

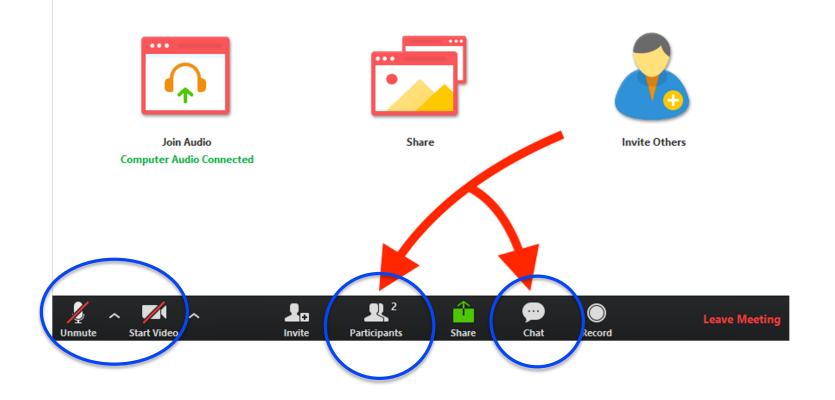
Maximizing AI & Technology in Your Job Search

Office of Career Planning & Professional Development careerplan@gc.cuny.edu The Graduate Center, room 3300.08

> The Office of Career Planning & Professional Development

www.gc.cuny.edu

Zoom Controls





Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone within 1 week
- The recording will be available for listening on our website





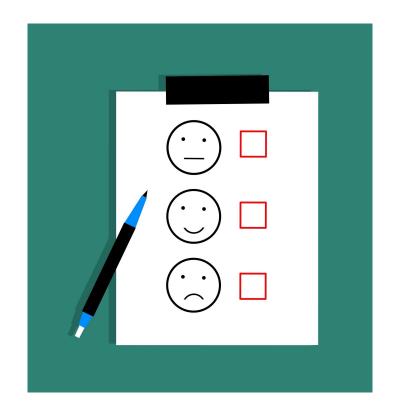
About the Office of Career Planning and Professional Development (CP&PD)

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 45 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 career planning guide, 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.
- Handshake for job postings, events and to schedule career advising sessions.



Poll





Webinar Agenda

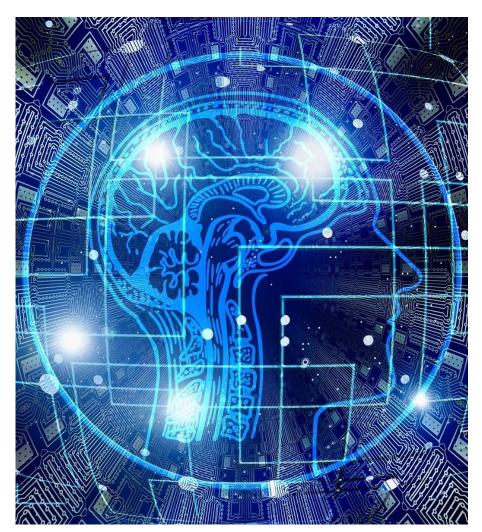
- Recap: What is AI & Everyday Examples
- Where AI Can Be Helpful
- Limitations of AI/Tech & Guardrails
- AI & Tech for Job Searching
- AI & Tech for Efficiency
- AI & Tech for Interviewing
- AI & Tech for Negotiating





What is AI?

- Technology that enables computers and machines to simulate human intelligence and problem-solving capabilities; offers quick information, assists with research, answers questions, and provides guidance
- Artificial Intelligence term was coined in 1956
- Field of computer science that encompasses machine learning, deep learning, and natural language processing
- Processes large amounts of labeled data, analyzes for correlations and patterns, learns from the data, and then applies patterns to make increasingly more accurate classifications and predictions over time





What is AI?

