JOB SEARCH INTENSIVE:

EVERYTHING YOU NEED TO GET YOUR JOB SEARCH STARTED

For jobs outside academia

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YALE UNIVERSITY Postdoctoral Affairs

TODAY'S TALK

Seminar series on jobs outside of academia:

How to find a job: *Networking or NOTworking*

- *Networking for a non-academic job*

Effective Applications for a Career Outside Academia

- *Overview of how to write a resume and a non-academic Cover Letter*

How to talk about yourself: *Successful interviewing strategies*

- *How to prepare for a non-academic job interview*

We will not talk about

Academic Job Search

- See: The Academic Job Search Series

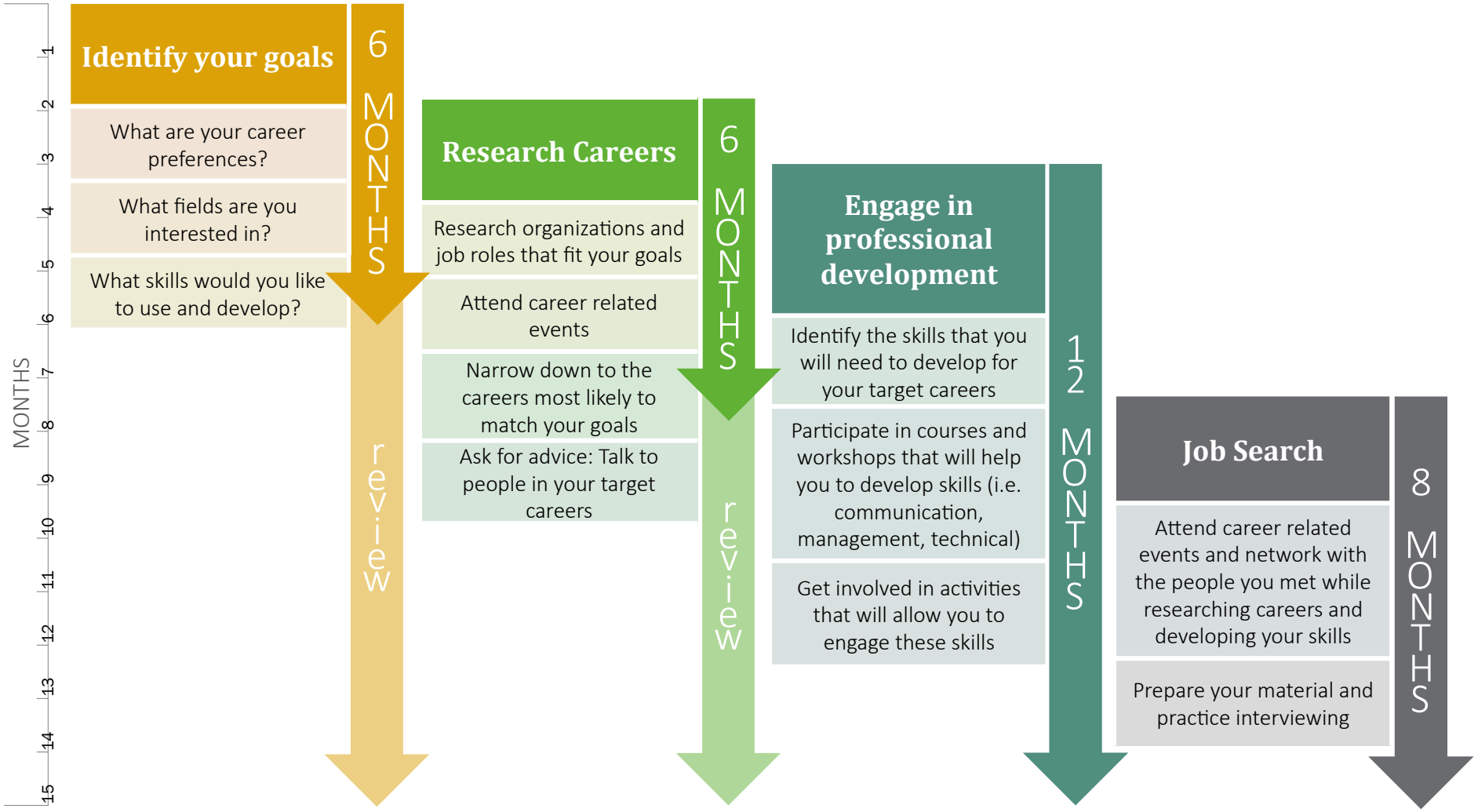
Visa Issues

- *OISS can help.*
- *See also: goinglobal*

Career Options

- See resources at the end of this presentation

TIMELINE


MONTHS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
Identify your goals
What are your career preferences?
What fields are you interested in?
What skills would you like to use and develop?
6 MONTHS
review
Research Careers
Research organizations and job roles that fit your goals
Attend career related events
Narrow down to the careers most likely to match your goals
Ask for advice: Talk to people in your target careers
6 MONTHS
review
Engage in professional development
Identify the skills that you will need to develop for your target careers
Participate in courses and workshops that will help you to develop skills (i.e. communication, management, technical)
Get involved in activities that will allow you to engage these skills
12 MONTHS
Job Search
Attend career related events and network with the people you met while researching careers and developing your skills
Prepare your material and practice interviewing
8 MONTHS

MAKE A PLAN

Individual Development Plan

Working Hard VS. Planning

INDIVIDUAL DEVELOPMENT PLAN

1. Goals

- What are your goals for your:
  - Research Progress
  - Career and Professional Development
- Skills & Resources
  - Identify the skills and resources you will need to achieve your goals

2. Plan

- Break it down:
  - How will you accomplish these goals?
  - What training will you undertake to obtain the skills you need?

3. Evaluate

- How will you measure your progress/success?

