

Welcome to “Where are the Jobs?”

A workshop for UTM Graduate Students

October 25, 2018

Anne Gaiger



Agenda

- What are your career questions?
- Find your focus; target your search
- Where to look: CLN, job boards, LinkedIn, Networking
- Transferable skills of graduate students
- Tailoring your search
- CV to Resume
- Next steps

After this workshop...

- You will know more about the steps to take and resources at to use to help you find your focus
- You will know more about where and how to look for jobs
- You will better understand the transferable skills you are developing
- You will know how to connect your skills with employer requirements as a first step in applying for jobs that you find

Your career questions/concerns ...

- Introduce yourself to the person next to you
- Share your main career concerns
- 3 minutes

Finding your focus/target area(s)

- Informed by self knowledge and research about what is out there
- Iterative process
 - Checklist
 - Typical areas for graduate students
 - Resources

Find your focus/target

- I know my skills, interests and qualifications
- I know the kind of work I want
- I know the kinds of employers I want to target
- I have a list of potential employers
- I have started to research these potential employers
- I know which skills to highlight for the kind of employer I have targeted
- I have been gaining experience in order to strengthen my skills

Typical Career Areas/Sectors for Advanced Degree Holders

- What have you heard or considered?

Typical Career Areas/Sectors for Advanced Degree Holders

- 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

Find Your Focus

- In pairs: find a partner and articulate your career goal(s) as best you can
- Who has more work to do on this?

How to find your focus/target

- **Know yourself – interests, values**
 - UTM CC website/appointments
- **Research Sectors, Industries and Companies**
 - UTM CC website
 - Career Learning Network – jobs, events, resources including professional associations
 - Other job boards and how to search effectively
 - Company career pages – find them!
 - LinkedIn – research and jobs

Transferable skills

- What are they?
- Why are they important?

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 ...

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)

T-Chart – A key tool!

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

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.
- 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?

Analyze a Sample Job - Debrief

- Master's degree with strong academic performance in strategic and critical thinking (marketing, strategy, physical or life sciences)
- Pharmaceutical industry experience is not required, but is an asset
- Able to research varied and complex sources of information and translate the data into relevant trends and insights
- Identify problems and provide specific solutions
- Proficiency with Microsoft Office Suite (PPT and Excel)
- High level of accuracy and attention to detail
- Strong oral and written communication skills
- Highly motivated, enthusiastic with a strong work ethic
- Ability to work independently in an unstructured format while adhering to and meeting timelines
- Enjoy working in teams
- Creative and innovative in approach to presenting and communicating information

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"> • MSc in Biology, Biochemistry or related field 	M Sc. Cell and Systems Biology
<ul style="list-style-type: none"> • Hands-on sterile cell culture experience, preferably of mammalian cell lines without antibiotics 	Master's research - Culturing tissues from mouse cell lines – excellent results maintaining and propagating
<ul style="list-style-type: none"> • Excellent verbal and written communication skills 	<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"> • Documented ability to multi-task and work well in a team 	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)

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

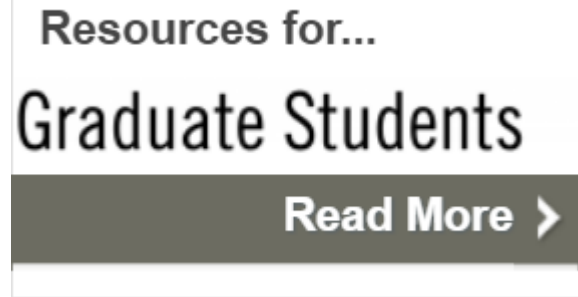
- Career Centre has focused and dedicated resources and services for graduate students
- Sector and employer research is essential to developing your career outside of academia
- Understanding employer requirements is key to being able to tailor your resume to a position(s)
- Unpacking and articulating 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...



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 resource categories: EVENTS CALENDAR (with a calendar icon), RESUME RESOURCES (with a student working on a resume), CAREERS BY MAJOR (with a student walking on campus), TIPSHEETS (with a classroom scene), JOB POSTINGS (with a student group), and A-Z INDEX (with a building scene). A sidebar on the right is titled 'RESOURCES' and includes a 'Watch Videos...' button, a section for 'Equity & Diversity' with a colorful handprint logo and a 'Read More' button, and a section for 'Resources for... Graduate Students' with another 'Read More' button. Below the grid, there is a section for the 'Career Learning Network (CLN)' with a circular logo and text explaining its services and access requirements. At the bottom of the page, there is a search bar with 'e-index' and a timer showing 'Got 15 minutes?'.

EVENTS CALENDAR

Mon	Tue	Wed	Thu	Fri

RESUME RESOURCES

CAREERS BY MAJOR

RESOURCES

Watch Videos... >

Equity & Diversity

Read More >

TIPSHEETS

JOB POSTINGS

A-Z INDEX

Career Learning Network (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



STUDENTS & RECENT GRADS

To access CLN, please log in using your UTORid and password.

FACULTY & STAFF

To access CLN, please log in using your U of T email and password.

EMPLOYERS & PARTNERS

To access CLN, please log in or register below.

CASUAL JOB EMPLOYER

Individuals looking to hire a student or recent graduate (i.e. babysitter, private tutor), please log in or register below.



Career Learning Network (CLN) Dashboard



- 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 **Learn to Network**
UTM Career Centre DV3140 Faculty Club
Events & Workshops

10:00 AM - 12:00 PM **Rapid Resume Reviews**
UTSC Academic Advising AC213 (UTSC)
& Career Centre Events & Workshops

10:00 AM - 12:00 PM **Career Exploration Orientation**
St. George Career Centre Student Success Seminar Room - Koffler Student
Events & Workshops Services Centre (214 College)

10:30 AM - 11:30 AM **PIL Orientation**
UTSC Academic Advising AC321 (UTSC)
& Career Centre Events & Workshops

12:00 PM - 01:00 PM **Career Chat: Exploring Further Education**
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 on-campus.*

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 and due diligence in 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.

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



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TORONTO

Career Learning Network

Mississauga

St. George

Scarborough

CLN Dashboard

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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

Career Centre »

Career Centre »

Academic Advising
& Career Centre »

Career Centres »

Career Learning Network (CLN) Programs



UNIVERSITY OF
TORONTO

Career Learning Network

Mississauga

St. George

Scarborough

CLN Dashboard

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Programs Overview

UTM Career
Exploration

St. George Career
Exploration

Program Registration

Extern & Explore It
Program

Appointments

Events & Workshops Calendar

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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



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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 UoT

Hub

The Vault

Student Resource Overview



In this section you will find both internal and external resources

In providing you access to these resources, we hope we can assist you in your job search, working abroad and resumé and interview skills

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

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

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

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)