

Part 1. The Job Hunt

CSC2701HY

Communication for Computer Scientists

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The Job Hunt

Class outline

- Class duration: 2–2.5 hours
- Today's class contents:
 - **Building Your Personal Brand**
 - **Conducting Your Job Search**
- Coming up, also as part of this module:
 - Interview Training: Intro Session

Conducting Your Job Search

Conducting your job search

Self-assessment of skillset

- Have a clear plan to help you reach your job search goal(s).
- Understand what you have to offer, what you want to do, and where you want to work.
- Understand how you are going to explain to a prospective employer who you are, what you know, and what you can contribute.



Self-assessment of skillset

The basic questions

- What do you want to do? What can you do? (Include both hard skills and soft/transferable skills.)
- Who do you want to work for? What industries interest you? What type of employers?
- Where would you like to live and work?

Be as specific as necessary, but also consider contingencies and possible compromises.

Self-assessment of skillset

Interests and experience

Think of all activities you have taken part in during the last few years, including school, work, volunteering, and fun. Ask yourself the following questions and try to identify common themes:

- What have you liked and disliked about each activity?
- What did you learn from each activity?
- Which (if any) aspects of the activity would you like to remain involved with?

 Test worksheets from *What Color Is Your Parachute?*

Self-assessment of skillset

Skills

- What do you most love to do, described in terms of the basic transferable skills you most love to use?
- Which skills best describe how you interact and communicate with other people? Examples include presentation skills, supervisory skills, writing skills, etc.
- Which functional skills best describe what you are capable of doing or achieving on the job?
- Which cognitive skills best describe your abilities and provide insight into your thought processes? Examples include problem-solving skills, interpersonal skills, creative skills, etc.

Self-assessment of skillset

Achievements

Consider anything that showcases your abilities and skills, and are indicative of your potential for taking initiative and solving problems:

- What accomplishments are you most proud of, and why?
- Have you made suggestions that were adopted by your classmates, team, or coworkers?
- Have you intervened in a situation that could have become a serious problem?
- Have you accomplished a task using fewer resources than usual?
- Have you worked with a particularly demanding manager, teammate, or client?
- Have you ever taken the initiative in a way that you are particularly proud of?
- Have you trained or taught people?
- Have you received some form of recognition (award, title, trophy, etc.)?

