

How to Time Your Academic and Non-Academic Job Searches *for PhD Students*

Office of Career Planning & Professional Development

careerplan@gc.cuny.edu

The Graduate Center, room 3300.08

Zoom Controls



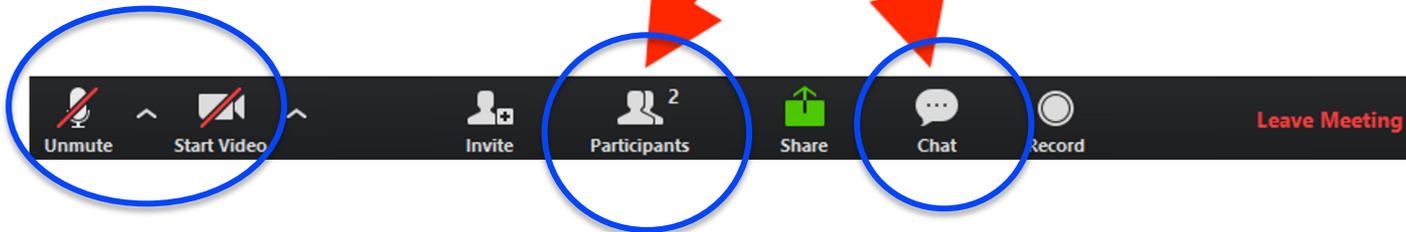
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Invite Others



Recording!

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



About the Office of Career Planning and Professional Development (CP&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; also walk-in sessions (Mon and Wed)
- **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.

CP&PD Career Resources

Recorded Webinars



A library of approximately 25+ previous webinars available for listening – *examples include:*

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

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

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/alumni-aloud>



CP&PD Career Resources

Career Planning Guide

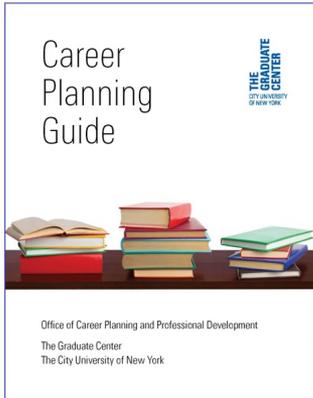
Our Career Planning Guide provides an introduction to common career-related topics, including career exploration, networking, applying for grants, job searching, preparing written materials, and interviewing. It also provides samples of job search materials from GC students.

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

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>



CP&PD Career Resources

Imagine PhD



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

- Career Assessment
- Personalized Planning Tools
- Job Search Resources

myIDP



Online career-planning and exploration tool tailored to meet the needs of PhD students and postdocs in the sciences; includes:

- Interest, skills, and values exercises
- Resources for various career paths

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

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

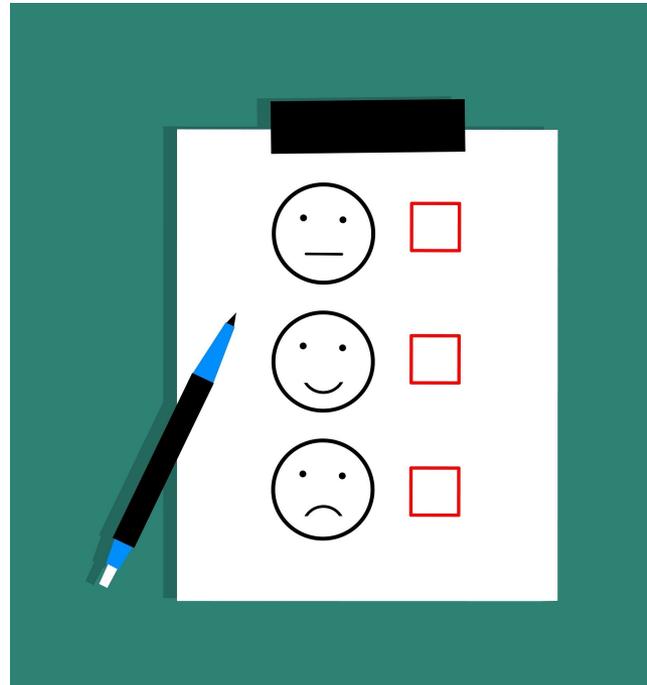
- Cluster: Humanities
- Cluster: Master's Students
- Cluster: Social Sciences
- Cluster: STEM
- Events
- Immediate Internships
- Immediate Job Openings