Branches of AI

Generative AI: content generation based on patterns from data without user engagement (photos, graphics, stories, materials) Interactive AI: involves user engagement and responds to user inputs and queries (customer support, virtual assistants, recommendation systems) **Predictive AI**: predictions about future events and outcomes based on analyzing data, patterns, and trends (fraud detection, medical diagnoses, financial services)

Benefits include: speed, precision, accuracy, automation, progressive learning, time savings, consistency

Everyday Examples of Al

- GPS guidance
- Autonomous vehicles
- Chess-playing computers
- Chatbots and digital assistants (Siri, Google Assistant)
- Content generation (ChatGPT, JasperAl, Google Gemini)
- Design and graphic generation (Dall-E, Canva)
- Recommendation engines (shopping and show recs)
- Applicant tracking systems (ATS)
- Computer-based interviews





Where AI is Helpful

Can pull together large amounts of data or research from Internet

- Explore career options and roles
- Share salary ranges for a role in a specific location
- Identify companies that have previously sponsored H1B visas

Can give ideas of what to say in communications with other professionals and customization in job search materials

- Advise on questions to ask in an informational interview
- Give feedback on responses to common interview questions
- Identify skills/keywords to highlight in a resume for a specific role

Can offer suggestions for resources

- Recommend websites for job postings in a specific field
- Share resources to learn more about a specific industry
- Suggest events and groups for networking in a specific field



Limitations

- Accuracy and Reliability: Plausible-sounding but incorrect or nonsensical responses, especially when faced with complex or ambiguous queries. Can lead to misinformation if not carefully monitored and verified.
- Limited Ability to Ask Clarifying Questions: Lacks the ability to ask clarifying questions when faced with ambiguity. Can result in misinterpretation of prompts and inaccurate responses, as it doesn't have context.
- Biases and Overgeneralization: Trained on large datasets, which can contain biases reflected in their output. Models may overgeneralize or rely on stereotypes, potentially perpetuating misinformation or reinforcing existing biases.
- Ethical and Legal Considerations: The use of Algenerated content raises ethical and legal concerns, particularly regarding intellectual property rights and accountability for misinformation.



General Guardrails

- Choose the right tool
- Use clear input/prompts
- Verify data check *every* reference, link and citation
- Read privacy policies
- Be educated on limitations and use sound judgement
- Don't let it stunt your creativity
- Use content as a *starting* or *advancing* tool, not a replacement:
 - Brainstorm/idea generation or refining ideas
 - Draft an outline
 - Synthesize or summarize information
 - Rephrase for clarity or understanding
 - Gathering initial, basic information on a topic
 - ...or deeper information on a topic you already know



ChatGPT (Open AI) Alternatives

- Perplexity <u>https://www.perplexity.ai/</u> -Answers backed up by a curated set of sources.
- CoPilot <u>https://www.microsoft.com/en-us/store/b/copilotpro</u> Integrates with Microsoft 365, draft presentations, analyze Excel lists, summarize meetings, create and edit images, put together timelines.
- Google Gemini <u>https://gemini.google.com/</u> -(Bard) Pulls more recent data from internet.
- Premium GPTs, require Chat GPT Plus: <u>https://chat.openai.com/gpts</u> - writing, productivity, research and analysis, education, programming. *Create your own!*







GPTs

Learning Prompt Structures

ChatGPT Prompting Cheatsheet

Prompt Structure

Acting as a [ROLE] Create a [TASK] for the [AUDIENCE] in the [TONE] including [Essential Info] & ask me [Questions] to help you achieve the task

Act as a [ROLE]

CEO Inventor Analyst Teacher Marketer Therapist Journalist Advertiser Lawyer Copywriter Website Developer Accountant Entrepreneur Project Manager Recruiter

In the [Tone]

Professional Witty Persuasive Informative Friendly Formal Casual Inspirational Technical Playful Authoritative Empathetic Conversational Educational Humorous

