Navigating to Your Dream Career
(Career Self-Management)

2019-2020

Dr. Susan Martin
Program Director – Professional and Career Development

UNIVERSITY CAREER CENTER & THE PRESIDENT’S PROMISE
Our mission
To empower all Maryland students and postdocs to reach their full career potential

Our goal
To educate and motivate you to actively engage in career planning and professional development from DAY 1

How will you maximize your training to be ready for a career in academia, industry, government, non-profit organizations or entrepreneurial ventures?

15 Minute Overview of Services YouTube Video:
https://youtu.be/7lxDI5DbNDk
Graduate Pathways

- Set Your Goals
- Become An Expert
- Manage Your Career
- Communicate and Lead
- Engage, Thrive, and Connect
Today’s Session

1. Quick Overview of Resources for PhDs

2. Roadmaps: Career Development Model, Career Competencies, IDP

3. Career & Professional Development Resources; Basic Career Planning Tools for PhDs

4. Q&A - 15-20 minutes

This session is a starting point!
UMd Career Services

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

- **Engineering Co-Op & Career Services**
  - Careers4Engineers
  - walk-in 8:30-4:15
  - workshops, events, fairs

- **Robert H. Smith School of Business Career Services**
  - HireSmith

- **School of Public Policy Career Services**
  - Career Connections; UMD Policy Jobs
Utilize online info & services!
Handouts & Slides from Previous Workshops: [https://gradschool.umd.edu/professionaldevelopment/workshop-materials](https://gradschool.umd.edu/professionaldevelopment/workshop-materials)

- PhD Career Updates e-newsletter
- Follow @UMDPhDCareers
Use Career Website & Portal

- Website: careers.umd.edu
  - events calendar and career resources
  - TerpGuide

- C4T (link on upper left)
  - schedule appointments with me
  - register for events
  - VAULT career library & GoinGlobal
  - Job Postings (search agent/emails)
  - Interview Stream (practice/feedback)
## Take the Career Development Survey

<table>
<thead>
<tr>
<th>PHD Career Development Assessment</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Professors are open to teach me.</td>
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<tr>
<td>Can name the top 5 skills that I want to use regularly in my work and their benefits for my employer.</td>
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<tr>
<td>Have briefly described my job values and what is important to me in my work and my job.</td>
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<tr>
<td>Have completed self-assessment exercises such as the Strengthsfinder.</td>
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<tr>
<td>Have identified at least two possible career paths that align with my interests, skills, and values.</td>
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<tr>
<td>Have thoroughly researched multiple career options, qualifications, and skills requirements.</td>
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<td>Have taken day-to-day tasks, knowledge of career progression, typical salaries, key professional groups.</td>
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<td>Have talked with alumni to learn more about the career path or employers of interest to me.</td>
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<tr>
<td>Know and have used the career resources available through national associations and conferences.</td>
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<tr>
<td>Have attended regional, national, and professional association meetings related to careers of interest to me.</td>
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<tr>
<td>Have prepared a number of written self-statement(s) for my interests, skills, and values and DECIDE on at least two specific target jobs and plan to prepare for and pursue immediately after graduation.</td>
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<td>Have identified my long-term goals (personal, professional, financial, health, spiritual, etc.)</td>
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<td>Consistently practice techniques for getting and moving toward long-term, short-term, and daily goals.</td>
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<tr>
<td>Have written the specific Development Plan (DP) for the remaining years of my PhD or Postdoc.</td>
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<td>Have named the specific job titles I am considering for (internships or post-graduation).</td>
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<tr>
<td>Have a list of at least 15 targeted organizations that have the types of positions I seek in regions of interest.</td>
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<tr>
<td>Have set up search agents to receive job positions from at least 5 job sources.</td>
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<td>Have an updated resume that has been reviewed by career services within the past six months.</td>
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<td>Have an updated CV that has been reviewed by faculty mentors.</td>
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<td>Have a well-written cover letter that I am ready for specific job postings.</td>
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<td>Have practiced effective responses to common interview and behavioral-based questions.</td>
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<td>Have conducted multiple interviews and received feedback from career services or employer interviewers.</td>
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<td>Have developed a list of mentors that are important to me to whom I will compare job offers.</td>
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<td>Know how to determine a target salary range based on my qualifications, market trends, and location.</td>
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<tr>
<td>Am proficient in confidently negotiating salary/benefits and respond appropriately in a job offer.</td>
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<td>(Persons with Disabilities) I am able to effectively discuss necessary accommodations with employers.</td>
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<td>(International students) I am able to effectively discuss my work authorization with employers.</td>
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**Advancing graduate education. Enhancing the graduate student experience.**
Know Yourself & Your Career Options

- Interests, Skills, Values
- Personality; Strengths
- Detailed info about specific careers and industries
Using Online Career Tools

- ImaginePhD for humanities & social sciences (Ok for STEM)
- myIDP and ChemIDP for science careers
- All include assessments; suggested careers that are aligned with interests.
Versatile PhD: See how others did it!

