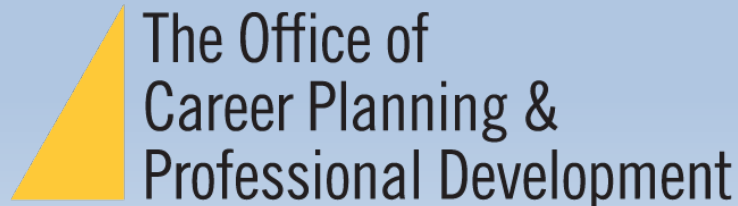


The Job Search for Career Changers

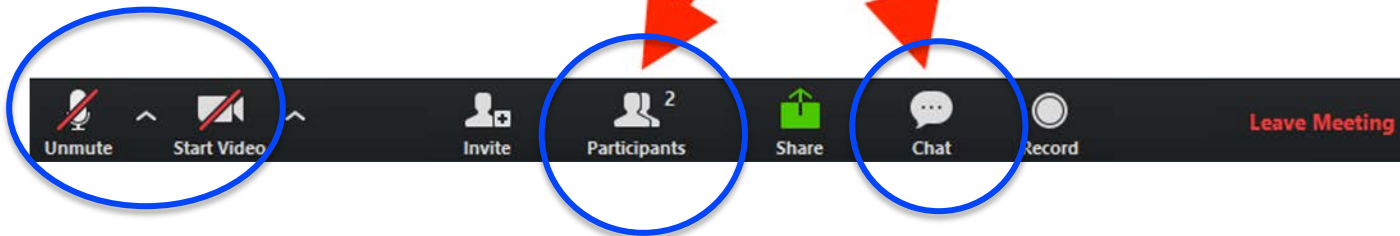
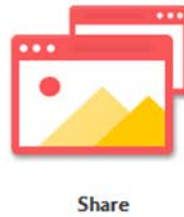
Office of Career Planning & Professional Development

careerplan@gc.cuny.edu

The Graduate Center, room 3300.08



Zoom Controls



Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone
- The recording will be available for listening on our website



About the Office of Career Planning and Professional Development (OCP&PD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 50 minutes) focused on job search, career concerns, and career self-assessment
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.

OCP&PD Career Resources

Recorded Webinars



A library of approximately 16 previous webinars available for listening – *examples include:*

- Preparing for the Academic Job Market
- How to Network and Build Your Connections
- Mastering the Job Interview

Alumni Aloud Podcast

Interviews with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

Find at: <https://careerplan.commonsgc.cuny.edu/services>



OCP&PD Career Resources

Versatile PhD

A popular online resource for students/graduates thinking about careers outside of academia – *includes:*

- PhD Career Finder
- Community Panel Discussions
- Membership Directory
- Job Listings



Vault Career Guides

An online resource featuring downloadable career guides on a variety of industries from investment banking to library careers



Find at: <https://careerplan.commonsgc.cuny.edu/tools>

OCP&PD Email Lists

Sign Up for Our Email Lists!

Get news about jobs, funding opportunities, upcoming events, and more directly from the GC Office of Career Planning and Professional Development

Email Lists

- Cluster: Humanities
- Cluster: Master's Students
- Cluster: Social Sciences
- Cluster: STEM
- Events
- Immediate Internships
- Immediate Job Openings

By submitting this form, you are consenting to receive marketing emails from: GC CP&PD, 365 Fifth Avenue, Suite 3300, New York, NY, 10016 United States, <http://careerplan.commons.gc.cuny.edu/>. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe@link, found at the bottom of every email. [Emails are serviced by Constant Contact.](#)

[Sign Up](#)

Find at: <https://careerplan.commons.gc.cuny.edu/services>

Upcoming Webinars in this Series

The ***Career Change Webinar Series*** includes the following webinars:

- ******The Job Search for Career Changers:*** Wed, Feb 24, 12-1pm
- ***Career Changer Resumes and Cover Letters for Master's Students:*** Wed, Mar 10, 12-1pm
- ***Career Changer Resumes and Cover Letters for Doctoral Students:*** Wed, Mar 17, 12-1pm
- ***How to Ace the Interview in a New Field:*** Wed, April 7, 12-1pm

Webinar Agenda

- Definition of Career
- Reasons for Making a Career Change
- Barriers to Changing a Career
- How to Start—Assessing, Understanding and Appreciating your Skills and your Transferable Skills
- Researching a New Career
- Interim Steps
- Creating an Action Plan



What is a Career?