Create a [Task] Design Social Media Posts

Write Ad Scripts Write Ad Scripts Create Financial Reports Develop Sales Pitches Conduct Job Interviews Craft Blog Content Resolve Customer Issues Plan Corporate Events Design User Interfaces Implement IT Solutions Provide Legal Consultation Psychological Assessments Conduct Market Research Create Culinary Menus Create Job description

Include [Essential Info]

Job Location Salary Details Educational Benefits Product Features Company Values Customer Testimonials Event Schedule User Demographics Technical Specifications Legal Requirements Counseling Approach Research Objectives Menu Specials Social Media Schedule Conference Agenda

For the [Audience]

Job Candidates Students Investors Prospective Clients Job Applicants Subscribers Event Attendees App Users Employees Legal Clients Patients Survey Participants Restaurant Customers Social Media Followers Conference Participants

Ask me [Questions]

"What specific design elements should be prioritized in the social media posts?" "How can we tailor the ad script to resonate with the target audience?" "What key financial metrics need to be highlighted in the reports?" "Which unique selling points should be emphasized in the sales pitch?" "What skills and qualities are crucial for the ideal job candidate?" "What themes or topics should be covered in the blog content?" "What troubleshooting steps have already been taken for customer issues?"

Created by:

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Khizer Abbas, Growth Marketing specialist

Example

You

Acting as a financial recruiter, create a list of interview questions for entry-level job candidates in a professional tone, including questions about company values and the current financial markets.

ChatGPT

Absolutely, here's a list of interview questions tailored for entry-level financial job candidates:

- 1. Can you provide an overview of your educational background and any relevant internships or experiences in the finance industry?
- 2. What motivated you to pursue a career in finance, and why are you interested in this particular role within our organization?
- 3. How do you stay updated with current trends and developments in the financial markets?
- 4. Could you share your understanding of our company's values and how they align with your own professional ethos?
- 5. Given the dynamic nature of the financial industry, how do you prioritize tasks and manage deadlines effectively?
- 6. Can you discuss a challenging financial scenario you've encountered in your academic or professional experience and how you addressed it?
- 7. Collaboration and teamwork are crucial in our workplace. Can you provide an example of a successful team project you've been a part of and your role in it?



Al for Job Search Strategy

- Job websites with AI filters
- Automated job alerts
- Company and employer research
- Job posting resources/websites
- Types of roles and variations of titles for your degree and background



Source: ChatGPT Prompt (May 24, 2024)



Prompts for Job Search Strategy

- Advice on best ways to search for job openings for [field/role/career]
- Guidance regarding jobs can apply to in [field] and [geographical location] based on [degree]
- Suggestions of key resources for job listings in [field]
- Summarize various job titles used in [field]
- List of companies growing in [field]
- List of top employers in [geographical area] that hire people with [degree]
- List of companies that offer internships in [geographical area] for [degree and interests]
- List of companies that have sponsored H1B visas in [field]
- Identification of key skills and competencies in [job posting]



Prompts for Employer Research

- Information on [company], including mission, vision, values, products, services, key leadership, culture, work-life balance, employee satisfaction, DEI, company history, financial health
- Comparison of [company] to its top competitors on key metrics such as growth, profitability, innovation, culture
- Insights about recent news articles or press releases regarding [company]
- Summarize employment policies and benefits offered by [company]
- Insights about main competitors of [company]
- Overview of legal/ethical concerns or controversies associated with [company]
- Summary of employee reviews for [company]
- Insights regarding flexible work arrangements such as working from home offered at [company]



ChatGPT Prompt Example

🙁 You

Give me advice on best ways to search for job openings for the data science field.

