



The OSUAP Connection

Issue #70

September 30, 2021

*Know an Admin
who is new to
The Ohio State University?
Please forward this
Newsletter to them!*

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OSUAP Goals

- ◆ Encourage professional development
- ◆ Develop leadership skills
- ◆ Network with peers

Special Notes:

Happy September!



Don't miss an opportunity to join the [OSU Leadership Center](#) for free online with [Coffee and Conversation!](#)

October 11 For more information, or to register [click here](#).

October 20 For more information, or to register [click here](#).



10 Reasons to Update Your Job Description Now *by Helen Svoboda-Barber*

I don't know about you, but since mid-March 2020, almost all of my job now falls under "and other duties as assigned." The same is true for my direct reports. Here are 10 reasons you should update your job description regularly:

1. Get clear on what is yours to do right now, and what is not
2. Re-evaluate what the most important parts of your job are
3. Know what to set down
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7. See what may be necessary but currently missing from your job
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9. Ensure you and your boss/board agree on how you should be spending your time
10. Highlight your value to the company

Get clear on what is yours to do right now, and what is not

During the first six months of the pandemic, many teams went into "all hands on deck!" mode. If you were able to do the thing, even if it wasn't part of your job, you picked it up. If you had a few more

hours than a colleague, you learned how to do xyz and have been doing it since.

This fall, it's time to take a breath, look around, and get a better sense of what is really yours to do, and what work is more appropriately situated with someone else at the company (or in the case of a congregation or nonprofit, perhaps even with a volunteer).

Re-evaluate what the most important parts of your job are

One of my direct reports is a Choir Director and leader of congregational song. About .2% of her job description are things that can actually happen [during the global COVID pandemic](#). The most important parts of her job are no longer conducting in-person rehearsals and choosing music people love to sing along with. Her job description now needs to reflect the continuing value she has in our organization: editing video, support and care for members, and learning/imagining how music will be part of this strange time.

Know what to set down

In all jobs, over time more tasks get added. This has been dramatically increased in the pandemic. Many people get to the point that they're unable to do all their tasks well. It is important not simply to do the

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Are you prepared for your next career opportunity?

September is International Update Your Resume Month, so if your answer to that question is “NO,” there’s no better time like the present to take stock of your career and personal values and set goals for the coming year.





Click Me for 222 Powerful Action Verbs to use in your Resume!!
<https://lifelines.com/222-powerful-actions-verbs-to-use-in-resume/>

LINKS FOR RESUME HINTS AND TIPS

[Small and Powerful Ways to Update Your Resume \(thebalancecareers.com\)](https://thebalancecareers.com)

[How To Update Your Old Resume in 4 Steps | Indeed.com](https://indeed.com)

[How Much Do Resume Writing Services Cost in 2021? | ZipJob](https://zipjob.com)

These links are being provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by OSUAP.

(10 REASONS TO UPDATE YOUR JOB DESCRIPTION NOW *Continued from page 1*)

most urgent tasks. There is real value in keeping focused on what is most important, rather than what is simply right there in front of you.

A current job description will help you discern how you need to be focusing your time today, not how your organization needed someone in your position to do things years ago.

Get clear on the new parts of your job

How are you spending your time this week? For me, I'm now spending a ginormous amount of time managing technology: setting up Zoom meetings for myself and others, creating content, managing mailing lists, etc. None of this was in my job description.

My job description should clearly name these new tasks and their prioritization within my workload.

Renegotiate parts of your job that do not fit

I am terrible at keeping track of revisions, decisions, and much of the minutiae of life. I picked some of this up during the pandemic, but now that I am taking a moment to reflect on my job description, I am able to take this work off my plate and put it in a more appropriate place in our organization.

Dovetail with revised company goals

A good job description will reflect your importance to the organization and its mission. If your group has revised their goals this year in light of the pandemic, make sure your job description reflects your value in reaching these goals.

If your organization has not revised their goals, update your job description to help readers see how your job is crucial to attaining company goals—perhaps in new ways.

See what may be necessary but missing from your job

When you take some time to step back and look at the big picture, you or your organization may notice there are important things missing from the overall structure or from your job in particular. Mindfully adding these components in will may prevent panic down the road. What do you need to be doing now so that you and your organization are ready for your work in the next couple of years?

Clarify communication in your work team and beyond

When everyone on your team shares their current, accurate job description, things run much more smoothly. Everyone knows who does what, and if there are new work pieces, it is easy for the team to see where it belongs.

Updating job descriptions is a great time to untangle some of the rub between teammates. Clarify expectations, deadlines and roles. Make the implicit explicit.

Ensure you and your boss/board agree on how you should be spending your time

One of the most important reasons to have a current, accurate job description is so that you and your boss or board can agree on your job duties and their value to the organization. When you agree on how you should be spending your time, and you spend your time that way, it will be clear to all that you are doing your job, and doing it well.

Highlight your value to the company

Make sure your boss or board knows how you spend your time, and that they see the value your position has in the organization. A current, accurate job description that points to how your duties support and fulfill the goals of the organization will ensure your boss or board understands your value.

Schedule Time Now

Go ahead and block out an hour or two on your calendar to review and revise your job description. Set a meeting with your boss to get clear on what is yours and what is not. Clarify your value to the company. Clarity is worth the time.

Article originally appeared on Helen's [Blog](#) fall of last year.



