Presenter’s websites, they both do from PhD to non-academic consulting

Lilligroup.com, fromPhDtoLife.com

Tip 1—Academic Culture Sets You Up to Fail: Don’t Let it Define What Success Means to You

Stories of others’ transitions to non-academic jobs: http://fromphdtolife.com/resources/transition-q-as/

Tip 2 – When all else is uncertain, root yourself in your values, priorities, strengths, and interests

What are my top values?

What’s most important to me?

When have I felt most energized?

What am I doing when time flies?

What did I choose to do in grad school that my peers didn’t? What does that say about me?

Character assessment – vaicharacter.org

Strengths Finder 2.0 or $10 assessment online – gives you language employers might use, or book from library

“My individual development plan” – sciencecareers.org – spit out suggested jobs for STEM field

Tip 3 – Research Potential Career Fields and How Other PhDs Transitioned

PhDsatWork.com

BeyondProf.com

ChronicleVitae.com

Tip 4 – Learn to Talk about What you Do instead of what you know

Very few employers are looking for PhDs, instead they’re looking for a specific combination of skills. Most people come into contact with PhDs once in their life – in undergrad. Most people have no idea what’s involved in getting a PhD in your field. So your job is to educate prospective employer about what your skills are. Make sure to include skills relevant to all the tasks you performed – teaching, grant writing, etc., not just research.

Example: “research” really involves

Define research problem

Identify & consult secondary literature

Search library catalogues and databases

Collect and organize notes

Manage data

Create research agenda and schedule

Arrange travel to archives

Hire research assistants

Train research assistants

Qualitative analysis

Quantitative analysis

For each task or skill that you have, make exhaustive list of all the activities involved in that task. Then start to think of what language employers use

Tip 5—Learn to Love the Resume, even if it probably won’t get you the job on your own

Create master resume for networking, then revise as needed for specific jobs

3 types of resumes – chronological, skills based, and combination. Chronological good for linear job trajectory, probably not you if transitioning from PhD. Skills based – lots of employers hate b/c hard to see work history, so combination resume is a good fit.

Combination Resume:

Profile-description of who you are as a professional. Read profiles on LinkedIn to get idea of how people in job you want present themselves.

Example of History/Gender studies PhD

Communications and research professional with eight years of experience writing for general and specialist audiences across traditional and new media platforms. Skilled at synthesizing technical information and reporting key findings to a wide range of audiences. Strong project management skills with ability to work on multiple projects simultaneously while meeting deadlines. Ability to build and sustain relationships with clients, key industry stakeholders, and influencers. Expert on US culture, politics, and history, with a rich understanding of Canadian society and culture. Entrepreneurial, self-motivated, and a lifelong learner.

Relevant Experience – good to tweak titles so relevant to prospective employer. Ex: instead of lecturer, University Educator & Academic Researcher. Instead of Dissertation, Multi-Year Research Project.

Submitting resumes to online job boards have approx. 5% success rate.

Face to face meeting w/ company of interest – 47% success rate

Job lead from family, friend, or acquaintance – 80% success rate.

70% of non-academic jobs are never advertised.

Tip 6 – Networking: building relationships. Use same skills as in relationships in personal life. If just self-promotion, same failure as in personal life relationships. Beyond the official networking events (e.g. chamber of commerce, etc.), often informal networking just as or more successful. Volunteering, coffee/lunch with acquaintance or referral, or informational interviews.

What to do if don’t have a network?

1. Send out broadcast email to everyone you know describing what you’ve been doing and what opportunities you’re looking for.

2. Check w/ alumni association, check out vitae, linkedIn, etc.

Informational interviews – these are actually fun. Everyone loves talking about themselves and giving advice. Give them that opportunity.

End every informational interview with – do you know of anyone else I should talk to? And do you know of any opportunities I should be aware of?

Tip 7 Don’t have skills or experience that you need? There are creative ways to get it

Freelance work, internships or co-op placements, professional development courses and programs, part time work, short term contracts, volunteering, personal hobbies and projects.

From the Q&A board on stating a salary expectation:

If you just have to state the expectations in a letter, there are many options. You can write a range or just defer the issue by writing a statement about your confidence that you'll come to an agreement if you mutually decide you're a good fit. "In response to the job description's request for salary requirements, I realize base salary is just one part of an entire compensation package and am open to discussing this further if it's determined I'm the best fit for this position." Or something like that. If you must give a number (if it's for a computer submission that requires it), then you can try to put a range after doing some research. Salary.com is good tool to start with. If you must put in a single number, then do the research and go for the middle range, accounting for your experience, etc. Ideally, you'll have positioned your academic work as relevant experience. If you haven't done that, then I wouldn't try to bump up the range just because you have a PhD.

This looks useful – <https://postdoc.duke.edu/resources/professional-development>

Askamanager.com

Glassdoor.com

HigherEdJobs.com

Oystir.com

Sample profiles from LinkedIn:

I am an accomplished multidisciplinary researcher with extensive experience in chemistry, biochemistry, molecular and cellular biology, statistics, and bioinformatics. Also, I have teaching skills, and significant research expertise in the application and analysis of high-throughput data.  
  
Currently, I am working at CNIO (Spanish National Cancer Research Center) in the Hereditary Endocrine Cancer Group on my personal projects, in addition to multiple national and international collaborative studies.

Ideas-driven individual with a Ph.D. in xxxxx from xxxx