



How to Apply for a Job Online

with Alex Marcus

Assistant Director of Talent Acquisition

Good Shepherd Services

Land Acknowledgement

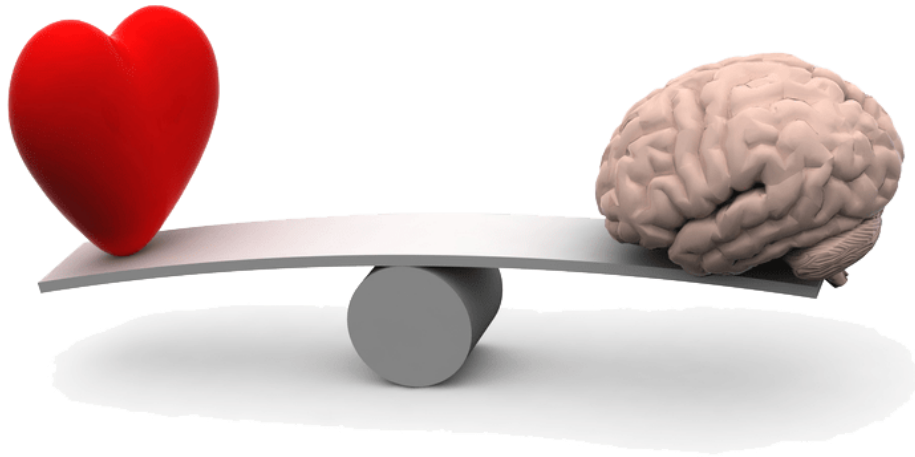
We are gathering on the occupied land of the Lenape, Rockaway and Canarsie people. Join me in acknowledging the Lenape, Rockaway and Canarsie community and elders, who stewarded this land – past, present and future.

We also acknowledge and lament the history of genocide and displacement of their territory which was rooted in colonization and white supremacy.



Who will volunteer to lead our Land Acknowledgement?

Check-In



How are you coming to today's session
and how can I support you
during this time we have together?

Opening Quote

I tell my daughter every morning,
'Now, what are the two most important parts
of you?' And she says, 'My head and my heart.'
Because that's what I've learned in the foxhole:
What gets you through life is strength
of character and strength of spirit and love.

Viola Davis

Actress & Producer | 1965 - Present



Who will lend their voice to read our Opening Quote?

Agenda

1. Who is hiring?
2. Green Door
3. External Page
4. Employee Referrals
5. Staffing Agencies
6. Informational Interviews
7. Search Engines and Job Boards
8. Social Media Screening
9. Resume Tips
10. Cover Letters
11. The Interview
12. Communications and Etiquette
13. LinkedIn