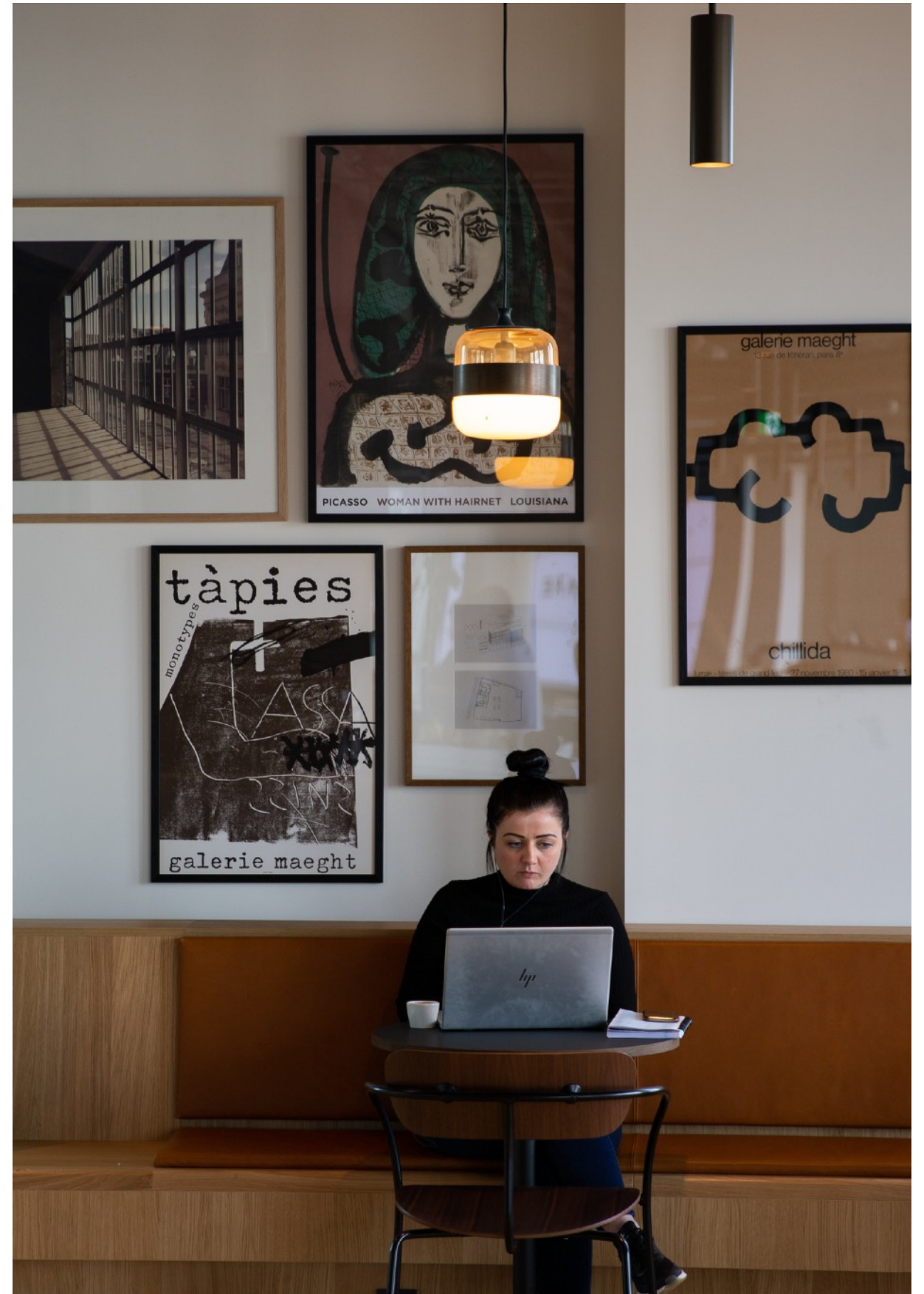
Self-assessment of skillset

Self-knowledge questions

Try to understand your personality type, to help you focus your job search and “pitch” yourself during interviews:

- Identify your general personality traits that provide insight into your overall personality, both inside and outside the workplace.
- Identify work-related personality traits that are more relevant to the workplace and on-the-job performance.
- What values are you looking for in the workplace? These are values that may be shaped by your family, culture, education, and other socialization processes.

