

The Summer Job Search

For Science Students 2009

Session Objectives

- Understand the job search process
- Identify your skills and strengths
- Discovers ways to approach a prospective employer

The Successful Job Search

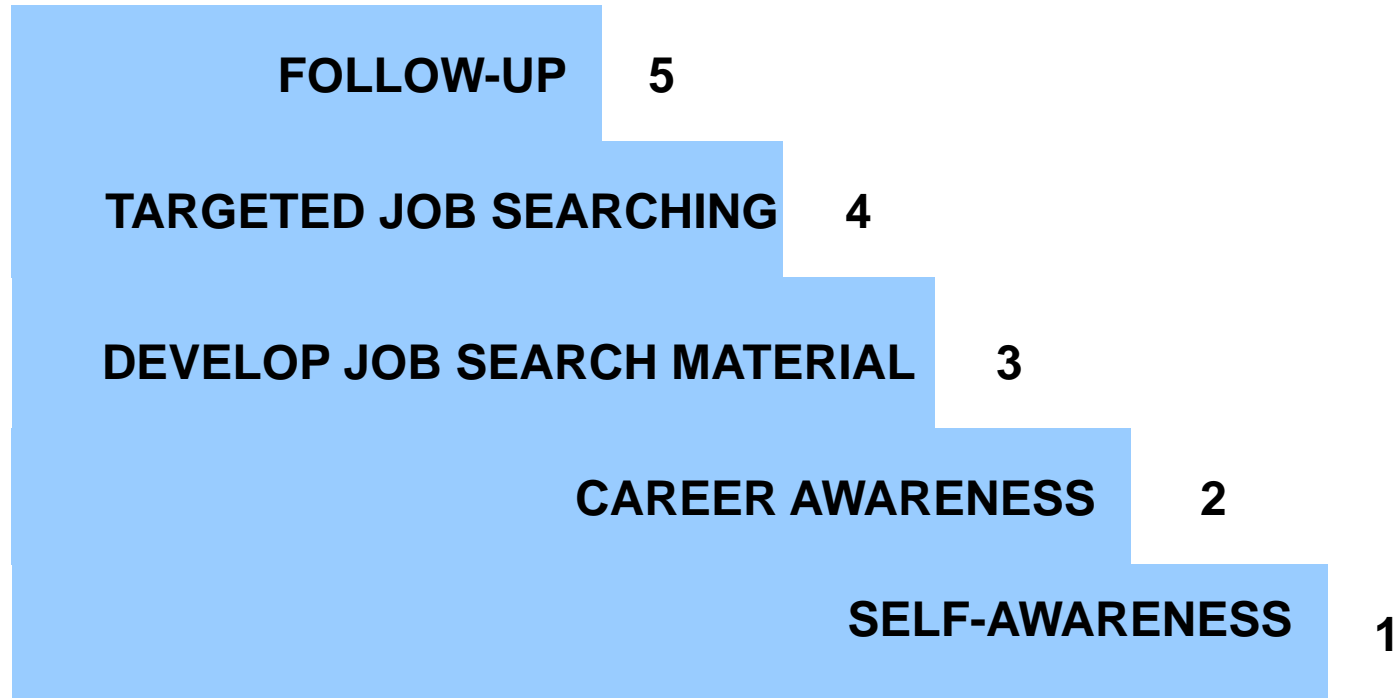
A Targeted
Job Search

Leads to

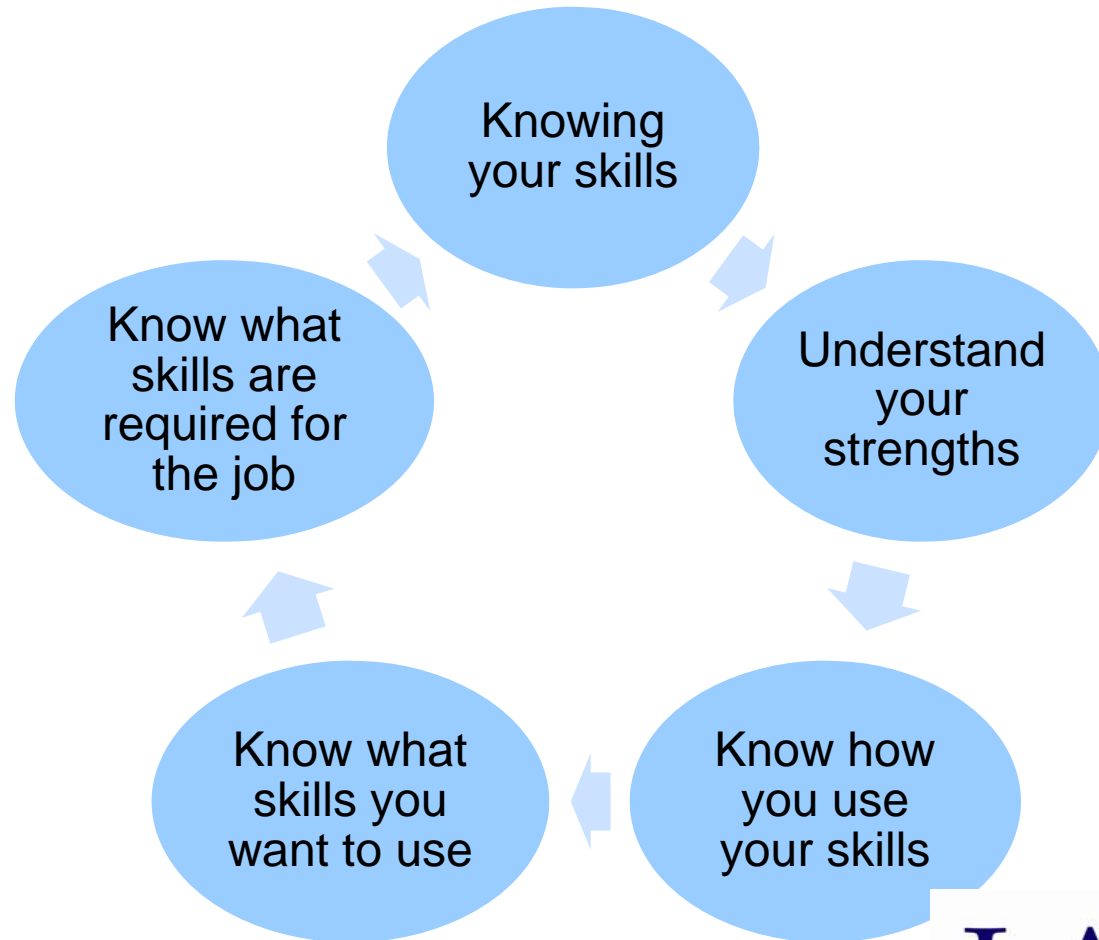
The Job
You Want

Steps to Successful Job Searching

TRANSFERABLE SKILLS



Self-Awareness



Understand Your Strengths

