The graduate students’ guide to the non-academic job search

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 **Why you are here**

 **Agenda**

 **Today**

1. **The PhD degree and the non-academic job market**
	1. My career “path” so far
	2. How I made the big changes
	3. Lessons from my transitions
	4. What I value about (most) job candidates with PhD training
	5. What I fear about (some) job candidates with PhD training
	6. What a PhD program represents to a non-academic employer
	7. What my grad students, advisees, and fellow former academics are doing
2. **Preparing yourself**
	1. ***Describe yourself***
		1. Re-articulate your knowledge base and skill-set
		2. Augment your self-description
		3. CV vs. résumé
		4. Gather information for your résumé
		5. Template exercise
		6. Create a résumé from your data
		7. Review Anne’s résumé
	2. ***Seek out others***
		1. Use LinkedIn
		2. Invite people you know to connect
		3. Connections help your job search
		4. Get your contacts in order
3. **Non-academic job-search mechanics**
	1. ***Job postings***
		1. Who writes them
		2. Who they are for
		3. How to search for them
		4. Where to find them
	2. ***Hiring managers***
		1. Who they are
		2. What they need
		3. What they may want
		4. What they want
		5. How they behave
	3. ***Mental preparation***
		1. A note about gender
		2. A note about “starting over”
		3. You can start with an interim job
		4. For-profit job notes
		5. Non-profit job notes
		6. Public-sector job notes
		7. Handling the slog, 1-2
	4. ***Job-search logistics***
		1. **Before** you apply to any non-academic job
		2. The basic process
		3. As you apply
		4. What interviewers usually do before the interview
		5. Phone screens and interviews, 1-2
		6. After the interview
		7. References
		8. Preparing your referees
		9. For your future as a hiring manager
	5. ***Flying solo***
		1. Working for yourself
		2. Constraints
		3. Solo, part-time
		4. Solo-ish: franchising
		5. Solo is not really solo
4. **Do this next, 1-2**
5. **Suggested reading**
6. **Some reminders**
7. **Helpful resources**

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