin position or a marketing position. So keep that experience relevant to what the position is. If you handled social media for your FRG because you were out of employment and you had all those extra hours to do stuff with, that’s absolutely applicable to what you’re applying for if you’re applying for a social media position. So definitely put that on there. And consider that if you have questions, ask people. You know, would you put this volunteer experience on a resume or will it be detrimental to me? Will it ya know, how will that impact me? Another suggestion that I have is translate everyday activities into remote-speak. There’s a lot of things that we do on a daily basis or even in a traditional work environment that can be translated into hey, I did this and it was similar to a remote work environment. So maybe you don’t have remote work experience and you think that that’s going to hold you back compared to other applicants but in reality you can, you can change the wording a little bit. So what do I mean by that? For instance, something we frequently see that most people don’t count as remote work is when somebody works in a traditional office but they manage employees or customers in other locations. And that can be easily translated to show that you can communicate and manage projects from a remote work standpoint. You can, you can say you know I worked here but I managed employees and sometimes it’s other states, sometimes it’s other countries, and that is remote work. You’re working remotely with a team even though you’re working in a traditional office environment. Another thing that I highly recommend, and this will be specific to the type of positions that you’re applying for, but is share your portfolio, share hard numbers of what it is that you’ve done to help your employers in the past. If you’re applying for a position that would require a portfolio or hard numbers on how you maybe helped grow a company, grow their social media, anything like that have those on hand and turn them in. Make sure it’s in a professional format, very presentable, and turn those into the employer when you’re applying for the position. A lot of times there’s an opportunity to attach
multiple attachments. You’ll attach your resume and you can attach that as well. And the best example I can give you for this is for marketing specialist or graphic designers, those sorts of jobs. Like graphic designers should always have a portfolio ready to go that showcases their work and their style. Marketing specialists should be prepared to showcase metrics that explain how they have helped other companies that they’ve worked for, and this helps potential employers to see your value add to their company, by showing what you’ve done for other companies in the past. And finally, something that I can’t express enough, is to fill out all sections of an application while paying close attention to the directions that they give you. If a position description says include a cover letter, make sure that you do it. If it says to send a portfolio, do that as well. I can speak firmly to this point because in our case at Instant Teams, if someone’s profile isn’t up to date or is incomplete then they won’t be matched with a position or not they won’t, but there’s potential that they could be matched with the wrong kind of position or maybe they’re actually a top candidate but their profile isn’t completely up to date, then our system won’t bring them up as one of the top candidates. We use specific metrics for matching candidates and if you’re a top candidate skill wise but your profile isn’t filled out completely to show that then our software and also our humans who are on the other end won’t pull you up for a position. So I can’t express enough how important it is to fill out all of the pieces, let them know all of the things and if you have questions ask. Don’t be afraid to ask them questions. In the meantime, if you’re waiting, learn. I can’t say that enough. It’s important to keep up your skills, to know what’s going on. If you get to a job interview and they’re asking you questions about new software or what your experience is with different things you want to be confident in presenting that. If you’re waiting for to hear back about a position or to find maybe that golden position that you’re looking for always, always learn. LinkedIn has some excellent courses, Udemy, Coursera. You can get a HubSpot certification, Salesforce certification or something similar. Maybe those aren’t applicable to your journey but you can find things that are similar to that. If you have the opportunity to, volunteer to get experience that can be used for those types of positions you seek or go as far as to get a certificate or a degree that’s applicable. They may not work for everyone but there are also many, many schools now who have certificates and degrees that can be virtually completed. I’ve completed a virtual degree myself and while just like remote work they do require discipline, they do require that you do that work, I actually find that sometimes they’re even harder than going to a traditional schooling. It’s an option so you’re not just confined to going to a school anymore. So maybe you started a degree early on but life got hectic and you haven’t been able to finish it, so do it. Use that opportunity to do it and make yourself even more amazing than you already are. And then when you land that interview don’t panic. Read all of the information that the company sends over to you. Some won’t but some will. We tend to send out a lot of information ahead of time. So thoroughly read all that information that the company sends you. I can’t tell you how many times that we’ve sent out information and we get questions back that have already been answered in the original information that we sent over and from a remote work standpoint, that speaks highly to us of a person’s ability to follow directions and pay attention to detail. So definitely read all
that information, consume all of it, and if something’s not clear, ask. I can’t say that
enough, ask, ask, ask if you have a question. Yeah, definitely reach out to that hiring
manager. If there’s software involved in the meeting just like this with Adobe
Connect, if there’s something involved with that with the remote interviews that you
may be doing, try out the software ahead of time. Most often people will send out a
link to be able to try it out. If not, a lot of the companies like Adobe or Zoom, those
kinds of companies, will have a test link that you can try. Don’t show up to an
interview with technical difficulties if they can be avoided. We know things happen.
