MY SINCERE APPRECIATION…

CAREER EXPLORATION IS A 10-STEP PROCESS

1. Self-assessment
2. Networking = relationship building
3. Research potential career paths
4. Identify skill gaps
5. Learn new skill(s)
6. Informational Interviews
7. Identify potential positions
8. Prepare application materials; submit/connect
9. Interviews
10. Negotiation

CHALLENGES AND OPPORTUNITIES

Why connect with others? Why have a network?

“I’ve got technical skills and a paper (or almost a paper). Isn’t that enough?”

A POSITIVE ATTITUDE WILL LEAD TO POSITIVE OUTCOMES.

CANNOT OVERSTATE THE POWER OF…
FOUNDATION OF EFFECTIVE COMMUNICATION

- What we say: 7%
- How we say it: 38%
- What people see: 55%

From our perspective
- What we say
- How we say (or don't say) it
- How we look

From their perspective
- What they hear
- What they perceive from how it's said or not said
- What they see

CHALLENGES IN COMMUNICATION – DIMENSIONS OF DIVERSITY!

- Education
- Geography
- Gender
- Culture
- Ethnicity
- Age
- Motivation

3+ Generations in the workforce

- Baby Boomers (1946-1964) ~55-73
- Gen X (1965-1980) ~39-54

FOUNDATION OF EFFECTIVE COMMUNICATION

ASPECTS OF COMMUNICATION BY GENERATION

<table>
<thead>
<tr>
<th>Baby Boomers</th>
<th>Gen X</th>
<th>Millennials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Face to face; Call/VM; Email or IM; Texting</td>
<td>Email or IM; Texting</td>
</tr>
<tr>
<td>Attitude to Work</td>
<td>Loyal to job</td>
<td>Work/life balance; Play then work</td>
</tr>
<tr>
<td>Information</td>
<td>Print me a copy</td>
<td>Email me a copy; I’ll Google it</td>
</tr>
<tr>
<td>What they want at work</td>
<td>Respect my title; Respect my ideas; Respect my skills</td>
<td>Respect my ideas</td>
</tr>
<tr>
<td>Area of Focus</td>
<td>Process</td>
<td>Results; Involvement</td>
</tr>
<tr>
<td>Priorities</td>
<td>Work First</td>
<td>Family First</td>
</tr>
</tbody>
</table>

HOW DO WE BUILD RELATIONSHIPS? WHAT TOOLS CAN WE USE?
NETWORKING = RELATIONSHIP BUILDING

Number one rule of networking:
You never know who you meet today who will impact your career in the future.

FAVORITE NETWORKING TOOL

OWN AND LEVERAGE YOUR ONLINE PRESENCE!!

PRESENTING YOURSELF WITH CONFIDENCE 
...NOT BRAGGING

“Show, not tell”  Humble vs (not) qualified  Put yourself out there
Stand out by doing things differently  Speak with purpose  Talk less, listen more
Be honest and transparent  Visualize yourself being successful  Get mentored

BEING CONFIDENT WHEN YOU FEEL LIKE AN IMPOSTOR

Fraud syndrome  Feel you don’t deserve your success
Self doubt  Fear of success, failure = self-sabotage
Critical to own your skills, experiences, successes
IMPOSTER SYNDROME / PHENOMENON

High Achievers
Women >> Men
Fear of Failure
Crippling Perfectionism
Your insight is a key piece to the big picture
(Don’t downplay your accomplishments)

OVERCOMING IMPOSTOR SYNDROME

Acknowledge your feelings
Talk to others
Develop a quick response plan

Understand your strengths and weaknesses
Overcome perfectionism
Own your successes

VOICES IN OUR HEADS

Your self-worth is NOT – I repeat NOT – tied to your success
When you fail, realize that success, recognition, and approval are NOT the values that drive you
Being open to feedback is being vulnerable
Fear sharing our research – journal reviewers, scientific community, grant reviewers
Fear being wrong – being talked about, viewed as less than we are
Self-doubt or self-criticism
Writer’s block – writing is challenging; going to get criticized; no one cares about the topic
Perfectionism – delay; one way to deal with fear of failure

PRACTICAL TIPS TO MAKE CONNECTIONS

TIPS FOR CONNECTING DIGITALLY

Reach out through network
Reach out through similarity/experience
Reach out with concise request
How to ask?

Who do you know that they know?
Alumni from some school
Worked at same place in past

Meet virtually with alum from the Doctoral Alumni-in-Residence Program for a series of informational interviews.
Learn more about a variety of career fields and the paths that alum took to get there. Doctoral-level alum working in non-profit, for-profit, education, and government sectors will be featured.
The October 1 session will feature Cassie Holt, PhD, Product Strategy Lead at IQVIA.

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Cassie Holt, PhD (For-Profit)
Thursday, October 1 | 3-4pm

Register for this event and more at:
dpcd.pitt.edu/calendar-of-events
THE BIG PICTURE

Identify someone who has the job you have interest in

Invite them to coffee or ask for phone/video meeting

Ask questions about the career path and get insider information

Use this knowledge to take the next step

Forward: Take next step in career exploration/job search process

Change: Go in a different career direction

Iterate: More informational interviews

Expanded Network!