How to build a job search plan

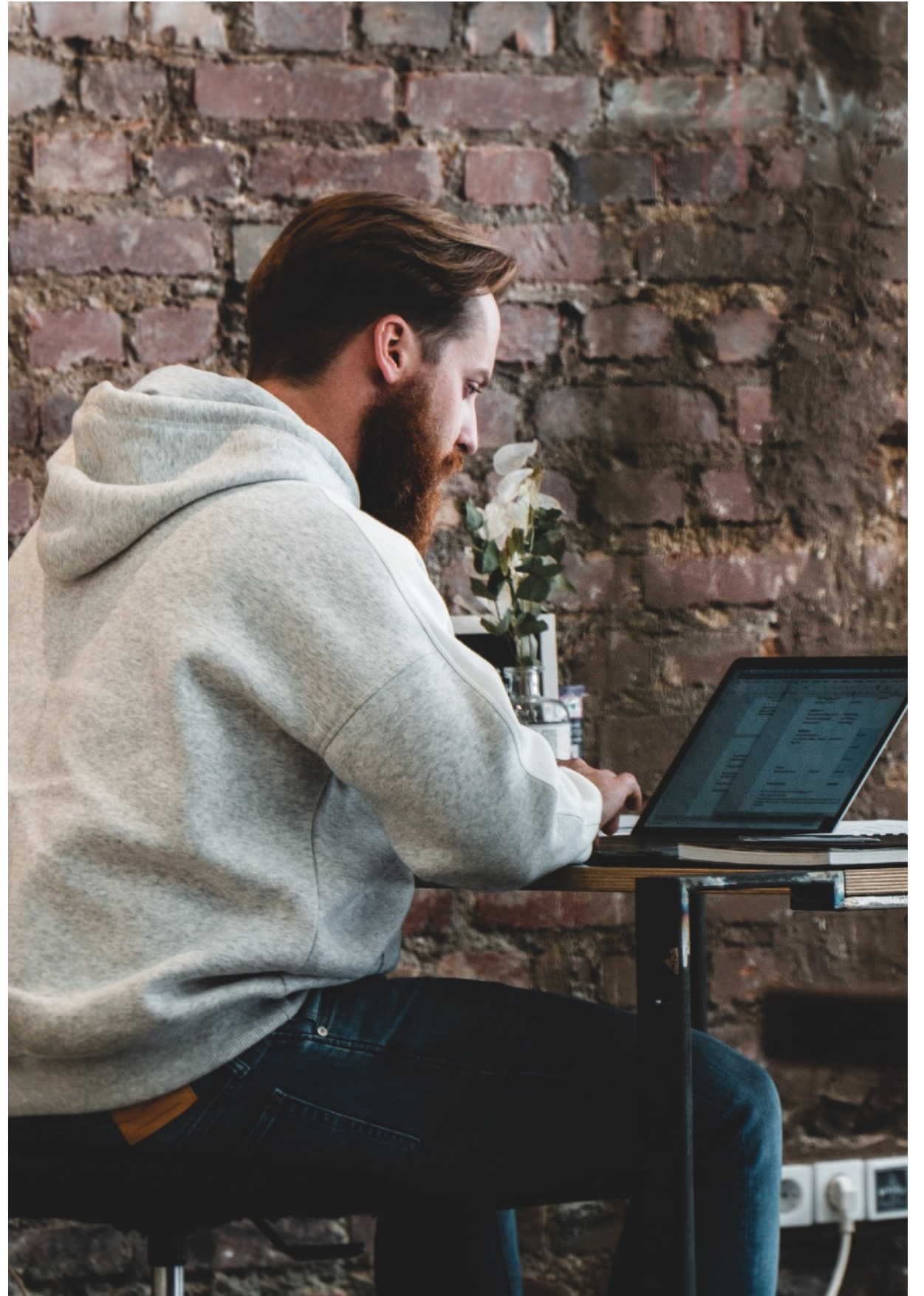


How to build a job search plan

Before starting your search

- Complete your skillset self-assessment.
- Clarify your job goals and write them down.
- Make sure you have a professional-looking email address.
- Have a well-written resume and cover letter. Make sure your resume and cover letter format is tailored for the industries you are targeting.
- Have an elevator pitch and a networking script ready. They will be useful to introduce yourself and answer the question "tell me about yourself."

