

## Agenda

### Welcome

Terri Burnett, Assistant Director, Career Services

### Additional Comments

Patricia Komuniecki, Vice Provost for Graduate Studies, and, Dean, College of Graduate Studies

### Panel members' introductions

- Michael Dowd, Associate Professor and Chair, Department of Economics
- Rupali Chandar, Assistant Professor, Department of Astronomy
- Jean Baker, Assistant Director, Career Services
- Jim Lee, UT Alum, Displaced worker and job seeker
- Peter Thomas, Interim Senior Director, International Student Services and Director of Immigration Services

### Discussion

The panelists will make a few key points about various job search topics (see list on right), followed by the opportunity to present questions verbally or via note cards.

### Networking

Panelists will be available for networking or questions for a short time immediately following the program.

### Notes

Please be sure to complete your evaluation before leaving.

Much of the **basic** information presented can be found in Career Services' [Career Guide](#), located on each table. Also, at the end of the booklet is a place for notes.

## Topics

### The Job Search

- ✓ Preparation – understanding yourself and skills
- ✓ The resume or curriculum vitae
- ✓ Timeline
- ✓ Effective job search strategies
- ✓ Networking
- ✓ Resources
- ✓ Business protocol
- ✓ Marketing your skills
- ✓ Internet social networking
- ✓ Differences in academic search
- ✓ International Students – Visas etc.

### The Interview

- ✓ Preparation
- ✓ Before the interview
- ✓ Interview tips
- ✓ Types of interviews
- ✓ Dress and nonverbal behavior
- ✓ Common questions asked by employers
- ✓ Questions you can ask
- ✓ After the interview

### The Job Offer

- ✓ The offer
- ✓ Negotiating salary
- ✓ Benefits
- ✓ What should you consider
- ✓ Responding to an offer
- ✓ Accepting or declining an offer

### Considerations & Potential Challenges

- ✓ Realistic expectations
- ✓ Financial
- ✓ Back up plans - alternatives
- ✓ Relocation: Looking beyond Northwest Ohio
- ✓ Family and dual professional careers
- ✓ Gaps or lack of relevant experience in work history
- ✓ Challenges for International Students