

# GPDC – Career Management

## Where are the Jobs?

- **LinkedIn Workshop** – Nov. 16, 2pm-4pm
  - How to use LinkedIn to build a great network and how to create a compelling LinkedIn Profile
  - Have a LinkedIn profile photo done with a professional photographer!
- **Career Chat & Pizza** with an industry professional – early December
- **Effective Interviewing!** Mid-February, 2018
- **Career Chat & Pizza** – twice in the winter/spring term

**Watch your email and CLN for further details!**

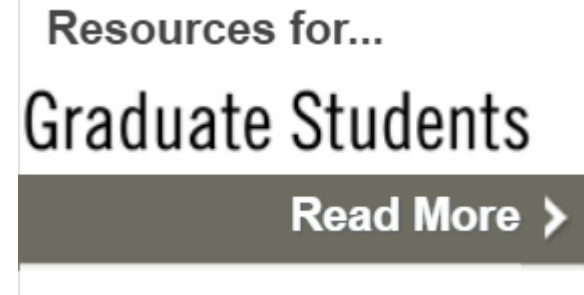
# Where are the Jobs?

## Learning Objectives:

- Learn more about Career Centre resources and services for graduate students
- Know where to find resources for researching sectors, industries, employers and jobs
- Expand awareness of the transferrable skills that are gained in post-graduate studies
- Learn how to connect employer requirements and with your skills as a first step in applying for jobs

# Career Centre Resources

1. UTM Career Centre Website



2. CLN Events, Jobs and Resources



3. In Person Services



# Career Centre Web Site: Resources for Graduate Students

## 1. UTM Career Centre Website

<http://www.utm.utoronto.ca/careers/>

The screenshot displays the UTM Career Centre website interface. It features a grid of six main resource categories: 'EVENTS CALENDAR' (with a calendar icon), 'RESUME RESOURCES' (with an image of students), 'CAREERS BY MAJOR' (with an image of students walking), 'TIPSHEETS' (with an image of a classroom), 'JOB POSTINGS' (with an image of students at a table), and 'A-Z INDEX' (with an image of a building). To the right is a 'RESOURCES' sidebar containing 'Watch Videos...', 'Equity & Diversity' (with a handprint graphic), and 'Resources for... Graduate Students'. Below the grid, there is a section for the 'Career Learning Network (CLN)' with a circular logo and descriptive text. At the bottom, there is a search bar with the text 'e-index' and 'Got 15 minutes?'.

**EVENTS CALENDAR**

**RESUME RESOURCES**

**CAREERS BY MAJOR**

**RESOURCES**

Watch Videos... >

Equity & Diversity

**Read More >**

Resources for...  
**Graduate Students**

**Read More >**

**Career Learning Network (CLN)**

**CLN** The Career Learning Network is an online portal that gives U of T students access to Career Centre services across all three U of T Career Centres. Students have access to hundreds of postings that include part-time, volunteer, casual, summer, and work study opportunities both on- and off-campus.

To access the full-time job board, students must attend a [Now That I'm Graduating, What's Next? \(NTIGWN\)](#) orientation session. Start exploring [CLN here](#).

[Career Exploration 101 - Prep Module](#)

e-index Got 15 minutes?

# Career Learning Network (CLN) Tri-Campus



A screenshot of the Career Learning Network website. The top navigation bar is dark blue with the University of Toronto logo and "Career Learning Network" text. Below the navigation bar is a large banner image of a modern building at night, with the word "Mississauga" overlaid in the bottom left corner. Underneath the banner are four columns with dark blue headers: "STUDENTS &amp; RECENT GRADS", "FACULTY &amp; STAFF", "EMPLOYERS &amp; PARTNERS", and "CASUAL JOB EMPLOYER". Each column contains text about logging in or registering. At the bottom, there are three social media sections for "UTM", "ST. GEORGE", and "UTSC", each with icons for Facebook, YouTube, and Twitter. The footer text includes "© 2017 Orbis Communications Inc. - Orbis Career / Co-op Portal" and "Professional v3".