- **UMD subscribes to VPhD**
  - Narratives from PhDs in non-academic careers (STEM and Arts & Humanities)
    - story and advice of journey to satisfying job
    - resume
    - CV
    - job description
  - Job posting & career course
  - internal email to 70K members
Career Counseling
(vs. Career Advising)

• UMD Counseling Center
• Eight free sessions (paid by your student fees)
• Take the vocational assessments (Myers-Briggs and Strong Interest Inventory)
• Helpful for those:
  • Working through other personal factors that influence your career and graduate school process
• How to make an appointment:
  https://www.counseling.umd.edu/cs/gettingstarted/#intakeappointment
How do I research career options?

1. READ

2. Informational Interviewing

3. Attend professional and career events on campus and through professional organizations.
Informational Interviews

• Used to gather information about careers, industries or specific companies. Powerful tool for all disciplines and intended career paths.
• Goal is to gain advice and information. NOT focused on asking for a job
• Focused on the person you are interviewing
• Start with people you know and ask for referrals
• Way to establish and expand your professional network
Professional Associations
SKILLS CURRENTLY HAVE

THE SKILLS GAP

SKILLS NEEDED

PROOF DEFINED
Build Skills, Gain Experience, Job Search

- Create a Yearly Plan-IDP
- Engage in Ongoing Professional Development
- Conduct Search for internships, part-time jobs, post-graduation (or postdoc) position
Your Individual Development Plan (IDP)

The roadmap to achieve your career & professional goals

Download IDP Template on GS Professional & Career Development Page

Postdoc IDP Template is on OPA website.
IDP Template

- Create a plan for this year; and every year through graduation
- Start with academic milestones
- Add career goals
- Discuss with “mentors”
- Review & update in December and June
Sources of Career & Professional Development

- Other Grad Students & Postdocs/Alumni
- Advisor/Mentors
- Program/Department/School
- UMD, Grad School, Career Centers, TLTC, NCFDD, CIRTL, LinkedIn Learning
- Professional Associations
  - national and local; Student organizations
Career Self-Management Competencies

1. **Accept responsibility** for ongoing career and professional development. Maintains **positive mindset and demonstrates resilience**.

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

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

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

5. 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**.

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

7. **Know sources of postings**. Understand application processes & timelines.

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

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

10. Able to effectively **negotiate and accept/decline offers**.
Take the Career Development Survey
FALL
RESUMES, CVs & COVER LETTERS
Friday, August 23 | Noon-1 p.m.
Virtual via WebEx
NAVIGATING TO YOUR DREAM CAREER
Friday, August 30 | Noon-1 p.m.
Virtual via WebEx
MAKING THE MOST OF THE FALL CAREER FAIR
Tuesday, September 3 | Noon-1 p.m.
Virtual via WebEx
HOW TO BE CAREER READY - TIPS FOR INTERNATIONAL, DOCTORAL STUDENTS
Friday, September 6 | Noon-1 p.m.
Virtual via WebEx
ACADEMIC JOB SEARCH OVERVIEW
Tuesday, September 10 | Noon-1 p.m.
Virtual via WebEx
Thursday, October 17 | Noon-1 p.m.
Room 2124, Lee Building
NAVIGATING TO YOUR DREAM CAREER
Monday, September 16 | Noon-1 p.m.
Room 2124, Lee Building
FALL CAREER & INTERNSHIP FAIR
Tuesday,Sept. 17 - Thursday, Sept. 19
Noon-5 p.m., Daily
Stamp Student Union
HOW TO APPLY FOR FEDERAL JOBS & INTERNSHIPS
Friday, September 20 | Noon-1 p.m.
Virtual via WebEx
TURN YOUR RESEARCH PROJECT INTO A STARTUP
Thursday, September 26 | Noon-1 p.m.
UM Ventures, 7879 Diamond Back Drive (Behind The Hotel) and Virtually via WebEx