WORKING HARD VS. PLANNING

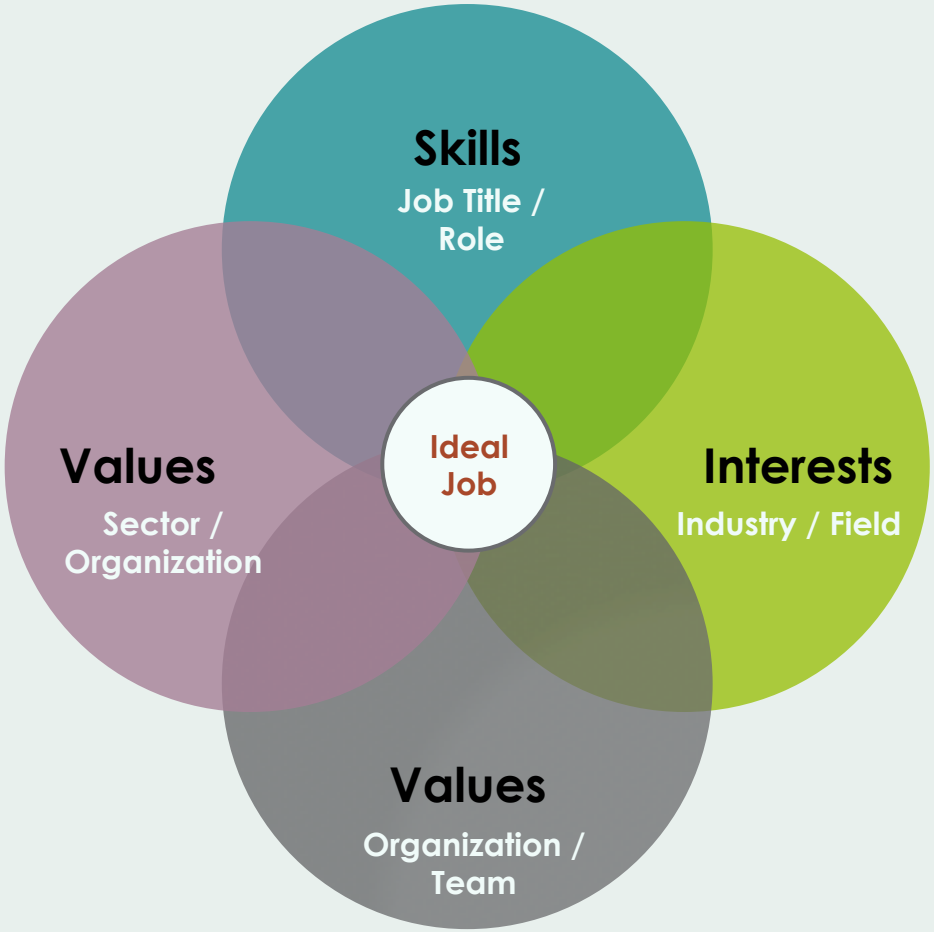
Vision	Written description who you want to be in life & career	*I want to be an academic working in a small liberal arts college, on the west coast of North America, living in a home in the country*
Goals	General statements about what you need to accomplish to reach your vision	*1) Have enough publications to be competitive* *2) Augment my teaching experience*
Objectives	Your strategy for accomplishing your goals	*2 a) Teach two classes per year*
Actions	What you will actually do to achieve your objective (SMART)	*2 a i) Contact 5 colleagues in various departments and institutions to explore opportunities by July* *2a ii) Check online postings and apply to teach at least 4 courses per semester*
Monitor	Review your plan at regular intervals	*Every 6 months*

WHAT IF I DON’T KNOW WHAT I WANT?

Research Self:

values, interests, skills

What you do...



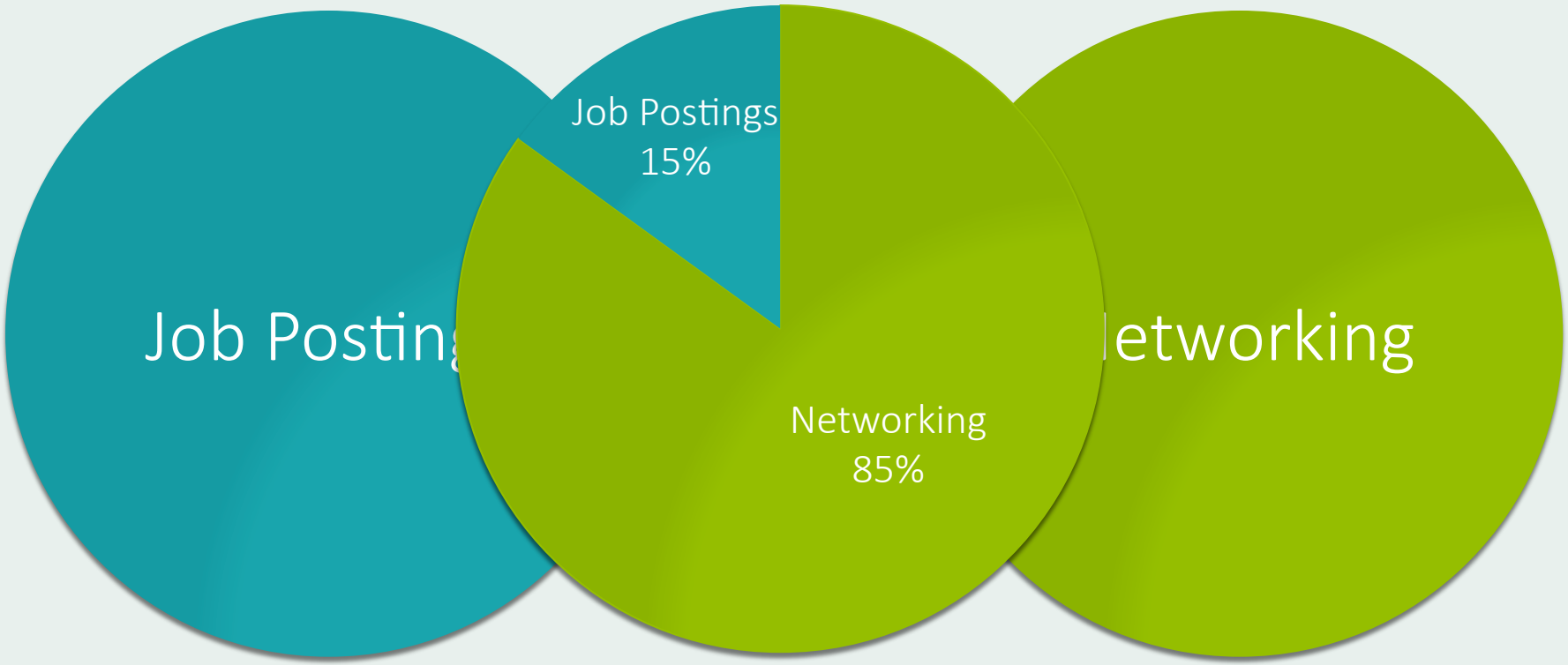
Why you do it...

Where you do it...

Who you do it for/with...