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Polls



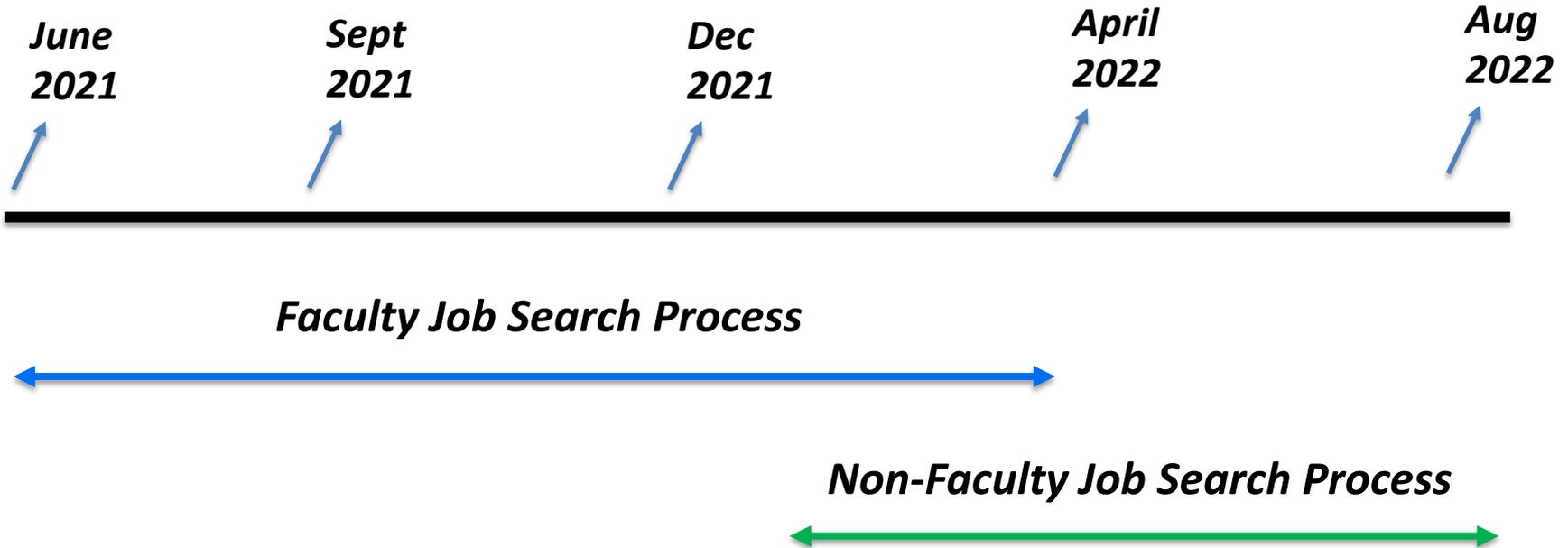
Webinar Agenda

- **Overview of timeline for faculty and non-faculty job searches**
- **Faculty job search process**
 - Tasks for Summer through Spring
- **Non-faculty job search process**
 - Preparation and exploration as well as tasks 3-6 months prior to target date
- **Possible issues and concerns for a dual search**



Dual Search Timeline

June 2021 to August 2022



Faculty vs Non-Faculty

	Faculty/Academic Jobs	Non-Faculty/Non-Academic Jobs
Length of time for employer	Jobs are posted in late summer to fall for a start in August of the following year (depends on discipline)	Jobs are posted with the goal of having someone start the job within the next month or two (goal is usually as soon as possible)
Length of job search for job seeker	~ 9-12 months from applications to start of a job	~ 2-6 months on average from applications to start of a job
When jobs are posted	More predictable cycle (posted often in late summer to fall)	Posted at any time



Faculty Job Search



When to Start – Prep

Summer:

1. Learn about and understand the academic job market

- Make an appointment with CP&PD
- Review resources for PhD students on our website
- Check into list of books and other websites
- Visit the professional association(s) website in your field

Career Services

Talk to a Career Adviser	Career Advisement
GC Connect	We are happy to meet with students and recent alumni (up to 5 years out) to discuss any career-related issues. Our career advisers can help you:
Email Lists	
Webinars	<ul style="list-style-type: none">• Develop a career planning strategy• Take career assessments• Edit your job documents (e.g., CVs, resumes, cover letters)• Prepare for job interviews• Troubleshoot individual concerns
Career Podcast	
Cosponsor an	

Summer

2. Begin to build materials that reflect your research and teaching strengths

- What are your accomplishments?
- What makes you different or unique in your discipline?
What are your strengths?
- Draft language describing your research and teaching for a variety of institutions.



