

Getting Connected, Getting Started: Career Resources for Graduate Students

-tips for networking, identifying transferrable skills and more

October 7, 2019
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INTRODUCTIONS





WHY ARE
YOU HERE?

AGENDA

- ICC Resources
- Transferable Skills
- Networking
- Career Fairs





**MASTER'S and
PhD STUDENTS,
and POSTDOCS (MPP)**

CAREER SERVICES

icc.ucdavis.edu/mpp

UCDAVIS
INTERNSHIP AND
CAREER CENTER

530 752-2855
icc.ucdavis.edu
[@ucdavisicc](https://twitter.com/ucdavisicc)

Confidential Career Advising

- Career exploration
- Job search
- CV, resume, cover letter review
- Interview preparation
- Job negotiation

Career Events and Networking

- Career fairs
- Career treks
- Company info sessions
- Workshops and panel

ucdavis.joinhandshake.com

ADVISING APPOINTMENTS

Appointment Types Options

30 minutes: Resume/CV, career exploration, job search, interview tips, negotiation more

60 minutes: Academic Job Search/Faculty Application

South Hall, Davis CA
Internship and Career
Center

Monday - Friday 10 am – 4pm



Moore Hall,
Sacramento CA
Wednesdays 2-5pm



UPCOMING EVENTS

- **Resume Review, Masters Student**
 - Mondays, 12:30 – 1:30 pm, 234 South Hall
 - Thursdays, 11:00 am – 12 noon, 234 South Hall
- **Interview Workshop**, Tues, Nov 5, 2:10-3:30 pm, 229 South Hall
- **Community College: Panel**, Mon, Nov 18, 2:30 – 4:30 pm, SCC, Meeting Room D
- **ImaginePhD** with Andrew Green, Wed, Nov 20, 12 noon
- **State Jobs for Researchers**, Mon, Dec 2, 2:30 pm

CAREER EXPLORATION



- FUTURE Program
<https://future.ucdavis.edu/>
- Leaders for the Future
<https://gsm.ucdavis.edu/leaders-future-0>
- AMS 298, Designing Your Professional Life

CONNECT WITH ICC

- GradCareers List Serve
 - <https://icc-apps.ucdavis.edu/services/connect.htm>
- Handshake <https://icc.ucdavis.edu>
 - Complete your Profile
 - Download the App



YOU GOT SKILLS!

How to Highlight Transferable Skills
in the Job Search Process

IN 3 STEPS:

01



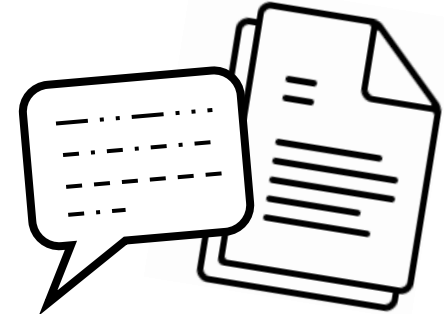
KNOW
YOUR
AUDIENCE

02



TAKE
INVENTORY
OF YOUR
SKILLS

03



ARTICULATE
Career Fairs
YOUR
SKILLS

STEP 1:

KNOW YOUR AUDIENCE

WHO IS YOUR AUDIENCE IN THE JOB SEARCH PROCESS?



