Managing Your Career & Professional Development

Fall 2017

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UNIVERSITY CAREER CENTER
& THE PRESIDENT’S PROMISE
While we are waiting....

Please complete questions 1-7 on the IDP Worksheet. (as best you can)

This is just to get you thinking and will not be collected.
# Who is in the room? (30 second introduction)

## Current PhD Students
- Name
- PhD Program
- Year in the program or Semester you will graduate
- Type of position(s) you are preparing for by earning a PhD

## Postdocs
- Name
- PhD Program, When and Where you Earned it
- Unit in which you are completing your postdoc and when it will end
- One sentence about your research
- Type of position(s) you will pursue after this postdoc
Today’s Session

● Roadmap For Managing Your Career
  ○ Career Development Model & Competencies
  ○ Year-by-Year Milestones
  ○ Individual Development Plan (CREATE ONE!)

● Resources available to enable you to reach your professional goals.

● This session is a starting point!
Discussing Your Worksheet

1. Was it easy or difficult to respond to the questions?
2. What did you realize about your career goals?
3. Which area of the career model do you think you should take some action?
Career Self-management Basics:

1. Use PhD program and/or postdoc positions to intentionally develop “technical” and “soft skills” through experiences and mentoring
2. Know ASAP the kind of work/jobs you want to be prepared and QUALIFIED to pursue after graduation
3. Understand typical career paths and industry trends
4. Be able to clearly articulate your skills and strengths
5. Be prepared to effectively navigate the job search process to gain experience and land your next position.
6. Proactively develop, expand, and use your professional network.
What the data say...

2015
DOCTORATE RECIPIENTS
FROM U.S. UNIVERSITIES

NATIONAL CENTER FOR SCIENCE AND ENGINEERING STATISTICS
DIRECTORATE FOR SOCIAL, BEHAVIORAL, AND ECONOMIC SCIENCES

Doctorates awarded by U.S. colleges and universities: 1957–2015

Doctorate recipients (thousands)

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-S&amp;E fields</th>
<th>S&amp;E fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>1957</td>
<td>5</td>
<td>2.5</td>
</tr>
<tr>
<td>1967</td>
<td>10</td>
<td>4.5</td>
</tr>
<tr>
<td>1975</td>
<td>15</td>
<td>7.5</td>
</tr>
<tr>
<td>1983</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>1991</td>
<td>25</td>
<td>12.5</td>
</tr>
<tr>
<td>1999</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>2007</td>
<td>35</td>
<td>17.5</td>
</tr>
<tr>
<td>2015</td>
<td>40</td>
<td>20</td>
</tr>
</tbody>
</table>

Employment sector of U.S. doctorate recipients with definite commitments for employed position, by resident type: 2011–15

Percent

<table>
<thead>
<tr>
<th>U.S. citizens and permanent residents</th>
<th>Temporary visa holders intending to stay in the United States</th>
<th>Temporary visa holders intending to leave the United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Government</td>
<td>Industry or business</td>
</tr>
<tr>
<td>100</td>
<td>90</td>
<td>80</td>
</tr>
<tr>
<td>90</td>
<td>80</td>
<td>70</td>
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<td>80</td>
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<td>20</td>
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<tr>
<td>30</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>20</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

NOTES: Industry or business includes doctorate recipients who indicated self-employment. Other includes non-profits and unknown, and otherwise is mainly composed of elementary and secondary schools. Percentages are based on the number of doctorate recipients who reported definite commitments for an employed (non-postdoc) position in the coming year (including those missing employer type).
Preparing for an Academic Position

- Understand current academic job market, types of positions and differences among institutions hiring in your discipline
- Develop STELLAR research record, peer reviewed publications, teaching skills, service record, and faculty recommendations.
- Identify and pursue multiple career paths
Skills Employers Want

Figure 1: Attributes employers seek on a candidate's resume

<table>
<thead>
<tr>
<th>Attribute</th>
<th>% of respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>80.1%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>78.9%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>70.2%</td>
</tr>
<tr>
<td>Problem-solving skills</td>
<td>70.2%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>68.9%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>68.9%</td>
</tr>
<tr>
<td>Initiative</td>
<td>65.8%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>62.7%</td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td>60.9%</td>
</tr>
<tr>
<td>Technical skills</td>
<td>59.6%</td>
</tr>
<tr>
<td>Interpersonal skills (relates well to others)</td>
<td>58.4%</td>
</tr>
</tbody>
</table>

