

## The impact of the COVID-19 pandemic on your first job

If you are about to finish your studies and you have not yet managed to secure a job for next year, you might be panicking, especially given the impact of the COVID-19 pandemic on society and the economy.

You can enhance your chances of success in the job market by working through the University of Pretoria's free Ready for Work programme, offered through *clickUP* by Enterprises University of Pretoria. Each of the programme packages is about an hour long. We would like to draw your attention in particular to crafting your CV and creating an appealing digital profile, both of which are covered in tutorials in Package 1. Then, Package 3 in its entirety includes tutorials that can really enhance your job-seeking strategies, including further emphasis on a good CV.

The five modules of UP's Ready for Work programme are:

1. *Researching potential employers*
2. *Job searches*
3. *Job applications*
4. *Writing a CV and cover letter*
5. *Job interview skills*

Package 3 also includes two other tutorials that you might find useful: The first is *The gig economy*, for those of you who are planning to be self-employed, and the second is *Basic financial literacy*, to help you manage your income.

Your job interview might be online, so as you work through the tutorial think about how an online interview would affect your preparation and behaviour. Your access to a computer, reliable connectivity and enough data are among the factor to consider to ensure the interview goes smoothly.

Then, once you have the job, will you have to work from home, or travel to your place of work?

- Working from home might pose several challenges, such as whether you have a place at home where you can be private and concentrate on your work, and whether you have a good computer and reliable internet access. Do talk to the Human Resources Officer or your new manager about issues such as a good computer and data. Another consideration is that we are used to building relationships with colleagues in contact situations. How are you going to get to know your colleagues when you only meet them online? How are you going to learn the culture of the organisation? You can address these concerns with Human Resources and your line manager as well.
- Going into work is a matter of responsible behaviour. Millions of people have remained in the workplace even during the strictest phase of the lockdown, from healthcare workers to those who provide for basic necessities. There are common guidelines internationally about distancing, wearing masks, sneezing or coughing into the bend of your elbow, and frequently washing or sanitising your hands. Many young people feel invulnerable, that they cannot be harmed, and so behave carelessly. The pandemic has shown that certain groups are more vulnerable than others but that people of any age can contract the virus. Therefore be responsible in your behaviour. Keep your mask on properly. Ask others who might be careless to wear their masks consistently. There will be people in your workplace who are more vulnerable than others and who could suffer from your or your colleagues' risky

behaviour. The behaviour of others can put you at risk, and by extension your family and loved ones too, so stick to health protocols in the workplace: it is the ethical thing to do.

Enrol for UP's Ready for Work programme on clickUP now and learn all the job-seeking and workplace skills you need to be successful at finding a job. Getting Ready for Work is THE UP WAY.