- A sequence of related jobs, usually pursued within a single industry or sector
- Job satisfaction statistics
- Career changer poll



Reasons for a Career Change: External



- Declining industry
- Automation
- Merger, downsizing, company relocation
- New industry
- Prestige
- Abusive manager or change in company culture

Reasons for a Career Change: Internal (1)

- Boredom and burnout
- True passion
- Career and personal values
- Pride and recognition by Others
- Better chances for advancement
- Greater income
- Job security
- Freedom



Reasons for a Career Change: Internal (2)

- Less pressure
- Work/life balance issues
- Union representation



Reasons for a Career Change: Serendipity

- New opportunity
- Recruited



Example

From Versatile PhD:

- History of Christianity, 2000; Strategy Consultant, 2011*
- **First move:** Work with books in publishing (insurance and real estate)
 - Discovered new interest – solving business problems with technology
- **Second move:** Transferred to IT department – business analyst and project manager
 - Ended up running a development team (managed hundreds of production websites and partner portals)
 - Next interest – solving business problems with strate
- **Third move:** After layoff, hired by small strategic consulting firm where gyfriend employed
 - Works with clients and executive leadership to solve their business problems
- **His advice:** *You are ready for anything (be ready for anything) & find mentors*
 - *As a consultant, he uses his critical thinking skills, communication skills, and teaching skills from graduate school*

**Read more about Joe Shepley under Consulting section – Long Term example: Religious Studies PhD becomes Strategy Consultant*

Barriers to Career Change: External

- Pandemic and recession
- The job market
- Few opportunities available
- Age discrimination
- Employers not willing to take a chance on a non-traditional candidate



Barriers to Career Change: Internal

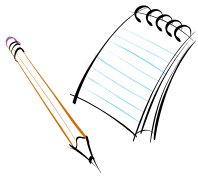
- Fear of change
- Self doubts (The Imposter Syndrome)
- Risk and fear of failure
- Too challenging
- Expenses
- Lower level and/or a pay cut
- Blow to ego
- Non-supportive family and friends



How Do You Start?

- If you have ever done a Formal Career Assessment, go review the report
- The “What did you want to be?” Exercise
- The “What would you do, if you knew you couldn’t fail?” Exercise
- The “What comes naturally to you?” Exercise
What have people said that you are good at?





Self-Assessment

- **Take stock of where you are at**, get to know and understand self
- Any time you are making a career decision, **reflect on:**
 - Values (work and personal)
 - Interests (current interests, long-held interests)
 - Skills (transferable, motivated, developmental, burnout)
- **Might also consider:**
 - Personality traits
 - Past successes and accomplishments (work and personal)
 - Preferred work environment
 - Personal situation

Additional Career Assessments

- **Our office offers:**
 - The SkillScan (*focus on skills*)
 - The Strong Interest Inventory (*focus on interests*)
 - The Myers-Briggs Type Indicator (*focus on personality traits*)



Imagine PhD

- **Imagine PhD:** A recently created, free career planning and exploration tool for humanities/social science students/graduates thinking about careers outside of academia
 - Career assessment tool
 - Job family exploration & examples
 - Action plan creation
 - Resources

www.imaginephd.com



MyIDP

- **MyIDP:** web-based career-planning tool tailored to meet the needs of PhD students and postdocs in the sciences
 - Career assessment tool
 - Resources for exploring 20 different scientific career paths
 - Strategic goal setting tool
 - Additional articles and information

myidp.sciencecareers.org



Other Informal Assessments

Which job would you take first?

- **Rank the Following Four:**
 - A. Secure but Dull
 - B. Exciting but Risky
 - C. Prosperous
 - D. Free Time and Fringes



The Dream Exercise

If you could design a job for yourself, what would it look like? Consider the following factors and others:

1. The Type and Size of the Organization
2. The Geographic Location
3. Your Daily Tasks, Work Requirements and Activities
4. What Kind of Equipment or Technology would you be using?
5. Your Schedule
6. Your Work Atmosphere, Company Culture and Social interactions
7. Style of Supervision and Evaluation; Are you a Manager?
8. Opportunities for Professional Development
9. Salary and Benefits

Skills & Accomplishments

Exercise:

- Record each of your past experiences
- What skills did you use & gain from each experience?
- What did you “accomplish” during each experience?
- What skills did you use to reach the accomplishment?
- Make a final list of all your skills



SKILLS & ACCOMPLISHMENTS EXERCISE

| PAST JOBS, PROJECTS, & PROFESSIONAL OPPORTUNITIES <i>This can include academic projects and roles, jobs, internships, volunteer opportunities, side projects, and so on.</i> | SKILLS <i>What skills did you use during this experience? Look back at your resume/CV and a skills list to help you.</i> | ACCOMPLISHMENTS <i>What accomplishments did you realize during this experience? What are you proud of? What action did you take that had a result? What were you praised for or recognized for? Think about performance reviews or feedback from supervisors, advisors, etc.</i> | OTHER SKILLS <i>What skills did you use to reach this accomplishment?</i> |
|--|--|--|---|
| | | | |
| | | | |
| | | | |

Transferable Skills

- Definition
- Motivated vs. Burnout vs. Developmental skills
- Soft and hard skills
- Combination of your transferable skills = New Career
- *Consider:*
 - What have people said you are good at?
 - Think about performance reviews, coworkers, advisor, family, friends, supervisors
 - What skills do you love to use, even if you don't think you are very good at them?
 - What talents do you have?