WHAT WE KNOW ABOUT YOUR AUDIENCE

May be a hiring
manager/committee,
HR representative,
recruiter

Some employers use
**applicant tracking
systems (ATS)** to
help filter resumes



Spend an average
of **6 seconds**
reviewing an
individual resume



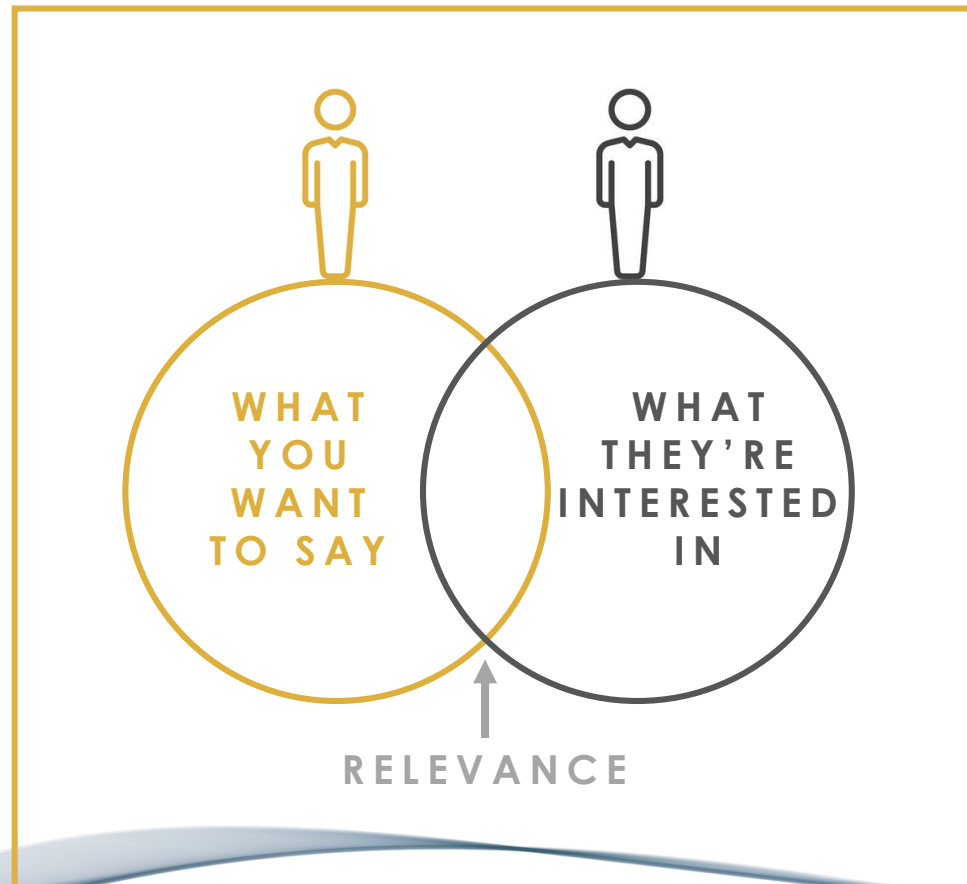
EMPLOYERS SEEK KEY SKILLS ON RESUMES

The National Association of Colleges and Employers (NACE) surveyed employers and asked:

**WHICH ATTRIBUTES
(BEYOND A STRONG GPA)
DO YOU MOST VALUE?**

ATTRIBUTE	% OF RESPONDENTS
Communication skills (written)	82.0%
Problem-solving skills	80.9%
Ability to work in a team	78.7%
Initiative	74.2%
Analytical/quantitative skills	71.9%
Strong work ethic	70.8%
Communication skills (verbal)	67.4%
Leadership	67.4%
Detail-oriented	59.6%
Technical skills	59.6%

EMPLOYERS AREN'T ALL THE SAME— UNDERSTAND THEIR *SPECIFIC* NEEDS



A clear understanding of what matters to specific employers is **required** to...

- Determine what's relevant to them
- Tailor your job search tools accordingly to communicate:
 - Most relevant skills and experiences
 - Your fit for the position/company

FOUR TIPS

TO STUDYING A JOB POSTING



- **Highlight keywords**
- **Review ALL sections**, not just the “Qualifications” section
- **Read in between the lines** to understand the nuances, as well as bigger picture
- **Annotate with examples** of your qualifications/skills

ALTERNATIVES TO TAKE

WHEN A JOB POSTING DOESN'T TELL YOU MUCH



CAREER INFORMATION DATABASES

Refer to resources such as the Occupational Outlook Handbook, California Career Zone, or O*NET OnLine for detailed summaries of occupations

NETWORK

- ☐ Ask recruiters for more information during career fairs and employer information sessions
- ☐ Conduct informational interviews



STEP 2:

TAKE INVENTORY OF YOUR SKILLS



TRANSFERABLE SKILLS

- WHAT ARE THEY?