Company Websites



40 openings



24 openings



Breaking the Cycle of Homelessness
for Women and their Children

34 openings



Children's Aid
Every step of the way

76 openings

Company Websites



276 openings



65 openings



200 openings



29 openings

Company Websites



57 Openings



Openings 113



12 Openings



100's of Openings

Company Websites



76 Openings



239 Openings

Part-time jobs in NYC



Food delivery drivers

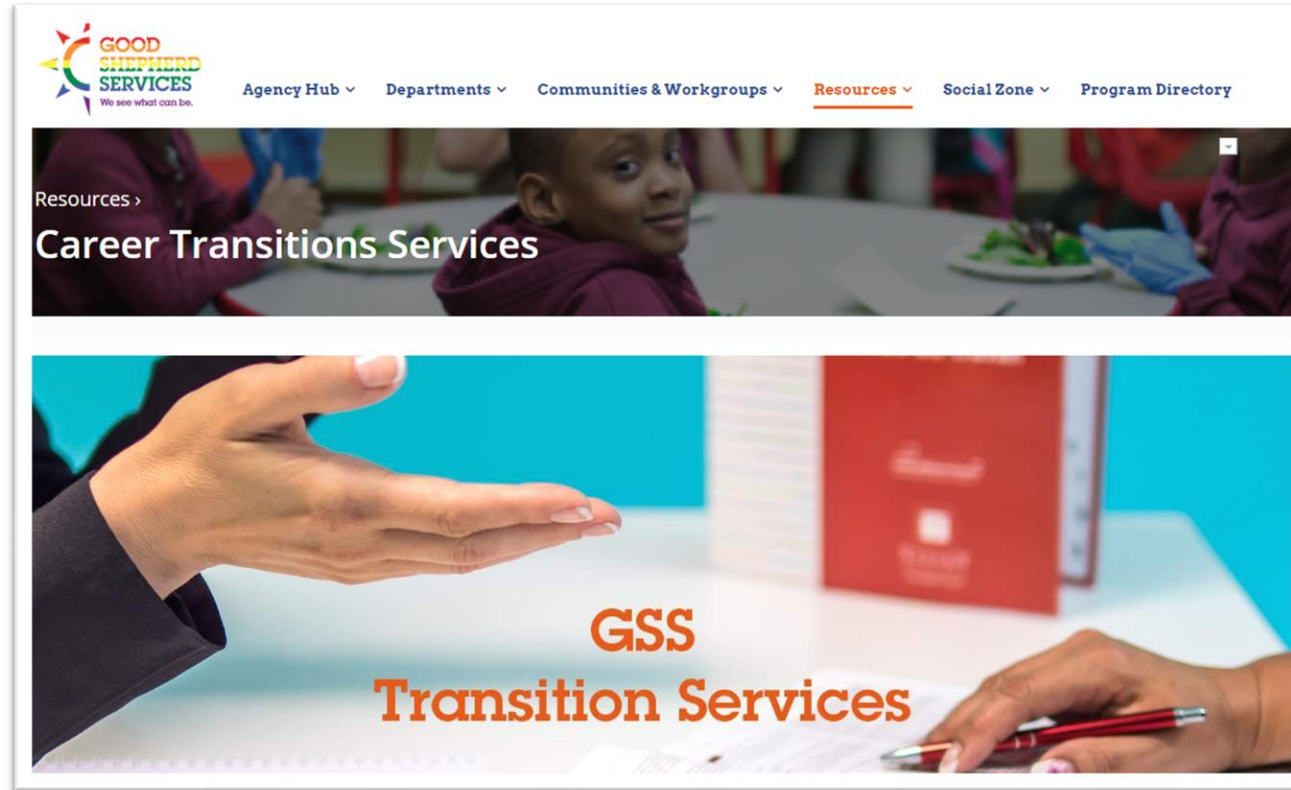


Contract Tracers, Team Supervisors,
Community Support Specialists



60 openings: Bike Mechanic, Battery Swapper, Valets, Assembly and Deployment

Green Door Resources



https://greendoor.goodshepherds.org/resource_center/career_transitions_services

External Page Resources



Career Transitions



<https://goodshepherds.org/career-transitions/>

Why Applying Online Is a Pain



Employee Referrals



Staffing Agencies



ATLANTIC GROUP

Michael Page

Working with Staffing Agencies with ExecuSearch

[Download Presentation](#)

Working with Staffing Agencies with Atlantic Group

[Download Presentation](#)

<https://goodshepherds.org/webinar-recordings/>

Staffing Agencies



ATLANTIC GROUP

Michael Page

Jill Bragg (ExecuSearch)

JBragg@execu-search.com

Dan Libardi (Atlantic Group)

Dlibardi@atlantic-grp.com

Jaymee Nusbaum (Michael Page)

