

# Informational Interviews and other Networking Tools

for your career both beyond and within academia

Career Seminar for Biochemistry, Molecular,  
Cellular and Developmental Biology Graduate  
Group

November 7, 2016

## What is Networking?

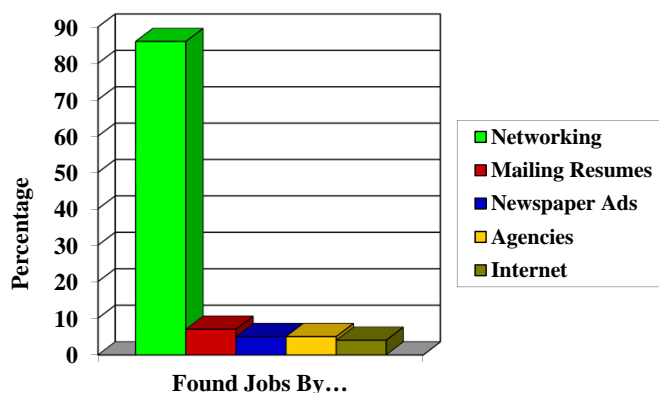


## What is Networking?

### Networking is

- **Purposeful** conversations
- Building **relationships** for the mutual benefit of both parties
- A **lifelong** practice that will help you start and grow your career
- It is **NOT** asking everyone you know for a job

## Network to Find Your Next Position



***“Network or NO work!”***

*Jeff Oxendine, Associate Dean, UC Berkeley School of Public Health*

## Networking Facts

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- 80% of today's jobs are not advertised
- Companies rely on their networks to avoid the flood of unqualified candidates when posting online.
  - Reduces time and cost
- Employers trust acquaintances

## Why Network?

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- If you have a connection to an individual that the employer consults, it may be YOU who is referred for an open job
- Less competition (if any at all)
- Networking is an essential skill for career success



## Networking: How do I begin?



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## Networking: How do I begin?

- Create a list of contacts
- Leverage your personal and professional networks for additional contacts of interest
- Formulate questions you can ask your contacts about their industry, career, recent changes, future directions, etc.
- Prepare your introduction or elevator pitch

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## Ways to Network

- Speak to existing contacts
  - Family, friends, colleagues
- Contact industry professionals for an informational interview or meeting
- Attend seminars, career fairs, and company information sessions
- Join professional organizations; attend professional conferences
- Peers
- Social media (LinkedIn)

## Informational Interviews

- Schedule an “informational interview” or “networking meeting” with top contacts
  - 15-30 minute meeting where you ask questions about the contact’s experiences, the career field, and the company
- Email, call or use LinkedIn to set up the meeting

**Most contacts will be happy to help!—They get to talk about themselves for 20 minutes!**

# Informational Interviews

Dear Dr. Adams:

I have been reading about the work of ABC Bio, Inc. I am beginning to think about the next step in my career and would like to explore the potential career paths available in industry research. I am hoping that you will be willing to give me some career advice, from one former UCSF immunology postdoc to another.

Would you be willing to meet in person or by telephone to talk with me about your own career path and about how scientists can transition successfully from academia to industry?

Thank you for your assistance.

Fred Jones, PhD  
Postdoctoral Researcher  
Department of Immunology  
UCSF

415-555-5555  
[fred@ucsf.edu](mailto:fred@ucsf.edu)

Sample from  
[myIDP.sciencecareers.org](http://myIDP.sciencecareers.org)

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# Informational Interviews

~~ DO ~~

- Research industry & company
- Be prepared with questions
- Dress for the interview
- Shake hands!
- Bring a pen and paper to write notes
- Ask for names and contact information for additional interviews
- Write a thank-you note within days of your meeting

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## Informational Interviews

### ~~ DON'T ~~

- Ask for a job
- Ask how much money they make
- Take more than the time you asked for
  - (15 - 30 min)
- Procrastinate

## Informational Interviews

Dear Dr. Adams:

I thank you for the time you spent with me yesterday and your willingness to share information with me on your career. Your perspective regarding market developments in the anti-infectives industry was very helpful. I plan to follow up this week on your suggestion to contact Olivia Watanabe at PDQ Bio Corporation.

Again, thank you for your assistance.