INDUSTRY JOB SEARCH OVERVIEW
Friday, September 27 | Noon-1 p.m.
Virtual via WebEx
Friday, November 15 | Noon-1 p.m.
Room 2124, Lee Building
RITA LEAHY PHD SERIES:
CAREERS IN DATA SCIENCE
Tuesday, October 1 | 4:30 p.m.-6:30 p.m.
3rd Floor, Hornbake South
INTERNATIONAL STUDENT JOB SEARCH STRATEGIES: ADVICE FROM A FORMER RECRUITER
Friday, October 4 | 1 p.m.-4 p.m.
Room 2204, Edward St. John
OVERVIEW OF SCREENING & ONSITE INTERVIEWS
Friday, October 11 | Noon-1 p.m.
Virtual via WebEx
EFFECTIVE INTERVIEWING
Friday, October 18 | Noon-1 p.m.
Virtual via WebEx
Thursday, December 5 | Noon-1 p.m.
Room 2124, Lee Building
EVALUATING JOB OFFERS
Friday, November 1 | Noon-1 p.m.
Virtual via WebEx
RITA LEAHY PHD SERIES:
CAREERS IN DC THINK TANKS
Thursday, November 20 | 4:30-6 p.m.
3rd Floor, Hornbake South and Virtually via WebEx

WINTER
EVALUATING JOB OFFERS
Thursday, January 16 | Noon-1 p.m.
Room 2124, Lee Building
CAREER EXPLORATION BOOT CAMP
January 2020 | Noon-1 p.m.
Virtual via WebEx
EFFECTIVE INTERVIEWING
Friday, March 6 | Noon-1 p.m.
Virtual via WebEx
ACADEMIC JOB SEARCH OVERVIEW
Thursday, March 12 | Noon-1 p.m.
Virtual via WebEx
LEVERAGING LINKEDIN FOR NETWORKING & JOB SEARCH
April 2020 | TBD
Virtual via WebEx
RESUMES, CVs & COVER LETTERS
Friday, February 7 | Noon-1 p.m.
Virtual via WebEx
EVALUATING JOB OFFERS:
April 2020 | TBD
TBD and Virtually via WebEx
RITA LEAHY PHD SERIES:
CAREERS IN THE FEDERAL GOVERNMENT
Wednesday, April 8 | 4:30-6:30 p.m.
3rd Floor, Hornbake South and Virtually via WebEx
PHD CAREER PATHWAYS CONFERENCE 2020
Friday, May 1 | 9 a.m.-2 p.m.
Colony Ballroom, Stamp Student Union

SPRING
NAVIGATING TO YOUR DREAM CAREER
Friday, January 21 | Noon-1 p.m.
Virtual via WebEx
EVALUATING JOB OFFERS
Monday, February 24 | Noon-1 p.m.
Room 2124, Lee Building
RESUMES, CVs & COVER LETTERS
Friday, February 7 | Noon-1 p.m.
Virtual via WebEx
EVALUATING JOB OFFERS:
April 2020 | TBD
TBD and Virtually via WebEx
RITA LEAHY PHD SERIES:
CAREERS IN THE FEDERAL GOVERNMENT
Wednesday, April 8 | 4:30-6:30 p.m.
3rd Floor, Hornbake South and Virtually via WebEx
PHD CAREER PATHWAYS CONFERENCE 2020
Friday, May 1 | 9 a.m.-2 p.m.
Colony Ballroom, Stamp Student Union

SUMMER
PHD JOB SEARCH BOOTCAMP
May 2020 | 9 a.m.-3 p.m.
PHD CAREER EXPLORATION BOOT CAMP
July 2020 | 9 a.m.-3 p.m.

Limited space. Pre-registration required. go.umd.edu/uccevents
UMD Resources

- Teaching & Learning Transformation Center (TLTC)
- Center for the Integration of Research, Teaching, & Learning (CIRTL)
- National Center for Faculty Development & Diversity (NCFDD)
- Office of Research Administration (ORA)
- LinkedIn Learning
- Travel funds for PhD students & Postdocs (Dept, Grad School, and Professional Orgs)
- UMD Alumni Assoc. – Terrapins Connect
- Departmental, College/School, and GS events
Professional Development Opportunities for Postdocs

- Office of Postdoctoral Affairs (OPA)
- National Postdoc Association
- Travel funds for Postdocs
- TLTC
- CIRTL
- NRMN - CAN
- NCFDD
- ORA
- LinkedIn Learning
Some helpful books

- Designing Your Life: How to Build a Well-Lived, Joyful Life by Bill Burnett & Dave Evans
- Now, Discover Your Strengths: Strengths Finder 2.0 by Tom Rath
- The Professor is In: The Essential Guide to Turning Your Ph.D. into a Job
To Navigate to Your Dream Career...

1. **Take responsibility** for your ongoing career planning and professional development.

2. **TAKE ACTION** don’t SEEK PERFECTION
   - Start early (or now) and always be taking small steps toward your goals.
   - Write and regularly update a personalized plan (Individual Development Plan)
   - Use Resources & Ask for Help
What are your next steps?

Some suggestions

- review career center website
- set up your C4T, C4E, UMD Policy Jobs, HireSmith accounts
- Take PhD Career Development Assessment
- Draft IDP
- Schedule appointment

Q&A

all webinar materials at:

go.umd.edu/phdwebinars2019-2020