How to search for jobs



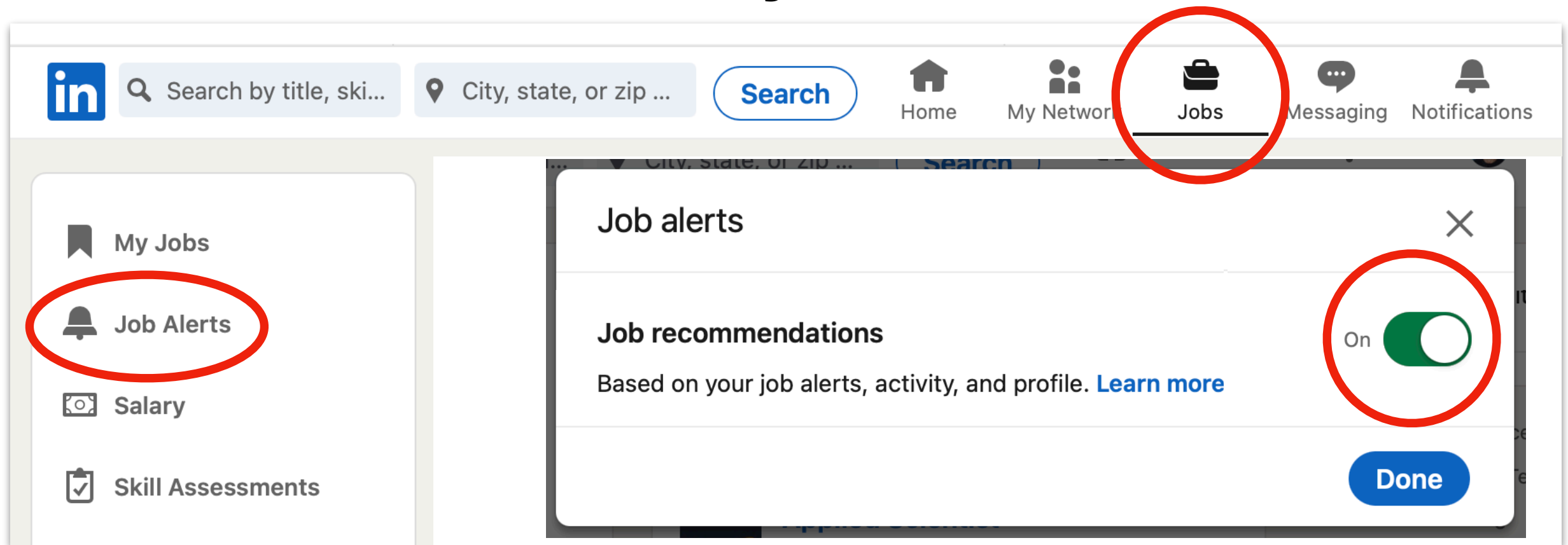
How to search for jobs

The basics

- Identify prospective employers, and sources of job leads and job postings (career pages on company websites, job boards, LinkedIn, Indeed, Glassdoor, etc.)
- Attend job fairs and networking events. Leverage any promising networking opportunity, offline and online.
- Leverage your alumni network and referrals.
- Don't stop at online applications during your job search:
 - Ask for informational interviews with prospective colleagues.
 - Approach internal recruiters and ask a few questions.

How to search for jobs

Make LinkedIn work for you



You may want to turn off your activity notifications.

Data privacy

How LinkedIn uses your data

Job seeking preferences

Other applications

Notify network

Turn on to notify your network. Job change updates can take up to 2 hours. [Learn more](#)

Off ☐

How to search for jobs

Some tips

- If your job applications and social media profiles don't position you as a direct match for the particular roles you are targeting, don't be afraid to modify wording, switch around key terms, and swap bullet points in and out.
- Avoid looking staged and non-genuine in your communications and interviews.
- Send thoughtful, genuine thank you notes whenever appropriate.
- If you are looking to adopt any creative tactic in your job hunt, make sure that they are appropriate for the industry you are trying to break into.

Informational interviews and networking



Informational interviews and networking

Job networking tips

- Make a list of the people in your network: family, friends, neighbours, coworkers, colleagues, and even casual acquaintances.
- Do reach out to your network, but figure out exactly what you want and what to say before you start networking.
- Focus on building relationships: ask for advice, not for a job.
- Be specific: Are you asking for a reference? A personal opinion on a company or industry? A referral? An introduction to someone in the field?