jnusbaum@michaelpage.us.com

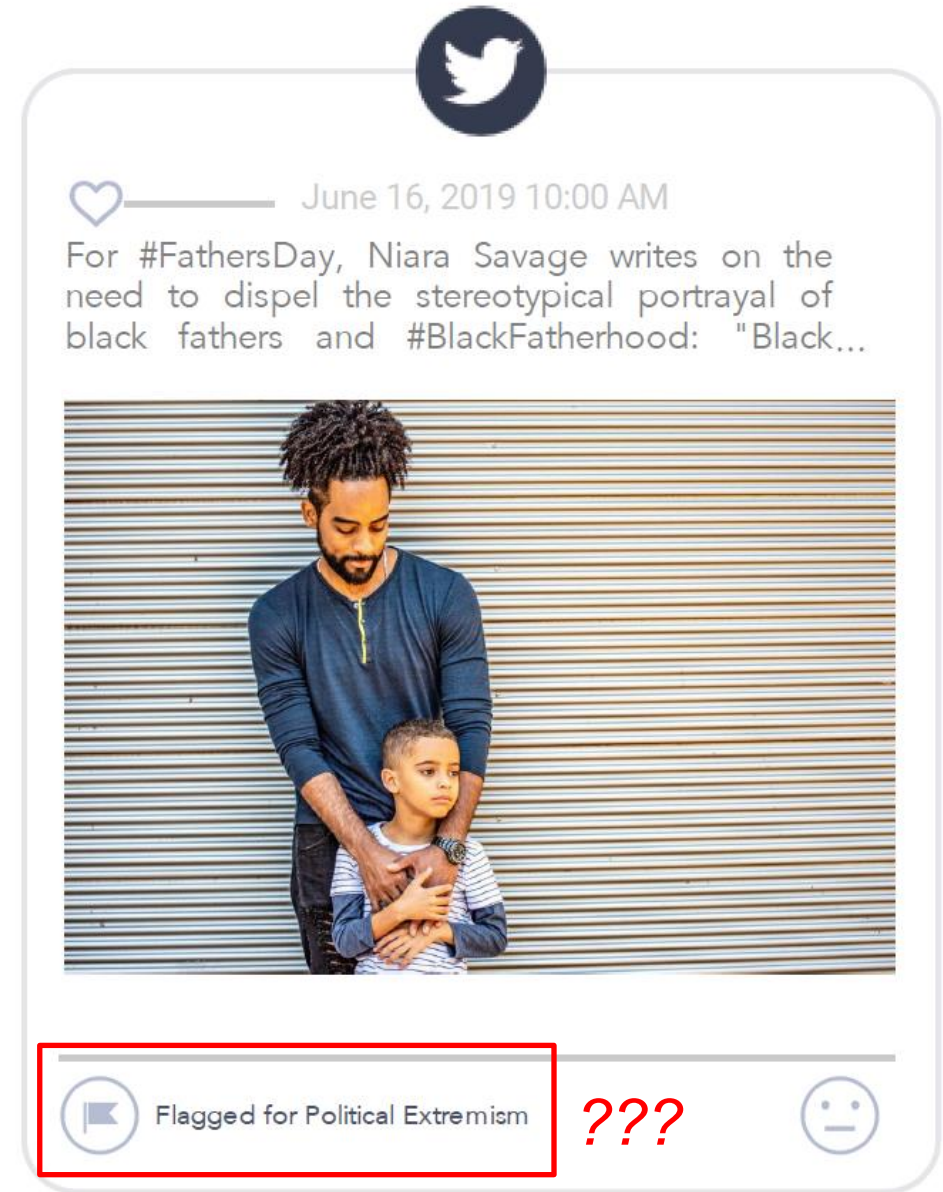
Informational Interviews



- How did you get your current position?
- What education did you need?
- Would I need to get another degree? Certification?
- What are the best schools/training programs for this line of work?
- What do you love most about your job?
- What do you wish were different?
- Do you know of any opportunities I could explore/anyone else I should talk to?
- What books/websites/etc. should I read?

Social Media Screening

Make your accounts PRIVATE!



Search Engines & Job Boards



Google For Jobs



indeed



ZipRecruiter



MONSTER



cb
careerbuilder.com

Tips for Applying Online

MARY ROWAN
Professional Engineer - 2022-2023 | 100% N

SUMMARY STATEMENT | *Outgoing, Analytical, balanced, well-organized, team player and detail oriented. Proven ability. Proven ability with people, systems and process. Ability of handling both office duties, including scheduling appointments and meeting with clients.*

SUMMARY OF QUALIFICATIONS

- Broad range of knowledge of mechanical systems with outstanding ability to determine responsibility to individual client case.
- Well organized, detail oriented with good analytical, management and accounting/booking ability.
- Knowledgeable about mechanical systems, electrical and controls and their systems.

PROFESSIONAL SKILLS

Client Relations

- Increased return investment on RTO, provide cutting, coating and drying ducts for both projects.
- Used software, spreadsheets, reports, plans and excellent work skills to deliver with 100% customer priority for clients.
- Consistently receives positive performance reviews from clients.

