

Job Search Essentials

Brianna Blaser, PhD

Science Careers/AAAS

AAAS

- International nonprofit organization dedicated to advancing science, engineering, and innovation throughout the world
- Membership-based organization
- Publisher of *Science*
- Source for a broad range of career development resources through *Science Careers*

- Slides available at sciencecareers.org/outreach



Job Search Essentials

- Preparing to search
- Submitting applications
- Interviewing

Introduction

- Idiosyncratic process
- Academic vs. non-academic searches
- Lots to cover!

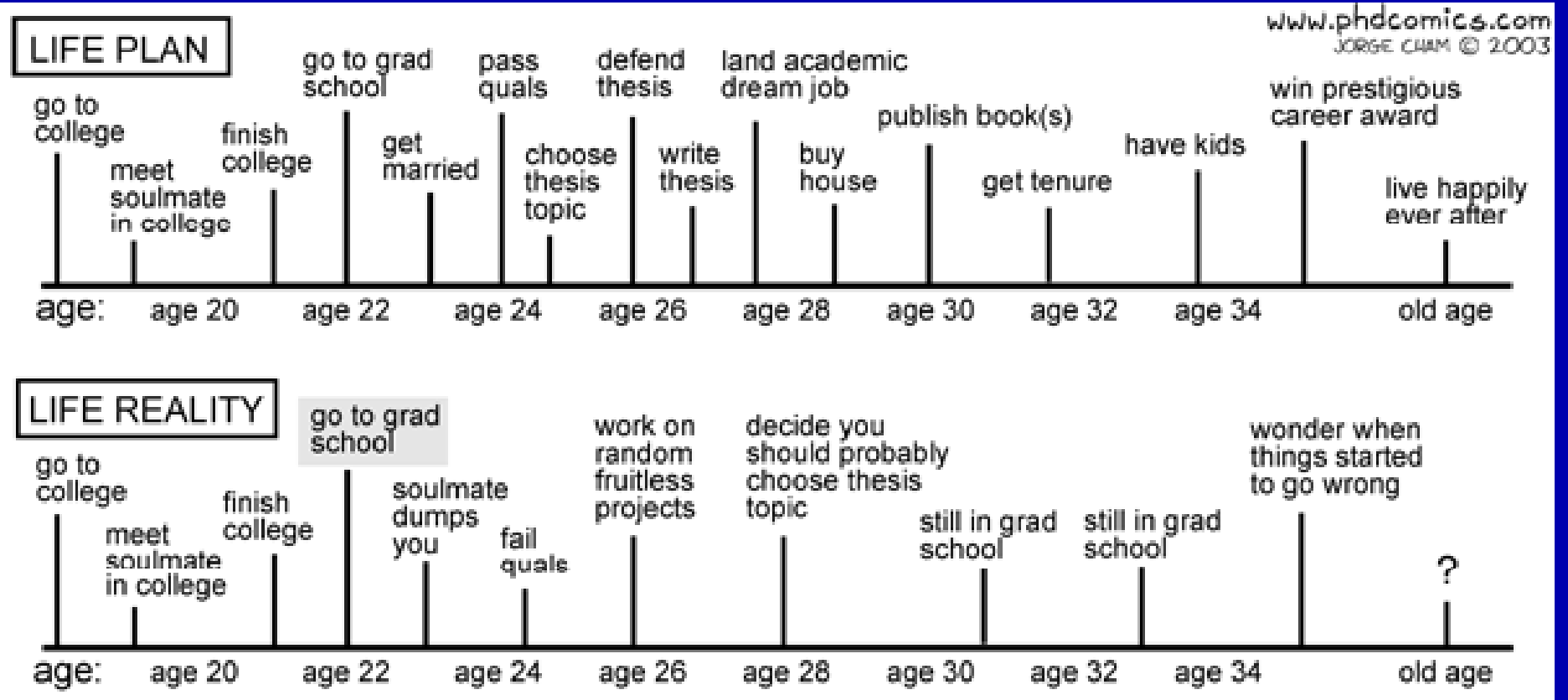
Preparing to Search

- Job search timeline
- Figuring out your next step
 - Self-evaluation
 - Research
- Networking