Sincerely,

Fred Jones, PhD  
Postdoctoral Researcher  
Department of Immunology  
UCSF

415-555-5555  
[fred@ucsf.edu](mailto:fred@ucsf.edu)

Sample from  
[myIDP.sciencecareers.org](http://myIDP.sciencecareers.org)

## What if They Say No?

### Common reasons:

1. "I do not think I can help you/speak to HR"  
Concerned that you are requesting help in finding a job. Say you are simply exploring and want their personal perspective on the industry.
2. "Organization policy does not allow me to discuss inside information with people"  
State that you respect their privacy and you are not seeking any proprietary information. Rather, you are looking to discuss the general profile of the industry.
3. "I do not have time"  
Do not see your request as a priority. Suggest several meeting dates in the future. Suggest meeting for coffee or during lunch. Clarify that you will respect their time and only need 15-20 minutes.

## Sample Questions

- <https://icc.ucdavis.edu/find/resources/networking/informational-interviews.htm>
- Tailor your questions to organization and industry
- Two important questions:
  - *May I stay in touch with you for help with my strategy along the way?*
  - *Can you recommend one or two other people I could speak to for further insight into the field?*



## Prepare Your Elevator Pitch



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## Prepare Your Elevator Pitch

- **What is it?**
  - 30-second introduction for phone calls
  - 1-2 minute introduction for in person contacts
- **What do you talk about?**
  - Mention your name, affiliation, connection to other person
  - You may choose to mention: educational background, current research (be brief and avoid jargon!), information that demonstrates your qualifications (experiences, skills, etc.), short- and long-term career goals
  - Ask a question!



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## Prepare Your Elevator Pitch

“Hi, I’m Janice Morand. I’m a graduate student at UC Davis conducting basic research in cell biology.

I’m exploring career options and have recently become very interested in clinical research.

I believe a career in this area will allow me to use my analytical skills, my ability to communicate effectively and my strong desire to advance treatments for metabolic disorders such as obesity and diabetes.”



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## How to Shake Hands



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# Practice!

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Practice introducing yourself to another student.




Don't forget: Smile, eye contact, firm handshake.

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# Hints for Successful Networking

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- Be sincere and interested in others
- Ask questions
- Be prepared
- Be respectful of other people's schedules
- Stay in contact with the people in your network

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## Hints for Successful Networking

Build your contacts and expand your network!  
Some of the best ways to find contact information include:

- Direct referral from primary contact
- Publications
- Company web sites
- LinkedIn

## Hints for Successful Networking

Don't know any contacts in a career path? You may need to do some investigating!

To find company contacts:

- Step 1: Find the names of professionals at company/institution; look at publications
- Step 2: "Crack the Code" for email addresses



## Hints for Successful Networking

Companies often have a standard format for email addresses. If you know the format, you know everyone's address:

- For example, Great Research Group:  
`firstinitiallastname@greatresearchgroup.com`
- Google using the person's name and  
`@greatresearchgroup.com`

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# LinkedIn

## Internet Networking

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# LinkedIn



- Web-based professional networking tool
- Find individuals you may not have access to otherwise
  - More than 360 million users
- Some companies recruit exclusively with LinkedIn

Connect to the ICC on LinkedIn!


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## Explore Careers of UC Davis Alumni



The screenshot shows a LinkedIn search for "University of California, Davis" with 162,380 results. It features three bar charts and a grid of alumni profiles.

Where they live	Where they work	What they do
United States: 152,344	Kaiser Permanente: 1,029	Education: 18,883
San Francisco Bay Area: 61,508	Genentech: 1,017	Business Development: 15,323
Sacramento, California Area: 36,124	Intel Corporation: 616	Engineering: 13,270
Greater Los Angeles Area: 9,999	Google: 586	Research: 13,225
Greater San Diego Area: 4,305	Apple: 565	Operations: 11,199

Alumni profiles shown include:

- Jennifer Kim**: Employee Experience at Lever | Building the next "Best place to work" | San Francisco Bay Area
- Fariha Naveed**: University Recruiter | Engineering | Diversity | San Francisco Bay Area
- Paul Korn**: An Engineer recruiting Electrical Engineers | San Francisco Bay Area
- Marian Wong**: Staffing Consultant at Glead Sciences | San Francisco Bay Area
- Michelle Albon**: Global Training Professional on a Travel Sabbatical. Currently in San Francisco Bay Area

## Other Ways to Connect on LinkedIn

- Use search engines to locate key people or companies within your field
- Join Groups
- Connect to people in the same group as you
- Follow companies for up-to-date information
  - See who else is connected to the company
- **Be Impressive:** Post information, articles, data, etc. on group pages. This will increase your visibility in LinkedIn.