Hi! I'm Helen Svoboda-Barber of [Cardboard Dog Coaching](#). I'm a ICF Certified Coach, Retreat Leader and Episcopal Priest.

For 15 years I have lived the values of Joy, Humor, Balance, Simplicity, Conviction, Beauty and Fidelity. I am here to be your faithful companion as you clarify values for your own, whole life. [View my LinkedIn Profile here.](#)

I have a doctorate in formation and spirituality, with a focus on women's leadership (The Church's Life, from [APTS](#)). My coach training and mentor coaching comes from [Holmes Coaching Group](#). I have coaching continuing education through [WBECS](#) and am a member of the [International Coaching Federation](#).

THE OSUAP EXECUTIVE COMMITTEE

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Have suggestions for the Newsletter?

Want to share some good news?

Let us know!

Email: [Michelle Pennington](mailto:Michelle.Pennington@osu.edu)

Chair, Communications Work Group

Please be sure to submit suggestions by the 20th of each month to be included in the Newsletter!

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*"Action is the spark
that ignites
potential."*

- John Long

Upcoming Important Dates

9/16-11/5	Buckeyes for Charity buckeyesforcharity.osu.edu
10/15	Covid-19 Vaccination Deadline
11/25-11/26	Thanksgiving Holiday / Columbus Day Observed
12/31	Buckeye Box Officially Retires (Learn More)

The OSUAP Connection

How to Deal with Employment Gaps in Your Resume by Chrissy Scivicque



This video ([click the above photo or go to https://www.youtube.com/watch?v=C3PhzBQEVZQ](https://www.youtube.com/watch?v=C3PhzBQEVZQ)) is an excerpt from a live Q&A session with Chrissy Scivicque, Career Coach & Corporate Trainer. The full video is available in the [Career Success Library](#).

A participant in our recent Q&A session asked:

"CVs (or resumes) are often rejected by recruiters for having career gaps. Can you suggest a way of avoiding rejection for this reason?"

Watch the video to hear Chrissy's answer. The article below summarizes the video content.

"CVs (or resumes) are often times rejected by recruiters for having career gaps. Can you suggest a way of avoiding my CV or resume being rejected for this reason?"

First off, this is becoming an older kind of trend. I think that the more forward-looking recruiters and hiring managers understand employment gaps a lot more now than they ever did in the past. And I think that this has been changing since about 2008, which was when we had the great recession. There was a huge economic drop that happened here in the United States and that led to a lot of job loss. People had employment gaps around that 2008-2009 time period. So, it became very standard that recruiters and hiring managers understood that happened.

Now with COVID, we certainly are going to see employment gaps once again! Recruiters and hiring managers understand that things happen that are outside of the control of the employee all the time. Global events can impact employment, and a person's employment history. Whether or not they have a gap in that history oftentimes says nothing about the employee, about their loyalty, or about their work ethic. It really is more about life events that have happened. So I don't think it is as common these days, that people are just flat out rejecting off the bat because of an employment gap.

That being said, let's talk about how to deal with it if you do have an employment gap. The first thing that people want to turn to is a different format for the resume, to make it less obvious that there is an employment gap. A functional resume is one way that has been recommended in the past for this.

I recommend *against* functional resumes. Functional resumes are very non-traditional; they look different from a traditional chronological

resume. And they are generally used to hide employment gaps! When recruiters and hiring managers see a functional resume, they understand exactly what you're doing. So why bother with that process? You're submitting something that automatically off the bat shows the recruiter that you're trying to hide something, and then they feel suspicious; they feel inclined to try to look for what you're hiding. And it's a non-traditional resume, so it's easier to toss to the side. I say don't bother with a functional resume.

You also can't just invent something to fill that gap. Right? That's not appropriate; you should not be lying on your resume. If you find yourself in the future, in a situation where you're in a transition, and you have a period of unemployment, something you can do to benefit yourself is to take on some consulting work, do some side projects, start a side business, etc. Do something with that period of time that you can put on your resume. Just keep that in mind for the future should you find yourself in a gap time period.

The other thing you can do is specifically address the gap in your cover letter. You can say something like, "I had this two year period where I took some time away from the workforce to care for my ailing mother; that is no longer a situation that requires my attention. So now I'm looking to get back into the workforce full time." Quickly addressing the situation will put their mind at ease. You can certainly do that in the cover letter.

Lastly, I would say that anytime you have *anything* that might be considered a red flag for recruiters or hiring managers, the number one thing you can do to support yourself is to get a warm introduction into the organization or with the recruiter. If they have someone that they trust saying something like, "You should look at Chrissy! Chrissy is a great employee! Chrissy would be perfect for this role over at your company!" They're not going to care about whatever sort of employment gap you have because that person's recommendation speaks volumes louder than any potential gap that could cause concern.



[Chrissy Scivicque](#) (pronounced "Civic") is the founder of *Eat Your Career* (a division of CCS Ventures, LLC).

She is a certified **Project Management Professional (PMP)** and certified **Professional Career Manager (PCM)**. She also

holds a bachelor's degree in Business Administration from Sonoma State University, CA.

Chrissy is the author of [The Proactive Professional](#), [The Invisibility Cure](#), and the [Build Your Professional Development Plan Workbook](#). She has also authored 10+ e-books and e-guides.

www.eatyourcareer.com