Job Search Timeline

- Exploration
- Applications
- Interviews

Job Search Basics



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Consider that the average person sleeps 8 hours per day; that leaves 16 hours for other activities. From the time that we are roughly five years old through the time we retire in our 60s or beyond, most of us are involved in vocational activities – educational and work – one-half or more of those remaining hours, 5 days per week. If you are unfulfilled in your work life, your dissatisfaction will certainly affect other areas of your life.

- Michael Shahnasarian, *Decision Time: A Guide to Career Enhancement*

What career path is right for you?

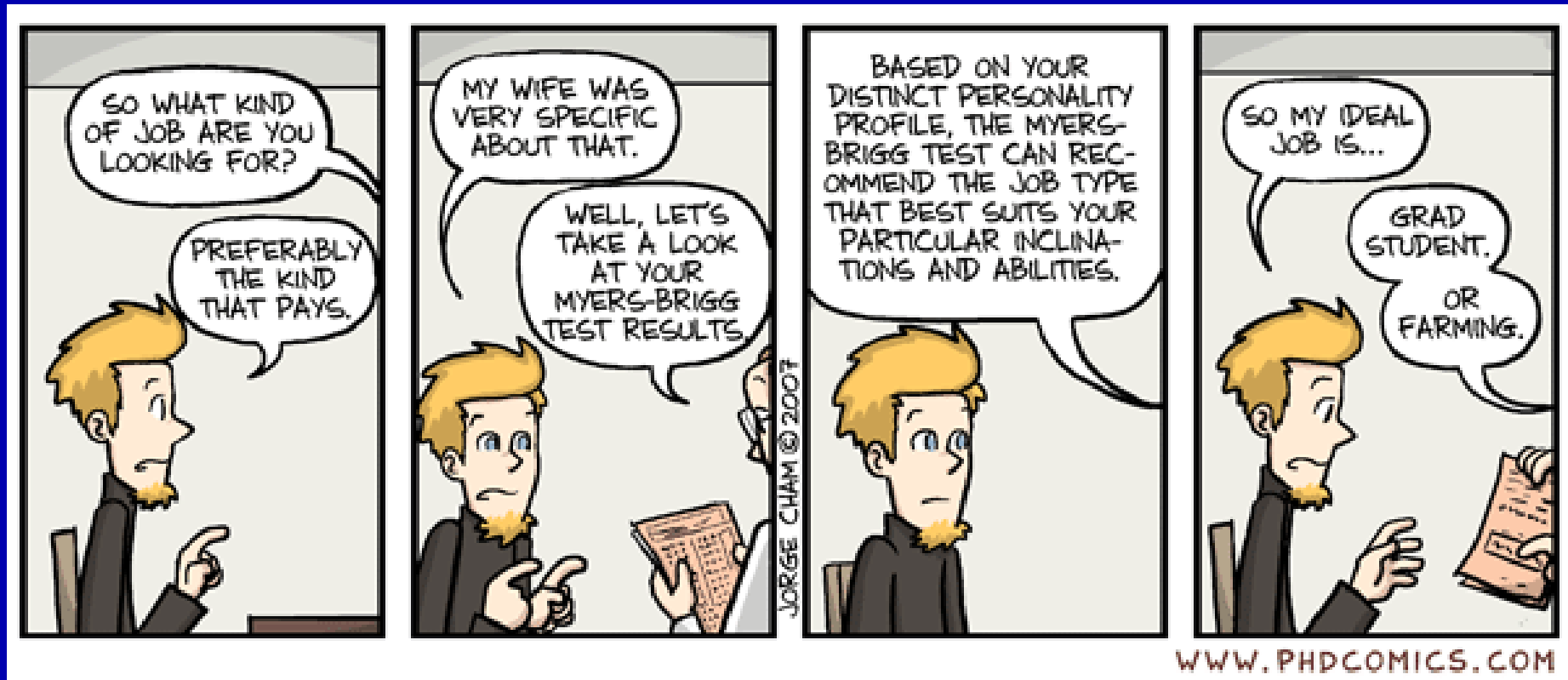
The Decision Cycle

1. Awareness
2. Self-Assessment
3. Exploration
4. Integration
5. Commitment
6. Implementation
7. Re-evaluation

(Adapted from Carney & Wells 1995)

