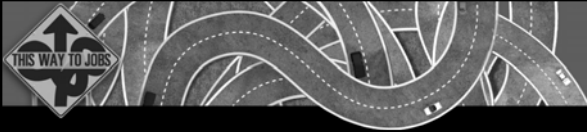


## The Job Hunt for Graduate Students

Presented by Terri Burnett  
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February 17, 2011



## Agenda

- ◉ Preparation
- ◉ Job search strategies
- ◉ Academic
- ◉ Non-academic/private sector
- ◉ Networking
- ◉ Considerations and challenges
- ◉ Resources

## Preparation

## Identify Your Options

- ◉ Academia
- ◉ Private sector
- ◉ Non-profit organization
- ◉ Entrepreneurial
- ◉ Government

## Job search preparation

- ◉ Know your interests, skills, values, strengths, and weaknesses
- ◉ Seek experiential activities
- ◉ Write or update your resume
- ◉ Consider making business cards
- ◉ Create networking list
- ◉ Consider relocation for more opportunities
- ◉ Prepare for interviews

## Create a timeline

- ◉ Start NOW
- ◉ On average, your job search will take at least six to nine months.
- ◉ Begin sending out your resume and networking *at least* three months before you graduate.
- ◉ Break down into weekly goals.



## Resumes

- The purpose of a resume is to get an interview.
- The most effective resumes are tailored to a particular job or field.
- Resume should emphasize strongest and most relevant qualifications by highlighting them in a way that reflects the position or industry of interest.
- It is not uncommon for someone to have two or more resumes.
- A curriculum vitae (CV) is a specialized resume used for academic and research positions.

## Create a 30-second "commercial"

- When marketing yourself to potential employers or recruiters, have a brief statement prepared.
  - > **Identity:** 'My name is...'
  - > **Availability:** 'I will be graduating...'
  - > **Academic background:** 'With a major in...'
  - > **Professional credential:** 'I had a relevant experience...'
  - > **Benefit to organization:** 'Where I... (insert action verb(s))'
  - > **Skill, attribute, accomplishment:** 'My biggest accomplishment has been...'
  - > **Establish next step:** 'I would like to speak with you in more detail about how I can contribute to your organization...'
  - > **Closure:** Thank person for time and tell him/her you're looking forward to next discussion.

## Job Search: Academic

## Academic Job Search

- Prepare documents
- Conduct research
- Network in your field
- Publish and present
- Gain teaching experience
- Serve your institution
- Review carefully and apply
- Prepare for interviews
- Have a plan B



## University Websites

- If you're interested in working at a particular university, visit the HR/Career/Job/Employment section
- Visit the websites of specific departments or laboratories



## Academic Job Search Websites

### All fields:

- o Chronicle of Higher Education, <http://chronicle.com/jobs>
- o Academic 360, <http://www.academic360.com/>
- o Higher Education Jobs, <http://www.higheredjobs.com/>
- o University Jobs, <http://www.univjobs.com/>
- o Academic Careers, <http://www.academiccareers.com/index.html>
- o Academic Keys, [http://www.academickeys.com/splash\\_flash.php](http://www.academickeys.com/splash_flash.php)
- o Nation Job Network, <http://www.nationjob.com/education/>
- o Adjunct Nation, <http://adjunctnation.com/>
- o Career.Edu, <http://www.career.edu>
- o American Council on Education, [http://www.acenet.edu/resources/esr\\_members/](http://www.acenet.edu/resources/esr_members/)
- o Academic jobs in UK, <http://www.jobs.ac.uk/>

## Academic Job Search Websites

### Specific fields:

- o Humanities & Social Sciences, <http://www.h-net.org/jobs/>
- o Science, <http://jobsboard.biocareercenter.com/>
- o Science, <http://sciencecareers.sciencemag.org/>
- o Science, Math, Engineering, <http://jobs.phds.org/jobs/>
- o Science & Engineering, <http://www.engr.psu.edu/fff/>

## "Manage Your Career" Articles

[Chronicle.com](#) > [Advice](#) > [Manage Your Career](#)

### Every Ph.D. Needs a Plan B

[The Chronicle of Higher Education](#)

### Quasi-Academic Careers

[The Chronicle of Higher Education](#)

### The Writing Business

[The Chronicle of Higher Education](#)

### Considering a Job in Fund Raising?

[The Chronicle of Higher Education](#)

## Chronicle of Higher Education

### Headlines

- o Job Outlook for Historians Grows Poorer
- o Dodging the Anvil: For this year's academic job seekers, the current dire outlook may be the start of the new status quo.
- o The Worst MLA Ever: It is official, confirmed by the Modern Language Association itself: This will be the worst year for academic job seekers in language and literature...
- o A Dismal Year for the Dismal Science? ...the American Economic Association has established a section on its Web site for canceled searches.

## Job Search: Non-academic

## Top qualities employers seek

- o Communication skills (verbal and written)
- o Teamwork skills (works well with others)
- o Initiative
- o Interpersonal skills (relates well to others)
- o Problem-solving skills
- o Analytical skills
- o Flexibility-adaptability
- o Computer skills
- o Technical skills
- o Detail-oriented
- o Organizational skills
- o Leadership skills
- o Self-confidence

Source: National Association of Colleges and Employers annual survey, 2008

## Job search

- o Get organized! Get an appointment calendar and a binder. Make sure you track company and contact information, the advertisement for the job, and any correspondence.
- o Spend 30-40 hours per week on your job search
- o Maximize face-to-face contact
- o Research and identify companies you want to work for and contact them.
- o Be patient, yet persistent. Professional positions can take six to nine months (or longer).