We know sometimes people’s internet go out. We know sometimes there’s noises in
the background that you couldn’t control yourself. I mean I’ve had people on
interviews before where they have had you know military noises outside or dogs
barking, those kinds of things. Like it happens, we know that. We’re very well aware
of that but the unavoidable, or the avoidable difficulties like trying out a link ahead
of time. Test your sound, your video. Test your lighting. Make sure that you can be
seen really well. Look at your background and what that will look like when the
employer’s looking at you. Just see how you look and how you present and make
sure it’s how you want to present yourself to the potential employer. Definitely
dress professionally. A lot of people mistake remote work for the ability to just show
up in your pajamas and we have a, we actually have a saying here at Instant Teams
that you, at minimum you dress professionally from the top up. So if you’re wearing
pajama pants we will not judge you, we should never know it though. We should see
you from the waist up dressed professionally and all of that. Finally, when you’re
speaking to the potential employer focus on the position and relate your experience
directly to the position or to the employer. Make them feel like they are the center of
your world and tell them how you’ll help and how you'll ramp up their business
from the get go. We know a lot of people who take gigs. You know, you’re working
on five graphic design projects at one time but you still want to take on another
client because you’re capable, you can do it but when you meet them don’t talk
about the five other gigs that you’re doing. Focus on them, focus on how you can
help them. You can speak to those past projects but refer to them in the past. Make
sure that they know that they’re, you’re present. And then there are a few best
practices guys to always remember for remote positions. Number one is your
internet. You have to have reliable internet options and backup sometimes for the
just-in-case moments. Like I’ve had to use the hotspot on my phone before just
because there was somebody outside doing construction and it interrupted my
internet. And sometimes you have to be able to just think like that at the drop of a
dime and make that work. Same goes for technology. You don’t want to be working
in a full-time remote position operating on Windows 95, you know? You upgrade if
you need to in anticipation of that workflow. Clean your files out, install updates,
make sure your computer operates quick especially if you’ll be doing some of these
video conferences or webinars and such, it’s really important to have your computer
operating up to date. If you have the budget for it, have a secondary technology
option. A lot of us have second computers or an iPad or something of the sort and I
did not start out that way. I started out with my one computer that I worked with
multiple clients on and that’s totally doable but if you can, know a secondary option.
Maybe your computer broke that morning and you have a meeting that afternoon.