Preparing for Your Job Search

- Self-assessment
 - Formally
 - Informally
- Research your options
 - Read
 - Informational interviews



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Questions to ask yourself

- What do you like to do? What energizes you?
- Do you want to do lab work/research?
- Where do you want to work?
- What do you want to wear to work?
- How often do you want to change projects?
- What sorts of hours do you want to work?
- Are you willing to travel?
- What sort of funding situation do you want to be in?
- What non-science interests or skills do you want to use?
- How important is your income level? job security?
- What sort of stress levels do you want to deal with?
- Would you like to work independently or as part of a team?

Questions to ask others

- What attracted you to this field?
- What do you like most or least about this position or field?
- Describe a typical day or week.
- What steps did you take to break into this field?
- What skills are most helpful in your job? How can I develop them?
- To what professional associations do you belong?
- What advice would you give somebody interested in your line of work?

Networking Your Way into Work

- Helpful at different stages of the job search
- Networking strategies to consider
 - Informational interviews
 - Networking receptions & alumni events
 - Social networking sites
 - Volunteer
- Follow up with contacts

Job Search Basics



laser - Mozilla Firefox
http://www.linkedin.com/ppl/webprofile?action=vmi&id=19626113&pvs=pp&authToken=zzWC&authType=name&trk=ppro_viewmore&li

LinkedIn People Jobs Answers Companies Account & Settings Help Sign Out Language

Explore People Search: Engineer at IBM - Internet - Senior Consultant Search People Search Advanced

Profile

Edit My Profile View My Profile Edit Public Profile Settings

Brianna Blaser (you)
Project Director, Outreach at Science Careers/AAAS
Washington D.C. Metro Area | Professional Training & Coaching

Current

- Project Director, Outreach at AAAS

Past

- Center for Workforce Development Research Assistant at University of Washington
- Women Studies TA at University of Washington
- Intern at Association for Women in Science

Education

- University of Washington
- Carnegie Mellon University

Connections 67 connections

Public Profile <http://www.linkedin.com/pub/brianna-blaser/6/6a5/855>

Summary

Brianna Blaser is Project Director of Outreach for AAAS & Science Careers where she promotes Science Careers resources through career and professional development workshops to undergraduate and graduate students, postdoctoral scholars, and early career scientists.

Brianna earned her PhD in Women's Studies at the University of Washington in 2008. Her dissertation, *More than Just Lab Partners: Women Scientists and Engineers Married to and Partnered with Other Scientists and Engineers*, examined how women scientists' relationships with other scientists affect both their professional and personal lives. While at the University of Washington, Brianna was a research assistant at the Center for Workforce Development where she organized professional development activities, including a newsletter, a mentoring program, and workshops for graduate students in science and engineering.

Experience

Send a message
Add Brianna to your network
Forward this profile to a connection

Ads by LinkedIn Members

REGIS Masters in Nonprofit Mgmt
Earn the credentials that will set you apart. Accredited and Online.
CPS.Regis.edu
From: Regis University

Become a teacher
Earn a prestigious online Master's degree from USC!
mat.usc.edu
From: Master of Arts in Teaching