SET IT UP

Define what you seek to learn:
Formal or Informal

Identify the person or people that you hope to connect with

Job title you are interested in
At company you’re interested in
Doing something you’re interested in

WHAT IT ISN’T...

NOT A JOB INTERVIEW
THEY DON’T HAVE A JOB OPENING
NOT AN OPPORTUNITY TO ASK FOR FAVORS

PRACTICAL TIP ABOUT “MENTORS”

Healthy mentoring relationships are a two-way street
- Reciprocate
- Appreciate
- Pay it forward

LinkedIn
National Research Mentoring Network
University / Alumni
Professional Society
National Postdoctoral Association

EXAMPLE REQUEST

Engaging Introduction
Subject Line: Informational Interview Request
Hi, Dr. Jones!

My name is *** and I’m (insert something about your background that overlaps). I came across your name (through mutual connection / alumni network / etc…)

EXAMPLE REQUEST

Your request
I’d love to get your career advice for 15-20 minutes over coffee. I’m currently working at (insert place or role) but I have an interest in (insert new career path). As I have (researched / connected with colleagues), I am more interested in this career path as an opportunity for growth.

(Bonus: I … ) want to learn
EXAMPLE REQUEST

Continuing…
I have found / most people I talk with … that a great company for (area) is ABC Company. I would like to pick your brain about your position / career path… and what motivated you to choose ABC Company. I’d especially like to hear about how you made the transition after (graduation, previous role, etc).
(Bonus: I want to learn … )

EXAMPLE REQUEST

The Closing
I can meet you for coffee or at your office or wherever it is convenient. I am flexible and happy to work around your schedule.
Would it be possible for us to meet?
Sincerely,
(Your Name)

FOLLOWING UP / ALTERNATIVE REQUEST

We met a few months ago at …
I came across an opportunity on (website) that caught my eye…
…wonder if we can talk about it?
The role seems similar to yours at company ABC and I wonder if you have connection at company XYZ that you’d recommend I talk with?
(Closing… If not, it is no problem. Thank you again for your time!)

THE MEETING

A positive impression is key
Turn off your cell phone!
Arrive EARLY
Do your research on the company, especially mission/vision/values
Research the person you’re meeting!

WHAT TO INCLUDE IN YOUR ‘ELEVATOR PITCH’

• Engaging
• Analogies
• Conversational
• Inclusive

Stand, smile, make eye contact, firm handshake
Keep your intro short: “Here’s my background, here’s what I’m thinking, and I’d like your feedback.”
They will be talking 90% of the time! Be prepared with good questions!
QUESTIONS TO CONSIDER

- Ask “open-ended” and insightful questions
- Can you tell me about your current role at [insert where]?
- Will you share how you made your transition with me?
- What skills and experiences in your training set you up for success in your current role?
- What skill or experience do you wish you had had before you transitioned?
- Based on my research, the salary range is... is that correct?

QUESTIONS TO CONSIDER

- What is it like working in this career sector and/or current company?
- What types of challenges do you face in your current role?
- How do you see your role changing in the next 3-5 years?
- What is the best/worst part of your day?
- Is there anyone else you think I should talk with?
- Thank them for their time!

BE AMAZING AND AVOID THE PITFALLS

Asking questions that don’t matter
- DON’T ask things that you know or researched. Use those to lead to more insightful questions
- DO ask open-ended questions

Rambing or getting sidetracked
- DON’T bore them with insignificant information
- DO keep things short and direct. They are doing you a favor. Be courteous and stay on point.

BE AMAZING AND AVOID THE PITFALLS

Letting your ego get in the way
- DON’T talk about yourself too much – you’re here to learn from them
- DO ask them about their interests, career history, plans – it’s all about them.

Never follow up
- DON’T get helpful information and disappear. It’s rude and they won’t want to help you in the future
- DO send a thank you note! Express how you learned from them and how it informs your next steps.

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AND THEN... JOB SEARCH

IDENTIFY POTENTIAL POSITIONS
PREPARE APPLICATION MATERIALS, SUBMIT/CONNECT
INTERVIEWS
NEGOTIATION
**TL;DR**

- Make connections – build relationships
- Enthusiasm, positivity
- Find mentors (lots of mentors)
- Be assertive (& nix impostor syndrome)
- Be clear about your needs (& self care, mental wellness)

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**ABSTRACT**

Being able to build relationships (networking) helps you develop and improve your skills and gain resources necessary to your career development. It is critical to present yourself during these interactions with confidence, through understanding the difference between self-awareness versus bragging and especially in recognizing and dealing with impostor syndrome that may surface. During this seminar we will discuss tips and techniques for this as well as email/LinkedIn etiquette for building and securing connections and developing your “elevator pitch” when you meet someone in person or virtually.

Learning objectives:

After this lecture, attendees will be able to:

- identify potential challenges to connecting with others and developing their network
- proactively and positively own their experiences (self-awareness) and be able to identify when impostor syndrome occurs and take steps to deal with its impact
- have a framework to reach out to others in a variety of settings and converse about their skills and experiences