Know of locations that you can go to. Maybe it's the library. Maybe you have a friend that has a computer that you can borrow. All those kinds of things, just have a backup. We can't stress that enough for technology backups. Brush up on your skills, stay up-to-date on technology changes, tools, and those kinds of things. Eliminate distraction by having a dedicated workspace where you can focus and you can operate properly. If you need childcare, arrange for it ahead of time so that you're nose and distraction-free. And finally, give yourself the option for a change of scenery when you're working from home. Sometimes just getting out and going to a coffee shop, getting together with friends, go to a coworking space, anything that can get you out of being stuck working in that work-from-home bubble. So make sure that you have some options for that change of scenery. Well guys, I appreciate your time. I hope you learned a lot from this interview. I think now we're gonna give you an opportunity to do a little Q and A. So if you have any questions feel free to put them there in the general chat. Lee, there are definitely free, continued learning programs out there. A few of them, the ones that I mentioned and we can go back to that if we need to. LinkedIn has a ton. I know you can get a certificate for these, just attending the SECO updates and you can put those kinds of things on there. There are a lot out there. HubSpot has some free ones. There are of course a lot that you have to pay for but if you do a little research out there, LinkedIn has a ton of free ones. That would be my, one of my recommendations. SECO, use what they have in there and you'll get some options. Chris, so you will have access to the slides. Your name does not impact if an employer will review your resume. If they are a good employer they will not discriminate against you for your name, they will look at your experience and how you can impact the position. When applying for jobs do employers disregard your application if you're not from the area? For remote positions, more than likely not. They tend to look at your ability to work from wherever you are. That's our number one thing. We make sure that you are not limited to your location. It doesn’t matter where you're from, where you are currently, where you’re headed to. We look at your ability to show up, to perform, how you’re going to interact with that company so that should have nothing to do with it. There are some who will have requirements for on site that are important to take into account but. Stephanie, I’ve gotten that question before. What steps or other resources would you recommend for a spouse who is still PCSing that has been at home for several years as a full-time mom? You are not alone and your mom experience is totally important. What I would do is I would speak to individuals who work with resumes on a regular basis, see what they recommend as far as how to, tell them your specific experience. I mean, we’ve had parents who I myself I homeschool and so there’s a lot involved in that daily, you know organization, time management, all of those sorts of things and so it’s just in how you word it there on your resume. So I would recommend talking to individuals about your resume. Definitely include any volunteer experience that you have and use that not to fluff your resume, that's what's coming to mind, but to pad your resume to show that you have that experience. Just because you were home doesn't mean you were doing nothing. Like we know that stay-at-home moms and stay-at-home dads are not just at home sitting around. Like they have a lot going on and there’s a lot involved in that. So it’s just in about how you present that. Jen, does it hurt or help to mention
that I received my degree online? I think it really depends on the situation. There have been times where I’ve just put that I received my degree from a certain location, I haven’t put that it was online. But for remote positions I think it can show your ability to keep up with that remote lifestyle, to do all the things that are necessary in a remote work environment and you actually earned a degree. You have something to show for that. It’s the same as work experience. So I see that there’s no reason to point out that you got that degree online. May I know the kind of certificate--


- [Kara] Go ahead.

- [Mininia] I’m sorry, I was gonna say I think we have time for one more question. These are great, great questions coming through the chat pod.

- [Kara] Yeah, absolutely. I was just gonna answer that last one. May I know what kind of certificate you obtained before? I actually obtained my MBA online and I’m looking to actually start here in a little bit a certificate in leading virtual teams. So there are a lot, a lot of options out there. I recommend doing a good bit of research about the school that you’re looking to attend, the outcome that you’re looking to achieve. And any of these questions on here, I’m happy to connect with you guys via LinkedIn and answer any of the follow-up questions that you may have.

- [Mininia] All right Kara. Thank you so much for the valuable information today. So thank you to Kara and Keri for the great information. I see that the questions are still coming through so this classroom will be open for a few more minutes if you’d like to continue to type them in the chat pod and Kara and Keri will be able to answer your question. So thank you all for attending today’s session. To download the available handouts from this session including the presentation slides and our SECO program flyer that discusses the resources and services available to military spouses as well as the SECO career coaching fact sheet to learn more about how career coaches can assist you, please highlight the document and click the Download Files Button. The items will download to your computer in a compressed file. If you are connecting from a mobile device and are unable to download the files successfully, you may enter your email address into the Trouble With Downloads chat pod to see the materials after the event. If you have trouble, please let us know in the Need Technical Assistance chat pod. In the Web Link pod you will find two links. The first link is for the session survey. Please provide feedback on your experience today, we would love to hear it. The second link is where you can download your certificate of appreciation. So this concludes our presentation. Please join us at 10:00 am for Building Toward Your Dream Career. Have a wonderful day and we are so excited that you were able to join us for this presentation today. Thank you again to Kara and Keri for the great information. Thank you for the engagement from the military spouses and those that have
attended no matter where you are in the world. So we will see you in the next session, Building Toward Your Dream Career. Have a wonderful day.