FUNCTIONAL SKILLS

- Competencies that are transferable to many different work settings

KNOWLEDGE-BASED SKILLS

- Knowledge of specific subjects, procedures, and information to perform specific tasks
- Learned through education and training

PERSONAL SKILLS

- Work style traits/characteristics that help a person perform a job, relate to people and the job environment

SKILLS INVENTORIES

- Career Resource Manual – <https://icc.ucdavis.edu>
 - List (pg 17)
 - Graduate Student Specific (pg 36)
- Handout from UC Davis DEVAR
- myIDP <https://myidp.sciencecareers.org/>
- ImaginePhD <https://www.imaginephd.com/>



LET'S TAKE INVENTORY!

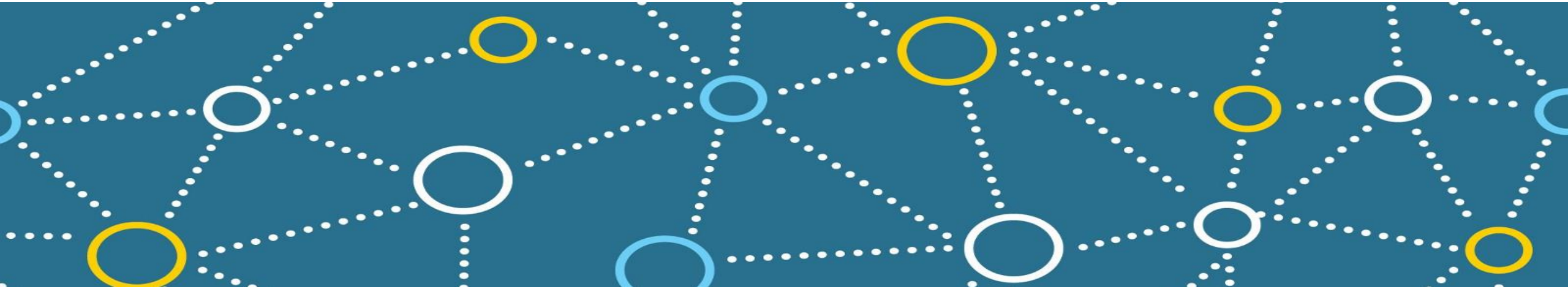
WHAT ARE YOUR TRANSFERABLE SKILLS?

NETWORKING...

A pair of hands holds a white rectangular sign against a solid orange background. The sign features the text 'IT'S ALL ABOUT RELATIONSHIPS' in a large, bold, orange sans-serif font. The hands are positioned at the left and right edges of the sign, with fingers gripping it. The lighting is soft, and the overall tone is warm and motivational.

**IT'S ALL
ABOUT
RELATIONSHIPS**

NETWORKING IS . . .



- Building *relationships* for the mutual benefit of both parties
- It is not asking everyone you know for a job
- *Purposeful* conversations; asking for directions
- A *lifelong* practice

CAREER FAIRS



- Opportunity to **network** & get face time with company representatives
- Venue for recruiters to consider students and alumni for internships, jobs & career positions
- Throughout academic year

Prepare for the Fair

UCDAVIS

INTERNSHIP AND CAREER CENTER

Fall Internship and Career Fair Day 1 (General)

October 16th, 2019 ARC Pavilion
10-2 pm

Graduate Student and Postdoctoral Scholars Internship and Career Fair

October 16th, 2019 ARC Upper
Pavilion
2:30 pm – 5:30 pm

Fall Internship and Career Fair Day 2 (STEM)