Site Consulting

- Assisted customer for various, test systems and facilities to identify optimal duct and other suggestions.
- Assisted customer on projects including water conditioning, treatment, duct of water flow to improve health.
- Offered cost estimates to help clients choose optimal for their case.

Customer

- Checked installation work and test results to ensure 100% project completion for 100%.
- Detailed cutting equipment and method that assisted both to save time and money during project.
- Used work orders, test and equipment data and research methods to present customers for the air flow.

WORK HISTORY | **Marketing Apprentice** | The Green Mechanical Services - 100% N / 2022-2023 - Current

EDUCATION | Graduated from High School - 100% N / 2022 High School Diploma

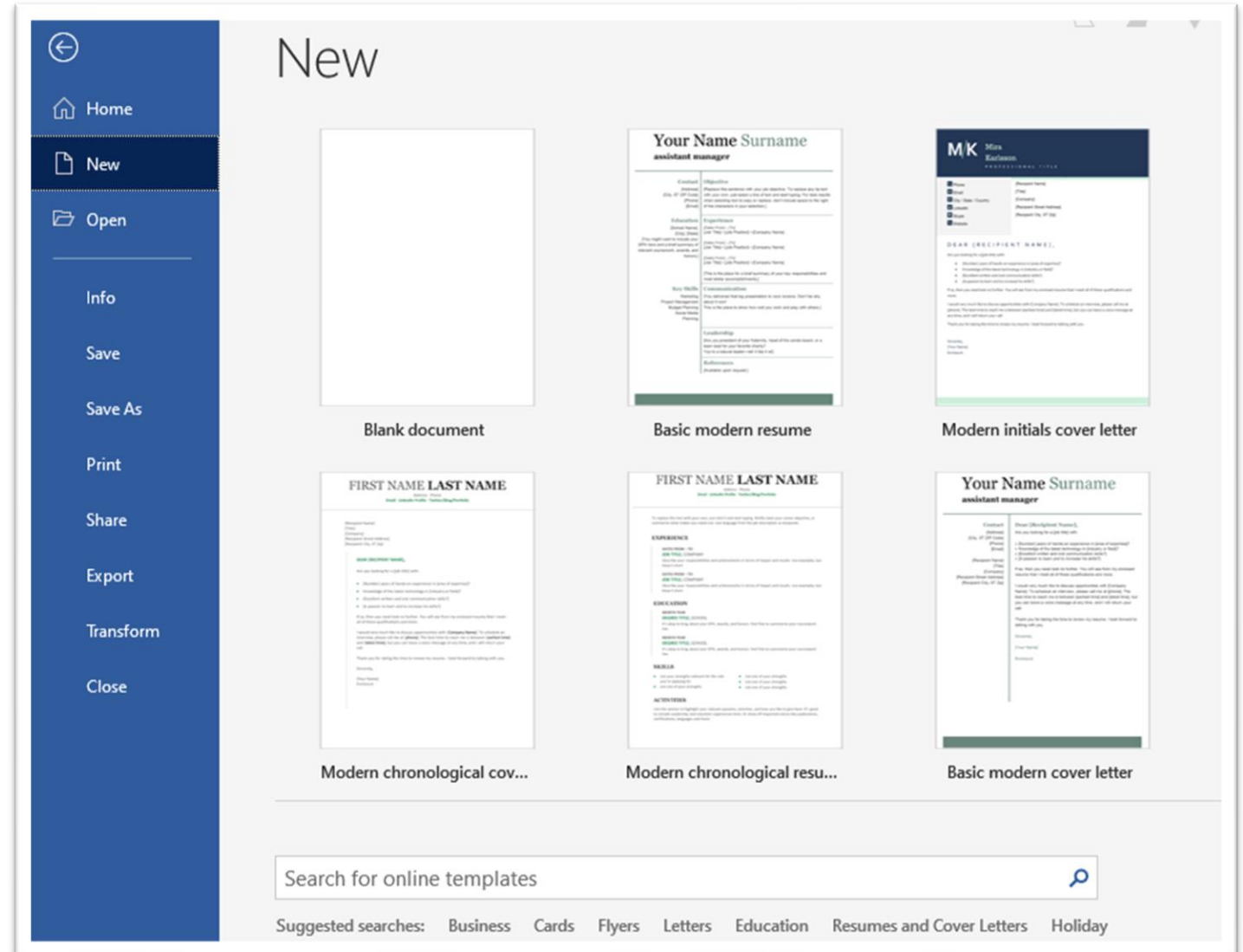


Tips for Applying Online

- Use .pdf documents for resume and cover letter uploads
- Giving Google Drive account access is safe
- Answer **all the questions** even if they are not required (N/A)