Informational interviews and networking

What to expect in an informational interview

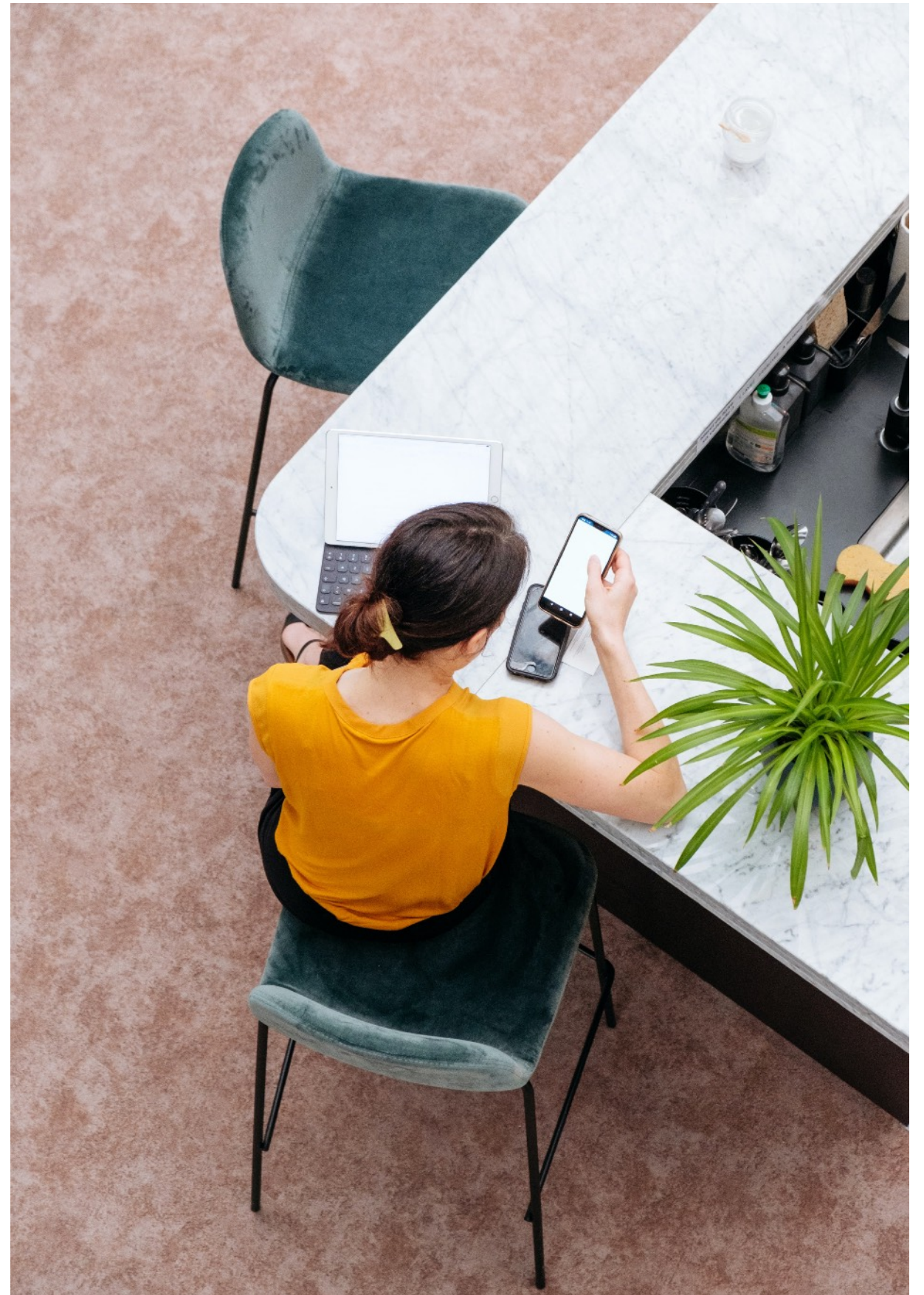
- An informational interview is not a job interview: it is closer to an informal conversation between a job seeker and a professional, in which the job seeker tries to learn as much as possible regarding someone's career, industry, roles, and company culture.
- Prepare and practice: do your background research. You will also come across as a more credible candidate if you are familiar with the right vocabulary and the prospective employer.
- Keep your introduction short, and clearly state your purpose.
- Prepare a list of informed, intelligent questions ahead of time, and listen to the answers carefully. Ask follow-up questions.
- Send a thank-you note after each informational interview.

Informational interviews and networking

What questions should I ask in an informational interview?

- What are your main responsibilities?
- What is a typical day (or week) like for you?
- What do you enjoy about your work?
- What do you like least about your work?
- What is changing in this sector?
- How do you get into this line of work? What are common entry-level jobs?
- What kinds of people do well in this industry?
- What are some common career paths in this field?
- What didn't you know before you got into this industry that you wish someone had told you?

Action plan and time management



Action plan and time management

When ready to start applying for jobs

- Set a schedule to keep your job search plan on track.
- Set up a system (a spreadsheet, a diary, post-its, etc.) for recording your job search activities.
- Use a calendar to track deadlines, appointments, events, and interviews.
- Set up reminders to follow up on applications and events as appropriate.

➡ A Five-Week Guide to Getting a Job (Harvard Business Review, <https://hbr.org/2021/03/a-five-week-guide-to-getting-a-job>)

Action plan and time management

When interviewing

- Practice and hone your interviewing skills. Set up mock interviews with career services advisors, family, friends, and colleagues.
- Have answers ready to address behavioural or open-ended interview questions.
- Choose who your references will be. Identify 3–5 potential references and, when appropriate, ask if they would be willing to provide a strong reference for you. Have your reference information ready when you interview, and provide it if asked.

➡ How to Respond to “So, Tell Me About Yourself” in a Job Interview (Harvard Business Review, <https://hbr.org/2019/08/how-to-respond-to-so-tell-me-about-yourself-in-a-job-interview>)