October 17th, 2019 ARC Pavilion
10-2 pm

UCDAVIS

	Fall Fair Wed, Oct 16	Grad Fair Wed, Oct 16	STEM Fair Thurs, Oct 17
Ampac Fine Chemicals	X		
BioMarin			X
Bio-Rad Laboratories			X
CA Dept of Pesticide Regulation	X	X	
California State Auditor		X	
Cepheid			X
CoBank	X	X	
Cosylab USA		X	X
Covered California	X	X	
DOE- National Nuclear Security Administration	X	X	X
Exponent			X
GenapSys, Inc		X	
Genentech			X
Hamilton Company	X		
Hygieia Biological Laboratories	X		
Insight Data Science Fellows		X	
IQVIA – Primary Intelligence	X		
Lawrence Livermore National Laboratory	X	X	
Novogene Corporation		X	
Orca Biosystems Inc	X	X	
Ravata Solutions	X	X	
Sandia National Laboratories		X	X
St. Jude Postdoctoral Recruitment		X	
The Wonderful Company LLC		X	
Zillow		X	X

WHAT'S YOUR GOAL FOR THE FAIR?

3 WAYS TO APPROACH IT!



THE CLOSER



THE SEEKER



THE EXPLORER

WHAT IS THE FAIR LIKE?



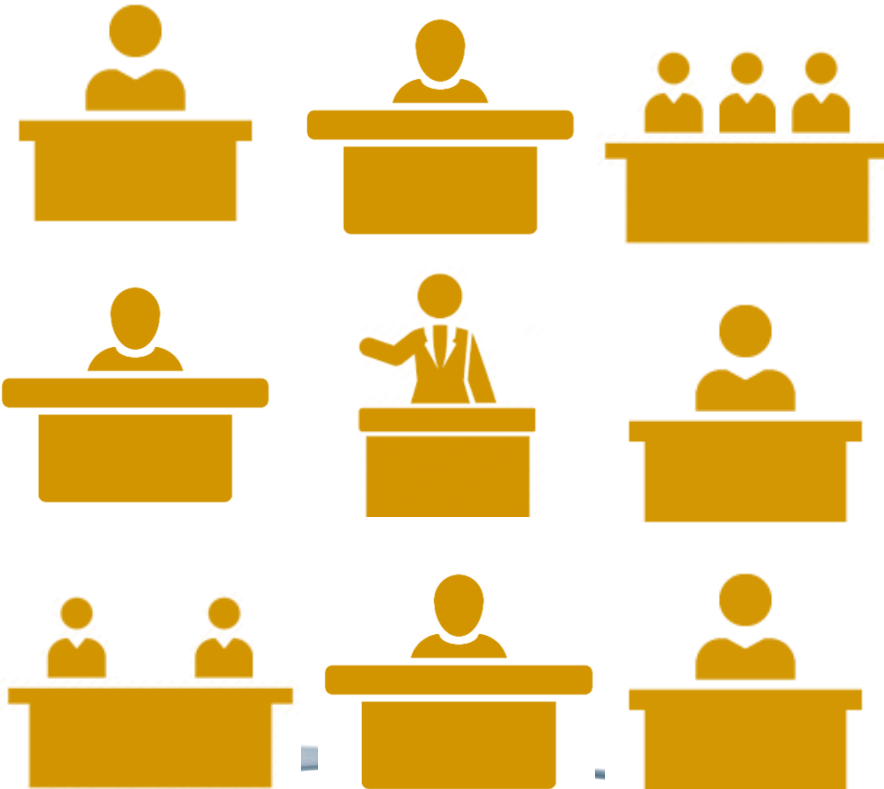
Rows of company tables
with recruiters who provide
information and handouts

Busy, crowded and full of
energy!

There may be lines at the
tables

WHO ARE THE RECRUITERS?

