

Job Search Workshops: Careers Beyond the Faculty Path

Invite the Graduate Student/Postdoc Advisors from Career Services to give a presentation to your students or group. Contact Dr. Joseph Barber at barberjo@upenn.edu for details.



CREATING IMPACTFUL RESUMES AND COVER LETTERS

This workshop describes the purpose and format of resumes and cover letters used for jobs in business, industry, government, and non-profit roles. It can be customized based on academic discipline and types of positions sought to include examples of how students can talk about their research experiences in ways that make them relevant to potential employers.



PRACTICAL STEPS TO NETWORK EFFECTIVELY

In this fun and interactive networking workshop, we will explore the different aspects of effective networking including: developing networking goals, giving an effective handshake and introduction, joining and leaving conversations confidently, successfully building relationships over time, and more!



THE ART OF THE INFORMATIONAL INTERVIEW

This interactive, light-hearted workshop will provide a sneak peek into two filmed (fictional) informational interviews—one gone horribly awry, and the other gone pretty well—to see what mistakes to avoid and what tips to follow, and to learn the ten do's and don'ts of informational interviewing.



EXPLORING CAREER OPTIONS FOR PHDS

The skills that PhDs develop over their academic experience are transferable to a wide range of positions in academia, industry, government, and non-profits. This workshop will demonstrate how PhDs can use their research skills to explore career options, and will highlight several key tools and resources that can help in this process, including myIDP, ImaginePhD, the Versatile PhD, and LinkedIn.



EFFECTIVE INTERVIEWING FOR JOBS IN BUSINESS, INDUSTRY, NON-PROFITS, AND GOVERNMENT

Preparation is key to having a successful phone, video, or in-person interview for a job or internship. In this interactive workshop, students will hear about the best way to prepare, learn about helpful resources they can use, discuss the types of questions common to most job interviews, and will have the opportunity practice!



NEGOTIATING FOR NOVICES

As most people have never taken a course on how to negotiate, the process of negotiating job offers can feel very unfamiliar and uncertain. In this workshop, students will learn about the basic principles for effective negotiation, what can be negotiated (and how), and will have an opportunity to practice some of these techniques.



MAKING THE MOST OF YOUR PHD

This workshop is suitable for PhD students at any stage of their program, and provides an opportunity for students to explore what they want to gain from their PhD experience, and then discuss how this can affect their future career paths. This interactive, engaging workshop will involve some elements of design thinking, and can be a great starting point for students to make the most of their PhD.



CREATE YOUR OWN

Not seeing a workshop on this list that matches your students' needs? Feel free to discuss your ideas with us so that we can customize a workshop or other program that suits your unique programmatic goals.

Job Search Workshops: Academic Faculty Careers

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STEPS TO SUCCESS: AN OVERVIEW OF THE APPLICATION PROCESS FOR FACULTY JOBS

This workshop describes the purpose and format of resumes and cover letters used for jobs in. In this presentation, students and postdocs will learn about career resources and services that will help them to be prepared and successful during their faculty job search. Topics covered include:

- *Determining your readiness to go on the market*
- *Understanding the job market cycle and how search committees work*
- *Written materials for the job search*
- *Identifying job opportunities and understanding the logistics of applying*
- *Preparing for interviews and job talks*
- *Negotiating and accepting offers*



BEST PRACTICES FOR YOUR CV, COVER LETTER, TEACHING PHILOSOPHY, AND RESEARCH STATEMENT

This workshop will provide best practices for many of the common application materials requested during a faculty job search. This workshop can be customized based on academic discipline, and provide an opportunity for participants to review and discuss sample application materials to get a better sense of what search committees are looking for.



EFFECTIVE INTERVIEWING STRATEGIES FOR FACULTY POSITIONS

Preparation is key to having a successful phone, video, conference, or campus interview for an academic job. In this interactive workshop, students will hear about the best way to prepare, learn about helpful resources they can use, discuss the types of questions common to most faculty job interviews, and will have the opportunity practice!



NEGOTIATING FOR FACULTY POSITIONS

As most people have never taken a course on how to negotiate, the process of negotiating faculty job offers can feel very unfamiliar and uncertain. In this workshop, students and postdocs will learn about the basic principles for effective negotiation, what can be negotiated (and how) within a faculty job offer, and will have an opportunity to practice some of these techniques.



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