NETWORKING

LOOKING FOR WORK



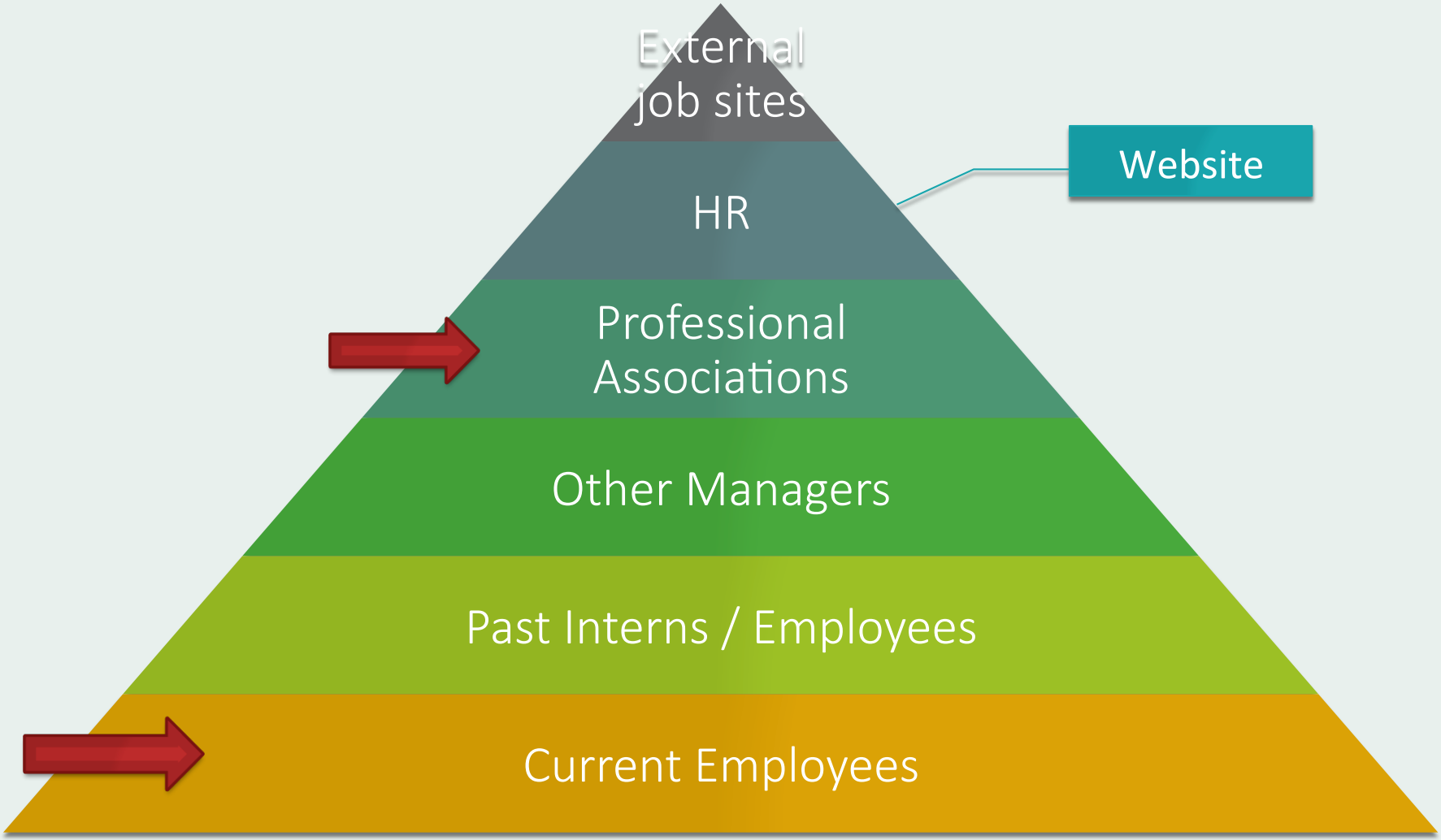
WHY DON’T EMPLOYERS ADVERTISE?

Time

Money

Quality

HOW EMPLOYERS FIND CANDIDATES



COMMON REACTIONS….

- I don’t know anyone
- The people I know can’t help me
- How will I find the “Current Employees”?
- What will I say to them?
- Why would anyone want to help me?
- I don’t want to ask for help

I DON’T KNOW ANYONE

Really?

PRIMARY CONTACTS

- Personal Relationships
- Colleagues (present & former)
- Organizational and Community
- Professional Associations & Groups
- Advisors & Collaborators
- Events (social, career, training, etc.)

THESE PEOPLE CAN’T HELP ME

Oh yeah?

They know people too…

HOW TO MEET MORE PEOPLE

Join Groups

- Professional Associations
- Yale Diversity & Affinity groups (see also FLY)
- Postdoc and Grad student groups
- Meetup.com

Attend Events

- Panel presentations & information sessions
- Association of Yale Alumni
- Career fairs (on and off campus)
- Conferences (professional, industry, and academic)

Seek Mentors

- Yale Entrepreneurship Institute (YEI)
- Women's Leadership Initiative (WLI)
- Yale Alumni Nonprofit Alliance (YANA)
- School based (Public Health, Management, …)
- Association based (e.g. Yale Latino Alumni Association)

Get Involved

- Volunteer / Community
- Side projects / "consulting"
- Externship
- At Yale…

GET INVOLVED @ YALE

- Women in Science at Yale (WISAY)
- Biomedical Career Committee (BCC)
- Career Network for Student Scientists and Postdocs at Yale (CNSPY)
- Science Diplomats
- Yale Graduate Consulting Club
- Yale Working Women's Network (WWN)
- Yale Journal of Biology & Medicine
- Career Development Peer Group (CDPG)
- Yale Entrepreneurship Institute (YEI)
- Women's Leadership Initiative (WLI)
- Yale Alumni Nonprofit Alliance (YANA)
- AYA Students and Alumni of Yale (STAY)
- Association based (e.g. Yale Latino Alumni Association)
- Museum volunteer groups
- Yale Affinity Groups (e.g. Asian Network)
- ...and much more!

INTROVERTED?

Do vs. Chat

IDENTIFY COLD CONTACTS

Make a list of the organizations you are interested in working for

Identify the role you are interested in having at that organization

Find out who is in that role now =“current employee”

HOW WILL I FIND THE "CURRENT EMPLOYEES"?

- Website staff info / contact us page
- Annual Reports
- News Reports (google news)
- Call and Ask!
- LinkedIn

USING LINKEDIN

- Exploring your contacts' contacts
- Search for Alumni
- Job postings
- Join groups…
- Learn about career paths
- Find organizations

OK, I HAVE A LIST OF PEOPLE, NOW WHAT?

Talk to them!!

MAKING A CONNECTION

How should I contact them?

What do I say when I talk to them?

How do I keep in touch?

HOW SHOULD I CONTACT THEM?

Start with an email

Ask for advice

Follow up with a call

Ask if “this is a good time?”

Arrange a meeting

WHAT TO WRITE IN THE EMAIL

Intro + What you want (ask for advice)

- I am a researcher in … I would like to get your advice on…

Why you chose them

- I am interested in you/your organization because…

Who you are

- I have a background in… and would like to use my experience in… to make a transition to….

How you will follow up

- I would like to follow up with you on … to see if we could arrange a meeting….

Don’t include your resume or CV

- Except for academics

OK, BUT WHAT DO I SAY WHEN I TALK TO THEM?

Flirt first

WHAT TO SAY

Be curious

- Ask about the industry, the organization, the person's own career development
- Show that you have done some research on their field

Ask for Advice

- Not a job!
- Offer a business card, not a resume

Have something to say

- Be prepared to talk about your own skills, interests and values
- Don't focus exclusively on your research
- Offer to help

2 basic questions:

- "Is there anyone else you think I should talk to?"
- "When would be a good time to get in touch again?"

