



# *Networking and Job Search*

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# *Today's Agenda*

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★ Introductions

★ Importance of Networking

- The Who, Where and How's of networking



★ Job Search

- Plan
- Prepare
- Organize



★ Question and Answers



# *Quick Question*

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★ About you???



★ What you already know



★ What you need to learn



# *Building Relationships*

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- ★ Make networking a way of life
- ★ Expanding knowledge
- ★ Broader network = far-reaching influence
- ★ Action = power
  - Collaboration



# *Network Strategies*

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## ★ EVERYWHERE and EVERYONE

- Conferences
- Organizations
- Acquaintances to Mentors
  - Friends and Family
- Posters and Research presentations
- Informational Meetings





## *Next Steps*

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★ Make your contact



★ Maintain credibility



★ Set time and place



# *First Impression*

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★ Voicemail

★ Positive attitude

★ Practice and prepare





# *Role Playing*

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## ★ Strategies

- Politeness is essential
- It will never be easy or natural

## ★ Most difficult circumstances

- How do you interrupt

## ★ If you just can't do it

- Get the information and relate back to when you would have met





# *How can you plan for success?*

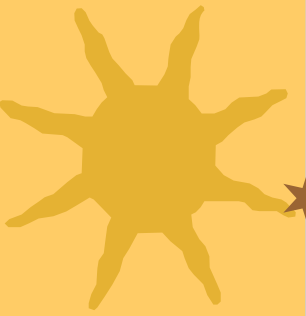
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★ Be prepared to be spontaneous

– Elevator talk

★ Clarify what you want/need



★ What do you have to offer

– Depends on the situation and what you need





# *Meeting Preparation*

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★ What do you want to know? Be specific!



★ Where do you want to go?



★ Who do you know?



# *Structure of the Meeting*

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- ★ Establish rapport
- ★ Ask, listen, take notes
- ★ Ask for referrals
- ★ Arrange follow up
- ★ Thank you



*If it's so easy...*

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- ★ Who networks?
- ★ Why people don't
- ★ Just do it!





# *PLANNING YOUR JOB SEARCH*

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**The Proactive Approach!!!**



## *Know the 3 W's!*

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- ★ What – What type of position you want.
- ★ When – When are you looking to change jobs
- ★ Where – Where do you want to live.





# *Be Prepared*



- ★ Be Prepared
- ★ Qualifications
- ★ What makes you unique
- ★ Create a strong resume/CV
- ★ Know your weaknesses



# *Organization*

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★ Identify your target company/institutes

★ **Network**

★ Create Activity Record Sheet

★ Find out the application process

– Electronic

– Direct Mail

– Direct Contact with PI





# *How to Identify Target Organizations*

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★ Geographic Location



★ Know the company's need for your skills



★ Size of the organization

★ Culture



# *Organize the Search*

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- ★ Three Ring Binder – Contact Information
  - Excel Spreadsheet



- ★ Keep track of your time

- ★ Voice Mail accessibility – professional

- ★ Prepare for the unexpected





## *FAQ's*

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- ★ Email vs. Direct Mail
- ★ How long should my job search take?
- ★ Where do I look for jobs?
- ★ What about headhunters?
- ★ What should I expect as a response from an application?





# Websites



[www.massbio.org](http://www.massbio.org)

[www.sciencecareers.org](http://www.sciencecareers.org)

[www.phds.org](http://www.phds.org)

[www.hhs.gov/careers](http://www.hhs.gov/careers)

[www.jobs.nih.gov](http://www.jobs.nih.gov)

[www.sciencejobs.com](http://www.sciencejobs.com)

<http://chronicle.com/jobs/>

[www.nationalpostdoc.org](http://www.nationalpostdoc.org)

- Specific Journals
- Direct to Organization website
- On-line Classifieds

