Boston University School of Public Health
Career Services and Job Search FAQ’s RELATED TO COVID-19

1. Is the Career and Practicum Office open?
   Yes, we are open but operating remotely. We are still conducting our regular services through phone calls, video chat and email. Per President Brown’s message, the University is open and business functions will continue.

2. How do I set up an appointment?
   As usual, appointments can be made through our office email at sphcareeroffice@bu.edu.

3. Will I get an appointment soon?
   We do not anticipate a delay in setting up an appointment at this time. We will make every effort to accommodate your request. These appointments will be by phone call, video chat or email.

4. Are you hosting any in person events this semester?
   To date, we have postponed all of our in-person events including the Internship and Practicum Expo. We are working with employers to explore virtual options and other networking opportunities.

5. How do I get a resume and cover letter critiqued?
   We will still be offering resume and cover letter critiques. Please email your materials as Word documents to our office inbox at sphcareeroffice@bu.edu.

6. How do I set up a mock interview?
   For interview preparation, BU has a license for “Big Interview” https://bu.biginterview.com/. This software simulates many different types of interviews and allows you to tape your session and send it to a career counselor.

   Mock interviews are also available by phone or video chat. Please contact the office inbox at sphcareeroffice@bu.edu.

7. Can I drop into the Career and Practicum office?
   Our office in Talbot will be closed until April 13th per the University.

8. How long will this remote situation last?
The situation is fluid. We will be following the University’s guidelines.

9. **What if I need help with medical school or fellowship applications?**
   Please email Maria McCarthy at mamcc@bu.edu.

10. **Is Career PREP still mandatory?**
    Yes, Career PREP is still a requirement for the MPH program. The remaining spring session will be done remotely. Maria McCarthy will reach out to students soon.

11. **What if I have issues with Handshake?**
    Please contact Justine de Marrais at justined@bu.edu for assistance.

12. **How will the Career and Practicum office communicate with us?**
    The office’s formal communications include our weekly newsletter, website and individual emails. Please follow Handshake for current job, internship and practicum opportunities.

13. **How do I get a Career question answered?**
    Please email the office inbox at sphcareeroffice@bu.edu. For practicum related questions, contact sphpract@bu.edu.

14. **Will you be doing any career workshops?**
    Any remaining career workshops will be done remotely. Check Handshake for details.

15. **How do I network with employers and alums?**
    Opportunities for in person networking may be temporarily limited. There may also be a delay in responses. Please be patient!! You can continue to reach out by email and LinkedIn.

16. **What is the Career & Practicum Office hearing about hiring from employers? Should we be worried?**
    So far, we continue to see job postings coming in, and organizations appear nimble in terms of virtually interacting with candidates for interviews. According to a Glassdoor survey featured in this [March 12th CNBC article](https://www.cnbc.com/2020/03/12/jobs-postings-spiked-healthcare-government-nonprofit-exerts-of-coronavirus.html), job postings spiked within the healthcare, government and nonprofit sectors. Specific positions mentioned included project managers and communications specialists to support public health communications and data needs.

    That being said, these are uncertain times and we do anticipate some changes and delays. We are closely monitoring the job and internship market via national town halls, following the industry reports, and surveying our employers and alumni.

17. **Should I still be applying to positions, or should I hold off? Are there other strategies I should be using during this uncertain time?**
These are uncharted waters, and while one organization may have put their hiring on hold, another organization may be actively seeking positions and hoping to hire quickly. If you see a “live” posting, apply for it. If you are able to tap a networking contact, such as an alumna, to inquire about a posting, you should send them a message. Regarding networking, please be patient. People are working and living in uncertain times. In these messages, it’s always good to acknowledge that they may be experiencing changes to their work and home life routines, and that you understand if it is better to connect at a later date. For example, sharing that you hope they are doing well, and are staying healthy and safe during these unprecedented times. If you don’t hear back, it may mean that the person is unable to help at this time. You may want to hold off contacting them again until the COVID-19 situation is a little more stabilized.

A key strategy may also be to mention that you are available to start a job in the summer (or other time frame), and give 2 or 3 examples of where you could be of value. For example, you may want to TAILOR some of these general ideas below to what you anticipate your target organization would likely need:

- Researching evidence-based emergency response strategies and policies
- Drafting new policies for employees, clients, patients, or other stakeholder groups
- Developing communication plans and/or materials targeting employees, clients, patients, or other stakeholder groups
- Developing tracking systems to capture important data needed for reporting and/or analysis
- Creating new processes and tools that may help to increase access to services, information, etc.
- Supporting the development of contingency plans related to supply chain disruption
- Analyzing “what-if” scenarios as organizations plan for the short and long term

Note: Most conversations -- and interviews -- will take place via phone or video chat. This is both BEFORE AND AFTER you land a practicum or job while we’re in the “COVID-19 environment”. See tips here for job searching and working remotely:

- [https://www.atriumstaff.com/5-tips-for-job-searching-during-coronavirus/](https://www.atriumstaff.com/5-tips-for-job-searching-during-coronavirus/)

**18. Is it okay to ask for an informational interview at this time?**

As with networking in general, please be patient. People are working and living in uncertain times. In these messages, it’s always good to acknowledge that they may be experiencing changes to their work and home life routines, and that you understand if it may be better to connect at a later date. For example, sharing that you hope they are doing well, and are staying healthy and safe during these unprecedented times. If you don’t hear back, it may mean that the person is unable to help at this time. You may want to hold off contacting them again until the COVID-19 situation is a little more stabilized.
19. I interviewed for a job, but have not heard back, what should I do?
This question is common, even during “normal” times. Some sectors and organizations move more slowly than others. And, unfortunately, many organizations do not have the resources to follow up with every candidate who interviewed for their opening. If you have a personal or professional networking contact there, it can be helpful to ask them for an update. Some Human Resources departments are open to receiving a follow-up call or email. While you may try that route, do not take it personally if you don’t receive a response. Please don’t hesitate to reach out to the Career & Practicum Office to discuss.

20. I applied to a few jobs, but have not heard back, what should I do?
This question is common, even during “normal” times. Some sectors and organizations move more slowly than others. And, unfortunately, many organizations do not have the resources to follow up with every candidate who applies to their open positions. If you have a personal or professional networking contact there, it can be helpful to ask them for an update. Some Human Resources departments are open to receiving a follow-up call or email. While you may try that route, do not take it personally if you don’t receive a response. Please don’t hesitate to reach out to the Career & Practicum Office to discuss.

21. I received a job offer, but due to COVID-19 it has been placed on hold -- now what do I do?
The situation may vary from organization to organization as they internally begin to deal with the outbreak. In situations like this it is best to contact the Career & Practicum Office to discuss your situation.

22. My anxiety level is high? Who should I contact?
It is normal to feel a bit of anxiety during your job or practicum search during normal times. It is also normal to feel more anxious with a lot of uncertainty. The Career and Practicum office is here to answer questions regarding anxiety over job and practicum search, interviewing, salary negotiation. For additional behavioral health support, please contact the BU Behavioral Services at 617-353-3569.