HOW TO TALK TO STRANGERS

Adjust your style depending on…

- The field, position type, the person's character

Ask open questions

- How/ What (not why) vs Do/Are

Listen deeply

- Minimal encouragers

Turn off the inner voice

- No one wants to compete with the voice in your head

Be a little helpless

- It is not fun to help a know it all

Be open

- It is easier to share with someone who is open about themselves (reciprocity)

KEEPING IN TOUCH

Keep track of who you want to follow up with

Thank you

Ask a question

Share a resource

"I took your advice…"

Update on your situation

- "Would you be willing to let me know if you hear of any opportunities in our field?"

IN A NUTSHELL

List 10-15 organizations

Identify what job title(s) you are targeting

Look for people in or close to that role

Ask that person for advice

Keep in touch … then ask for help…

APPLYING

	Academic CV	Resume
Targeted to…	Targeted at fellow academics	Targeted at specific job sectors
Length	Flexible	1 OR 2 pages
Focuses on…	Academic achievements and research profile	Skills and accomplishments
Publications, presentations, grants and fellowships	Always included	Sometimes included briefly
Work & extra-curricular experience	Sometimes included briefly	Always included –focus on transferable skills
References	Included	Not usually included
Overall the CV provides…	A full history of your credentials	A snapshot of your skills for the job you are seeking
Key question(s)	What is the future of your research program?	Do you have the skills our organization requires?

WHAT DO EMPLOYERS CARE ABOUT?

Skills

Motivation

Fit

WHAT DO WE MEAN BY SKILLS?

Hard Skills

- Concrete & Measureable
- Specific: e.g. laboratory skills, factual knowledge, languages

Soft skills

- Hard to measure
- Transferable e.g. communication, teamwork, creativity, analytical

EXAMPLES OF SOFT (TRANSFERABLE) SKILLS

Analytical	Communication	Problem solving	Leadership Initiative
Managerial	Negotiation Persuasion Debate	Creativity	Time management
Tact Diplomacy	Political savvy	Initiative	Attention to details

ANALYZE THE JOB POSTING

Or related job postings

Or ask the people you networked with

R&D Scientist, Alere

Lead development of the next generation eScreen assay from concept through verification and validation to product launch.
Work in a cross-functional team environment to support the platform development.
Conduct complex experimentation including data collection, summary and thorough analysis, in support of department research projects and guidelines. Compose robust experimentation strategies that maximize effective use of resources and time to deliver optimum information.
Participate as an integral member of the scientific staff in formulating research strategy and methodology.
Provide recommendations and observations to scientific staff and management on results of projects/tasks. Play a key role in the formulation of research strategies and tactics.
Innovate research methods and product formulation to resolve problems and accomplish company objectives. Pro-actively recommend strategy to overcome hurdles.
Maintain records of laboratory activities and notebooks in a professional, accurate manner. May provide support to regulatory and intellectual property activities.
Operate complex laboratory equipment and perform routine maintenance and repair. Interface with contracted repair technicians as required. Understand theoretical basis for analytical instrumentation.
Operate equipment and conduct tasks in a safe manner, adhering to established guidelines and applicable regulations.
Functionally direct junior research staff as required, assisting in the professional and scientific development of other research staff members.
Initiate literature review and searches to support ongoing research activities. Summarize findings in final form to management and recommend follow-up actions.
Generate oral and written reports as necessary and to summarize laboratory activities and projects. Initiate communication with related staff and functions as necessary to coordinate activities effectively.
Monitor and maintain necessary laboratory supplies, with approval from senior department staff.
Knowledgeable of federal and other regulations (e.g. QSR's, ISO, ISO 13485, CMDR)
Other responsibilities as assigned.
Responsible for exhibiting professional behavior with both internal/external business associates that reflects positively on the company and is consistent with the company's policies and practices.

R&D Scientist, Alere

Lead development of the next generation eScreen assay from concept through verification and validation to product launch.

Work in a cross-functional team environment to support the platform development.

Conduct complex experimentation including data collection, summary and thorough analysis, in support of department research projects and guidelines. Compose robust experimentation strategies that maximize effective use of resources and time to deliver optimum information.

Participate as an integral member of the scientific staff in formulating research strategy and methodology.

Provide recommendations and observations to scientific staff and management on results of projects/tasks. Play a key role in the formulation of research strategies and tactics.

Innovate research methods and product formulation to resolve problems and accomplish company objectives. Pro-actively recommend strategy to overcome hurdles.

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Other responsibilities as assigned.

Responsible for exhibiting professional behavior with both internal/external business associates that reflects positively on the company and is consistent with the company's policies and practices.

MAIN COMPONENTS OF AN INDUSTRY CV

- Contact information
- Career objective or Summary (optional)
- Highlights
- Education
- Career-related experience
- Additional experience
- Community Involvement, Volunteer experience and other activities
- Awards and publications
- Activities & Interests

MASTER CV

Contact information

Education

Experience

Publications & Presentations

Awards/Grants

Activities & Interests

CONTACT INFORMATION

Format

- Simple : 3-4 lines.

Address

- Home address / Relocating to… in ….
- Mobile vs. work number
- Formal email address

Status?

- If you are international and don't require sponsorship

Sarah Smith
US Permanent Resident
555 Park Street, New Haven, CT, 06511
sarah.smith@aya.yale.edu | 203-555-5555

EDUCATION

Format: WHAT, WHERE, WHEN

Relevant details

- Thesis topic or title
- CGPA
- Awards/Fellowships/Scholarships (optional)

Doctorate of Philosophy: Neuroscience **2012**

Seoul National University, Seoul, South Korea

- University president's fellowship for top student (2005)

ALL EXPERIENCE

Format: WHAT, WHERE, WHEN

Description

- Include your research: focus on HOW you researched, not the topic
- Use action Verbs
- Descriptions of experience should go beyond listing tasks
- Include <u>achievements and initiatives</u>

Doctorate Research **2006-2012**

Department of Neurology and Neurosurgery, Fancy Pants University, Big City, Lala Land

- Examined effects of pH on hypoxic neuronal injury and spreading depression in rodent hippocampal slices
- Monitored field potentials and extracellular shifts in selected ions during hypotaxia
- Studied changes in evoked responses in post-ischemic gerbil hippocampal slices
- Supervised 2 undergraduate honours theses projects
- Trained graduate students in use of laboratory equipment
- Collaborated with 2 teams of researchers in separate laboratories to produce a published manuscript

ALL EXPERIENCE

Volunteer experience is important

- Committees on which you served
- Events your organized
- Organizations for which you have done occasional work

