Strategies and Career Resources for Postdocs

Florida State University
The Career Center
Linking Futures
First Step: Knowing about Self

- Interests
- Values
  - Prestige, income, variety, challenge, work/family balance
- Skills
- Employment preferences

Module 3
Exploring Your Interests, Values, & Skills

Objectives

1. To help you examine some of your interests, values, and skills.
2. To help you relate your self-knowledge to occupations, fields of study, or jobs for further exploration.
Knowing about Self--Skills

• Identifying transferable skills
• Think of skills developed from all professional roles
• Sample transferable skills
  – Research/analysis
  – Problem solving
  – Administration
  – Technical
  – Communication—Oral & Written
  – Teamwork
  – Management
Knowing about Self-Employment Preferences

Could include:

• Work schedule
• Type of employer—size, focus, etc.
• Commute
• Geographic location
Options: What Job Target Areas Do You Want To Consider?

- Job Families
- Work Settings
- Occupational Titles

Action Item: Read job ads
Sample Job Families

- Banking/Finance
- Biotechnology
- Communications
- Consulting
- Education
- Economics
- Health Care
- Hospitality
- Human Services
- Insurance
- Law
- Marketing & Sales
- Politics
- Public Administration
- Real Estate
- Scientific Research
- Technology
- Telecommunications
Work Settings

- Business/Industry
- Government
- Education
- Non-Profit
- Professions
- Private Enterprise
Business/Industry

- Banks/Financial Organizations
- Consulting Firms
- Insurance Companies
- Manufacturers
- Marketing Firms
- Media/PR Agencies
- Public Utilities
- Publishers
- Transportation Firms
- Web Start Ups

Action Item: Understand industry language/terminology
Government: Federal

- Defense
- Education
- Environmental Protection Agency
- Federal Bureau of Investigation
- Health & Human Services
- Homeland Security
- Justice
- Labor
- National Security Agency
- Treasury Department
- Veterans Affairs

www.usajobs.gov
Government: State

- Agriculture & Consumer Services
- Attorney General
- Business & Prof. Regulation
- Economic Opportunity
- Environmental Protection
- Health Care Administration
- Juvenile Justice
- Law Enforcement
- Management Services
- State Game Commission
- Probation & Parole Board
- Transportation

www.employflorida.com
Government: Local

- Area Agency on Aging
- Children’s Services
- Economic Development
- Environmental Services
- Human Services
- Law Enforcement
- Real Estate Management
- Fire Department

http://cms.leoncountyfl.gov/HR/jobs/joblist.asp
Education

- Public and Private Schools
- Junior/Community Colleges
- Colleges and Universities
- Trade/Technical Schools
- Virtual Schools

http://www.academic360.com/
Non-Profit

Arts & Cultural Foundations
Social Services
Health Services
Cultural Professional & Trade Associations
United Way
Private Enterprise/
Self Employment

All forms of individual and private ownership
(May overlap with previous categories)

http://www.sba.gov/
What do you want to do?

Example:

Job Family
Consulting

Work Setting
Strategic Planning Firm

Occupational Title
Project Manager
Where do you want to do it?

Geographic considerations

- Anywhere
- International
- National
- Southeast
- Florida
- Tampa
Expand Geographic Location or Job Target (not both), example:

Tampa

Consulting Firm

Lobbying Firm

OR

Research Analyst

Tampa

Atlanta

Dallas

Trade Association
Job Search Resources

• Career Center
• Office of Postdoctoral Affairs
• Internet/Social Media—e.g., Linked In, Twitter
• Employer Directories for Various Fields
• Professional Associations & Journals

Title: Encyclopedia of Associations: National Organizations of the U.S.
Imprint: Gale
Publisher: Gale, Cengage Learning
Description: Comprehensive source of detailed information concerning nonprofit American membership organizations of national scope. Covers more than 23,000 organizations in categories such as trade, business, and commercial; legal; governmental; public administration; and military; cultural; educational; veterans; hereditary; and patriotic; athletic and sports; fan clubs, and many more.
Job Search Resources

“Metasites”—both general & discipline specific, e.g.,

- Career One Stop
- Indeed
- Job Hunter’s Bible
- Linguist List
- www.NationalPostdoc.org
- Riley Guide
- Science Careers
- The Versatile PhD
Researching Specific Organizations

- Organizational Web Pages
- Strozier Databases
- Annual & Stock Reports
- Organizational Chart
- Current Periodicals
- In-House Publications
- Local Newspapers
Networking

- Associations/Organizations
- Professionals/Colleagues/Mentors
- Former Instructors/Employers
- Organized Networks, incl. Social Media
- Listserv Groups
- School Associates/Alumni
- Family/Friends/Neighbors/Recreational Acquaintances
Information Interviews - People Resources

• Information Only
• Do Your Research
• Prepare Questions
• Be Courteous
• Secure Additional Contacts
• Send Thank You Letter

Action Item: Review Career Center’s guide
Refine Your Job Search Tools

• Tailor your vita or resume to your job target(s)

• Application letters

• Interviewing skills—practice, practice
Establish a Record-Keeping System

• Employers Contacted
• Letters Sent/Responses Received
• Second Interviews
• Follow-Up Needed
Ten Job Hunting Errors

1. Resume Not Tailored to Target(s)
2. Failure to Network
3. Limiting Job Sources
4. Canned Approach
5. Inadequate Interview Preparation
6. Poor Interview Techniques
7. Restricted Job Search
8. Too Little Time Devoted to Search
9. Negative Attitude
10. Lack of Attention to Dress & Appearance
Suggestions

• Get Support From Friends & Mentors
• Reward Yourself
• Take Care of Yourself Physically
• Avoid Negative People
• Keep Good Records
• Consider Part-Time/ Temporary/ Contractual Work
Career Center Resources

- Clarifying career goals
- Identifying transferable skills
- Developing a job search strategy
- Career guides
- Help with resume, cover letter, & portfolio preparation
- Preparing for interviews
- Tips on researching organizations
- Career library resources

www.career.fsu.edu
The End