Brianna's Activity

Friday
Brianna Blaser is now connected to **Tobias Guennel** 3 days ago
See more

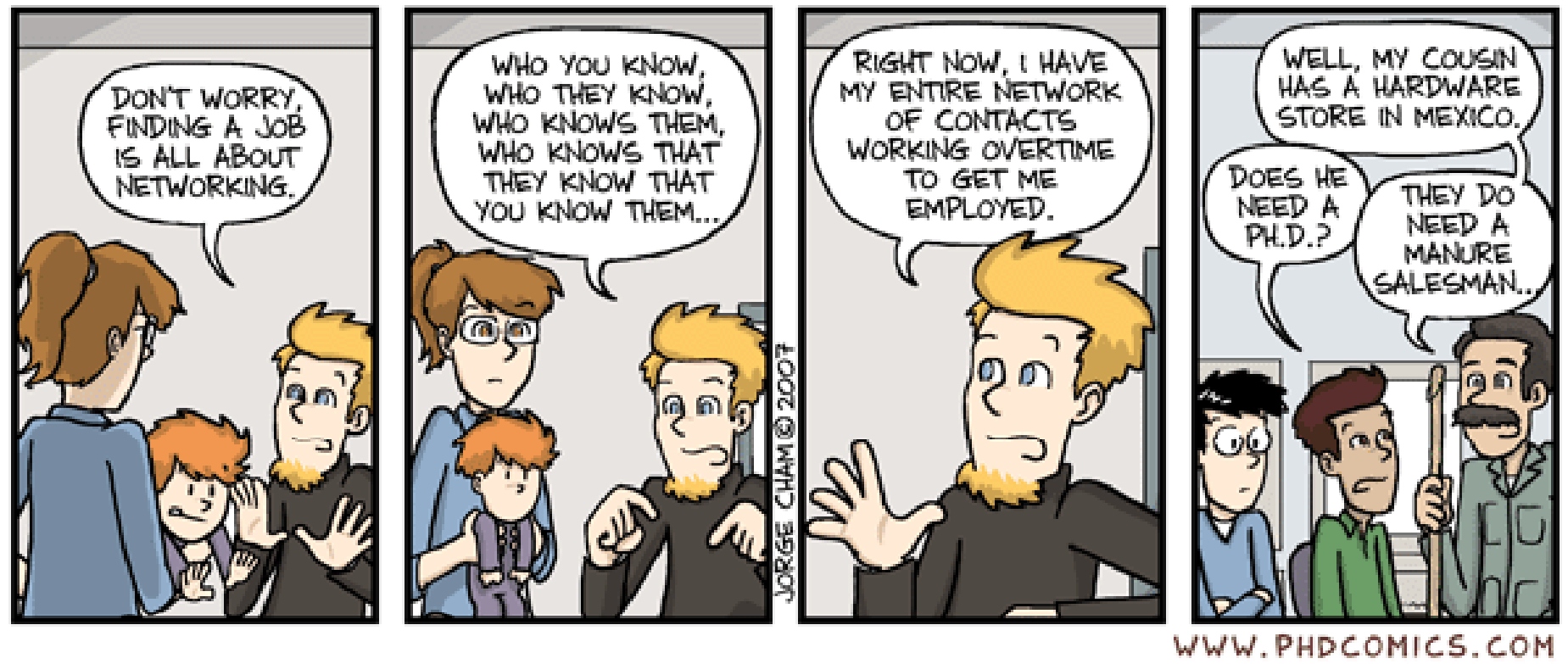
Your private info about Brianna

Email & Phone:
bblaser@aaas.org other primary

Notes:

View/Edit Contact Info | See all contacts

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Applying for Jobs

- Locating open positions
- CVs & resumes
- Other materials

Finding Job Openings

- Networking
- Professional organizations & conferences
- Institution/Company websites
- Job boards
- Career fairs

Which methods to use?

- Easiest routes:
 - Applying for jobs online and through ads in journals
- Better methods:
 - Asking for leads from your network
 - Seeking out contacts within specific organizations
- Use multiple job search methods!

Every so often you might run across an employer who is good at finding hidden talent, but don't count on it. So take full responsibility for getting found.