Advisory Committee Member **2010 – 2014**

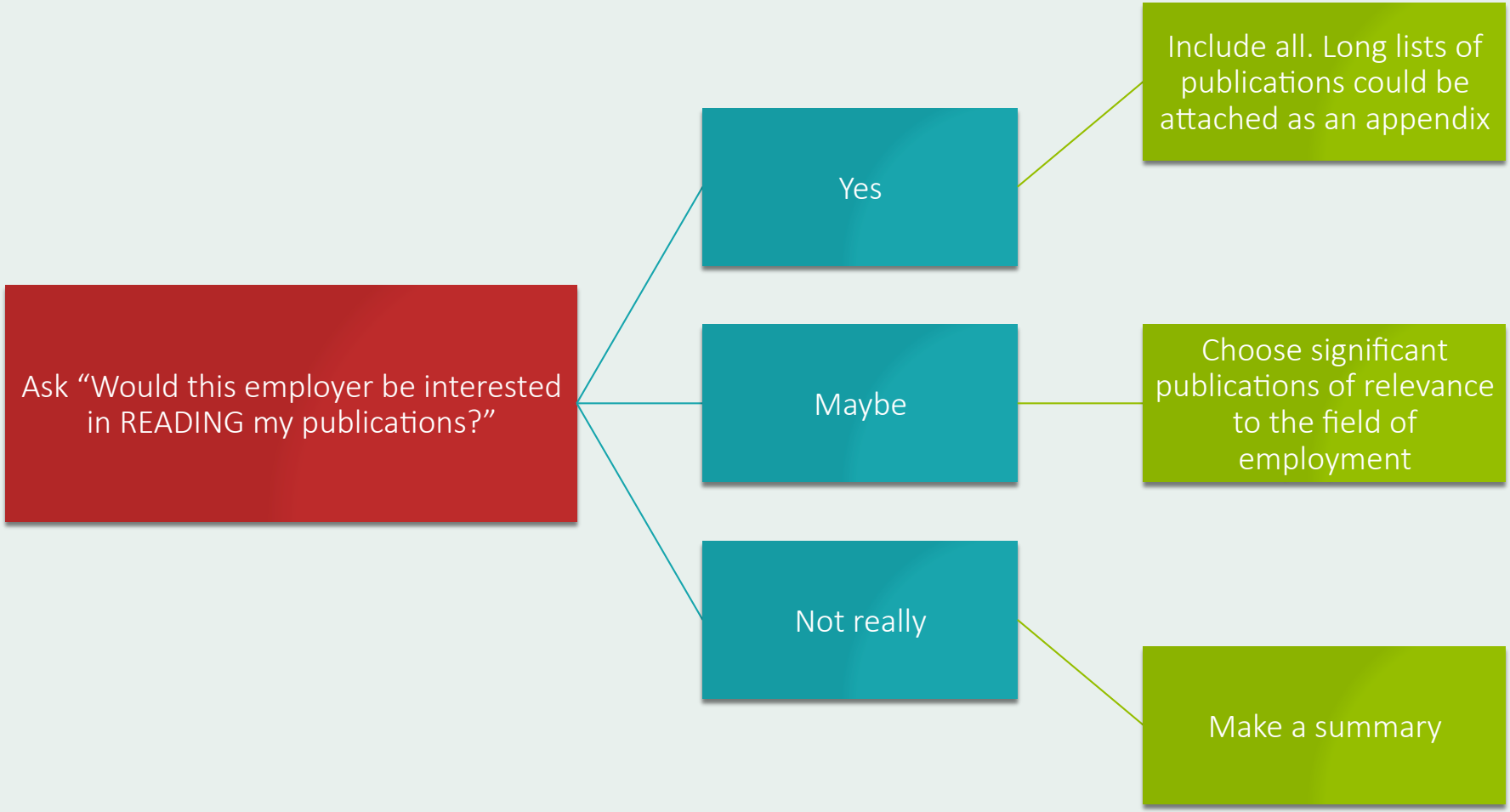
Yale Postdoctoral Advisory Committee, New Haven, CT

- Initiated monthly outings to promote social engagement
- Selected and invited outside speakers for 15 seminar series

DESCRIBING YOUR EXPERIENCE

Activities	P the problem(s) you encountered	A the action you took / how you adapted	R the results you obtained (%, $, #)	Skills
Research Project	1 2 3 4	1 3 4	1 3	1 3 4
Volunteer work				

PUBLICATIONS



EXAMPLE OF A SUMMARY OF PUBLICATIONS

PUBLICATIONS & PRESENTATIONS

- 2 first author articles in peer reviewed journals, 3 conference presentations at international conferences, 1 invited talk for the junior neuroscience research academy
- Full references available upon request

AWARDS, HONORS, FELLOWSHIPS & GRANTS

Combine sections depending on quantity

Consider including with education

A brief description is usually enough

$ amount is not usually necessary

ACTIVITIES & INTERESTS

Can be replaced with:

- Community Involvement
- Achievements and Interests

Do they care?

- Not all recruiters care about this section,
- But those who do, care A LOT

Be specific

- “Enjoy travel” vs.
- “Backpacked independently throughout South East Asia”

TAILORING YOUR CV

Summary/Objective
Highlights/Qualifications
Education
Related Experience
Additional Experience
Publications & Presentations
Awards / Grants
Activities & Interests

OBJECTIVE OR SUMMARY

OPTIONAL

Objective

- Be specific: Talk about where you want to go in your career.
- May be useful when applying to large organizations

Summary

SUMMARY: A highly motivated and mature computer-literate person, experienced in working with the public, youth and community, in administration, management and youth development, seeking a challenging internship at a youth and family service centre.

HIGHLIGHTS/SKILLS/QUALIFICATIONS/PROFILE

Summary of what you want them to know about you
(bulleted version of cover letter)

