

# GRADUATE STUDENTS: CAREER MANAGEMENT MINI SERIES

This tailored four part series consists of workshops and events to engage our graduate students to develop career management skills. Brought to you in partnership by UTMAGS and UTM Career Centre.

## WHERE ARE THE JOBS?

Grad Series 1 of 4  
SEPT 22, 2016  
9:00-11:00am

## FOCUS ON SKILLS!

Grad Series 2 of 4  
NOV 23, 2016  
9:00-11:00am

## MARKETING YOURSELF BUILDING RELATIONSHIPS AND MORE

Grad Series 3 of 4  
FEB 22, 2017  
9:00-11:00am

## GRADUATE STUDENT NETWORKING PANEL

Grad Series 4 of 4  
APR 26, 2017  
5:00-8:00pm

**UTM**  
CAREER CENTRE

~Free breakfast~

Register: [cfn.utoronto.ca](http://cfn.utoronto.ca) - Mississauga Calendar



UNLOCK YOUR  
CAREER POTENTIAL

**UTM**  
CAREER CENTRE

# Agenda – Where are the Jobs?

- Career Sectors discussion and exercise
- How and where to find and research the jobs
  - sectors, industries, organizations, jobs
- Lifestyle factors discussion
- Email protocol

# Learning Objectives

- Expand awareness of major career areas and job titles within each
- Resources available for researching sectors, industries, employers and jobs
- Steps to take after finding jobs of interest
- Explore criteria for use in search for jobs and career
- Learn more about Career Centre resources and services

# Major Career Areas

- Scientific industry research / R and D
- Alt-Ac Careers / Teaching and Admin in Higher Ed
- Government and Healthcare
- Other

# Major Career Areas

- Scientific industry research / R and D

Performing research to improve or develop new products, ingredients, processes or technologies for commercial applications generally in for profit companies

- Pharmaceutical companies
- Biotech companies
- Product development
- Process development
- Applying research to industry

# Major Career Areas

- Alt-Ac Careers / Teaching and Admin in Higher Ed

Performing administrative, research and communications functions, or delivering academic and related programs without research responsibilities

- University or other post-secondary
- Teaching stream profs
- Lab managers and staff
- Student facing program roles
- Research admin roles
- Liaison between schools and community outside

# Major Career Areas

## ■ Government and Healthcare

Delivering or improving healthcare services directly or through research and administrative means. Performing a variety of functions directly for a government body such as policy analysis, research, or program management

- Clinical research
- Research in support of policy development
- Healthcare admin
- Program management

# Major Career Areas

- Other

Sales, administration, regulatory functions, marketing, consulting, project management for the private or not for profit sectors

- Consulting

- Regulatory affairs

- Technical sales and services

- Program development and admin

- ?



# Exploring Sample Job Ads – Step 1: Select a Job Ad for Analysis

- Choose a career sector of interest and get into groups of 4-5 around your station of interest
- Distribute a job ad in your package to each group member for review
- Each member will scan and brief others on the position and employer
- The group will select one ad that seems most appealing all around

# Exploring Sample Job Ads

## Step 2: Get the basics

For your group's selected job ad find the following information and record on your flipchart:

- Job Title
- Discipline(s) it calls for / that might be suitable
- Level(s) of Education
- Brief description of key skills and experience (5-7 points)
- Employer and industry (if apparent)

# Exploring Sample Job Ads - Sample

Job Title: Conservation Researcher Officer

Discipline(s): Biology, Environmental Management, Ecology

Level of Education: Masters pref.; Phd

Brief description of key skills and experience:

- Knowledge of ecology research re: limnology
- Fieldwork experience
- Environmental lab skills – soil and water, toxicology
- Outstanding writing and presentation skills
- Project Management
- Teamwork and supervisory skills
- Employer and industry: Canada Environment Trust
- Not for profit / conservation and advocacy

# Exploring Sample Job Ads

## Step 3: Reflection - What's in it for you?

Discuss why the group selected the ad or why you would consider this job as a career move?

Think about:

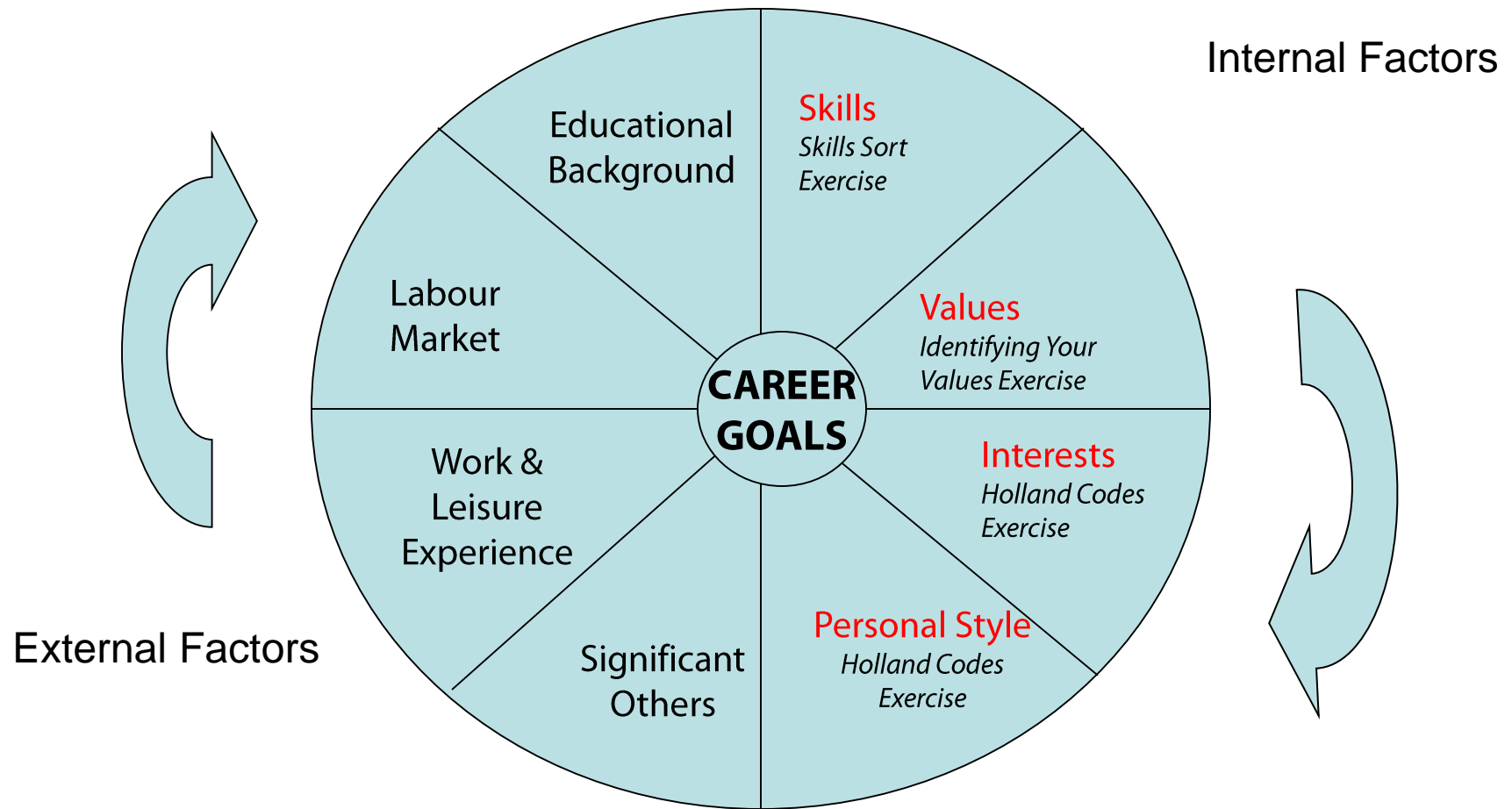
- The kind of lifestyle it would allow / require you to have
- The rewards and satisfactions you might get
- The challenges and learning implied
- How it would “work” for you (or not...)

# Exploring Sample Job Ads

## Step 3: What's in it for me? Sample

- Environmental research uses grad studies skills and knowledge 😊
- Conservation is interesting and rewarding! 😊
- Requires travel across country for weeks at a time 😞
- Pay could be better 😞 but benefits good for family 😊
- Main office 1.5 hour commute 😞
- Will need a more reliable car 😞
- Possibility of flex / work from home 😊
- Being outdoors and independent sometimes 😊
- Leading a team 😊/😞

# Factors to Consider in Career Choice



“The Wheel”, excerpted from *Career Pathways*, Norman E. Amundson and Gray R. Poehnell, 1996. Reproduced with full permission of the authors

# Exploring Sample Job Ads

## Step 4: What Happens Next?

So, you've found a job ad that appeals and may support your life goals. In your groups discuss:

- What would the next steps be?
- What questions do you have?
- What further information would you need?
- How could you move forward in attaining such a position?

# Step 4: What Happens Next? Sample

- Find out more about the organization – their reputation for science and activism
- How much travel and to where – what are their programs and research focus areas?
- How are they funded / how secure is the organization?
- What's it like to work there?
- How many other scientists? Connections to academia?
- Is the pay competitive?
- Do I know anyone who knows someone who has worked there?
- How would I frame my academic and community experience to get this job?
- What other jobs like this might be out there?



# Walk About!

Learn about another job possibility from another group's work.

Read their posters and get a sense of the opportunity and the thinking around it...

# The Debrief

- We got some ideas of broad career areas
- Interpreted the basics of a postings
- Reflecting on how a job might meet our needs and support our desired lifestyle
- Developed some ideas on questions for further research and next steps for following up on a job posting
- Reflect on the ads you have seen in in your group and from others.
- Thoughts and reactions?

# Research

- **The Wide Angle – Sectors and Industries**
- **The Zoom – Companies and organizations**
- **The Close-Up – the jobs**

# The Wide Angle: Sectors / Industries

## What industries/sectors are operating in Canada:

- Specific Industry Research
- Government and Healthcare
- Teaching and Administration in Higher Education
- Other

## Select Sites:

1. Innovation, Science and Economic Development Canada
2. Select Sector Councils
  - Biotech
  - Information Technology
  - Supply Chain
  - Eco Canada
3. Professional Associations (through Career Cruising)

# The Zoom: Companies/organizations – who are they?

Find organizations and companies working in the sectors that interest you

- Innovation, Science and Economic Development Canada
- City of Mississauga
- City of Toronto
- The Vault through CLN

Research the companies and organizations:

- Canadian Company Capabilities  
<http://www.ic.gc.ca/eic/site/ccr-rec.nsf/eng/home>
- Company or organization websites/social media

# The Close Up - the jobs

- Company / organization website
- Career Learning Network
- Government (federal, provincial, municipal)
- Other job sites: Magnet, Indeed, Simply Hired, Glassdoor, Eluta
  - Search parameters are important (e.g. Masters, PhD)

# A call to action!

- Find a few job ads in a career interest area and analyze in terms of requirements and your goals and lifestyle factors. Start a file – your data source on potential jobs and careers.
- Reflect on what else you would like to know and do some research on the industry or company.
- Consider how talking to someone on the inside might help you.

# Evaluations Please...