- Brooke Allen

How to turn your *CV* into a "*Resume*":

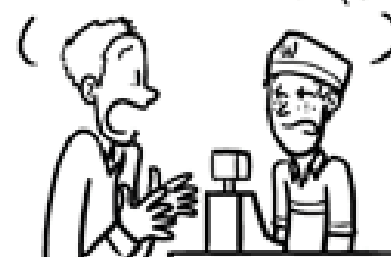
A useful skill in these economic times

STEP 1: MOVE THE "REAL-WORLD WORK EXPERIENCE" SECTION FROM THE BOTTOM TO THE VERY TOP.



but i've given 17 invited talks!

how are you with a mop?



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Resumes and CVs

- What is the purpose of a CV/resume?
- What is the difference?
- Which should you use?

CVs vs. Resumes

| | CVs | Resumes |
|-------------------|---|--|
| | Longer & comprehensive | Tailored summary |
| Depth | Full listing of background and research | Brief snapshot of skills and experiences |
| Length | Flexible (shorter in industry) | 1-2 pages |
| Critical elements | Full list of publications, presentations, research, service | Transferable skills and experiences |
| Used for | Academic jobs, industry research, fellowships, grants | Non-research jobs outside of academia |

Resume Categories

- Contact information
- Objective
- Summary of qualifications
- Education
- Related experience
- Honors & awards
- Publications
- Training
- Volunteer activity
- Professional associations
- Other skills

Resume Strategy

- Not a job description
- Marketing Tool
- Quantify accomplishments
- Keywords
- Action verbs
- Resume real estate
- Look at templates
- Proofread

CVs

- Contact information
- Education
- Honors & awards
- Teaching experience
- Research experience
- Other professional experience
- Professional training
- Professional service
- Professional associations
- References

Cover letters

- Opening paragraph
 - Identify the position
 - Express enthusiasm
- Middle paragraph(s)
 - Discuss skills in detail
- Ending paragraph
 - Summarize strengths
 - Express appreciation for consideration

Other Application Materials

- Research statement
- Teaching statement
- List of references & letters of reference

- Follow up on applications

“There are two terrible places to be during an interview – sitting in front of the desk wondering what on earth is going to happen next, and sitting behind the desk asking the questions. The average interviewer dreads the meeting almost as much as the interviewee...”

- Martin Yate, *Knock 'Em Dead*

“The goal of an interview is to get you a job offer or at least another interview. If you handle the interview well you will show the employer that, in addition to your outstanding technical qualifications and background, you are a good communicator, an organized, prepared, and logical thinker, and someone who would add value to the organization.”