REPRESENTATIVES OF A COMPANY/ORGANIZATION WHO MAY:



- Be supervisors who do mini-interviews on the spot
- Not have hiring authority or be able to answer all of your questions, so be patient
- Have only 1-2 minutes to talk to you, so come prepared
- Be a UC Davis alum

BEFORE YOU GO TO THE FAIR **REMEMBER THE 3 “R”s!**



RESEARCH
COMPANIES



REVIEW
RESUME



REHEARSE
YOUR
INTRODUCTION

RESEARCH COMPANIES



Visit **Handshake** or download the **UC Davis NOW App – ICC Guide** to find what companies are attending the fair

Visit **company websites** to learn more about the organization

Make a priority list of companies you plan to visit

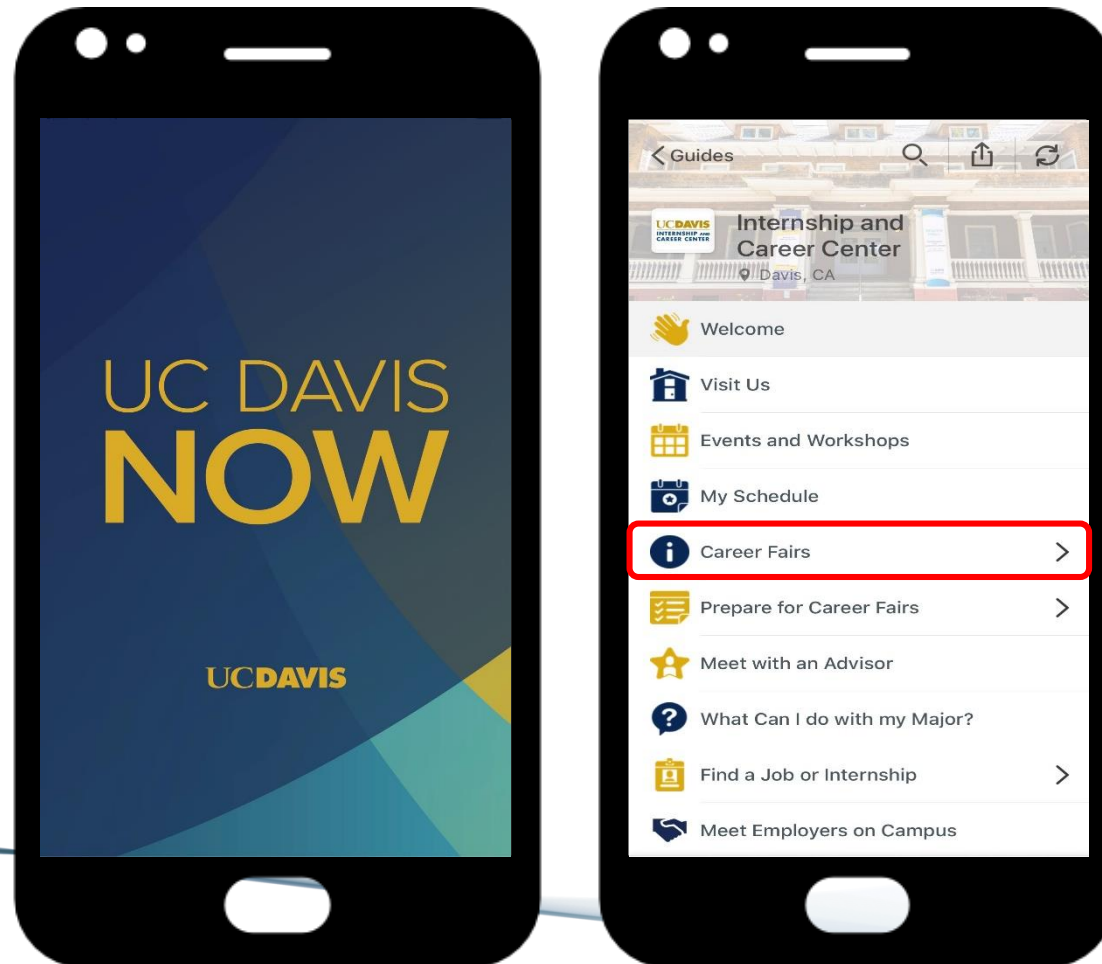
- Consider all the options, not just the large companies!