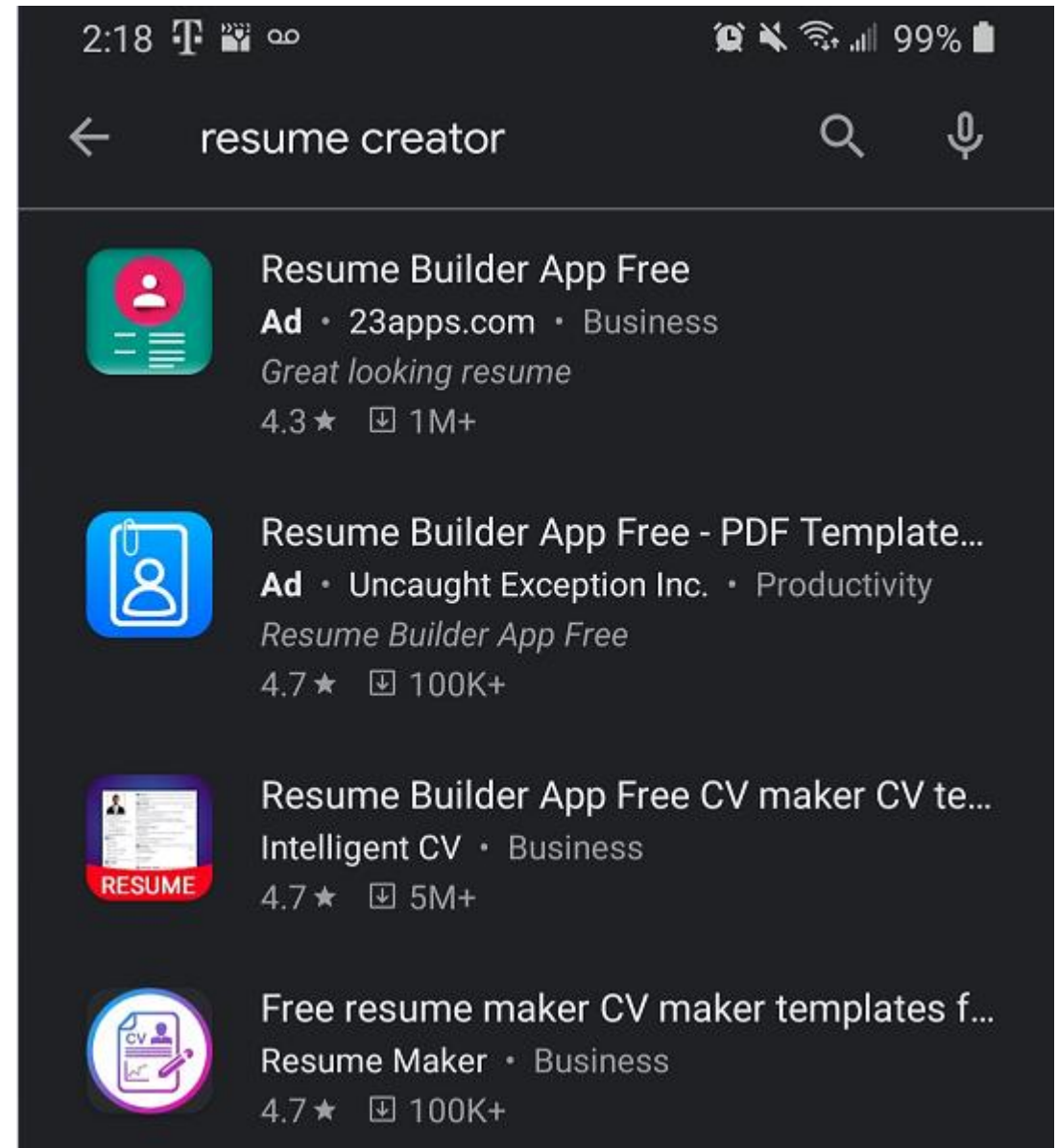
Resume Tips

- Format: don't go crazy!
- Use a template
- Length: 1 to 2 pages



Resume Apps

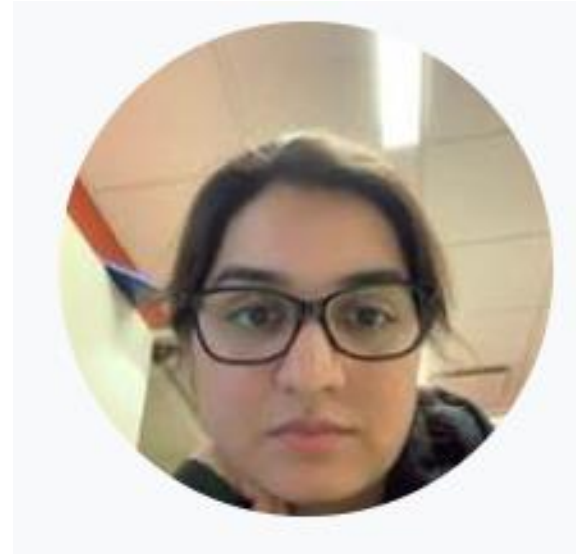
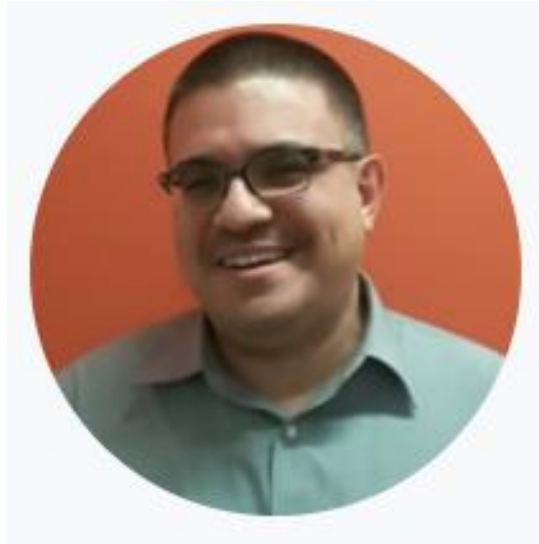
Search “resume creator” or
“resume builder”



Resume Tips

- Dates: years only
- 10 years experience only
- Customize to the position (use the job listing)
- Keep an expanded resume on hand
 - Trainings
 - Certifications
 - Awards/Recognitions
 - Professional memberships
 - Community Service

Resume Support



[Cesar Guzman@goodshepherds.org](mailto:Cesar_Guzman@goodshepherds.org) (for Bronx staff)

[Hiba Rashid@goodshepherds.org](mailto:Hiba_Rashid@goodshepherds.org) (for Brooklyn)

Cover Letters

- Less common these days, but many companies still ask for it (or list it as optional)
- Have a generic one you can customize
- Use job listing to customize (optional)