- Peter Fiske, *Put Your Science to Work*

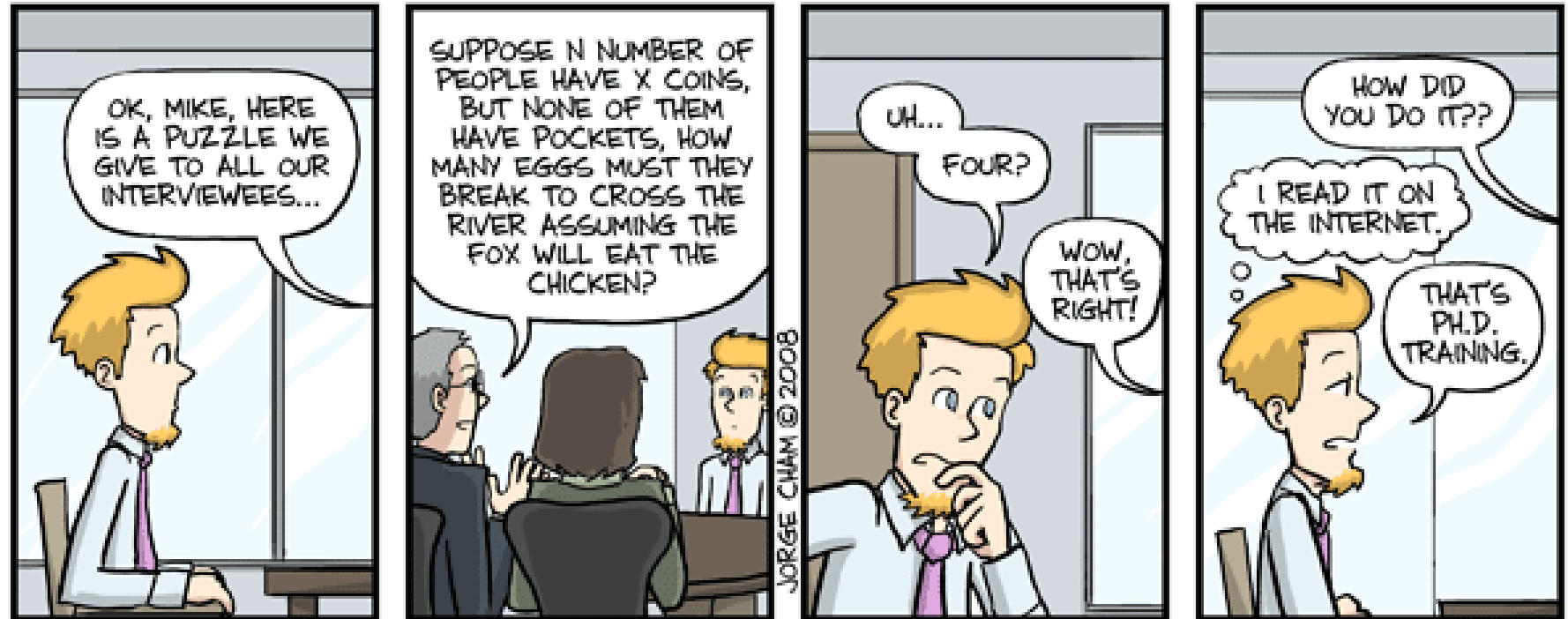
Interviews

- Success!
- Your goals vs. their goals

Preparing for an Interview

- Plan your transportation
- Think about the content
 - Common interview questions
 - Develop your own questions
 - Prepare your job talk
- Research the company, field

Job Search Basics



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Common Interview Questions

- Tell me about yourself.
- What are your strengths? Weaknesses?
- Why this organization? Why this job?
- What can you do for us?
- Why are you leaving research? (If applicable.)

Develop Your Own Questions

- What does the job entail?
- What are the opportunities for advancement?
- What about your professional development?
- What are the future goals for the organization?
- What are the roles of different team members?
- What is the culture like in the organization?

Interview Day

- Dress appropriately - (Even if you don't want to)

“You have to admit, for most other animals in nature, appearance is a life-or-death issue. Animals judge each other's health, strength, and parental fitness not by subjecting their potential mates to an interview but by examining certain external qualities... People evaluate each other all the time using similar traits.”

- Peter Fiske

- Arrive early

Promote Yourself and Your Strengths

- Mind your manners
- Be enthusiastic
- Never talk negatively about prior jobs or employers
- Be prepared to talk about weaknesses

Answer questions as best you can

- If needed, pause for thought or ask for clarification
- Stay in the moment
- Be mindful of how long your answers to questions are
- Never lie. About anything. Really.
- Don't name a number first
- Illegal questions