RESEARCH COMPANIES ON HANDSHAKE

The screenshot shows the Handshake website interface. At the top, the navigation bar includes the Handshake logo, a search bar, and links for Jobs, **Events** (highlighted with a red box), Q&A, Students, Messages, Career Center, and a user profile for Christina. Below the navigation bar, the 'Fair Search' section is active, with 'Fair Search' (highlighted with a red box) selected among other tabs like 'Upcoming Events' and 'Event Search'. On the left, there are filter sections for 'My Favorite Fairs', 'Filters' (with a CLEAR button), 'Location', 'Categories' (with checkboxes for 'Include All Public Fairs' and 'Include Past Fairs'), and 'Date'. The main content area displays a list of events:

- Fall Internship and Career Fair**: October 16, 2019 from 10:00 am to 2:00 pm PDT, Davis, California, United States of America. Description: Come and meet over 120 employers to talk about internships and careers. The doors open at 10 a.m. and the fair is over at 2 p.m. Bring your UC Davis student ID. The Internship and Career Center has several ways to help you prepare for the fair. Please join us for Resume Boost to have your resume reviewed on Monday and Tuesday before the event. Also if you want...
- Graduate Student and Post-Doctoral Scholar Internship and Career Fair**: October 16, 2019 from 2:30 pm to 5:30 pm PDT, Davis, California, United States of America. Description: Come and meet over 25 employers to talk about internships and careers - this is only for Graduate and Post doc students! Check in begins at 2:30 p.m. and the fair is over at 5:30 p.m. Bring your UC Davis student ID. The Internship and Career Center has several ways to help you prepare for the fair. Please join us for Resume Boost to have your resume reviewed on...
- STEM Internship and Career Fair**: October 17, 2019 from 10:00 am to 2:00 pm PDT.

RESEARCH COMPANIES ON THE UC DAVIS NOW APP-ICC GUIDE



REVIEW RESUME



Bring copies of your resume to the fair!

For resume help, visit the ICC:

- By appointment
- Resume Boost: Suit Up for the Fair!

MORE ON RESUMES

Resume samples are available in
ICC's Career Resource Manual:

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

Don't have a resume ready for the fair?

- Collect business cards, names and addresses of contacts and send a properly prepared resume after the fair

Do you need to bring a cover letter?

- No, **you** are the cover letter

WHAT TO WEAR TO THE FAIR

LOOK YOUR BEST!

Business casual or professional wear

- Avoid: jeans, shorts, t-shirts, sweatshirts, sandals, strong-smelling cologne/perfume

Don't worry about overdressing, consider this an interview and dress accordingly

Backpacks – DO NOT bring them or utilize an ARC locker



WHEN YOU GET TO THE FAIR...



1. CHECK IN AT THE DOOR WITH YOUR STUDENT ID
2. REVIEW LIST OF COMPANIES ATTENDING & FAIR MAP TO LOCATE COMPANIES
3. IF YOU HAVE QUESTIONS, VISIT THE ICC BOOTH AT THE FAIR FOR ASSISTANCE
4. IF THERE IS A LINE AT A TABLE, BE PATIENT AND WAIT YOUR TURN



MAKE A GREAT IMPRESSION



INTRODUCE YOURSELF

You have 30 seconds to tell the recruiter your name, what type of position you are looking for and a little about yourself

BE FRIENDLY

Make eye contact, smile and be sure to shake hands firmly if a hand is offered to you

BE PROACTIVE

Ask the recruiter if he/she/they would like a copy of your resume

BE PREPARED

Ask for a business card and make notes as you leave the table for follow up later



value

WHAT TO TALK ABOUT WHEN NETWORKING

at a career fair

- Begin with an introduction (aka “elevator pitch”)
 - Introduce yourself
 - Briefly state your professional goals
 - Concisely explain your related skills and abilities
- Ask relevant questions
- Stay connected
 - Request a business card
 - Ask for referrals to other professionals you should speak to
 - Connect on LinkedIn



HOW TO INTRODUCE YOURSELF- THE ELEVATOR PITCH

- Name
- Two - three things about yourself
 - focus on **interests and skills**
 - draw from present and past experiences
- Goal
- Question



HOW TO INTRODUCE YOURSELF- THE ELEVATOR PITCH

Hi! I'm NAME, and I'm studying AREA OF RESEARCH at UC Davis. I'm interested in a career/internship in AREA OF INTEREST. I have been involved in 1-2 RELEVANT EXPERIENCES where I developed skills in RELEVANT SKILLS. I'd love to learn more about opportunities in AREA OF INTEREST. May I hear more about related opportunities at your organization?