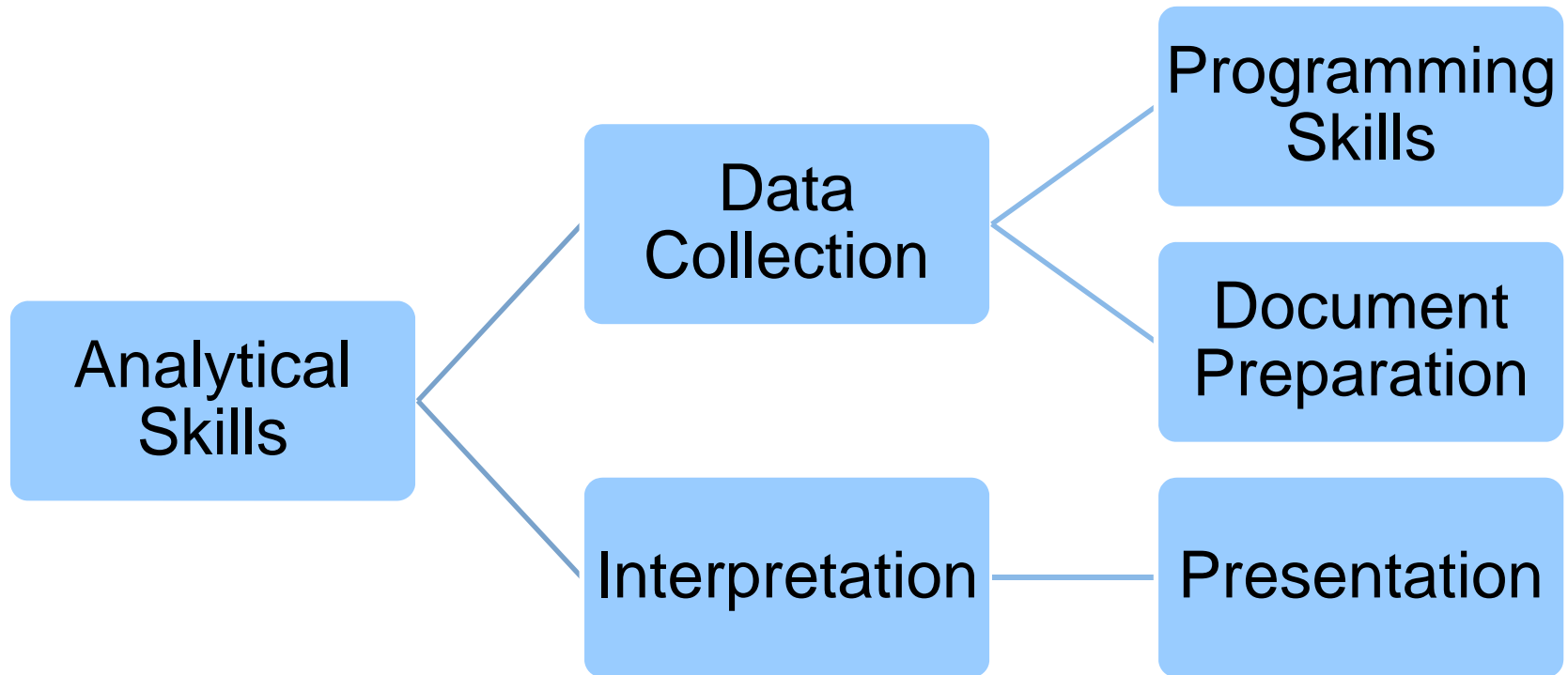
What transferable skills do you have?

Analytical skills
Decision Making
Problem Solving

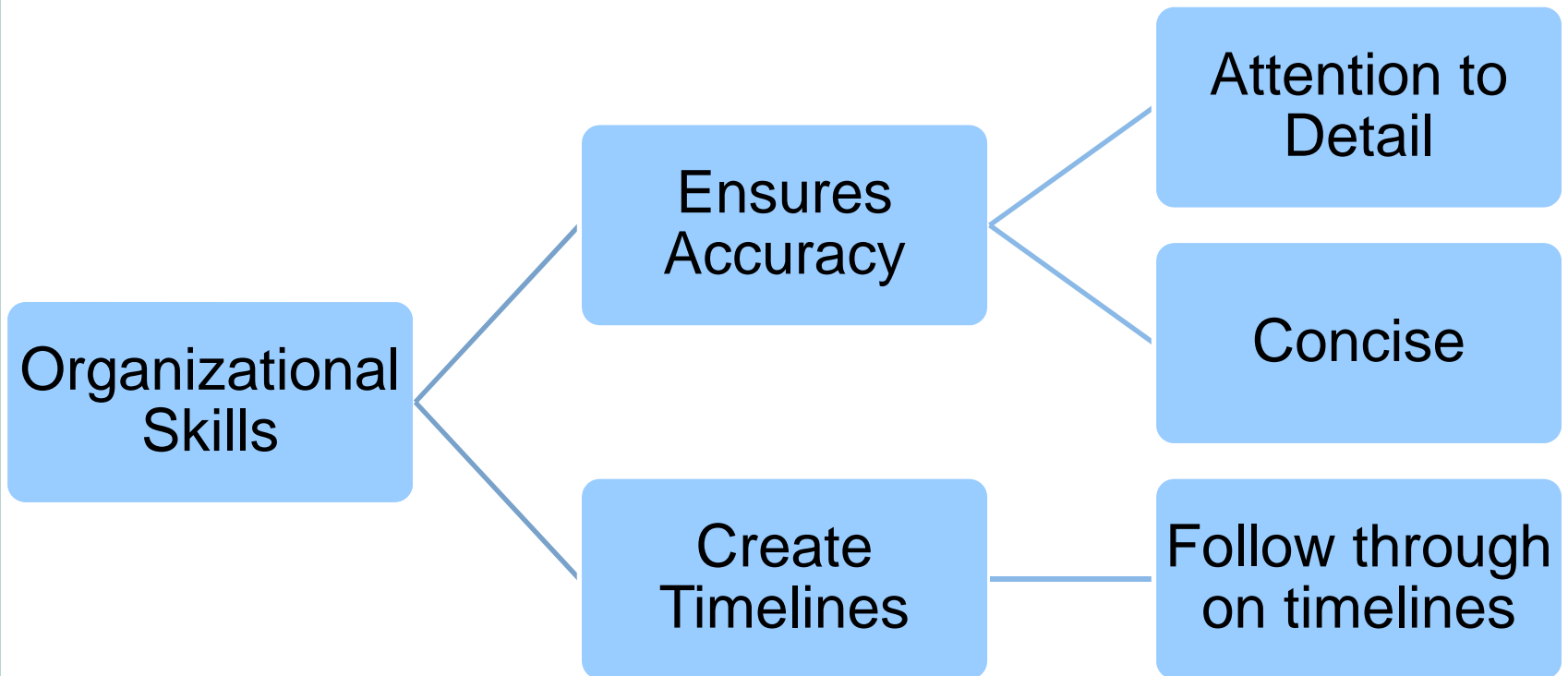
Leadership
Adaptability
Teamwork
Initiative