Summer

3. Make a plan to reach out to your committee and other supportive mentors

- Discuss your plans to go on the job market, get their feedback about pros and cons of doing so
- Think of yourself as a colleague, not a (lowly) graduate student
- Start requesting your letters of recommendation—or at least giving notice that you'll be doing so in the future
- Plan to stay in touch and keep people updated on your search



Summer

4. Understand and put together requested materials

- CV
- Cover letter or letter of application/interest
- Statement of teaching philosophy
- Research statement
- Diversity statement
- Evidence of teaching effectiveness
- Teaching portfolio
- Writing sample
- Transcripts
- Letters of recommendation
- Online presence



**Find sample materials from your department, friends and colleagues who have been on the job market, our website, resource list of books and websites*

Late Summer and Fall

5. Have your materials reviewed by others

- Make an appointment with CP&PD
- Meet with TLC (for teaching materials)
- Share with your Advisor/PI
- Consider other committee members
- Approach anyone else in your department or field who has recently been on the job market (and has been successful) or recently has been on a search committee



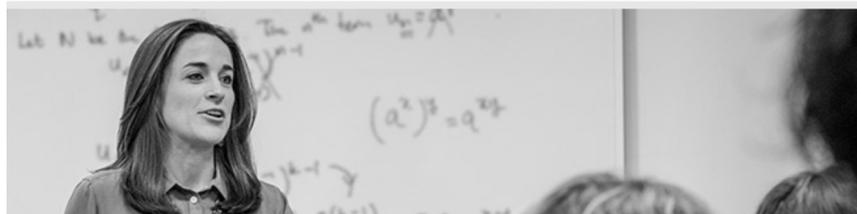
Late Summer and Fall

6. Search for positions and apply

- **Identify job opportunities:**
 - On scholarly association websites (see online career information, annual meeting, email lists)
 - Through national publications and websites (e.g., *The Chronicle of Higher Education*, *HERC*, *Higher Ed Jobs*)
 - On institutional and departmental websites
 - Through your network

HigherEdJobs®

Job Search



Late Summer and Fall

7. Consider Postdoctoral Fellowships

- **A. Do you need or desire one?**
 - In some fields (mostly biomedical), a postdoc is key for tenure-track positions
 - In other fields, a postdoc is not required, but is often a good option
- **B. If you do, find one:**
 - Through your professional association, both in the fall and spring (for some fields)
 - On postdocjobs.com, h-net.org, and other websites
 - By making direct contact with a faculty member whose research is of interest (mostly for the sciences and engineering)
 - Through your faculty members



Late Fall through Early Spring

8. Prepare for Interviews:

- **Preliminary interviews – Fall and Winter**
 - Phone, video, conference interviews
 - Practice with CP&PD, department, friends/family members
- **On campus (or virtual?) interviews – Winter and early Spring**
 - 1-2 days
 - Could include: giving a job talk, meeting the department, meeting administrators, teaching a class, meeting with graduate students and/or undergraduates, participating in social situations
 - Practice with CP&PD, department, friends/family members



Late Fall through Spring

9. Keep your eye on “secondary” job market:

- Usually visiting positions, lectureships, postdocs; it may make sense to apply to these depending on your career goals



Offers

Around April to May

10. Prepare for negotiation ahead of time

- Do some research (see resources)
- Determine aspects you would like to negotiate; prepare your approach and responses
- Make an appointment with CP&PD
- Practice!