Address Skill Gaps

- **Massive Open Online Courses (MOOCs)**
 - **Coursera** – wide variety, university level, certificates
 - **edX** – wide variety, university level, certificates
 - **Udemy** – wide variety, lean toward IT and business focus
 - **Udacity** – technology focus (*data science), nanodegree
 - **CodeCademy** – coding/IT
 - **LinkedIn Learning** – business focus, certifications
 - **Skillshare** – 4 main areas: creative arts, technology, business, lifestyle; real life projects
 - **CreativeLive** – creative focus
- **Books**
- **Experiential Learning**



What to Research in New Field

- Education and skill requirements
- Industry trends—the job market
- Job content—types of projects
- Additional training
- Salary and benefits
- Job security
- Recruiting practices
- Hiring cycles
- Specific companies



Research Your New Field

Job Postings

Exercise:

- Collect 3-5 job postings
- Highlight the desired skills, knowledge, and experiences
- List the repeated skills, knowledge, and experiences (key words)
- Record your skills, knowledge, and experiences
- Circle any matches
- Identify any gaps



FIELD AND INDUSTRY RESEARCH EXERCISE

1. Collect 3-5 job postings that interest you; if you have interests in more than one type of field/position, collect 2-3 postings per area
2. Highlight or circle the desired skills, knowledge, and experiences listed in each job posting; you will find these in both the description of the job as well as the “preferred qualifications” section
3. In the first column below, list the skills, knowledge, and experiences you highlighted in the job postings
4. In the second column, list the skills, knowledge, experiences, and keywords that show up in all or several of the listings.
5. In the third column, record the skills and experiences that you have; revisit the list you created from Skills and Accomplishments exercise
6. Going back to the second column, circle any skills, knowledge, and experiences that you have listed in the third column
7. Finally, in the fourth column, identify any gaps of skills, knowledge and experiences – what is not circled in the second column?

CAREER AREA/FIELD: _____



| DESIRED SKILLS, KNOWLEDGE, AND EXPERIENCES FROM POSTINGS | REPEATED SKILLS, KNOWLEDGE, AND EXPERIENCES | MY SKILLS AND EXPERIENCES | GAP ANALYSIS |
|---|---|---|--|
| <i>Record the skills, knowledge, and experiences that are highlighted in your collection of job postings.</i> | <i>List only the skills, knowledge, experiences, and keywords that are repeated among all or several of the postings.</i> | <i>Revisit the list you made from the Skills and Accomplishments exercise and record that here.</i> | <i>What skills and experiences do you not have yet and would like to gain?</i> |
| | | | |

Research Your New Field - Online

- Vault
- Alumni Aloud
- Panels, information sessions, and workshops
- Company websites
- LinkedIn
- O*Net
- Acinet.org
- Professional organization websites
- Conferences
- Glassdoor



Speak to People

- Reach out to professionals
- Prepare a list of questions to ask
- Connect on LinkedIn



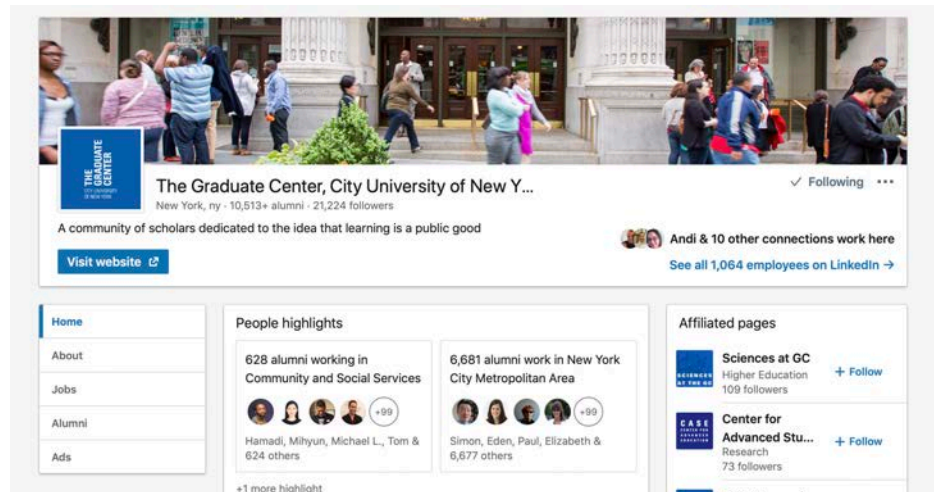
Informational Interviewing

- What is an informational interview?
- One of the most effective forms of networking
- Typically brief (20 – 30 minutes)
- May happen in person or over the phone
- Beneficial for:
 - Developing relationships in field
 - Learn about industry, occupation, organization
 - Consider your fit with career
 - Practice a form of interviewing
 - Be referred to other professionals