ChatGPT

Certainly! Here are some effective strategies for finding job openings in the data science field:

- Utilize Job Search Engines: Start by using job search engines like LinkedIn, Indeed, Glassdoor, and SimplyHired. These platforms allow you to search for data science jobs by keywords, location, company, and other filters. You can also set up job alerts to receive notifications for new openings.
- Explore Industry-Specific Websites: Look for industry-specific job boards and websites that cater to data science professionals. Websites like Kaggle, DataJobs, and DataScienceCentral often feature job postings from companies looking to hire data scientists.
- 3. Follow Companies and Recruiters: Follow companies that you're interested in working for on social media platforms like LinkedIn, Twitter, and Facebook. Many companies post job openings on their social media channels, and you can also connect with recruiters who specialize in data science roles.
- 4. Networking: Networking is crucial in the data science field. Attend industry events, conferences, workshops, and meetups to connect with professionals in the field. Join online communities, such as LinkedIn groups or Reddit forums, where data scientists share job opportunities and insights.
- Utilize Professional Associations: Join professional associations related to data science, such as the Data Science Association, IEEE Computational Intelligence Society, or American Statistical Association. These associations often have job boards or career resources available to members.
- 6. Company Websites: Many companies post job openings directly on their websites. Visit the career pages of companies that you're interested in to see if they have any data science positions available. You can also sign up for job alerts or join talent communities to stay updated on new opportunities.
- Freelancing and Gig Platforms: Consider freelancing or taking on short-term projects through platforms like Upwork, Freelancer, or Toptal. These platforms often have data science projects available for freelancers and can be a good way to gain experience and expand your network.
- 8. Recruitment Agencies and Headhunters: Reach out to recruitment agencies and headhunters who specialize in placing data science professionals. They may have access to job openings that are not advertised publicly and can help match you with opportunities that align with your skills and career goals.

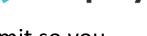
Source: ChatGPT Prompt (5/24/24)

Tools for Job Searching

- Careerflow.ai: <u>https://www.careerflow.ai</u>
 - Automated job tracker. Keep track of all your jobs opportunities, applications, notes, contacts, in one single dashboard.
- **Simplify**: <u>https://simplify.jobs</u>
 - Auto fills job applications. Save job applications you submit so you can easily manage and visualize your job search.
- Loom: <u>https://www.loom.com</u>
 - Send free video introductions and video cover letters to employers.
- Calendly: <u>https://calendly.com</u>
 - Scheduling platform that can especially be helpful for setting up informational interviews.







Simplify





On-the-Job Efficiency

- Enhancing Time Efficiency and Productivity
- Facilitating Idea Generation and Creative Assistance
- Minimizing Errors and Improving Quality



Prompts for Job Search Schedule

Weekly Job Search Calendar

Monday

- 9:00 AM 11:00 AM: Research Job Listings and Companies
 - Break (10 minutes)
- 11:10 AM 12:30 PM: Networking (LinkedIn, industry forums, emails)
 - Lunch (30 minutes)
- 1:00 PM 3:00 PM: Tailor and Submit Job Applications

Tuesday

- 9:00 AM 11:00 AM: Personal Branding (Update Resume, Cover Letter, LinkedIn Profile)
 - Break (10 minutes)
- 11:10 AM 12:30 PM: Follow Up on Previous Applications
 - Lunch (30 minutes)
- 1:00 PM 3:00 PM: Attend Webinars/V kshops or Skill Development

Source: ChatGPT Prompt (June 3, 2024)

Prompts for Job Search Schedule

Wednesday

- 9:00 AM 11:00 AM: Research Networking Events and Contacts
 - Break (10 minutes)
- 11:10 AM 12:30 PM: Networking (Coffee meetings, informational interviews)
 - Lunch (30 minutes)
- 1:00 PM 3:00 PM: Apply to Jobs

Thursday

- 9:00 AM 11:00 AM: Update and Refine Application Materials (Resume, Portfolio)
 - Break (10 minutes)
- 11:10 AM 12:30 PM: Follow Up on Previous Applications
 - Lunch (30 minutes)
- 1:00 PM 3:00 PM: Network (Attend Events, Online Networking)

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Source: ChatGPT Prompt (June 3, 2024)



