

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**

Career Options for PhDs

The following lists of potential career options for those with PhD are far from exhaustive. Increasingly PhDs are found in a wide range of job sectors. A good approach for learning about any sector not listed here is to start informational interviewing individuals in those jobs. Also, a nice general source on non-academic career options is the *ScienceCareers* booklet: *Career Trends: Careers Away from the Bench*.

Job Sectors

Academia/Teaching	Continuing Medical Education (CME)	Science Policy
Science Writing	Medical Information Scientist/Medical Liaison Scientist	Technology Transfer, Intellectual Property, Patenting, and Legal Opportunities
Research Support or Grant Administration	Bioethics	Science Librarian
	Entrepreneur	



Careers in Higher Education Consulting



Careers in Management Consulting



English PhD hired as Higher Ed Consultant



Historian of Science becomes Higher Education Consultant



Religious Studies PhD becomes Strategy Consultant

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**

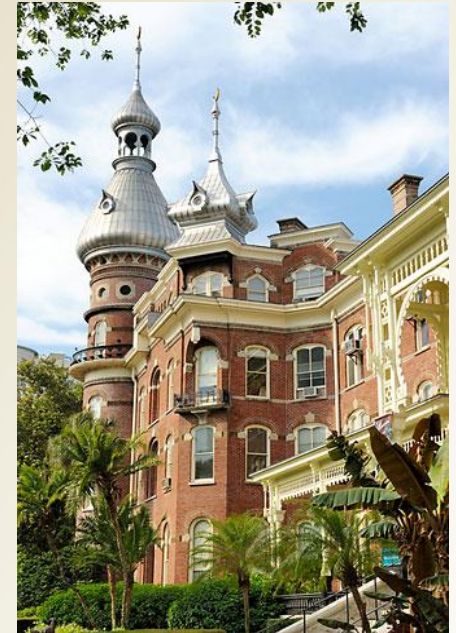


<http://cms.leoncountyfl.gov/HR/jobs/joblist.asp>



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)



ARTICLE

Is Entrepreneurship For You?

Starting your own business can be an exciting and rewarding experience. It can offer numerous advantages such as being your own boss, setting your own schedule and making a living doing something you enjoy. But, becoming a successful entrepreneur requires thorough planning, creativity and hard work.

<http://www.sba.gov/>



What do you want to do?

Example:

Job Family

Consulting

Work Setting

Strategic Planning Firm

Occupational Title

Project Manager



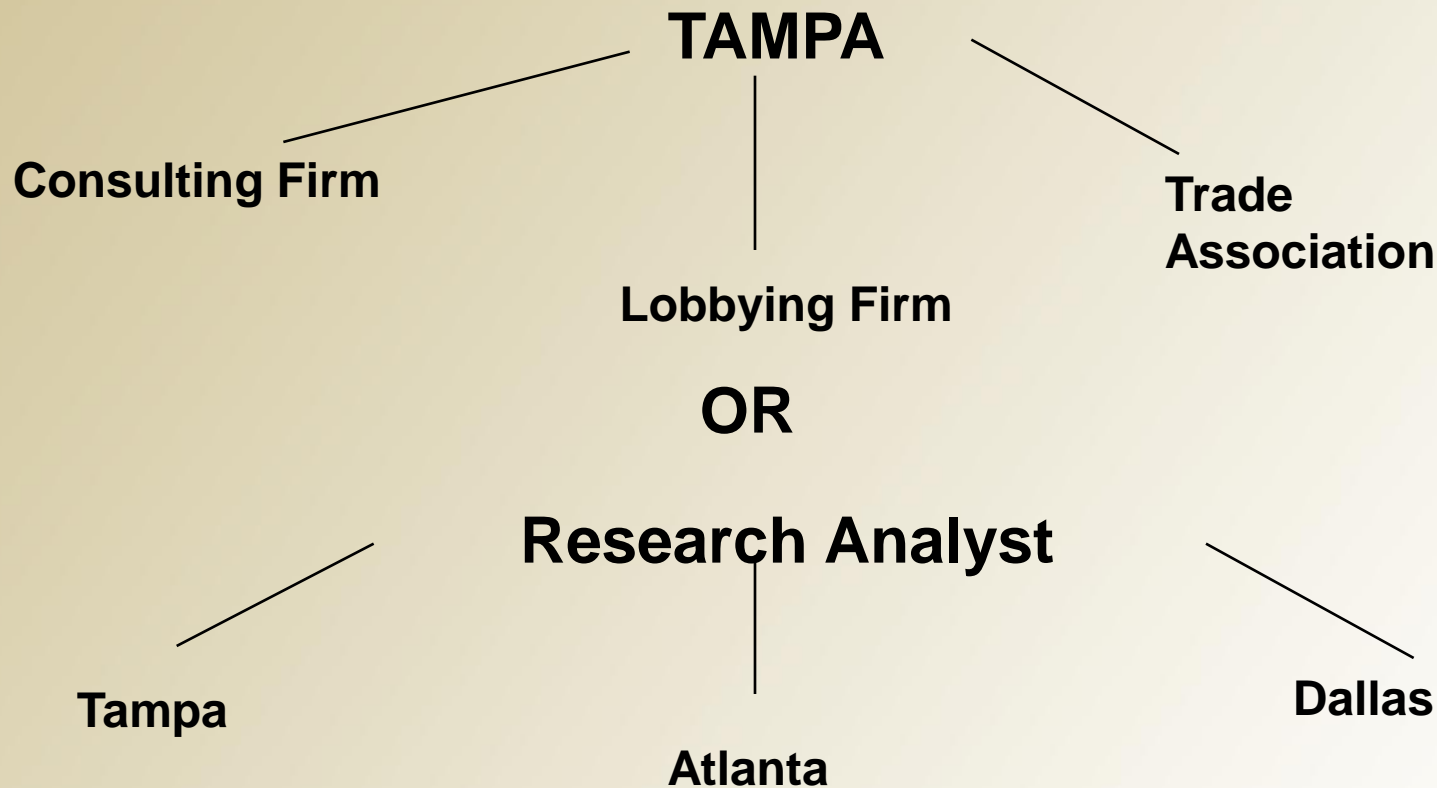
Where do you want to do it?

Geographic considerations

- Anywhere
- International
- National
- Southeast
- Florida
- Tampa

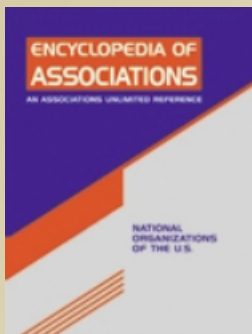


Expand Geographic Location or Job Target (not both), example:



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

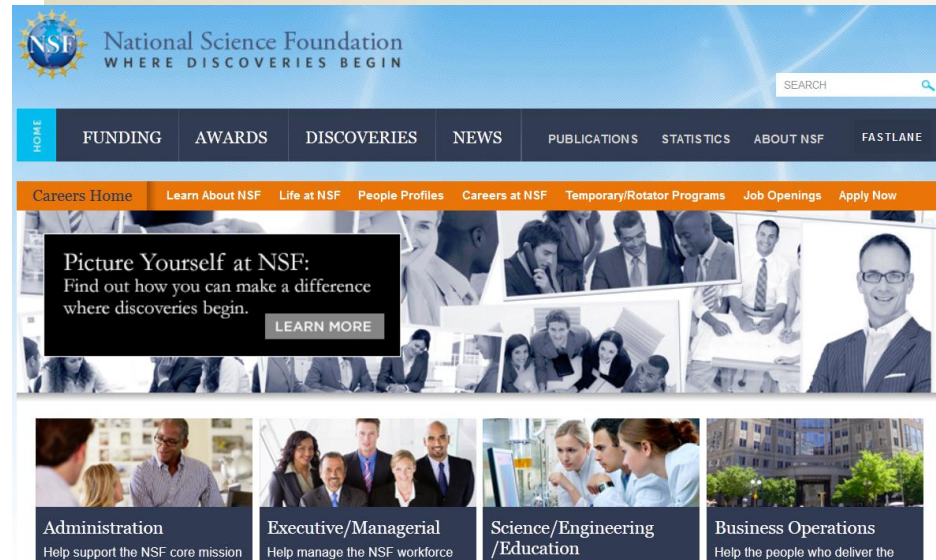
- “Metasites”—both general & discipline specific, e.g.,
 - [Career One Stop](#)
 - [Indeed](#)
 - [Job Hunter’s Bible](#)
 - [Linguist List](#)
 - [www.NationalPostdoc.org](#)
 - [Riley Guide](#)
 - [Science Careers](#)
 - [The Versatile PhD](#)