# Career Learning Network (CLN) Dashboard



Career Learning Network  
Mississauga | St. George | Scarborough

- CLN Dashboard
- Recruitment
- Jobs
- Programs
- Appointments
- Events & Workshops Calendar
- Resources
- Logout

Welcome Teststudent 1 UTM

- Upload a Document
- Search Job Postings
- Register for an Event
- Book an Appointment
- Sign-up for a Program

- Dashboard
- Extern or Explore It
- My Documents
- My Postings/Applications
- My Interviews
- My Appointments
- My Event Registrations

- Overview
- My Account
- My Messages
- My Tasks
- My Calendar
- My Schedule
- My Orders

## Drop-in Resources

Watch our Videos!

There's a lot you can do at the UTM Career Centre without an appointment! Click above to watch videos on options with your degree; help finding a job; help with your resume; considering grad school.

Below are some of the many resources found at the UTM Career Centre, located in Davis DV3094. Monday-Thursdays 10am-4pm, Fridays 10am-12pm; 1pm-4pm

[Career Resource Library](#)

[Tipsheets](#)

### Upcoming Events / Workshops

Tuesday, October 3, 2017

10:00 AM - 11:00 AM	<b>Learn to Network</b>
UTM Career Centre	DV3140 Faculty Club
Events & Workshops	
10:00 AM - 12:00 PM	<b>Rapid Resume Reviews</b>
UTSC Academic Advising & Career Centre Events & Workshops	AC213 (UTSC)
10:00 AM - 12:00 PM	<b>Career Exploration Orientation</b>
St. George Career Centre	Student Success Seminar Room - Koffler Student Services Centre (214 College)
10:30 AM - 11:30 AM	<b>PIL Orientation</b>
UTSC Academic Advising & Career Centre Events & Workshops	AC321 (UTSC)
12:00 PM - 01:00 PM	<b>Career Chat: Exploring Further Education</b>
St. George Career Centre	

# Career Learning Network (CLN) Jobs



UNIVERSITY OF  
TORONTO

Career Learning Network

Mississauga | St. George | Scarborough

CLN Dashboard

Recruitment

Jobs

Welcome to the UofT  
Job Board

Off-Campus Jobs

On-Campus Jobs

Casual Job Board

Volunteer Postings

Work-Study

Organizational Profiles

Programs

Appointments

Events & Workshops Calendar

Resources

Logout

Welcome to the University of Toronto Career Centre Job Board

casual off-campus  
volunteer  
internships work-study  
on-campus

Here you will find summer, part-time and full-time positions from around the world.

- **Off-Campus Jobs:** These are paid positions posted by employers. [Click here](#) to find out more.
- **On-Campus Jobs:** These are paid positions posted by U of T faculty and staff. [Click here](#) to find out more.
- **Casual Jobs:** These are paid positions posted by individuals seeking to hire for work in their home. Work such as childcare, tutoring, home and lawn. [Click here](#) to find out more.
- **Volunteer Positions:** These are on and off-campus part-time and short-term unpaid opportunities that may include a stipend. [Click here](#) to find out more.
- **Work Study Positions:** These are paid, on-campus jobs, for full- or part-time graduate or undergraduate students. *Please note that all Work-Study positions are subject to availability.*

### Fraud on Job Boards: Things you need to know!

Unfortunately, job posting scams are on the rise. The University of Toronto reviews job postings that appear on CLN by checking for the legitimacy of email addresses and ensuring that employers are verified and the job postings are legitimate. In rare instances we may not be able to identify fraudulent jobs as a result when responding to any job posting and even after you have accepted a job.

[Click here to view our document on common frauds linked to job boards.](#) When unsure, please contact the Career Centre at [careercentre@mail.utoronto.ca](mailto:careercentre@mail.utoronto.ca).