Find Out More

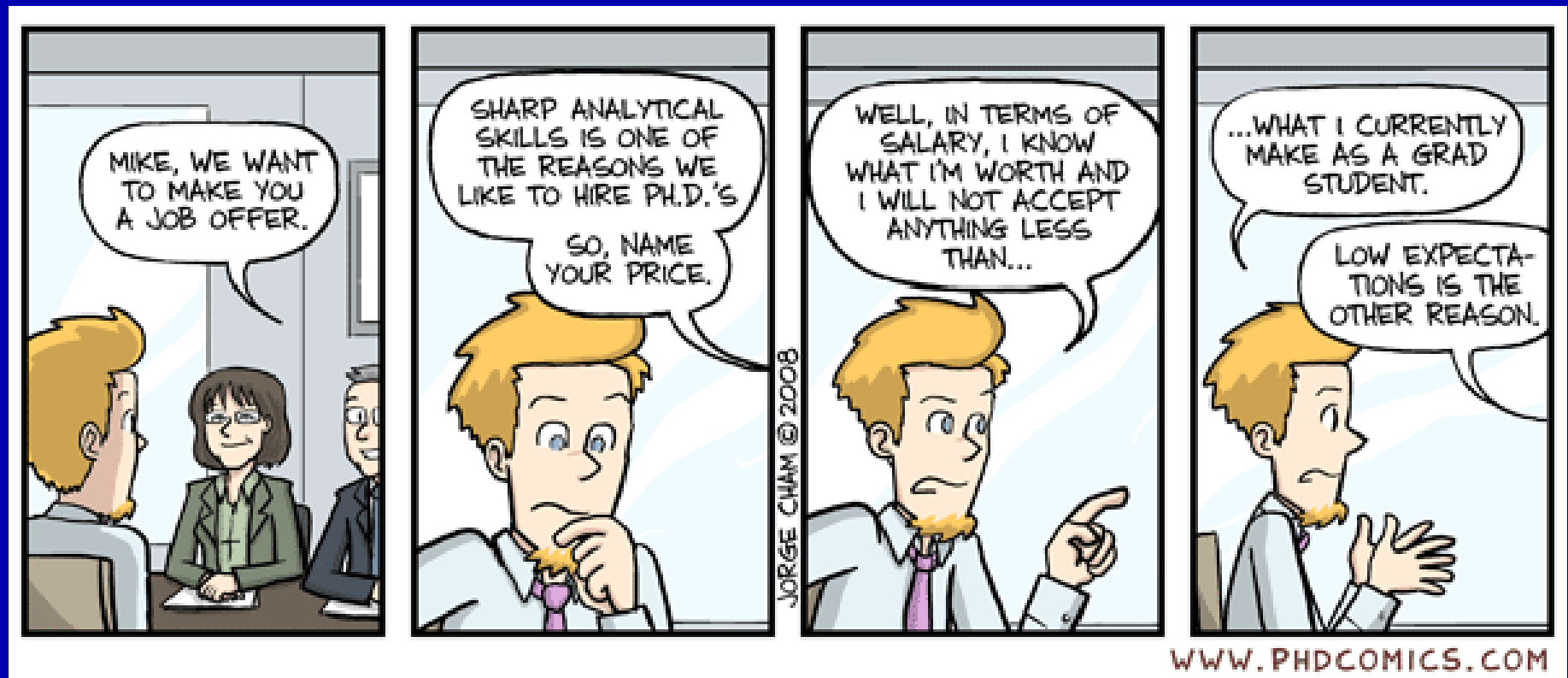
- Have a conversation
- Ask your prepared questions
- Check-in with yourself
- How will the process proceed?
- Get business cards

Be Mindful of Nonverbal Communication

- Handshakes
- Eye contact
- Good posture
- Don't fidget
- Speak clearly

Following Up

- Write notes
- Send thank yous



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There is no secret, each job search is different.

- Lori Conlan, NIH

Hope. You can't know the future, so why not hold on to your optimism? A tough labor market can cultivate strengths that you never developed before.

Unemployment can lead to despair and flight, but it can also strengthen character.

- Thomas H. Benton, Chronicle of Higher Education

Conclusion

- Be confident
- Be courteous
- Be positive
- Follow up
- Learn from the process

Resources

- Career Forum and 4,000+ articles on [ScienceCareers.org](https://www.sciencecareers.org)
- Webinars at [ScienceCareers.org/webinar](https://www.sciencecareers.org/webinar)
 - Job Searches, Career Options, Lab Management, Networking, Mentoring, and more
- These slides available at [ScienceCareers.org/outreach](https://www.sciencecareers.org/outreach)