December xx, 2019

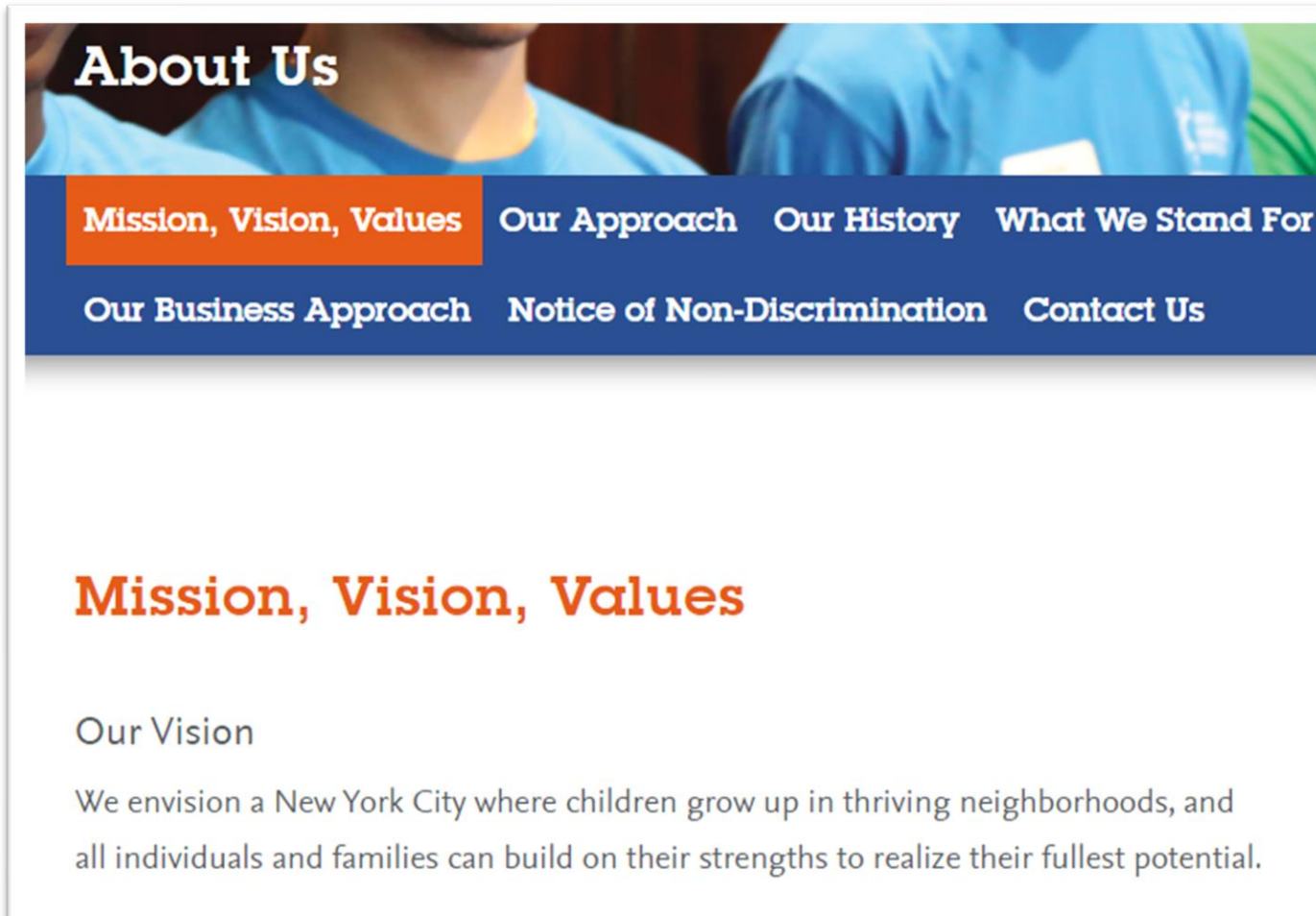
Dear Hiring Manager,

I'm reaching out to express my interest in [JOB] at [COMPANY]. Having worked in education and nonprofit helping high-need populations for over 16 years, I am inspired by [COMPANY'S] mission and would be honored to be considered for this role.

Prepare for the Interview



Prepare for the Interview



About Us

[Mission, Vision, Values](#) [Our Approach](#) [Our History](#) [What We Stand For](#)
[Our Business Approach](#) [Notice of Non-Discrimination](#) [Contact Us](#)

Mission, Vision, Values

Our Vision

We envision a New York City where children grow up in thriving neighborhoods, and all individuals and families can build on their strengths to realize their fullest potential.

Prepare for the Interview




Other Salaries at Good Shepherd Services Updated Jun 8, 2020

| Job Title | Average Base Salary (USD) | Low | High |
|--|---------------------------|-------|-------|
| Advocate Counselor 17 Salaries | \$40,811 | \$36K | \$48K |
| Social Worker 12 Salaries | \$48,691 | \$43K | \$57K |
| Program Director 11 Salaries | \$65,713 | \$50K | \$80K |
| Case Planner 7 Salaries | \$40,880 | \$37K | \$44K |
| Group Leader 5 Salaries | \$19.11/hr | \$12 | \$21 |

Prepare for the Interview



Job Company Rating Salary **Reviews** Benefits

 **"Just out of school? No problem."**
★★★★★ Current Employee - Advocate Counselor

Recommends Positive Outlook Approves of CEO

Current Employee: I have been working at Good Shepherd Services full-time for more than 8 years

Pros

Good Shepherds take chances on hiring new talent just out of school with competitive compensation. It's a great place to start if you're thinking of a career in the non-profit sector.