### What are Entrepreneurial / Multi-Level Marketing Job Postings on CLN?

Entrepreneurial employers may include franchise, multi-level marketing or commission-based organizations that require an initial investment/fees, sell products, provide sponsorship for setting up a business, recruit other sales people, or charge you a fee if you decide to leave the position or program. We advise all:

# Career Learning Network (CLN) Events



UNIVERSITY OF  
TORONTO

Career Learning Network

Mississauga | St. George | Scarborough

- CLN Dashboard
- Recruitment
- Jobs
- Programs
- Appointments
- Events & Workshops Calendar
  - What's On
  - St George Career Exploration & Education
  - UTSC Academic Advising & Career Centre
  - UTM Career Centre
  - UTSC AccessAbility Services
  - Special Events
  - Tri-Campus Career Centre Listing
- Resources
- Logout

## What's On Where

### Our Career Centres

at each campus of U of T offer a variety of workshops, events, employer information sessions and career/job/further education fairs throughout the year. Participating in these events will help you:

- Learn about different careers
- Understand where you can gain experience
- Plan your next steps
- Develop your work search skills
- Connect with employers and industry partners
- Participate in on-campus recruitment
- Understand further education options

MISSISSAUGA	ST. GEORGE	SCARBOROUGH	TRI-CAMPUS
<p>Career Centre »</p>	<p>Career Centre »</p>	<p>Academic Advising &amp; Career Centre »</p>	<p>Career Centres »</p>



# Career Learning Network (CLN) Programs



UNIVERSITY OF  
TORONTO

Career Learning Network

Mississauga | St. George | Scarborough

CLN Dashboard

Recruitment

Jobs

Programs

Programs Overview

UTM Career  
Exploration

St. George Career  
Exploration

Program Registration

Extern & Explore It  
Program

Appointments

Events & Workshops Calendar

Resources

Logout

## UTM Career Exploration



UTM's redesigned Job Shadow Program (JSP) is an opportunity that will enable students to test drive a career by visiting a professional (job shadow) who help students gain insight into an industry or career, better understand how classroom learning can be applied to work outside of academia, and learn requirements needed to follow their career interests.

Job shadow placements are primarily provided by GTA-West employers and community members and may last 1-2 days.

There will be three placement periods in the 2017-18 academic year:

October 10 - 20, 2017  
February 12 - 23, 2018  
April 30 - May 11, 2018

### STEP 1

Complete Career Exploration 101 online & attend Career Exploration Part 2 in-person

### STEP 2

Apply to placements online through CLN

### STEP 3

Attend placement & submit feedback

# Career Learning Network (CLN) Resources



UNIVERSITY OF  
TORONTO

Career Learning Network

Mississauga | St. George | Scarborough

CLN Dashboard

Recruitment

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Resources

Student Resources

Overview

Career Cruising

Career

Resources

Ebook Guide

GoinGlobal

Ten Thousand

Coffees UofT

Hub

The Vault

## Student Resource Overview



In this section you will find both internal and external resour

In providing you access to these resources, we hope we ca  
job search, working abroad and resumé and interview skills

Please visit each page for more information and a link to ac

- Ten Thousand Coffees
- Career Cruising
- Career Resources Ebook Guide
- GoinGlobal
- The Vault

**Please Note:** Be sure to check the blue menu bar on the le

# Career Centre In-Person Services



**Malou Twynam, Career Counsellor**

M.Ed. Counselling Psychology, University of Toronto (OISE)  
M.A. Sociology, University of Waterloo

**Career Counselling**

**Employment Strategy**



**Peggy Shkuda, Career Counsellor**

Honours B.A. Philosophy, University of Toronto  
M.Ed. Counselling Psychology, University of Toronto (OISE)

**CV to Resume and Critiques**



**Daniela Cristini, Career Counsellor**

M.Ed. Counselling, Western University

**Networking**

**Mock Interviews**



**Kayla Sousa, Career Counsellor**

M.Ed. Counselling and Psychotherapy, University of Toronto (OISE)

# Major Career Sectors for Advanced Degree Holders

- Definition
- What have you heard or considered?
  