Employment Leads/Information	
General	Health
<ul style="list-style-type: none">• <u>AfterCollege</u>• <u>America's Student Job Network</u>• <u>Career Builder</u>• <u>CareerOneStop</u>• <u>College Recruiter</u>• <u>Current Jobs in Liberal Arts (Password protected - see below)</u>• <u>Jobcentral National Labor Exchange</u>• <u>Jobster, Inc.</u>• <u>Women for Hire</u>	<ul style="list-style-type: none">• <u>America's Health Care Source</u>• <u>American Occupational Therapy Association (AOTA)</u>• <u>BioPharmaceutical Career Site</u>• <u>BioSpaceJobs</u>• <u>Health & Wellness Jobs</u>• <u>LifeScienceJobs</u>• <u>MedHunters</u>• <u>MinorityNurse.com</u>• <u>Public Health Employment Connection</u>
Florida - All Categories	International
<ul style="list-style-type: none">• <u>Employ Florida Marketplace</u>• <u>Florida Colleges and Universities Position Vacancies</u>• <u>TeachInFlorida: Official Teacher Recruiting Website</u>• <u>FSU Position Vacancies</u>• <u>FSU Student Job Listings</u>• <u>Leon County Employment Opportunities</u>• <u>State of Florida Job Seekers</u>	<ul style="list-style-type: none">• <u>Dept. of Labor H-1B Database of Potential Employers of International Students</u>• <u>EuroPages: Business Directory</u>• <u>Going Global (connect through link in Secure Apps)</u>• <u>H-1B Visa Database Search Tool</u>• <u>Uniworl'd's database of international subsidiaries (Password protected for login off-campus - see below)</u>• <u>U.S. Citizenship & Immigration Services</u>• <u>Work, Study, Teach, Volunteer Abroad</u>



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**

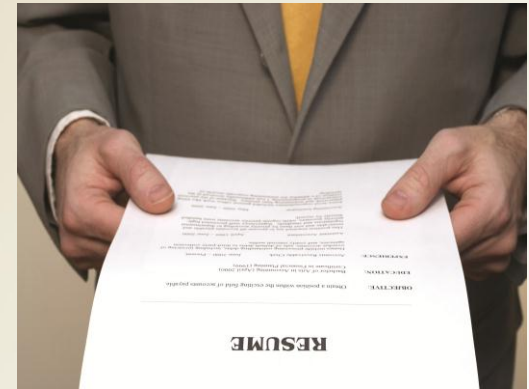


Action Item: Review Career Center's guide



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



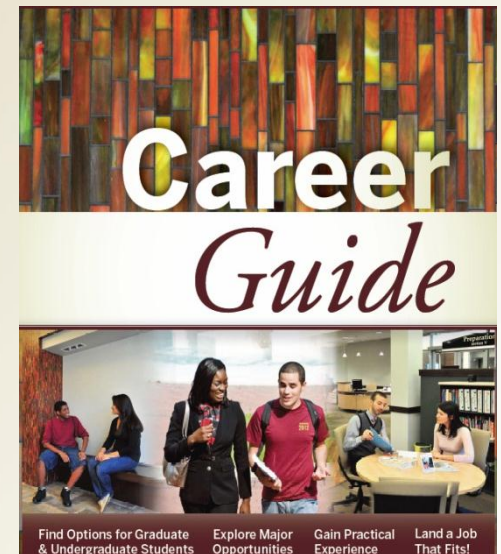
Suggestions

- **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