Targeted to the qualifications listed in the job posting

Expertise / Technical skills: Be appropriately specific

Transferable skills: Must be “backed up” –use numbers

Languages: include proficiency

EXAMPLE

QUALIFICATIONS

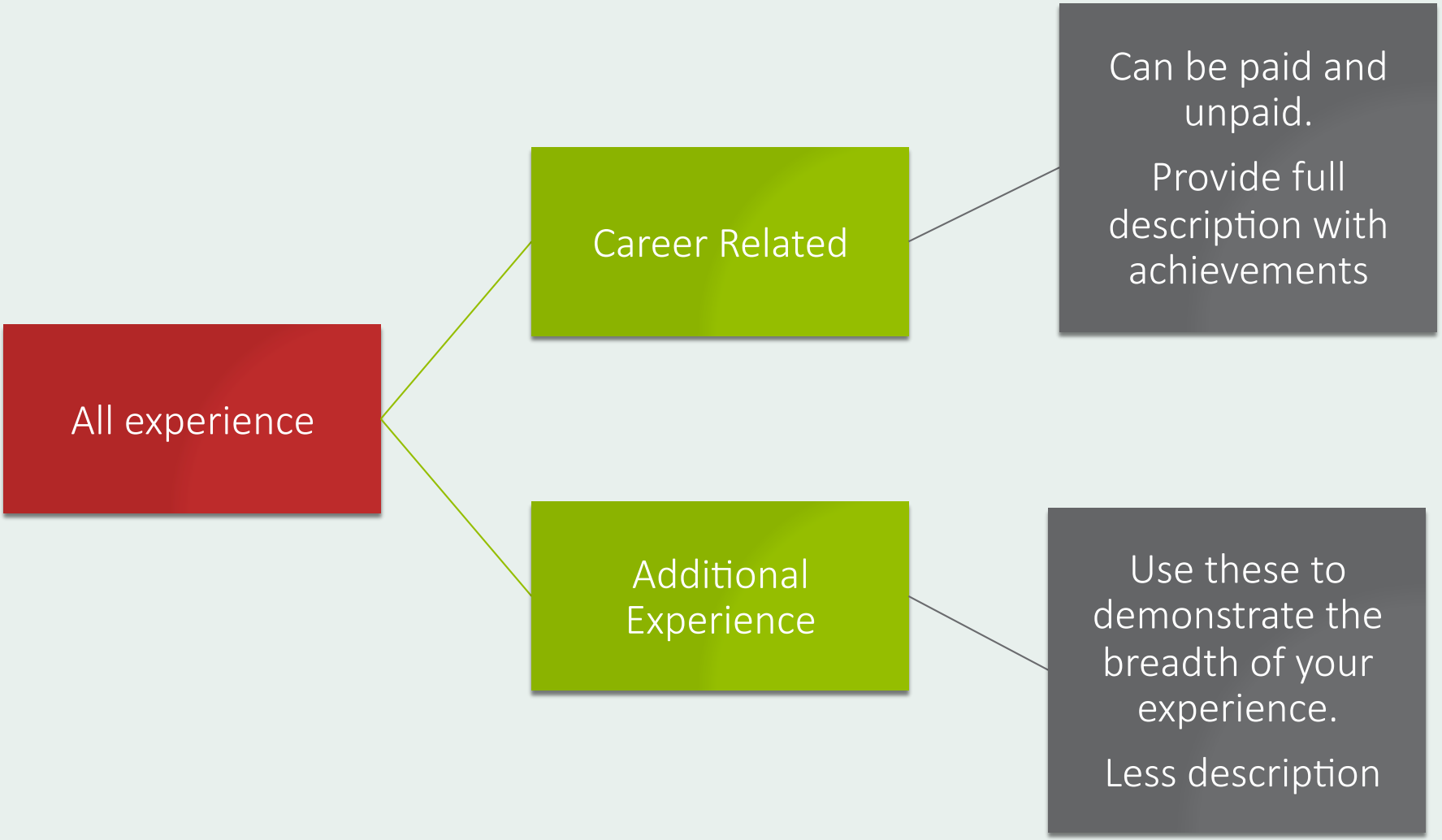
- English and Mandarin (fluent), French (intermediate)
- MS Office suite, SPSS, Adobe Illustrator, ProteinLynx, MassLynx
- Worked successfully with 3 multidisciplinary teams in diverse work settings
- 3 years of project management and report writing experience
- Understanding and respect for diversity
- Ability to remain calm and decisive in stressful situations

BAD

TECHNICAL EXPERTISE

- Extracellular recording from brain slices, including use of ion-selective microelectrodes
- Wholecell patch clamp recording in isolated neurons and brain tissue slices,
- Confocal fluorescence imaging in neuronal cells
- Primary neuronal and glial cell culture
- In vivo models of cerebral schemia in both rats and gerbils
- Cerebral microdialysis and HPLC amino-acid analysis

CREATE SECTIONS



COVER LETTERS

Summary of experiences that demonstrate you have the qualifications for a specific job posting

TARGETED!!!!

Provide evidence

Shows that you are knowledgeable about the organization, and have chosen them

ELEMENTS OF COVER LETTER

WHO AM I? WHAT DO I WANT?

- **First Paragraph**
- Introduce yourself

WHY ME?

- **Second and third Paragraphs**
- PROVIDE EVIDENCE!!!
  - Do not write a “shopping list” of skills with no evidence
  - Talk about achievements

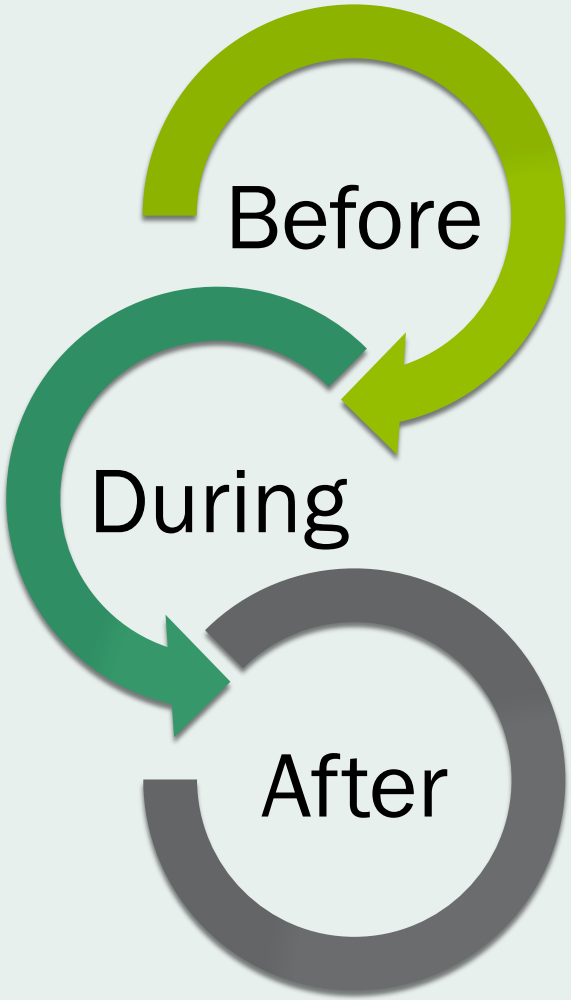
WHY YOU?

- **Fourth Paragraph**
- Talk about your reasons for wanting to work for this organization. Make a link between
  - your interests and their goals/services/products OR
  - your values and their mission
- Hint: look beyond their webpage
- Arrange for a follow-up meeting or call.

THE INTERVIEW

How to talk about yourself

THE PLAN



BEFORE THE INTERVIEW

Research the Organization

Prepare questions for the employer

Know yourself

Practice

Plan your Appearance

RESEARCH THE ORGANIZATION

- Know their products and/or services
- Be aware of their challenges & competitors
- Know their needs (from you)
- Know the “language”
- Find out who will be interviewing you
- Understand the culture

PREPARE QUESTIONS FOR THEM

SHOW THAT YOU RESEARCHED THEM

The organization / their plans

The position / their needs

Team culture

Benefits & Pay?