Finding Professionals

- Start with who you know
- Record of alumni from program
- LinkedIn:
 - Alumni Tool
 - General search
 - Company pages



The screenshot displays the LinkedIn profile for The Graduate Center, City University of New York. The profile header includes a banner image of people walking outside a building, the organization's name, location (New York, ny), and follower statistics (10,513+ alumni, 21,224 followers). Below the header, there is a description: "A community of scholars dedicated to the idea that learning is a public good" and a "Visit website" button. A notification indicates that "Andi & 10 other connections work here" with a link to "See all 1,064 employees on LinkedIn". The main content area is divided into three sections: "Home" (with links for About, Jobs, Alumni, and Ads), "People highlights" (featuring two groups of alumni: "628 alumni working in Community and Social Services" and "6,681 alumni work in New York City Metropolitan Area"), and "Affiliated pages" (listing "Sciences at GC" and "Center for Advanced Stu...").

Informational Interview Outreach

Dear Joe Smith:

I came across your profile in the CUNY Graduate Center group on LinkedIn, and noticed we have a similar background in terms of degree, school attended, and interests. I am currently a GC doctoral student in Art History, and I am interested in eventually applying my research, writing, and museum experience to a cultural institution, such as the one where you work. I have been following [name of organization] and am impressed with the work that your group has accomplished [perhaps something specific about a particular project].

If you'd be willing, I would love to schedule a brief (20-30 minute) **virtual** meeting with you to talk about the industry, your experiences, and your career path. Of course if there is anything I can do for you I would be more than happy to do so.

Thank you very much for considering this request, and I hope to talk to you soon.

Sincerely,
Emily Seamone

Informational Interview Questions

- How did you become interested in your field?
- Please describe a typical work day.
- What aspects of your work do you find most challenging/rewarding?
- Do you mostly work independently or as part of a team?
- What are the qualifications that they're looking for in a new hire?
- How would you recommend that I keep abreast of developments in this field?
- Is there anyone else that you think I should speak to?



Post Info Interview

- Thank you note
- Send connection request on LinkedIn
- Check-in after following advice
- Check-in when see a job opportunity or after apply to one
- Strategically keep in touch



Interim Steps - Internships

Benefits

- Explore a new field
- Gain insider information on the organization and the field
- Gain valuable experience for your resume
- Develop, refine, and use skills
- Network with professionals in the field
- Identify mentors and other helpful people
- Gain confidence
- Get a return offer



The Right Internship

- Provides a clear work description with details
- Focuses on professional tasks
- Develops skills and contacts
- Outlines learning goals
- Has an orientation
- Includes a process for getting regular feedback
- Is paid



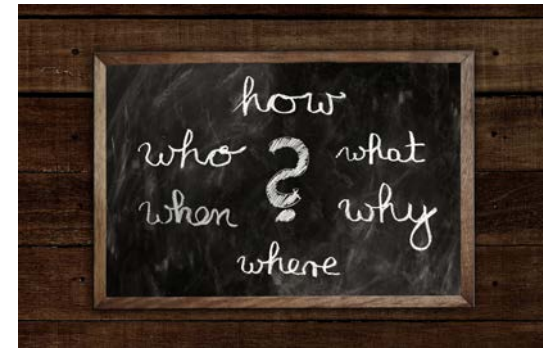
How to Find an Internship

- Internship Websites: *InternshipPrograms.com, Internships.com*
- GC Connect
- General Job Websites: *Indeed.com, LinkedIn*
- Industry-specific Job Websites: *Higheredjobs.com, bookjobs.com, USAJobs.gov*
- Professional Association Websites
- Department emails
- Organization or company websites
- Networking



Create an Internship Proposal

- Purpose of internship and focus
- Position description and details
- Duties and tasks you will perform
- Overall goals for the internship
- Structure: timeline, hours, logistics
- Evaluation of performance—feedback
- How this will benefit the organization



Other Interim Steps

- Volunteering
- Shadowing
- A side-hustle
- Transitioning to a tangential industry
- Moving to a different area within your current industry



A Suggested Action Plan

- Attend this webinar—DONE!
- Complete self-assessment exercises Identify your reasons for a career change
- Understand the barriers to a career change
- Inventory your skills and transferable skills
- Research new field(s) online
- Research new field(s) by speaking to professionals
- Explore the possibility of internships and other interim steps
- Attend a Resume and Cover Letter webinar (different ones for MA/MS or PhD)
- Attend the How to Ace the Interview in a New Field webinar
- Utilize our individual Career Advising Services



QUESTIONS?