## Resources for LinkedIn

- LinkedIn Learning Center:  
<http://learn.linkedin.com/>
- About.com: LinkedIn  
<http://jobsearch.about.com/od/networking/a/linkedin2.htm>
- LinkedIn Learning Webinars  
[https://help.linkedin.com/app/answers/detail/a\\_id/530/~/linkedin-learning-webinars](https://help.linkedin.com/app/answers/detail/a_id/530/~/linkedin-learning-webinars)

## ICC Career Advising

**ONLINE:** *make a 30-minute, confidential appointment.*

For careers both within and beyond academia. Our team can help you:

- Get started on career planning and setting goals
- Develop your resume, CV, cover letter, LinkedIn profile
- Practice and prepare for an interview
- Negotiate an offer

Schedule and advising appointment using Aggie Job Link (AJL)

<https://icc.ucdavis.edu/find/resources/ajl.htm>

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## ICC Electronic Resources

- GradCareers Listserv
  - <https://icc.ucdavis.edu/services/connect.htm>
- Podcasts
  - <https://icc.ucdavis.edu/mpp/workshop-archives.htm>
- Website, resources for graduate students and postdoctoral scholars
  - <http://icc.ucdavis.edu/mpp/index.htm>

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# ICC Website for Graduate Students and Postdoctoral Scholars

The screenshot shows the homepage of the Internship and Career Center (ICC) for Master's, Ph.D., and Postdoctoral scholars. The main navigation bar includes links for Career Research, Resume and Materials, Find a job or internship, Interviews and Offers, Undergraduates, Masters, Ph.D.s and Postdocs (highlighted with a red circle), Employers, Alumni, and Staff and Faculty. The page title is "Master's and Ph.D. Students, and Postdoctoral Scholars". The main content area provides an overview of the center's services, including career preparation, resources, and upcoming events. A sidebar on the left lists various career preparation topics and resources. The footer includes the UCDavis logo, the website URL (icc.ucdavis.edu), and a Facebook link.

# Workshops and Events throughout the year!

The screenshot displays the "Upcoming Workshops and Events" page for Master's and Ph.D. students. It features a table with the following data:

Event	Date and Time	Location
Genentech Information Session [ More Info ]	UCAL Mon, 11/7/16 6:00pm-8:00pm	1322 Storer Hall
Weekend of Service [ More Info ]	UCAL Fri, 11/11/16 8:00am-8:00pm	TBA
Allstate Data Science Information Session [ More Info ]	UCAL Mon, 11/14/16 4:00pm-5:00pm	224 South Hall
Genentech Information Session [ More Info ]	UCAL Mon, 11/14/16 3:00pm-6:30pm	MU2
CCST Science + Technology Policy Fellowship [Info Session] [ More Info ]	UCAL Tue, 11/15/16 3:00pm-4:00pm	DeCarl Rm., MU
Campus-Side Chat: Careers in Data Management/Analytics [ More Info ]	UCAL Wed, 11/30/16 3:00pm-4:00pm	Off-Campus

The page also includes a sidebar with navigation links and the UCDavis Internship and Career Center logo in the footer.

## 2016-17 Career Fairs & Networking Events

<https://icc.ucdavis.edu/services/fair.htm>

### Fall Internship & Career Fair

Wednesday, October 19 (10:00am to 2:00pm)

*ARC Pavilion (main floor)*

### Community Service and Non-Profit Internship and Career Fair

Tuesday, October 25 (1:00pm to 4:00pm)

*ARC Ballroom A*

### Engineering & Physical Sciences

Wednesday, January 25 (10:00am to 2:00pm)

*ARC Pavilion (main floor)*

### Winter Internship & Career Fair

Wednesday, March 1 (10:00am to 2:00pm)

*ARC Pavilion (main floor)*

### Spring Internship & Career Fair

Thursday, April 12 (10:00am to 2:00pm)

*ARC Pavilion (main floor)*



# FUTURE

Career Exploration For Biomedical  
Graduate Students And Postdoctoral Scholars

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# Two Exploration Tracks

Applications Accepted: September 12 to November 14, 2016

## FUTURE Certificate Track



Registration Open: Ongoing

## FUTURE Self-Directed Track



**ELIGIBILITY:** *Ph.D. candidates and postdocs conducting research related to the advancement of health*

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## THANK YOU!

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Internship and Career Center  
Visit us on the 2<sup>nd</sup> Floor of South Hall  
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