“What’s the next step in the hiring process?” = boring

KNOW YOURSELF

Why you are interested in them

How your values fit with theirs

Strengths & Weaknesses

Your achievements

Prepare STORIES

PREPARING YOUR MATERIAL

Stories

- Focus on what you did (Action)
- “Plug and play” according to skills

Achievements

- Have a list of concrete outcomes (Results)
- What would your superior(s) remember you for?

IDENTIFY ACHIEVEMENTS & TELL STORIES

Activities	P the problem(s) you encountered	A the action you took / how you adapted	R the results you obtained (%, $, #)	Skills
Research Project	1 2 3 4	1 3 4	1 3	1 3 4
Volunteer work				

PRACTICE

Tell your stories –out loud

Mock interview

Do a travel test

Scope out the location

PLAN YOUR APPEARANCE

Polished you

One up

No smells

No bling

Clean

DURING THE INTERVIEW

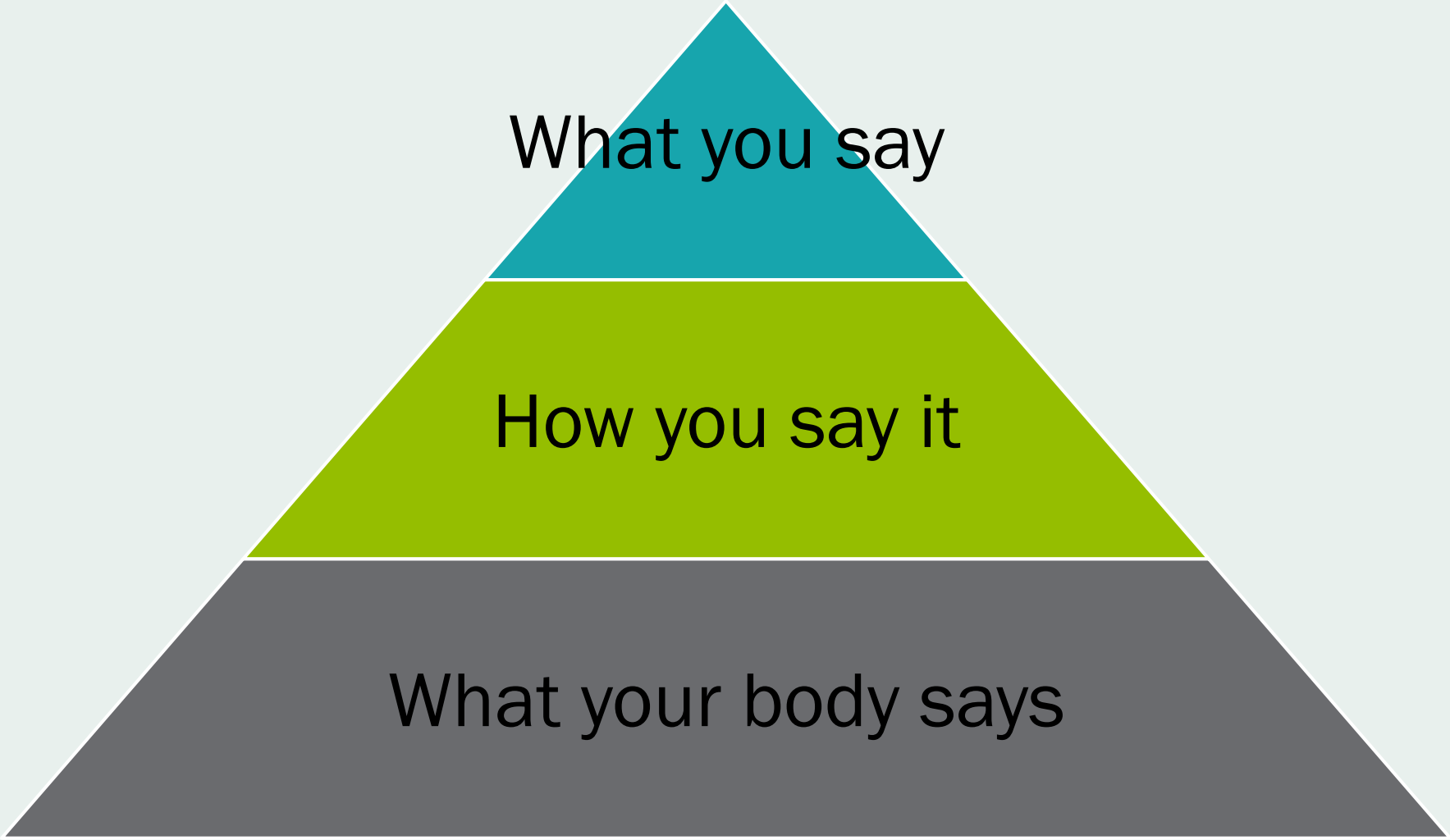
Types of questions

Difficult questions

How you say it

Non verbal communication

COMMUNICATION IS…



TYPES OF INTERVIEWS

- Telephone vs. Skype vs. In Person
- Behavioral
- Technical
- Case Interview
- Assessment Center

TYPICAL CATEGORIES OF QUESTIONS

Chit-chat: to ease you in

- How was your trip here?

Behavioural based on past experiences

- Tell me about a time when…

Behavioural based on how you might act in the future

- What would you do if…?

Questions to test your technical knowledge

- What chemical is used for…?

Questions to test your self-knowledge and character

- What are your strengths?

Questions to test your knowledge of the organization or agency

- What do you believe our strengths are?

FOR EVERY QUESTION

GIVE EXAMPLES

WHAT TO SAY FOR DIFFICULT QUESTIONS

Open Ended	"Tell me about yourself"	3 things or past, present, goals
Looking for flaws	Weakness, mistakes or clashes you've had	Short No Example Overcoming
Questioning your interest	"Why are you leaving academia?"	Be honest Be positive
Illegal, Irrelevant & Personal	age, marital status sexual orientation, disability, religion	Answer the question they are really asking (more info)

HOW YOU SAY IT

Positive focus	• Don’t be overly cautious about your skills
Voice quality	• Volume, tone and enunciation, & speed
Avoid fillers	• “you know” “um” “like”
Allow silences to occur	• Take time to organize your answers
Avoid slang and informal language	• Follow your interviewer’s lead
Relax	• Try not to sound over-rehearsed

NON VERBAL COMMUNICATION

- Physical appearance and dress
- Eye contact
- Handshakes
- Facial expressions
- Hand gestures
- Posture

HARD TO FAKE

2 options

ADAPT TO THE INTERVIEWER

First impression

Consider the interviewer's focus

- Prevention vs. Promotion

Pay attention to

- Lips compressed (worried)
- Neck rub (uncomfortable)
- Eye rub (resistance)
- Shoulder raise (uncertainty)