Communication
Positive Attitude
Interpersonal Skills

Know How You Use Your Skills



Know How You Use Your Skills



Know What Skills You Want to Use

- What have you enjoyed in your past experiences?
- What didn't you like?
- Have you done any assessments?
 - Interests
 - Personality

Career Awareness for the Summer Job



■ Where is your focus?

Know What Skills Are Required For the Job

- <http://www.sickkids.ca/SSuRe/section.asp?s=Summer+Job+Postings&sID=26517>

Focus on the Job

Your ability to understand and effectively present your skills is the key to success in finding the job you want

Target Your Job Search

Industries and Sectors

- Biotechnology
- Chemistry

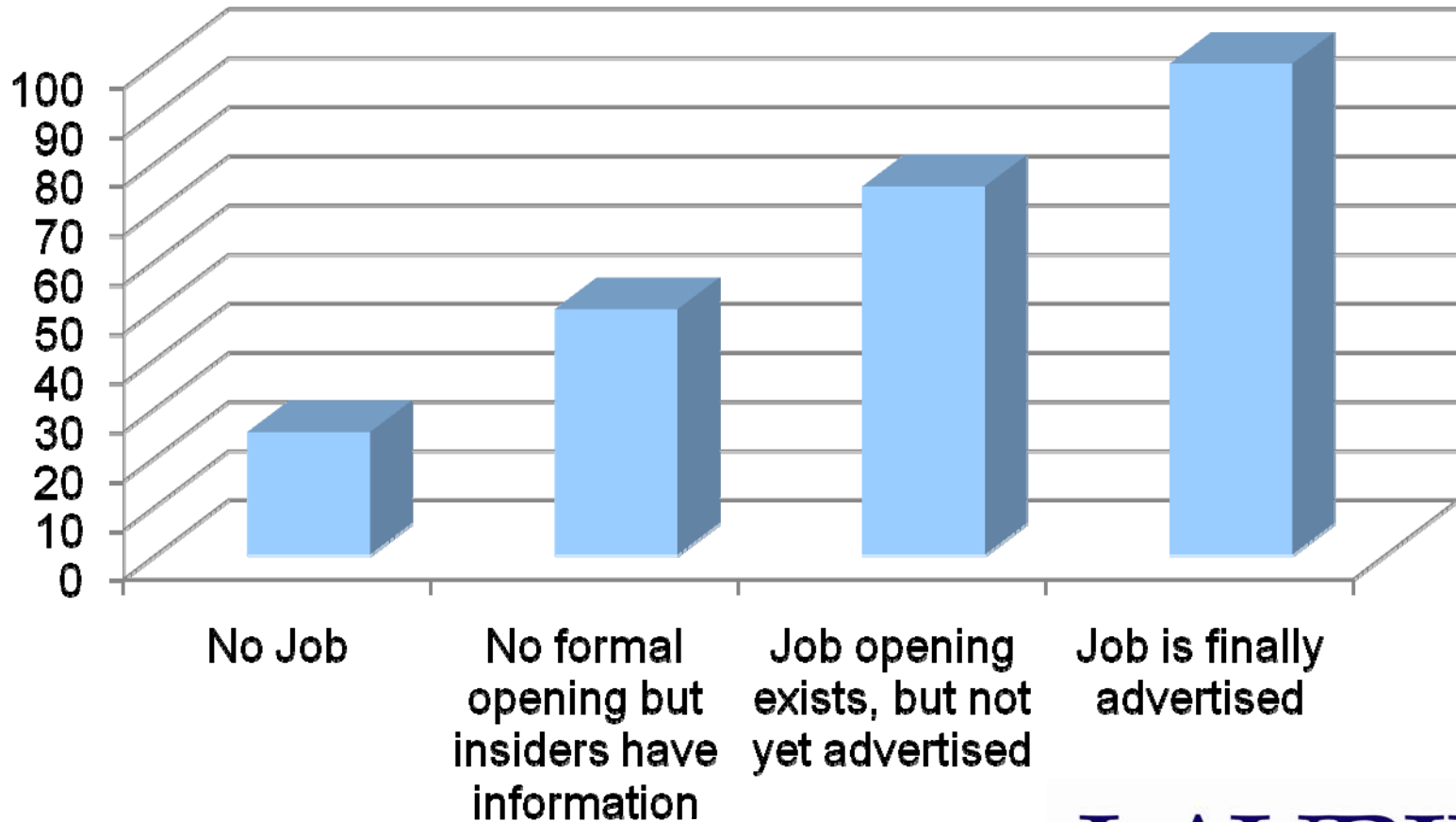
Employers

- Hospitals
- Labs

Job Titles

- Administrative Assistant
- Research Assistant

Stages of a Job Opportunity

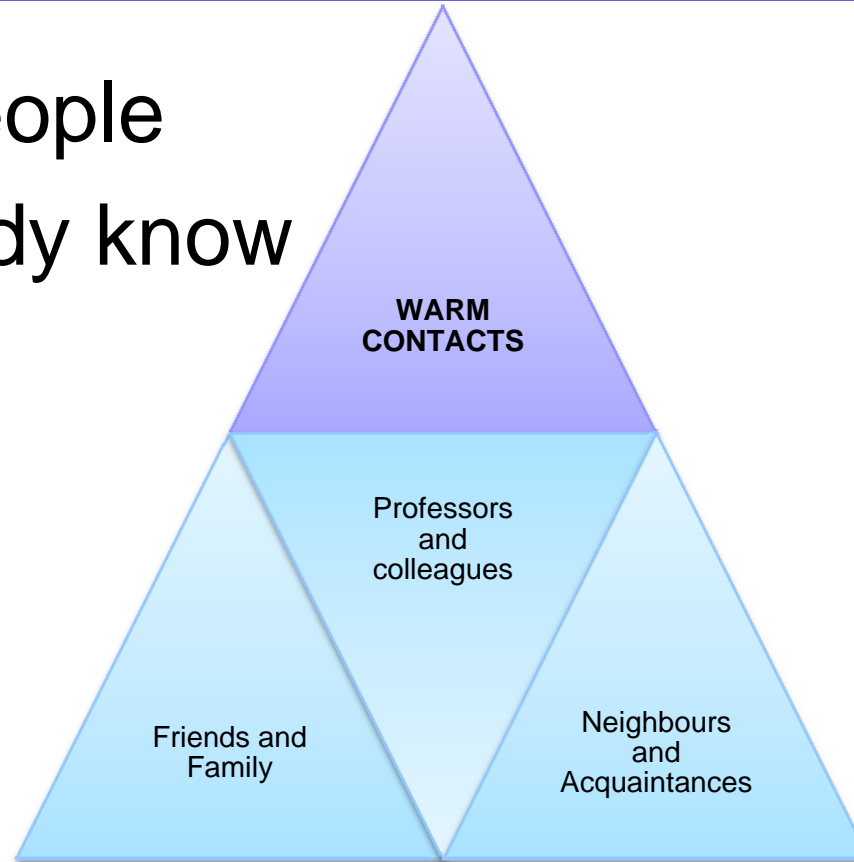


Traditional Job Search

- Postings and Job Boards
- www.wlu.ca/career
- www.biotalent.ca petridish job postings for the biotechnology industry
- www.pharmahorizons.com pharmaceutical sales and research (must register)
- www.eluta.ca