- Scientific industry research / R and D
- Alt-Ac Careers / Teaching and Admin in Higher Ed
- Government and Healthcare
- Other



# Major Career Sectors

- Scientific industry research / R and D

Performing research to improve or develop new products, ingredients, processes or technologies for commercial applications generally in for profit companies

- Pharmaceutical companies
- Biotech companies
- Product development
- Process development
- Applying research to industry

# Major Career Sectors

- Alt-Ac Careers / Teaching and Admin in Higher Ed

Performing administrative, research and communications functions, or delivering academic and related programs without research responsibilities

- University or other post-secondary administrators
- Teaching stream profs
- Lab managers and staff
- Student facing program roles
- Research admin roles
- Liaison between schools and community outside

# Major Career Sectors

- **Government and Healthcare**

Delivering or improving healthcare services directly or through research and administrative means. Performing a variety of functions directly for a healthcare or government body such as policy analysis, research, or program / project management

- Clinical research
- Research in support of policy development
- Healthcare admin
- Program management

# Major Career Sectors

- Other

Sales, administration, regulatory functions, marketing, consulting, project management for the private or not for profit sectors

- Consulting

- Marketing and communications

- Regulatory affairs

- Technical sales and services

- Program development and admin

- Entrepreneurship

- ?



# Researching Sectors, Industries and Companies

....using links on the Grad Pages

<http://www.utm.utoronto.ca/careers/resources-for-graduate-students>

→ Outside Academia → Investigate

1. The Wide Angle: Sectors and Industries
2. The Zoom: Companies
3. Professional Associations (Career Cruising Via CLN)
4. The Vault (Via CLN)

# The Close Up - the Jobs

- Grad Pages: Industry specific job sites
- Company / organization website
- Career Learning Network
- Government (federal, provincial, municipal)
- Other job sites: Magnet, Indeed, Simply Hired, Glassdoor, Eluta
  - Search parameters are important (e.g. Masters, PhD)
  - Less is more
  - Keyword experimentation / knowing the lingo
- Networking / word of mouth

# T-Chart – A key tool!

<b>Employer Requirements / What skill will I emphasize?</b>	<b>How I meet them / where / evidence Under which experience? And How?</b>

# T-Charts – a Key Tool!

- Analyze a job posting
- Assess your match for it
- Plan to frame your academic skills for industry
- Effectively tailor a resume to specific position (or family of jobs)



# Analyze a Sample Job Ad Using T-Chart

- In groups discuss the job ad
- Create a T-chart with employer requirements on the left side.
- Record on your flipchart / paper
- Don't worry about the right side yet (how to meet those requirements)
- Use the whole job ad for context/look for areas that are emphasized
- Brief description of key skills and experiences (5-7 points)
- 10 minutes

# Analyze a Sample Job - Debrief

- What are some of the important employer requirements that you identified?
- How did you prioritize the requirements?

# Transferrable Skills Developed in Graduate Programs

- Many “jobs” in graduate studies:
  - Research in the lab
  - Other research aspects
  - Publishing and communications
  - Teaching
  - Collaboration
  - Grant writing
  - Presentation
  - Administrative service to the academic community
  - Work and involvements outside of academia

# Transferrable Skills: Research

- Performing comprehensive literature reviews
- Critically analyzing and evaluating findings
- Developing research proposals
- And ....

# Transferrable Skills: Lab Based Research

- Coordinating a major project
- Scheduling / Optimizing processes
- Troubleshooting equipment
- And....

# Transferrable Skills: Publishing and Communications

- Drafting and editing manuscripts
- Presenting information verbally
- Persuading others of ideas
- And ...

# Transferrable Skills: Teaching

- Instructing and coaching students
- Planning and developing curriculum
- Creating learning activities and exercises
- And ....



# Transferrable Skills: Collaboration

- Networking and developing partnerships
- Recognizing and leveraging strengths of others
- Fostering teamwork
- And ...