QUESTIONS TO ASK EMPLOYERS

**BEFORE YOU DEVELOP QUESTIONS,
REVIEW COMPANY WEBSITES FOR BACKGROUND
INFORMATION**

You may want to ask:

- I noticed on your website that you are working on (name something specific). Can you tell me more about this?
- What opportunities are available for someone with my background? How do I apply for these positions?
- Do you have an internship program, and can you tell me about it?
- What can I do now to prepare myself for a job in this field?
- What qualities and skills do you look for in a candidate?

WHAT TO DO AFTER THE FAIR



SEND A THANK-YOU NOTE TO THE RECRUITERS YOU MET

Use the thank-you note as a chance to remind them of your interest and applicable skills for a particular position

- Sending a thank-you email is acceptable, or opt for an attached MS-Word thank-you letter
- Use a professional tone
- Proofread carefully

WHAT TO DO AFTER THE FAIR



FOLLOW UP!

Providing a copy of your resume isn't enough for an interview—follow up is crucial!

If the employer doesn't specify a follow-up time, send a brief e-mail 1-2 weeks later asking about the status of your application

- Attach a copy of your resume in both PDF and MS-Word formats in case the resume is sent to a database

WHAT TO DO AFTER THE FAIR

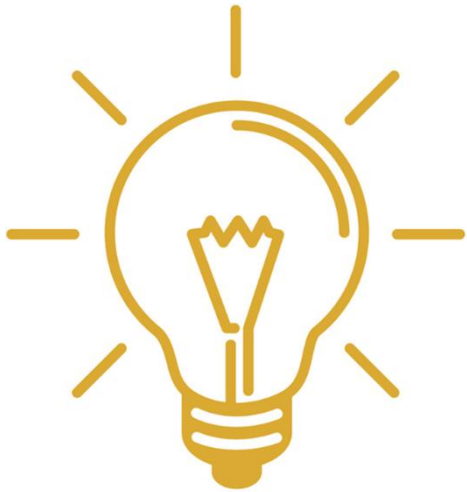


CONNECT ON LINKEDIN

Connect to:

- Stay in touch with recruiter
- Remain informed about new opportunities at a given company/organization
- Remain on recruiters' radar as you actively engage on the platform

TIPS & TRICKS



MANNERS MATTER!

Remember to use “Please” and “Thank you.”

SHARE & DON'T MONOPOLIZE THE RECRUITER!

Return with additional questions when the table is less busy.

CURE SWEATY PALMS

Carry a handkerchief or tissues in your pocket

DON'T FOCUS ON NABBING GOODIES

Speak with the recruiters first, then take items offered to you. This is also a good time to offer your resume.

TIPS & TRICKS



IF A RECRUITER IS NOT DIRECTLY LOOKING FOR YOUR FIELD...

Ask them to recommend a co-worker to contact

UPLOAD YOUR RESUME ON HANDSHAKE

To apply for internships and jobs

ON-CAMPUS INTERVIEWS

Sign up for OCI if available

LOOKING FOR CAREER FAIR ATTIRE IN DAVIS?

All Things Right & Relevant: Resale Shop



THANK YOU

30 and 60 Minute Appointments

Schedule online:

<https://ucdavis.joinhandshake.com/login>

Bethany Hopkins, PhD, Sr. Career Advisor
Janice Morand, PhD, Associate Director

530.752.2855

Visit us on the 1st and 2nd floors of South Hall
icc.ucdavis.edu