Active Job Search

Talk to people
you already know



Making Contact

Approach Professionally

At an office
or
restaurant

Be specific
about your
industry and
job targets

Collect
information
and
referrals

Generating Cold Contacts

Research and Targeting are key

- Target relevant organizations and associations

Example: Canadian Society of Biochemistry, Molecular and Cellular Biology www.csbmcb.ca

- Target specific departments within organizations or specific positions

Example: Government → Canadian Food Inspection Agency

Locating Cold Contacts

- Read industry related information

National Research Council of Canada www.nrc-cnrc.gc.ca

- Source out organizational information, websites, postings and annual reports

Job fair February 4th, 2009 www.partners4employment.ca

- Search pages on Facebook  Science Careers Page

Note: If you are using Facebook professionally ensure your personal content is also at a professional level

Searching ASK

Alumni Sharing Knowledge (ASK)

Key words - Lab

Occupation – Professional, Scientific and Technical Services

Program of Study – Biology

Employer Organization – London Health Sciences Centre

Making the Most Out of Your Contacts

- Let your contacts know you are looking
- Find out about opportunities
- Gather information through Informational Interviews

Informational Interviews

- A 15 minute in-person meeting
- You are not asking them to find you a job!
- Use your prepared benefit statement

Making Initial Contact

- **When to call**

- **Making the call**

- **Initial contact**

- **Voicemail**

- **Emailing**

- **Senior Contacts**

To request an Informational Interview

Goals of the Informational Interview

Don't begin by asking for a job

Access the
Hidden Job Market

Gather
Information

New Contacts

Resources

Future Contacts

How might you be able to assist an employer during the summer?

Attending the Meeting

Bring:

- A paper and pen to make notes
- A portfolio including your resume
- Networking Card

Name
Contact Information
Key information such as degree, skills or philosophy statement

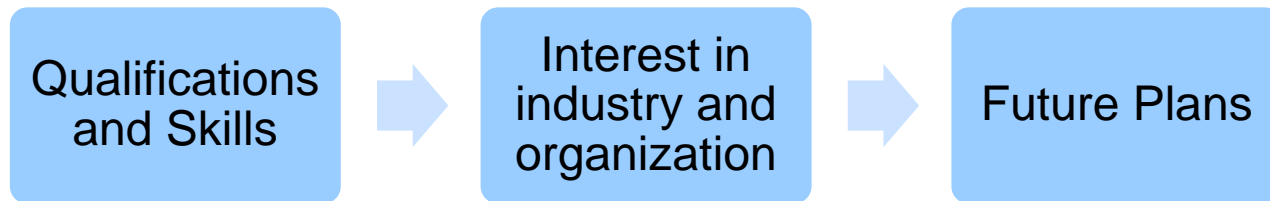
Questions

Ask questions about –

- their career path and their job
- the pros and cons of the job/field/industry
- the required education, training and skills
- the industry and emerging trends
- recommendations about getting into the field
- suggestions about what you should research

During the Meeting

Sharing Information about you



Don't forget -

- Be aware of the time
- Ask for feedback

Referrals and Follow-Up

Ask if you can use the person's name when you follow up on the referral

When given a referral, contact that person immediately to ensure timeliness

Thank You

- Send Immediately
- Email or hand written
- Provide an updated resume if they offered feedback

Network Building

- Stay in touch
- Reconnect after 3-6 weeks
- Appropriate to ask for information regarding their hiring process
- Continue to stay in touch

Timeline

- Set up informational interviews
- Immediate Thank you follow – up

January

February

- Prepare your resume and develop your interview skills

- Follow up to convey interest and what you can do for them this summer

February

Thank You For Your Interest

Any Questions?