# Linking Transferrable Skills and Employer Requirements

In your groups:

- Choose 3 top skills the employer requires (based on the T-chart we put together collectively )
- Consult the lists of transferrable skills to get an idea of how a graduate student could demonstrate them
- **Find a group member who *has acquired one of these skills in their programs of study***
- Fill in the right side of the T-chart using your group members' transferrable skills experience (where and how used, maybe a result?)
- Complete the other 2 top required skills using others' experience pieces (time permitting)

# Sample T-Chart

Employer Requirements / What skill will I emphasize?	How I meet them / where / evidence Under which experience? And How?
<ul style="list-style-type: none"> <li>• <b>MSc in Biology, Biochemistry or related field</b></li> </ul>	M Sc. Cell and Systems Biology
<ul style="list-style-type: none"> <li>• <b>Hands-on sterile cell culture experience, preferably of mammalian cell lines without antibiotics</b></li> </ul>	Master's research - Culturing tissues from mouse cell lines – excellent results maintaining and propagating
<ul style="list-style-type: none"> <li>• <b>Excellent verbal and written communication skills</b></li> </ul>	<p>Student Society for Stem Cell Research – Communications and Marketing Exec - marketing content on web site, Stem Cell Saturdays presentations</p> <p>1 publication, poster presentations on campus and conference paper presentation</p>
<ul style="list-style-type: none"> <li>• <b>Documented ability to multi-task and work well in a team</b></li> </ul>	Member of Dr. X's lab (8 members) - scheduled use of equipment, coordinated lab meetings and assisted in training and supervision of ROP students, organized Holiday social event (team building)

# Linking Transferrable Skills and Employer Requirements

Debrief...

# T-chart + Transferrable Skills=Strong Resume Content

## **SKILLS SUMMARY**

- **Scientific acumen** – Performed bench research in immunology focusing on vaccine development resulting in two peer reviewed papers
- **Project management** – Coordinated and monitored multifaceted research projects, lead teams and coordinated lab activities for two major laboratories at the University of Toronto
- **Effective writing and presenting** – Communicated complex scientific knowledge to diverse audiences in: academic journals, grant applications, undergraduate curriculum development and teaching, poster and conference presentations and industry oriented blogging
- **Administration** – Proven successes in managing budgets, implementing new programs under financial constraints, recruiting and hiring, and influencing policy directions
- **Technical skills** - Project management software, advanced Excel for financial applications, immunoassays, FACS, Electrophoresis, R and Minitab statistical packages, GMP and GLP

# T-chart + Transferrable Skills=Strong Resume Content

## **RELEVANT EXPERIENCE**

**HIV Vaccine Research**, Department of Immunology, University of Toronto  
2011–2015

Planned, managed and executed all facets of a 4 year long research project including: grant writing and ethics review, project documentation and monitoring, recruitment of research assistants, requisitioning and installation of new equipment, and scientific problem solving.

Trained and supervised a team of 3 Master's students and 2 undergraduate students in conducting ELISA and Western Blot Immunoassays, Gel Electrophoresis, and FACS

Coordinated all aspects of laboratory: inventory, maintenance of equipment, workflow planning, safety, and weekly research meetings ensuring smooth functioning of 2 lab teams in a shared facility.

Results included: completion of main research within the projected timeframes, two publications in peer reviewed journals. Validated a new strategy for the regulation of antibody responses by synthetic epitopes which has significantly impacted the current direction of HIV vaccine research in Canada.

# CV to Resume – Some best practices

- The importance of employer research and analysis of the job ad
- T-Chart – think like the employer and tailor for them
  - Highlights section
- Focus on your transferrable skills
  - Accomplishment based statements
- Use research projects as proof of: ???
- Use publications as proof of: ???
- Include content info about research as relevant
- Talk about impact of the research
- Give samples of publication titles
- Lists / more details electronically



# Questions? Comments?



## **Wrap up**

- Career Centre has focused and dedicated resources and services for graduate students
- Sector and employer research is essential to developing your career outside of academia
- Understanding employer requirements is key to being able to tailor your resume to a position(s)
- Unpacking and articulating your transferrable skills is essential to demonstrate your skills and value to an employer
- We are here to support you in acquiring these career management skills – appointments by phone (905) 828-5451 or in person DV3094

# Evaluations Please...

