Welcome!

Please collect:

- Job Boards for Graduate Students
- Job Search Worksheet
What we’re talking about today

• Getting prepared
• Finding positions
• Keeping momentum & avoiding pitfalls
Who’s here?

Turn to your neighbor and share:

• Your name
• Program or Department
• What you are looking for (potential fields, areas of interest for work)
Academia → Industry Spectrum

Academic Research Positions & Most Postdocs

Think Tanks, Research Arms of Gov. Centers

Institutes and Centers

Research at Non Profit; Company

Other Roles
How long will it take (minimum, likely time)?

It will take at least...

A. One week
B. One month
C. Two – three months
D. Up to six months
E. A year
How long will it take (minimum, likely time)?

It will take at least...

A. One week
B. One month
C. Two – three months
D. Up to six months
E. A year
It will take you several months

- Job searches last at least 2-3 months (normal)
- Longer for niche fields
- Longer if you’re **not sure what you’re looking for**
For today, I’m assuming:

You already have a few ideas about the kinds of jobs you’ll be looking for.
What you’ll need:

- Resume (almost all jobs)
- Cover letter (for most jobs)
- Portfolio/work samples (some jobs)
- LinkedIn profile (many jobs)
Identifying what you’re looking for

• Fill in some ideas on Step Two of the handout
• Not at all sure? Let the questions be a guide for some self-reflection later
You don’t have to know 100%

But, the more you can understand your own experience and research a prospective field, the better the fit you’ll eventually find.
Three core job search strategies:
Job Boards

- HuskyJobs
- Professional association job boards
- Journal & publication job boards
- Government job boards (usajobs.gov)
- Industry-specific (idealist.org)
- General (indeed.com)
Keywords

• Top skills for a job or field – technical or non-technical
• Field-specific vocabulary
• Related to what tasks you do on the job
Prevent job board **freak out**

- Keywords count
- Set up searches if feature is available
- Visit 1-3x per week, not every single day
- Double check for postings on company website
Example 1: M’s Story

• Only applied to jobs on Indeed.com and even Monster
• Wasn’t getting interviews (except for sales)
• Started using **industry-specific job boards**
• Started finding many more interesting jobs

All stories are composite stories reflecting multiple cases in the same field.
Employer Sourcing

• Build a big list of companies or organizations you like
• Organize it (size, region, focus, products, etc.)
• Follow on LinkedIn
• Read industry news
• Apply to postings on their webpages
• Attend their events
Example 2: J’s Story

• Graduated March 2016
• Only knew of 1-2 non-profits of interest
• Applied to all the jobs there, no interviews
• Came into our office in June
• Started researching non-profits and found 9 more
• Tailored each cover letter to reflect the research
• Started getting interviews
People Connections

• **Most effective** strategy, but takes longest to work
• Gather inside info about jobs, learn about company fit
• Will take time to see results
• Try variety of ways to find and meet people
• “Weak ties” are how we learn about stuff
• Events and one-on-one
Where do you talk to people?

• Career Fairs
• Informational interviews
• Departmental events & receptions
• Events in the professional community
• Trivia night, airplanes, cycling team
Should I talk to a recruiter? (maybe, maybe not)

• Internal recruiter
• External recruiter
• Headhunter
Example 3: T’s Story

• Graduated in June 2016, engineering field
• Started to apply to jobs online in June
• Applied to many positions, no interviews.
• Came in to our office in July 2016
• Began **talking to engineering people** in July & August (informational interviews)
• Landed a job in October as a result of those summer conversations
All of these strategies won’t help if:

• You never tailor your materials (cover letter, resume, etc.)
• You never practice interviewing
• You never explain your graduate degree in the new field’s language
Assemble your resources

• Consult the job board list
• Visit the careers.uw.edu calendar to scan for events
• Brainstorm about potential alumni of your program to reach out to for coffee chats
Build a job search timeline

Goal: Start Job in August!

Build a list of companies that do product design

Polish resume and get it reviewed for a job posting

Find a UW alum who works as a product designer and set up an informational interview

Apply for jobs I see that I like and do research about those companies

Do a mock interview

Goal: Start Job in August!
Share your timeline

• Share one or two items on your timeline with someone sitting next to you
• Consider brainstorming more ideas together
Getting stuck because:

• Untailored materials
• No one knows how your experience translates
• No one knows why you’re interested
• You’re a tiny bit underqualified
• You’re a tiny bit overqualified
• Not enough applications
• Way too many applications
Example 4: L’s Story

• Education graduate degree
• Started job search 5 months before graduation
• Tailored materials, did networking and great research
• Came in 2nd place in 3 job searches
• Finally found a contract role
• Contract role launched her into a full time directorship about 6 months later
Resources for when you’re stuck

• Talk to a career counselor
• Check your materials
• Remember the wait time (companies take forever to get back)
• Practice while you wait