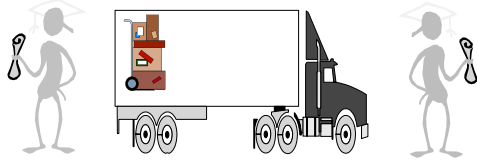


Moving Through Your Career: From grad school to postdoc to job



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Outline

- Establish long-term goals
- Get the information you need
- Complete graduate school and postdoc training
- Find employment

Optional routes

- “Gap years”
- BS \Rightarrow Job
- PhD \Rightarrow Job
- Internships
- Professional degrees
 - MD
 - MPH
 - JD
 - MBA

Getting your PhD

- select advisor & research problem well
- have a clear plan with milestones
- have good relationship with advisor
- develop a cadre of mentors
- work very hard

Selecting a research problem: some variables

Choosing a major advisor

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junior versus senior faculty

- strengths of senior advisor
 - experience in training
 - extent of network
- strengths of junior advisor
 - up-to-date research experience
 - hands-on research involvement

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- possible solution: co-mentors

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Develop and use a plan

- list what you must accomplish
- add other things you would *like* to accomplish
- determine how long you should stay
- develop a time table
- indicate regular milestones

Setting goals & establishing a plan

possible grad student milestones

1. courses
2. exams taken
3. expts completed
4. pubs submitted
5. thesis defended

Yr \ Q	1st	2nd	3rd
01	1	1	
02	1	3	2
03	4	3	3
04		4	3
05	4	5	

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Establishing an advising committee

- | functions | selection criteria |
|---|--|
| <ul style="list-style-type: none">• provide advice• serve as intermediaries• enlarge network• letters of reference | <ul style="list-style-type: none">• expertise• diplomatic skills• contacts• willingness to take time<ul style="list-style-type: none">– to get to know you– to write letters |

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Postdoctoral training

- | Parallels to PhD | Differences |
|---|---|
| <ul style="list-style-type: none">• Select advisor• Select problems• Find mentors• Work hard | <ul style="list-style-type: none">• Could be new Qs.• Likely to lead to job• Few other tasks• Develop wide network• Work on funding |

How long to stay?

- Graduate training: 4-5 years
- Postdoc
 - In general: 3-4 years
 - If multiple postdocs: ≤ 5 years
- What next? Some level of advancement
 - Employment
 - Research Assistant Professor

When to start preparing for your next move?

- in general: immediately
 - consider options
 - develop skills
 - establish references
 - develop network
- specific move
 - 12-18 months before leaving, or
 - as soon as someone inquires (whichever comes first)

How do you solve a research problem?

- problem solving
1. define the problem
 2. acquire knowledge
 - information
 - experience
 3. think creatively
 4. develop logical plan
 5. work very hard

Getting additional information

Considering career options

- University, college, high school
- Institute
- Company
- Administration
- Education
- Writing
- Public policy
- Law

Where do you get information?

Networking

- the key source of info
- >75% of all jobs
- developing your network
 - takes effort
 - is essential

How large is your network?

Your “Package”

- cover letter
- curriculum vitae or résumé
- statement of interests
- recommendation letters
- additional materials

CVs and Résumés

- What's the difference?
- How are they reviewed?

Cover letter: Contents

1. purpose of letter
2. your interest and qualifications
3. list of enclosures

Cover letter

- very brief (1 page)
- address to a person
- tailor to job
- be selective in choosing examples

Statement of interests

- introduction
- past history
- current activities
- future directions



- brief (1-4 pages)
- carefully written
- use headings

Letters of recommendation:
Key variables

- how well they know you
- how specific they are
- how enthusiastic they are
- who they are

How to request a letter of
recommendation

“Can you provide me with
a **strong** letter of recommendation
for **this** job by [date]?”

What to provide to
references?

- job description
- CV or résumé
- statement of interests
- additional materials
- brief personal presentation?

Additional materials

- reprints
- manuscripts
- fellowship application
- statement of teaching philosophy

The Interview

The objective: transfer of information

What they want to know

What will *you* want to know?

Preparation is the key

- collect information
- have answers to their questions
- demonstrate interest in them
- ask intelligent questions

Collecting critical information

- your needs
 - type of responsibilities
 - space, special facilities
 - equipment
 - staff
 - start-up funds
 - start date
 - (salary range)

Collecting critical information

- current “market conditions”
- environment
 - professional
 - personal
- schedule for your visit

Preparing your presentations: The “job talk”

- general organization
 - introduction 5 min
 - your research
 - rationale
 - methods
 - results
 - implications30 min
 - summary & future directions 5 min
 - question period

“Job talks”

- emphasize your role
- acknowledge others
- discuss future directions

Some issues

Anticipate and prepare for likely questions

- do a self assessment
 - strengths
 - weaknesses
 - needs
 - potential contributions
- determine your key traits (relevant to job)

What can you offer?

- knowledge
- skills
- experience
- perspective
- creativity
- enthusiasm
- good interpersonal skills
- fast learner
- team player
- self-motivated
- takes initiative...

Anticipate and prepare for likely questions

- identify examples to demonstrate key traits
- Be a "STAR"
 - Situation
 - Task (or trouble)
 - Action
 - Response (and impact)

Answering questions

- be honest
- be positive
- recognize difference between private & public issues

Being interviewed: Some other key issues

- make eye contact
- shake hands
- sit up straight
- show interest
- don't fidget
- take *brief* notes if you need to
- deal with silence