Prompts for On-the-Job Efficiency

Monday

9:00am - 10:30am: Concentrated project work time 10:30am - 11:30am: Client calls 11:30am - 12:00pm: Lunch break 12:00pm - 1:30pm: Concentrated project work time 1:30pm - 1:40pm: 10 minute walking break 1:40pm - 2:00pm: Client calls

Tuesday

9:00am - 10:00am: Weekly meeting with supervisor 10:00am - 11:00am: Client calls 11:00am - 11:30am: 10 minute walking break 11:30am - 1:00pm: Concentrated project work time 1:00pm - 1:30pm: Lunch break 1:30pm - 2:00pm: Concentrated project work time

Wednesday

9:00am - 10:30am: Client calls 10:30am - 11:00am: 10 minute walking break 11:00am - 12:00pm: Concentrated project work time 12:00pm - 12:30pm: Lunch break 12:30pm - 2:00pm: Concentrated project work time

Source: Perplexity Prompt (May 29, 2024)

Thursday

9:00am - 10:30am: Concentrated project work time 10:30am - 11:30am: Client calls 11:30am - 1:00pm: Concentrated project work time 1:00pm - 1:30pm: Lunch break 1:30pm - 1:50pm: Client calls 1:50pm - 2:00pm: 10 minute walking break

Friday

9:00am - 10:00am: Client calls 10:00am - 10:30am: 10 minute walking break 10:30am - 12:00pm: Concentrated project work time 12:00pm - 12:30pm: Lunch break 12:30pm - 2:00pm: Concentrated project work time



Prompts for Efficiency

- **Email Drafting:** "Draft a professional email to [Recipient's Name] summarizing the key bullet points from our recent meeting and proposing the next steps."
- **Report Summarization:** "Summarize the attached report into a concise one-page overview highlighting the main findings and recommendations."
- Meeting Agenda Preparation: "Create a detailed agenda for our team's weekly status meeting, including time slots for project updates, team concerns, and action items."
- **Blog Post Ideas:** "List ten potential blog post topics that would appeal to our target audience, focusing on [specific industry or interest]."
- **Project Proposal Writing:** "Write a project proposal for [Project Name], including objectives, proposed methodology, timeline, and estimated budget."



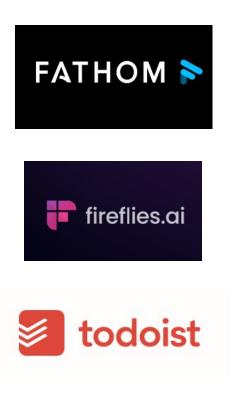
Source: Prompts Daily, Neat Prompts

Prompts for Efficiency

- Event Planning Checklist: "Generate a comprehensive checklist for organizing a successful corporate event, covering all necessary steps from venue selection to post-event follow-up."
- **Grant Proposal Outline:** "Create an outline for a grant proposal for [specific project or program], including key sections such as project description, budget, and impact assessment."
- **Content Calendar Creation:** "Develop a one-month content calendar for our blog and social media channels, including post titles, themes, and publishing dates."
- **Data Analysis Summary:** "Summarize the key insights from the attached data set, focusing on trends, anomalies, and potential business implications.

Technologies for Efficiency

Meeting Assistants, To-Do Lists & Project Management





Presentation Creation & Design

Writing & Research

beautiful.ai

Canva





QuillBot





Al for Interviewing & Negotiating

- Mock interviews
- Feedback on interview responses
- Interview prep for specific types of interviews
- Research on company
- Interview follow-up
- Role play negotiation
- Salary information
- Counter-offers, handling objections and concerns
- Understanding negotiation tactics
- Reviewing job offer terms





Source: ChatGPT Prompt (May 24, 2024)

