Getting Connected, Getting Started: Career Resources for Graduate Students

-tips for networking, identifying transferrable skills and more

October 7, 2019
Janice Morand, PhD

UC DAVIS
UNIVERSITY OF CALIFORNIA
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

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/](https://future.ucdavis.edu/)
- Leaders for the Future
  [https://gsm.ucdavis.edu/leaders-future-0](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](https://icc-apps.ucdavis.edu/services/connect.htm)
- Handshake [https://icc.ucdavis.edu](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 YOUR SKILLS

Career Fairs
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?

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

Source: Job Outlook 2019, NACE
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

  - 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…

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
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
<table>
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<th>Company/Group</th>
<th>Fall Fair Wed, Oct 16</th>
<th>Grad Fair Wed, Oct 16</th>
<th>STEM Fair Thurs, Oct 17</th>
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<td>Bio-Rad Laboratories</td>
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<tr>
<td>CA Dept of Pesticide Regulation</td>
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<td>Covered California</td>
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<td>DOE- National Nuclear Security Administration</td>
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<td>Hamilton Company</td>
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<tr>
<td>Hygieia Biological Laboratories</td>
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<tr>
<td>Insight Data Science Fellows</td>
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<td>IQVIA – Primary Intelligence</td>
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<td>X</td>
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<tr>
<td>Lawrence Livermore National Laboratory</td>
<td>X</td>
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<tr>
<td>Novogene Corporation</td>
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<td>Orca Biosystems Inc</td>
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<td>Zillow</td>
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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
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
WHAT TO TALK ABOUT WHEN NETWORKING

- 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
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