Cons

It could be hard to leave. Depending I which program you work at, the professional relationships that you will build along the way will make it extremely difficult to leave when it is time to move on and there will be opportunities because other nonprofits tend to "borrow" talent from Good Shepherd Services.

Advice to Management

Continue the hard work. Sister Paulette LoMonaco is an amazing CEO who looks out not only for the families GSS helps but her employees.

Interviewing

- Don't say what you think they want to hear, or use “rehearsed” answers
- Tell *specific* stories
- Be honest
- Show self-awareness, humility
- “What is your biggest challenge?”

Interviewing

- You must have questions!
- Ask questions that show you researched the company (mission, vision, values)
- Some ideas:
 - What do you like most about this organization?
 - What is this organization's biggest challenge right now?
 - Based on my experience, what do you think I will find the most challenging in this role?
- Save salary conversation for the second interview
- Remember: *You are interviewing them, too!*

Online Interviewing

- Try to find a place without distractions if it's online
- Dress as you would for an in-person interview



Online Interviewing

- Have light shining on your face, not from behind you
- Have minimum background visual clutter



Price: \$23.99 ✓prime FREE One-Day & FREE Returns

Communicating

- Find the hiring manager using LinkedIn and send them a connection request
- Always send a thank you email same day as interview
- Check in three days later if no response
- Do another follow-up after two weeks
- After that, you can safely forget about it

*Thank
you*

LinkedIn



How to Use and Maximize LinkedIn

[Download Presentation](#)

A screenshot of a presentation slide titled "How to Use and Maximize LinkedIn" with a subtitle "your LinkedIn profile". The slide features a circular profile photo of a woman with dark hair and a friendly expression. To the right of the photo, the text reads "Take a great photo" and "Members with profile photos receive up to 21x more views and 9x more connection requests". Below this, there is a list of three bullet points: "Use a background that isn't distracting", "Dress for the job you want", and "Smile and have friendly expression". A fourth bullet point, "Make sure your face takes up a majority of the frame", is partially visible. A play button icon is overlaid on the photo. In the top right corner of the slide, there are three small video thumbnails showing other participants in a webinar.

<https://goodshepherds.org/webinar-recordings/>

Free Training



Contact Tracing course, 6 hours



Various trainings on looking for work during this time

Big Ideas

1. Applying for a job online by yourself is **the most difficult way to do it.**
Leverage your networks, let staffing agencies do the work for you, and get informational interviews.
2. It's about **people!** Making a human connection is the most important factor.



Contacts

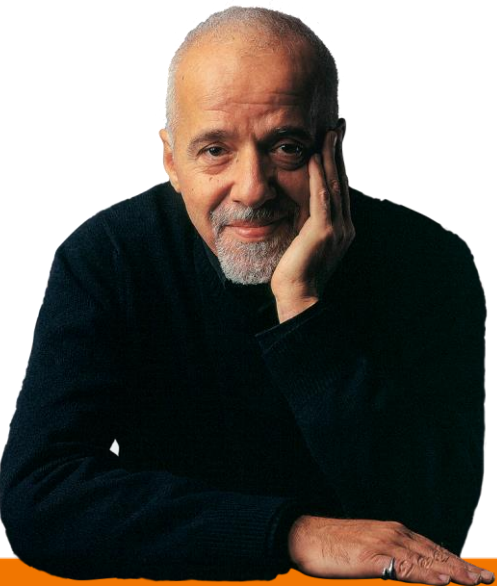
alex_marcus@goodshepherds.org

cesar_guzman@goodshepherds.org

hiba_rashid@goodshepherds.org

Close-Out/Closing Quote

How are you leaving
today's info session?



And one has to understand
that braveness is not the
absence of fear but rather the
strength to keep on going
forward despite the fear.

Paulo Coelho

Novelist | 1947 - Present



Who will lend their voice to read our Closing Quote?