## Job search

- Don't forget to thank everyone that helps you along the way.
- Be flexible. Always have a backup plan.
- Remember that your skills are transferable and you may be marketable in a variety of places.

*Most big breaks don't just happen—they are created. Make your own luck!*

## Marketing a liberal arts degree

- Liberal-arts grads can see the "big picture" which makes your degree a highly versatile ticket to a wide range of jobs
- Market your transferable skills. Consider having multiple resumes.
- Don't be open yourself up to every kind of job or adopt an "I'll do anything" posture.
- Employers are typically more interested in your interests and skills, rather than your major.

## Networking

## Networking



- Approximately 80% of all job openings are never advertised. People network every day without thinking about it.
- Be proactive and initiate contacts for the sole purpose of networking.
- Set networking goals for each meeting and come to the meeting prepared.

## The Hidden Job Market

- People you know (friends, family, former employers, professors, etc.)
- Alumni
- Informational interviews
- Mentors - formal and informal
- Newspaper articles
- Internships; volunteer work
- Part time and/or summer employment

## The Hidden Job Market

- Trade & professional journal articles and advertisements
- Industry/trade/agency/professional organization directories & websites
- Chamber of Commerce & city directories
- Telephone books
- Freelance work & temporary agencies
- Internet news groups
- Social networking (LinkedIn)

### The Visible Job Market

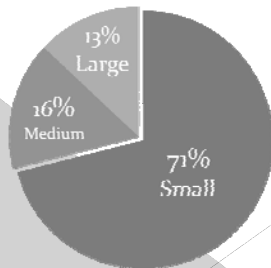
- Campus Career Services offices
- Classified sections of newspapers
- Job vacancy and resume databases on the internet
- Employment listings on employer home pages
- Classified sections of professional and trade journals
- Public employment agencies (Job & Family Services)

### The Visible Job Market

- Private employment agencies
- Public sector employment offices (state, city, county and federal personnel offices)
- Professional association placement services
- Career fairs
- Job hotlines
- Bulletin boards

### WHERE PEOPLE WORK: DISTRIBUTION OF TOTAL WORKFORCE ACCORDING TO ORGANIZATION SIZE

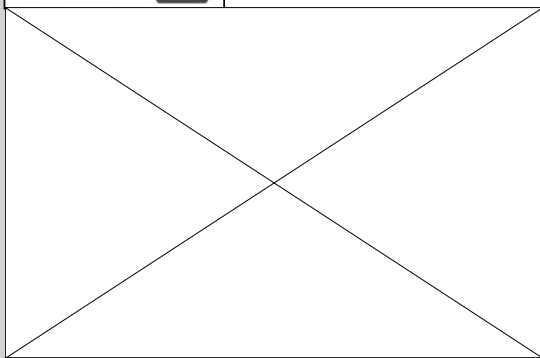
- Small organizations**
  - 1 to 249 employees
- Medium organizations**
  - 250 to 999 employees
- Large organizations**
  - Over 1,000 employees



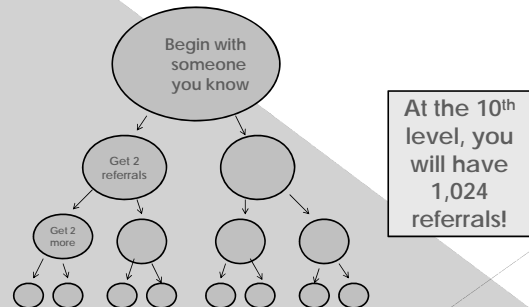
### Social Networking

#### LinkedIn

- LinkedIn is an interconnected network of experienced professionals from around the world, representing 170 industries and 200 countries. You can find, be introduced to, and collaborate with qualified professionals that you need to work with to accomplish your goals.



### Social Networking



## Considerations and Challenges

## Considerations & Potential Challenges

- Financial issues
- Relocation issues
- Family considerations and/or dual professional careers
- Gaps in work history & re-careering
- Lack of relevant experience
  - Nonprofit
  - Entrepreneurship
  - Government
  - Educational Administration
- Back up plans

## Re-careering

- Most people re-career 3 to 8 times in their lifetime!
- Emphasize your transferable skills, but also consider interests and work values
- Consider writing a functional resume that emphasizes your relevant skills
- Use your network and talk to everyone you know

## Relocation considerations

- Consider the following factors when selecting a city or region to move to: *industries/companies in the area, cost of living, the environment, and transportation*
- Consider who you know: *friends and family, alumni, and professional associations*
- Read the newspapers: [www.newspapers.com](http://www.newspapers.com)
- Research the Chambers of Commerce: [www.uschamber.com](http://www.uschamber.com)

## Resources

Career Services - handouts, books, website, career related programs and job fairs

Carlson Library - business databases

UT's Alumni office - networking opportunities

Internet and company websites

**RocketJobs**

Please complete an evaluation.

# Thank you!