Notice how you make them feel

LISTEN

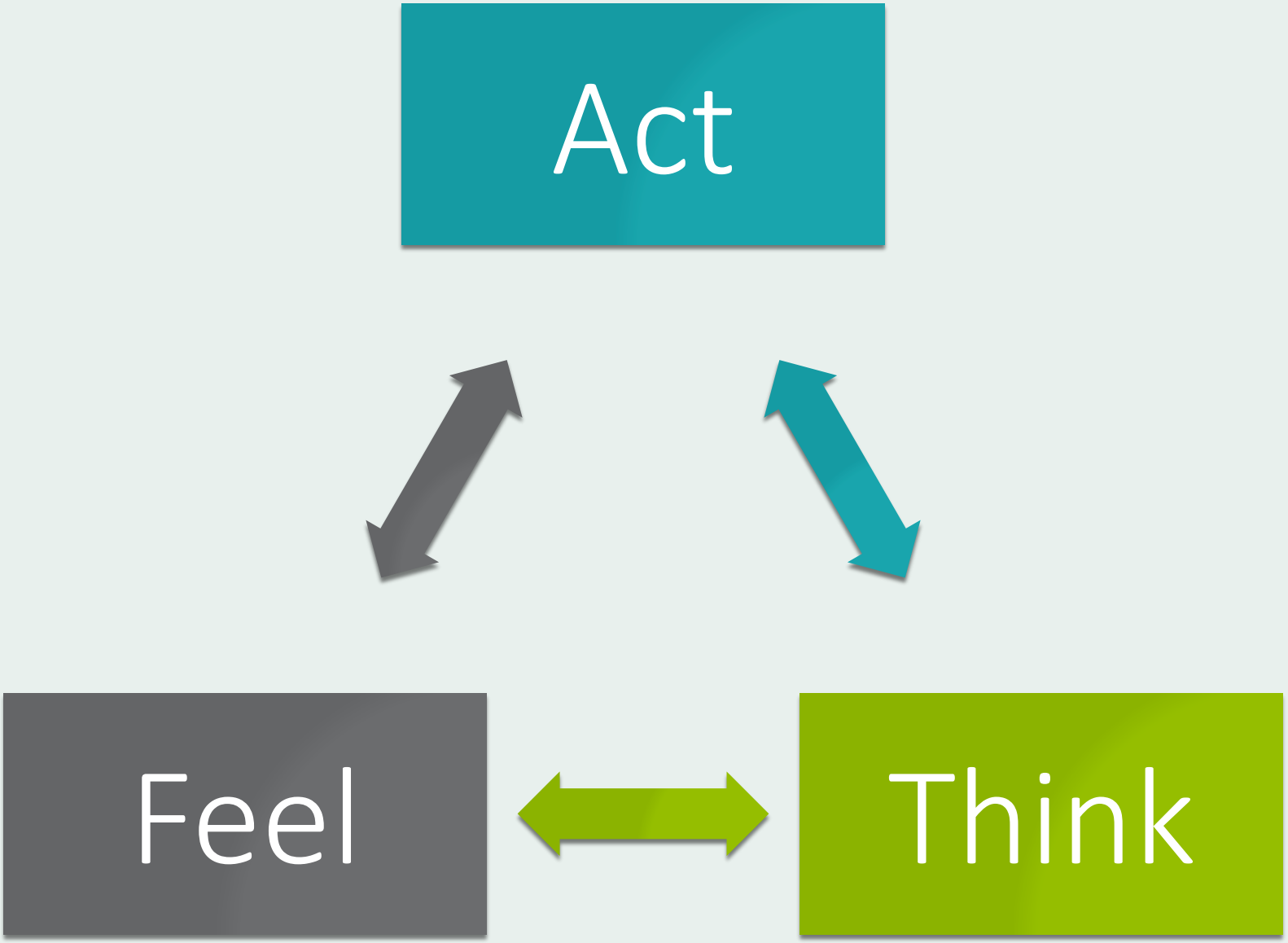
BE AUTHENTIC

If you believe it, they will believe it

Develop your confidence

Your body language shapes who you are (Amy Cuddy)

2 min pose


Act
Feel
Think

LOW CONFIDENCE POSES

HIGH CONFIDENCE POSES

AFTER THE INTERVIEW

Assess your performance

Follow up

ASSESS YOUR PERFORMANCE

What did you do well?

What questions were you unprepared for?

Did you forget anything?

Are you still attracted to this career goal?

FOLLOW UP

Thank you note

- Confirm your interest
- Refer to something you learned at the interview

Ask for feedback if not selected

- On the interview
- On your candidacy

Keep in touch…

FINAL NOTES

Be honest	• But don't put yourself down
Be passionate	• But don't overdo it
Be genuine	• Don't try too hard to figure out the "right" answers
Show yourself	• Now is not the time for modesty! Help them to justify selecting you

“I'VE LEARNED THAT PEOPLE WILL FORGET WHAT YOU SAID, PEOPLE WILL FORGET WHAT YOU DID, BUT PEOPLE WILL NEVER FORGET HOW YOU MADE THEM FEEL.”

Maya Angelou

GENERAL RESOURCES

Chronicle of Higher Education
www.chronicle.com
Self describes as the "the No.1 source of news, information, and jobs for college and university faculty members and administrators"

Vitae
www.vitae.ac.uk
Vitae is a UK organization promoting personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes.

Versatile PhD
http://versatilephd.com
For Humanities and Social Sciences, this site provides excellent examples of the career paths taken by people with a PhD in a wide variety of disciplines. Premium content available to Yale

Beyond Academe
www.beyondacademe.com
Written by a History PhD, this site is an excellent source of information on non-academic options, with a focus on arts and humanities.

National Postdoctoral Association
www.nationalpostdoc.org
Has a growing Career section which offers many links to other resources as well as examples of career options for science PhDs.

UPENN career services
www.vpul.upenn.edu/careerservices/gradstud/phdpostdoc.php
Excellent website for doctoral candidates and postdocs, links to many resources, sample CVs & resumes, interview questions, etc.

Yale Library Company Directories
http://guides.library.yale.edu/businessstrategy?hs=a
Yale has a variety of excellent databases that you can use to research employers.

Sciencecareers.org
www.sciencecareers.org
This site has a lot of information in the career magazine section as well as job postings.

MyIDP
myidp.sciencecareers.org
A free tool offered by sciencecareers.org to help you discover career options and plan your goals.

SciPhD
www.sciphd.com
A lot of fantastic resources for scientific researchers

My Plan
www.myplan.com
This site provides descriptions for hundreds of jobs at every level It also has online assessment tools, the values questionnaire is free, and the others cost $10-$20. You can create a free account that will allow you to save your searches and the results of your assessments.

Volunteer sites:
www.volunteermatch.org, www.idealist.org , www.pointsoflight.org, Yayoo directory

VIDEOS

- Career Planning:
  - http://www.youtube.com/watch?v=8dtixs0UhkI
- Networking/Asking for help:
  - http://www.ted.com/talks/brene_brown_on_vulnerability.html
  - https://www.youtube.com/watch?v=oHv6vTKD6lg
- Interviewing:
  - http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html
  - For Conservative business job: https://www.youtube.com/watch?v=p4GqbTvygio