Source: Spotlight for Career Services Professionals
November 18, 2015 - See more at:
Intentionally Fill Your Skills and Experience GAP

<table>
<thead>
<tr>
<th>YOU NOW</th>
<th>YOUR NEXT POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills (technical and soft)</td>
<td>What are they looking for?</td>
</tr>
<tr>
<td>Experiences (Past &amp; Present)</td>
<td>What do you need to ADD?</td>
</tr>
<tr>
<td>- Academic</td>
<td>What professional development activities can you engage in to EXPAND and DEVELOP your skills, qualifications, and network?</td>
</tr>
<tr>
<td>- GA/RA/other work</td>
<td></td>
</tr>
<tr>
<td>- coCurricular</td>
<td></td>
</tr>
<tr>
<td>- Conferences &amp; Organizations</td>
<td></td>
</tr>
<tr>
<td>People you Know-Network</td>
<td></td>
</tr>
</tbody>
</table>

Advancing graduate education. Enhancing the graduate student experience.
Is a postdoc right for you?

The price of doing a postdoc

By Devin Powell | Jan 10, 2017, 2:15 PM

For the overwhelming majority of Ph.D. holders who do not become tenured professors, spending time as a postdoc comes at a hefty price. Compared with peers who started working outside academia immediately after earning their degrees, ex-postdocs make lower wages well into their careers, according to a study published today in Nature Biotechnology. On average, they give up about one-fifth of their earning potential in the first 15 years after finishing their doctorates—which, for those who end up in industry, amounts to $239,970.

The financial sacrifice begins during the postdoc. As detailed in the new report, which uses National Science Foundation data to track the careers of thousands of people who earned Ph.D.s between 1980 and 2010, a typical postdoc in biomedicine lasts 4.5 years with an annual salary of about $45,000—as compared with the $75,000 or so paid as a median starting salary to Ph.D.s in industry. Biomedical postdocs who later enter the nonacademic workforce then face a pay gap that closes only after another 8 or 9 years. That’s evidence that a postdoc has little value outside of academia, says lead author Shulamit Kahn, an economist at Boston University.

“When you enter the job market at the end of a postdoc, you’ve essentially lost those years,” Kahn says. “You’re starting out at an entry level because a postdoc just doesn’t count in the way that job experience counts.”
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.**

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

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.**
Resource List-USE THESE!
Some helpful books
How do I explore career options?

1. READ

2. Informational Interviewing

3. Attend professional and career events on campus and through professional organizations.
Use Career Website & Careers 4 Terps

● 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
  ○ Job Postings (search agent/emails)
  ○ Interview Stream (practice/feedback)
myIDP and ImaginePhD

myIDP for science careers
ImaginePhD (will be available 10/17)

- interest, skills, values questionnaires
- careers aligned with your responses
- information about careers
- place to create a plan and set goals
- discuss the plan with your advisor/mentor
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
  - Search for information by keyword
  - internal email to 70K members
UMD Professional Development for PhD students & Postdocs

- Office of Postdoctoral Affairs (OPA)
- TLTC
- CIRTL
- Clark School’s Future Faculty Program
- ORA
- Training @ Maryland
- Travel funds for PhD students & Postdocs
- Departmental, College/School and GS events
  - Upcoming Mentoring Conference
Informational Interviews

• Used to gather information about careers, industries or specific companies
• Goal is to gain advice
• Focused on the person you are interviewing
• NOT focused on asking for a job
• Start with people you know and ask for referrals
• Powerful tool for everyone
• Way to establish and expand your professional network
To successfully manage your career...

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

2. Start early (or now) and always be taking small steps toward your goals.

3. Write and regularly update a personalized plan (Individual Development Plan)
Activity 2

Next Steps....

What 3 things do you want to focus on this semester and year?

Report out to the group.