Orientation to the 21\textsuperscript{th} Annual Graduate Student Professional Development Workshop

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Congratulations!

• History of program
• Expectations
  – No commuting
  – Accommodations
• Communication
  – Respond to emails
• Professional Behavior
• Professional Dress
Tasks before workshop

- Complete MBTI by Aug. 15, 2007
- Upload bio and picture to student link
- Review web page periodically
- Respond to emails
- Complete Values Worksheet
WARNING

What you are about to hear may cause severe discomfort. If you are an individual who is not accustomed to approaching successful professionals and introducing yourself with confidence, the following presentation, with its emphasis on mixing and mingling, may be unsettling. If at any time, you feel dizzy or light headed, simply close your eyes and hold on to your seat until the spinning room stops.
Quick Quiz

• Have you met 3 new people in the last month?
• Have you followed up with each person after you met?
• Do you really listen and retain information about new people you meet?
• Do you take time to develop deep relationships with those around you?
• Do you love to “network”? 
• Have you gone to lunch with a colleague in the last week?
• Have you called a contact to set up lunch or coffee recently?
• Have you attended a professional meeting in the last six months?
• Do you have a contact database that you keep current?
• Have you collected any new business cards of potential employers in the last month?
• Do you offer a firm handshake and smile when you meet someone?
• Are you good with names?
• Have you ever been called a social butterfly or similar nick name?
• Do you consider yourself outgoing?
• In a reception setting do you mingle with ease with people you do not know?
• Do you get excited to attend an event where you do not know many of the attendees because it is a chance to meet new people?
• Have you met our Dean or Chancellor?
• Does your department head know you by first name?
• Have you visited your advisor’s home for a meal?
• Have you invited co-workers to your home to socialize in the last year?
How’d you do? Count up YESES

• Mingleaholic 18-20 Congrats! You aced it! Help others learn your secrets to success.
• Mingling Master 16-17 You are very observant and make others a priority.
• Mingling Apprentice 14-15 You are on your way and today will really help you.
• Mingling Challenged 11-13 You have been glued to your computer too much lately. There is hope for you if you listen today.
• Minglephobic 10 or less You have a long way to go- but you have won half the battle, you know you need help!
Secrets from a Mingleaholic

• Preparation is the key to mingling with confidence
• Where to put name tag?
• Purses and briefcases?
• Goal is to greet not eat
• Alcohol
• Wear suits with pockets
• Listen! Listen! Listen!
Preparing for the event

- Review attendee list
- Set your goals and have an agenda
- Plan your strategies to meet your personal and professional goals
- Prepare 5 interesting personal facts about yourself
- Prepare 5 interesting professional facts about yourself
- Go to the middle of the room or outside area
- Concerns about approaching people
The art of the “grip”

- Origins of the handshake
- Three hours of interaction
- Handshakes you hate the most?
- Safe zone
- # of pumps
Developing your self introduction

• Smile!
• First and last name
• What do you do?
• How you are connected to the gathering
• Dare to be different- develop a creative, unique introduction
Basic conversational skills

- Appropriate and inappropriate topics
- Ask open ended questions and listen
- Look for invitations to share a few of your 10 interesting facts
- Look for commonalities
- Rule of 12-
  - Words
  - Steps
  - Inches
Introductions and Merging

• Intense or negative conversations
• Merge into groups of 3 or more
• Stand nearby, make eye contact, join
• Be open to including those who join your group
• Introduce younger or lesser titled person to older or more senior person
• 5 to 10 minutes per conversation
Mingling and Movin’ on

• Excuse yourself
  – “it was nice meeting you” and move on
• Quick detours
• Think in terms of host vs guest
• Start conversations
• No more than 10 minutes
Still Confused?

• Wait three days to follow up
• Send a thank you note
• Nurture your new contacts
The Future!
Resources
Preparing the Package
Selling the Package
Career Services for Graduate Students

- Web page
- On-line Resume
- ePortfolio
- CV/Resume critiques
- Mock Interviews
- Career Expo Oct. 25th
  - Talley Student Center, 9:30-3:30pm
Who’s looking for PhDs?

- Bayer Biological Products
- Campbell University School of Pharmacy
- Cato Research
- Duke University Medical Center & Health Systems
- Duke University Human Resources
- East Carolina Farm Credit
- Kraft Foods
- North Carolina Department of Agriculture
- North Carolina Department of Environment and Natural Resources Division of Environmental Health
- North Carolina State University Plant Pathology
- North Carolina State University Human Resources
- North Carolina State University Cooperative Extension Service
  - Novozymes North America, Inc.
  - Peace Corps
  - Pennington Seed, Inc.
  - Piedmont Research Center, Inc
  - Schreiber Foods, Inc. Food Industry
  - Southern Testing and Research Laboratories
  - U.S. Department of Agriculture National Agricultural Statistics Service
  - U.S. Department of Agriculture Animal and Plant Health Inspection Service (APHIS)
  - Wyeth
- North Carolina Department of Transportation
What are you looking to accomplish?

Invent a new technology
Care for the environment
Be a research scientist
Consult with farmers
Educate students
Cure a disease
Feed a hungry world
Direct a new program
Encourage sustainable farming practices
Develop a new business opportunity
Make a break through in your field
Be a marketing or communications specialist
Champion a meaningful cause
Career Choices: Where will you be?

**Industry**
- Business Culture
- Profit Motive
- Applied Research
- Team Oriented
- Patent Oriented
- Company funded

**University or Government**
- Civic Culture
- Institutions
- Basic Research
- Individualistic
- Self Directed
- Externally Funded

Resume
Curriculum Vitae
Improve your marketability

• Collaborate
• Internships
• Develop in demand skills
• Volunteer
• Edit a journal
• Organize a conference
• Network
• Go global
Preparing the Package

• Curriculum Vitae
• Summary of educational and professional experience for an academic audience
• Address:
  – Teaching
  – Research
  – Academic Service
Resume

• Short account of qualifications
• Summary of educational preparation and experience that is relevant to the career objective
• Focused toward an industry audience
• Highlights background which relates to the company’s needs
Helpful tips:

• Focus on results!
• What did you accomplish?
• Use action words:
  – Designed
  – Composed
  – Supervised
  – Researched
Job Search Tips

- Build your network early and nurture it constantly
- Over 1/2 of CALS Ph.D.’s found jobs through someone they knew (CALS Survey 2006)
- Check advertised vacancies
  - Journals, Chronicle of Higher Education
  - Professional Meetings
  - Internet
The Interview

- Research organization
- 35 min. for presentation/25 min for “?”s
- Polish presentation skills
- Will last most of the day
- Tour of campus/facility
How will you dress?

- You can’t get in trouble looking professional
- Company culture
- Conservative
- Do you mean business?
Tough Questions

• How would your best friend describe you?
• What would you like to see on your headstone?
• Describe a time when you had to compromise your principles and why?
• When did you and your supervisor conflict and how did you handle it?
• When did your performance not meet your expectations?
Spotting Bad Bosses

• Look for a personal touch
• Spot companies that run like dysfunctional families
• Do they have lives outside of work?
• Do they ask inappropriate questions?
Salary Negotiation

• Get in the strongest negotiating position
• Try to have employer mention salary first
• Make a concession, seek a concession
• Justify your position
• Median male life scientist - 94K
• Median female life scientist - 72K