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

Dr. Susan Martin, Program Director
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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
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.**
PhD Career and Professional Development Resources

Self-Assessment (Interests, Skills, Values, Strengths and Personality)

- myIDP for STEM majors
- UMD Counseling Center (Strong Interest Inventory, MBTI)
- Gallup Strengths Finder 2.0
- Review of various Online Career Assessment Tools from Quintessential Careers
- National Postdoctoral Association Core Competencies Self-Assessment Checklist

Career Planning Tools and Individual Development Plan Forms

- Developing a Strategic Vision for Your Career Plan (on the Quintessential Careers site)
- myIDP for STEM majors
- Imagine PhD (for humanists and social scientists; expected in October 2017)
- University of Wisconsin Individual Development Plan
- University of California-Irvine Individual Development Plan

Career Exploration

- Industry Guides
- Versatile PhD specifically for UMD students; Career Finder section
- Vault and other resources in C4T
- O-Net Online
- Occupational Outlook Handbook
- Professional association websites
- Conduct some Information Interviews (MIT website)
- Seek advice from UMD Alumni

Building Your Professional Network
(for Career Exploration, Job Search, and Future Career Advancement)

- Departmental, College, and Graduate School events
- University Career Center & The President’s Promise Networking Tips
- Graduate student organizations (through UMD Orgsync)
- National and regional associations
- LinkedIn (UMD Alumni LinkedIn Group)
- Terrapins Connect (alumni networking & advice)
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 Versatile
  • workshop materials (slides and handouts)
  • PhD e-newsletter (please confirm to receive it)
  • @UMDPHDCareers @UMDCareerCenter
FALL CAREER & INTERNSHIP FAIR
XFINITY Center | September 19 & 20
*Shuttles available

STEM Industries  All Industries
Tuesday  Wednesday
Noon–5 p.m.  Noon–5 p.m.
go.umd.edu/fairseries

*Cultivating Career Competencies: Navigating USAJobs and the Federal Resume

Thursday, September 14, 2017
4:00pm - 5:30pm
Add to Calendar:  Google  iCal  Outlook
3rd floor Hornbake Library, South Wing
3100 Hornbake Library, South Wing, 3rd floor

RSVP NOW

Event Details
Are you interested in applying to federal jobs or internships and are unsure of how to navigate USAJobs? Do you struggle to write your federal resume and unclear about how it differs from a traditional resume? Join us for a workshop led by the US Fish and Wildlife Service to obtain tips on how to search and apply for opportunities on USAJobs and how to develop a winning federal resume.

Please note: This workshop is targeted to students within AGNR and will use some examples from majors within this college, but all UMD students are welcome to attend.

Fall 2017
CAREERS IN
Panels | Networking | Advice

CONSULTING  September 12 6–7 p.m.
WOMEN IN SPORT MEDIA  September 13 5:30–7 p.m.
POLITICAL MEDIA  October 2 5–6 p.m.
INTERNATIONAL AGRICULTURAL DEVELOPMENT  October 10 5:30–7 p.m.
SOCIOLOGY  October 11 4–5 p.m.

SCIENCE MEETS BUSINESS  October 19 4:30–5:30 p.m.
EDUCATION  October 24 4:30–5:30 p.m.
FOOD ACCESS & SECURITY  November 2 4:30–6 p.m.
BIOSCIENCE  November 16 11–1:30 p.m.

Register and learn more at:
go.umd.edu/UCCEEvents
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 the graduate experience and essential to maintaining a personally satisfying career across one's life-time. 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
Career Planning Tools for PhDs
Introductions at tables

- Name

- Program and year in your studies (i.e. Anthropology, first year) or Postdoc position & when you earned your PhD and in what discipline

- What position(s) will you be seeking after completing your PhD or postdoc?

- What one thing do you hope to gain from this workshop?
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
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 to start doing them
4. Be challenged to develop an Individual Development Plan (IDP)
Activity:

Discuss these 3 job search techniques at your tables:

1) Posted Positions
2) Targeted Search
3) Social media

More specifically about:

- **pros**
- **cons**
- **questions you have about each technique.**
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
• Maintain contact info for those you meet
• 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 (phone, video)
3. Targeted employer research to find postings

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

• VAULT guidebooks
• LinkedIn and Facebook-research Alumni
• Professional organization websites newsletters and membership lists
• 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 and Facebook
- Emailing or connecting on LinkedIn with referrals from informational interviewing
- Becoming 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 family and friends 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?

Sharing what you know with each other.
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
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”