Finding a Job in Industry, Government or Non-profit Organizations

Dr. Susan Martin, Program Director
smarti18@umd.edu
Worksheets to get you thinking...
(For your eyes only! Be honest!)

PHD Career Development Assessment

Managing Your Career Questionnaire

Questions to get you started. It’s OK not to know the answer to all of these questions today.

1. List three specific job/occupations you plan to pursue after earning your PhD or completing this program.

2. What skills and qualifications are required to be a competitive candidate for the type of position you hope to achieve upon graduation/completion of your program?

3. How does this career path match your interests? Current skills and experiences? Personal values?

4. What industry sectors or settings can you see doing this type of work in?
Introductions

Name, PhD Program

When will/did you graduate? of finish your current postdoc?

What type of position are you looking for?

What do you want to learn today?
Career Services at Maryland

- University Career Center & The President’s Promise
  - Careers4Terps (C4T)
    - appointments with me through C4T, workshops, panels, networking events, fairs

- Engineering Career Services
  - Careers4Engineers (C4E), must have approved resume
  - walk-ins Daily 8:30-4:15
  - workshops, events, fairs

Robert H. Smith School of Business Career Services

- School of Public Policy Career Services
Resources for PhDs

- Departmental and college/school events
- Career center website (calendar of events, advice about resumes, job search and networking, TerpGuide, job postings in C4T)
- Graduate School website-Professional and Career Development pages
  - information specifically for PhD students and postdocs
  - access to PhD career tools: myIDP, ImaginePhD, and VersatilePHD
  - workshop materials (slides and handouts)
  - PhD e-newsletter
  - @UMDPHDCareers @UMDCareerCenter
Today’s take-aways:

1. Increased knowledge of career development resources for PhDs and Postdoctoral Associates
2. Increased knowledge of effective job search methods
3. Increased knowledge about informational interviewing and create a list of people to start doing them
4. Be challenged to develop an Individual Development Plan (IDP)
Career Self-Management Competencies

1. **Know yourself** (interests, skills, and values). Communicate convincingly about your transferable skills and strengths.

2. Able to **name the specific type of jobs** you are looking for within specific **industries** and understand the qualifications and typical career paths.

3. Keep up with discipline/industry trends. **Continue to develop** required skills.

4. Effectively build, maintain and utilize your professional network at all stages of your career. Use it for gaining information, job search assistance, and identifying opportunities.

5. Manage a professionally branded and **effective online presence**.


7. Able to **draft, edit and tailor documents** (CV, resume, cover letters, email correspondence, letters of acceptance and decline...).

8. Master the art of **effective interviewing**.

9. Able to **effectively negotiate and accept/decline offers**.

10. Accepts **responsibility** for ongoing career and professional development. Maintains positive mindset and demonstrates resilience.
Keys to an effective job search

1. Clarity and depth of knowledge about types of job(s) (position titles) you are seeking
2. List and knowledge of target organizations
3. Knowledge of associations/regional groups
4. Use of an activated and expanding network
5. Identified key sources of postings/openings
6. Knowledge of application process particulars
7. Effective application materials
8. Professional communication (written and oral)
9. Excellent interviewing skills
10. Able to effectively discuss work authorization and accommodations
11. Able to evaluate offers and negotiate salary
Activity:

Discuss which of these job search techniques you or fellow students have used. For posted positions...

- How many applications?
- How many phone interviews?
- How many on-site interviews?
Organize Your Search

- Make a plan and keep a record of your activities
- Put dedicated time in your calendar for job search and set weekly goals
- Set up search agents to watch job postings
- Maintain contact info for those you meet (LinkedIn)
- Record dates of contact and keep notes and action items from your interactions
- Maintain a log of jobs you’ve applied for and the status of each
- Be sure to send follow up and thank you emails
How to spend your time when job searching:

Half of your time doing research and making contacts:
1. Online research to identify additional potential employers and details about these organizations
2. Online and in-person networking
3. Targeted employer research to find postings

Half of your time applying and following up:
4. Preparing and sending tailored materials
5. Preparing for interviews
6. Tracking and following up on applications (if possible)
Online Research