Additional Info

Faculty Job Search

- [Preparing for the Academic Job Market \(pre-COVID\)](#)
- [Interviewing for Faculty Positions \(pre-COVID\)](#)
- [Preparing and Interviewing for Faculty Positions during COVID](#)
- [Talking about Your Research in the Faculty Job Search](#)
- [Preparing for the Campus Visit](#)
- [Preparing for the Job Talk & the Teaching Demo \(cosponsored by the TLC\)](#)
- [Negotiating for Success](#)

Internships & Postdocs

- [How to Find the Right Internship for You](#)
- [Searching for an Internship in Uncertain Times](#)
- [Applying for a Postdoc: STEM Fields](#)
- [Applying for a Postdoc: Humanities & Social Sciences](#)

CP&PD Library of Recorded Webinars:

<https://careerplan.commonsc.c.cuny.edu/services/webinars>

Non-Faculty Job Search



Prep and Exploration

Late Fall :

1. Finish up your faculty and postdoc applications—get them sent out

2. Consider what non-faculty/non-academic paths you are interested in

- ImaginePhD and My IDP
- Other assessment tools
- Make an appointment with CP&PD
- Check out resources on our website and books



Exploring Career Paths

3. Conduct research on the career paths and roles you are targeting

- Understand your accomplishments and transferable skills (*see Skills & Accomplishment exercise*)
- Find job postings – what are these employers looking for? (*see Field & Industry Research exercise*)
- Make a list of organizations/companies



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>

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

Preparing & Planning

4. Create a job search and networking plan

- Devise a job search system for keeping track of jobs applied to, informational interviews, other meetings, and any other items
- Determine how much time you have per week to dedicate to job searching
- Make a list of target companies and people you would like to network with
- Write out your specific job search and networking goals



6 Months Prior to Target Date

5. Create/update your job search materials

- Resume
- Cover letter
- LinkedIn profile
- Portfolio or work examples
 - Writings, presentations, photos, videos, creative work
- References – LinkedIn and three work references
- Online presence
 - Twitter, Facebook, Pinterest, Instagram
 - Blog
 - Write on LinkedIn Publisher

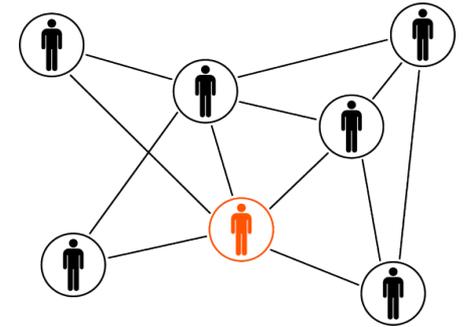


**Find sample materials from our website, connections in field*

6 Months Prior to Target Date

6. Have your materials reviewed by others

- Make an appointment with CP&PD
- Consider connections in your targeted field(s)



7. Begin implementing your networking plan

- Never too early to begin networking!
- Best method for landing jobs and tapping into hidden job market (also gain insider info and knowledge about field, organizations, and job search strategies; get introduced to others)
- Find people doing what you'd like to be doing and/or working at places where you'd like to be (LinkedIn alumni)
- 3 forms: informational interviewing, networking event (conferences), and online networking

3-5 Months Prior to Target Date

8. Search for positions and apply

A. Online job postings (5-20%)

- General job websites, industry specific job websites, GC Connect, other university job databases, company websites
- *Examples:* Indeed.com, Idealist.org, Higheredjobs.com, USAjobs.gov (see our website for more)

• B. Recruiters/headhunters/career fairs (5-20%)

- Find through LinkedIn, career fairs, and word of mouth

• C. Networking (60-90%)

- Informational interviewing, networking events, and online networking

2 Months Prior to Target Date

9. Prepare for interviews

- **First round interviews**
 - Phone or video interviews ~ 30 minutes
 - Could include one or more people
- **Second round and additional interviews**
 - Video or in-person ~ 1 or more hours
 - Could include panels, meeting the team, etc.
- **Practice with CP&PD, friends/family members, colleagues**



Offers

Can come at anytime toward the end of an interview process

10. Prepare for negotiation ahead of time

- Do some research
- Determine aspects you would like to negotiate, prepare your approach and responses
- Make an appointment with CP&PD
- Practice!



Additional Info

General Job Search

- Exploring Career Paths in the Humanities & Social Sciences
- Exploring Career Paths in the Sciences
- Preparing for a (Non-Faculty) Job Search
- Creating a Resume that Stands Out
- Creating a Cover Letter that Stands Out
- Making the Most of the Virtual Career Fair
- Mastering the Job Interview (for Non-Academic Jobs)
- Negotiating for Success
- The Challenges and Rewards of the Freelance Life

*CP&PD Library of Recorded
Webinars:*

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Potential Issues & Concerns

- Offer comes in too early
- Multiple job offers – academic and non-academic
- Job search is taking too long
- Job searching and finishing dissertation



QUESTIONS?