Prompts for Interviewing

- Feedback on interview question responses for [role/job/posting]
- List of interview questions that might be asked for in [field/role/job/posting]
- Advice on questions to ask interviewer during interview for in [field/role/job/posting]
- Suggestions of frameworks for approaching a case interview question
- Guidance on behavioral questions to prepare for in [field/role/job/posting]
- Thoughts regarding incorporating [company] and its culture in an interview to show interest for [field/role/job/posting]
- Suggestions for creating a compelling story about career journey in interviews for [field/role/job/posting]
- Guidance on key points and skills to bring up in a job interview for [role/job/posting] with [company] based on [resume]
- Ideas about thank you email after meeting to discuss [role/job/posting] in [company]



Detailed Prompt for Interviewing

| | I want to especially emphasize my skills with XYZ. |
|--|--|
| How can I prepare for an interview in UX Research? | I'm a PhD candidate in Sociology . I've landed my first industry interview with a big tech company to be a UX Researcher . The recruiter has give me a lot of info about what I might expect in the interview, but I need your help translating this to interview practice. Here is info I've been given about the kinds of hypothetical technical questions I'll get (insert) Generate hypothetical scenarios I might receive based on this information. |

Source: Graduate Career Consortium June 2024 conference presentation Unleashing GenAl: Prompting to Transform Graduate Student Advising



ChatGPT Prompt Example (p. 1)

What kind of interview questions might I be asked for a role in digital humanities?

Interview questions for a role in digital humanities can vary widely depending on the specific position and the focus of the institution or project. However, you can generally expect questions that assess your technical skills, understanding of digital humanities concepts, and your ability to apply both to interdisciplinary research. Here are some common categories and examples of questions you might encounter:

General Questions

- 1. Tell us about your background and how it has prepared you for a role in digital humanities.
- 2. Why are you interested in this position and in digital humanities specifically?
- 3. What do you believe are the key challenges and opportunities in the field of digital humanities?

Technical Skills

- 1. What programming languages and software tools are you proficient in? How have you used them in past projects?
- 2. Can you describe a project where you used digital tools to analyze humanities data? What tools did you use and what was the outcome?
- 3. How do you ensure the accuracy and reliability of the digital tools and methods you use?

Research and Methodology

- 1. Describe a research project you have worked on that involved digital humanities. What was your role and what were the main findings?
- 2. How do you integrate traditional humanities research methods with digital tools?
- 3. What approaches do you use for data visualization in your research? Can you provide examples?

Project Management and Collaboration

- 1. Have you managed any digital humanities projects? If so, what were the main challenges and how did you overcome them?
- 2. How do you approach interdisciplinary collaboration in your projects? Can you provide an example of a successful collaboration?
- 3. What strategies do you use to communicate complex technical concepts to nontechnical stakeholders?

Source: ChatGPT Prompt (5/24/24)



ChatGPT Prompt Example (p. 2)

Theoretical and Ethical Considerations

- 1. How do you address ethical concerns related to data privacy and intellectual property in digital humanities projects?
- 2. What is your perspective on the role of digital humanities in academia and society at large?
- 3. How do you ensure your digital humanities work is inclusive and accessible to diverse audiences?

Practical Demonstrations

- 1. We would like you to give a brief presentation on one of your digital humanities projects. Could you walk us through it?
- 2. Can you demonstrate a specific tool or software you have used in your research? Explain how it works and its benefits.
- 3. Here's a dataset relevant to our research. How would you approach analyzing it? What tools and methods would you use?

Future Directions

- 1. Where do you see the field of digital humanities going in the next five years?
- 2. What new technologies or methodologies are you excited about, and how do you plan to incorporate them into your work?
- 3. How do you stay current with developments in both the digital and humanities aspects of your work?

Behavioral Questions

- 1. Describe a time when you had to learn a new technology or method quickly to complete a project. How did you handle it?
- 2. Tell us about a time when you faced a significant challenge in a digital humanities project. How did you resolve it?
- 3. Give an example of a project where you had to work with a diverse team. What was your role and how did you ensure successful collaboration?