- C4T [Video tutorials](Video tutorials) and Careers4Engineers VAULT guidebooks (in C4T), GoinGlobal (on UCC & TPP website)
- LinkedIn and TerrapinsConnect- Alumni
- Professional organization websites newsletters and membership lists
- Companies/Organizations recommended by friends and first-, second- and third-degree networking contacts
- Research organizations you’ve become aware of through Career Center emails, events, departmental talks, and on the news
Online and In-person Networking

- Attending events, talking with people, following up with a LinkedIn connection request
- Searching and reaching out to alumni on LinkedIn, TerrapinsConnect and Facebook
- Emailing or connecting on LinkedIn with referrals from informational interviewing
- Postdocs—Become a member of the NPA, networking at NPA events and searching NPA job board
Activity: Informational Interviewing

• Use this technique to uncover and learn more about potential employers NOT to ask for a job.
• Review the handout of instructions and follow the recipe.
• Make a list of initial contacts.
• Begin with faculty, departmental alumni, friends & family and then venture out.
• The goal is to gain information and get a referral to someone outside of your current network.
Other things to learn about and practice

- tailoring documents to job postings
- writing cover letters and professional emails
- responses to typical interviewing questions
- phone interviewing tips
- behavioral interviewing or case interviews
- how to handle a verbal and/or written offer
- salary negotiation (and budget)
- discussing work authorization
- discussing accommodations
Maintain a positive mindset and develop resilience!

• Learn from VPhD stories and experiences of others
• Build time into your schedule for joy each day.
• Maintain physical and emotional health. Monitor and adjust your expectations and goals as you gain new information
• Use your peer support network to vent and deal with PhD “BAGGAGE”. Get professional help if you need it.
Questions?
Perfect and Tailor Documents

• Create a master document and/or versions for use with different job types
• Get a resume critique from various sources
• Be sure to tailor documents for each position
• Check out your social media presence NOW
• Identify references for reference sheets
• Create/update LinkedIn account and other website if you have one
CV & Document Advice & Resources

• Your P.I., faculty mentors, faculty, department
• Books
• Online examples ([Harvard](#), [MIT Career Guide](#))
• Professional association resources (i.e., MLA)
• Teaching & Learning Transformation Center
• Versatile PhD examples of Resume vs. CV
• [UCLA Career Preparation Toolkit](#)
Master Interviewing Skills

• Review typical questions and develop responses using STAR method
• PRACTICE interview questions
• Record a mock interview using InterviewStream (in C4T)
Learn how to negotiate, accept, decline offers

• Be sure you know typical salary range
• Consider pros and cons of each position based on your values, ambitions, goals, circumstances
• Respond to written offers within timeline or ask for extension.
• Review sample accept/decline letters
• Be professional and NEVER “burn bridges”
Professional and Career Development

The Graduate School’s Professional and Career Development services provide graduate students with opportunities to explore and prepare for a wide range of careers.

Professional and career development services for graduate students are delivered through a unique partnership between The Graduate School and The University Career Center & The President’s Promise.

Engaging in purposeful professional development and career planning are important parts of the graduate experience and essential to maintaining a personally satisfying career across one's lifetime. From day one, all graduate students should actively engage with their adviser, participate in departmental events, attend career workshops and pursue professional development opportunities in and outside of the university.

Accessing Services

- Career services for Master's students are provided by:
  - The University Career Center and the Presidents Promise
  - The Office of Career Services at the Robert H. Smith School of Business
International Students

• Fully understand your work authorization: CPT, OPT, H1B, and any changes to US policies
• Attend ISSS workshops early to understand specifics of CPT & OPT
• UMd Engineering job search workshop for international students
• Building relationships & networking is even more important than for US residents
Career Planning Tools for PhDs

IDP Career Services

IMAGINE PHD
A career exploration and planning tool for the humanities and social sciences.

The versatile PhD

Get Started!
- Discover interesting career paths
- Consult the community
- See job listings appropriate for PhDs
- Network with successful PhDs nationwide
- Attend local meetups