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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