Closing Questions

- 1. Do you have any questions for us about the role or the organization?
- 2. Is there anything else you would like us to know about your qualifications or experience?

Source: ChatGPT Prompt (5/24/24)

Tools for Interviewing & Speaking

- LinkedIn Interview Prep: <u>https://www.linkedin.com/interview-prep/</u>
 - Record responses to specific questions and get feedback.
- Yoodli: <u>https://yoodli.ai</u>
 - Record responses to interview questions and get feedback on improving communication skills.

 yoodli
- Speeko: <u>https://www.speeko.co</u>
 - Track voice and speech patterns in real-time, analyzes pace, tone, words, and more.
- **Poised:** <u>https://www.poised.com</u>
 - Get feedback on speaking, even in real time, receive post-speaking feedback for the next time.











Prompts for Negotiating

- Suggestions of online resources that can provide up-to-date salary information for [field/role/job/career]
- Acting as the hiring manager, conduct a mock negotiation role play with me for [particular job]
- Details about salary range for [role/job/posting] in [geographical area]
- List of other aspects typically negotiated besides salary for [field/role/job/posting]
- Overview of cost of living in [geographical area]
- Overview of salary growth based on years of experience or progression in [field/career]
- Insights regarding common benefits and perks offered in [field] (other than salary)
- Research on performance-based bonuses or incentives common in [field/role/job/career]
- Tips regarding effective strategies for negotiating better salary offers in [field/role/job/career]



More Prompts for Negotiating

- I have an interview for the role of [Your Role] at [Your Company]. I'm researching the industry standards of the company. Can you provide me with insights on salaries based on [Provide information like job titles, locations, experience, and skills]? I want to understand the current compensation landscape to negotiate confidently.
- I'm preparing for a job interview for the role of [Your Role] at [Company Name] and I'm nervous about salary-related questions. Can you assist me by acting as an interviewer and generating salaryrelated questions using the pay found in the job description? Also, wait for my response and suggest to me if my answers were able to justify my desired compensation. Pay found in job post: [Attach the pay range]
- I am currently in the negotiation stage with [company], and I anticipate pushbacks and counteroffers. Can you provide me with specific advice on how to respectfully restate my position while acknowledging the other person's viewpoint? I'd like to simulate potential scenarios to improve my strategy and prepare for different outcomes with tact and confidence.
- I'm about to enter salary negotiations with my company, and I'm concerned about appearing overly
 aggressive. Can you please provide me some advice on how to balance asserting my worthwhile
 also maintaining a good relationship with the other person during negotiations? I want to make
 sure that I negotiate effectively and am able to push when necessary but without causing any
 offense or damage to the relationship. Can you offer some insight into when and how to push?
- **CURRENT JOB**: Generate a salary raise or negotiation argument with my manager based on my experience of [Your Experience].



ChatGPT Prompt Example

Acting as the hiring manager, conduct a mock negotiation role play with me for [particular job]

Acting as the hiring manager, conduct a mock negotiation role play with me for a role in biotech research

Hiring Manager: Thank you for taking the time to discuss the offer for the Biotech Research position with us. We are very impressed with your background and experience. We would like to offer you a starting salary of \$85,000 per year, which we believe is competitive for this role in our industry. How does this offer sound to you?

You:

(Please respond as you would in the negotiation, and I'll continue from there.)



Thank you so much for this offer. Based on my research, I was hoping to make more around \$95,000. Is there any room for improvement?

Hiring Manager: I understand your perspective and appreciate your honesty. \$95,000 is higher than what we initially budgeted for this role. However, I'd like to better understand your reasoning so we can see if there's a possibility of meeting somewhere in the middle. Could you provide more details on how you arrived at this figure?

Source: ChatGPT Prompt (5/24/24)



(Please provide your reasoning, and I'll continue the negotiation.)

_ _ _

You:

Tools for Salary Insights





MONSTER

Buffer





QUESTIONS?



