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## ISOtoPIC TOOLS AS NOVEL SENSORS OF EARTH SURFACE RESOURCES



## IsoNose – and now?

# Golden Rules for Job Hunting

Maja Tesmer – GFZ Potsdam – February 2018

It's about you

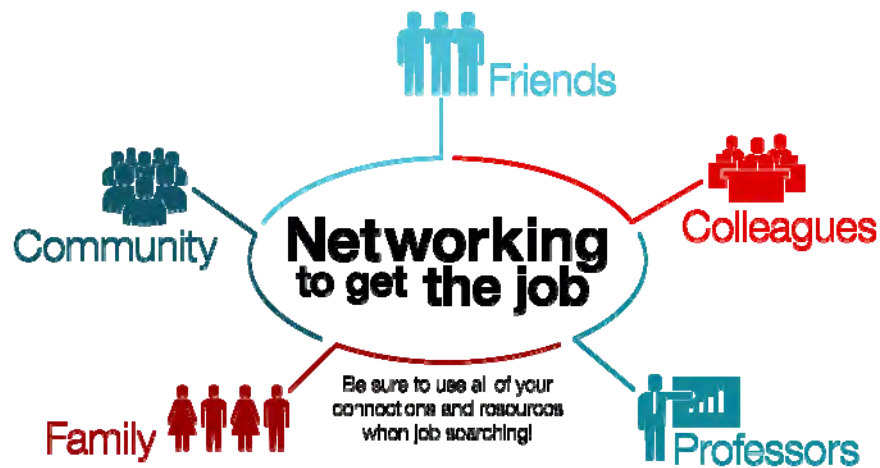
ISONOSE

The  
**key** to  
finding  
what you want,  
is **knowing**  
what you want.



# Do's

- ⇒ Self-assessment
- ⇒ Networking
- ⇒ Persistence

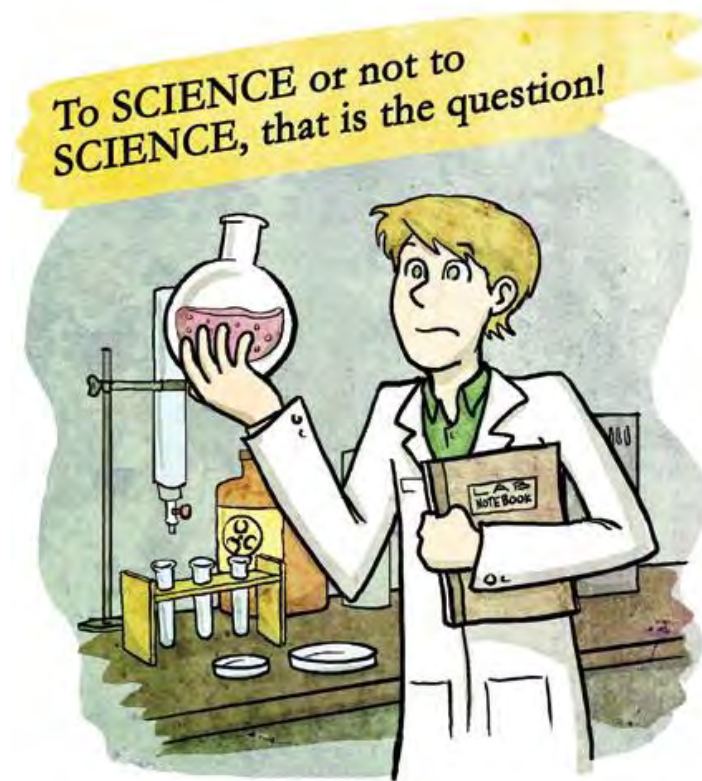


## Pros

- ⇒ You are independent
- ⇒ You can focus on your interests
- ⇒ You build an international network

## Cons

- ⇒ You earn much less money
- ⇒ Pressure and competition
- ⇒ It is very unstable (short contracts)



# Skills needed in industry jobs

- ⇒ „Shallow roots“ in many fields of research
- ⇒ Specific knowledge in one field (extra training)
- ⇒ Organisation and market knowledge
- ⇒ Ability to work with milestones / meet deadlines





- ⇒ What do you want to do? What can you do?
- ⇒ Whom do you want to work for and with?
- ⇒ Where do you want to live and work? (Location)



Remember previous experiences



# Factors to consider





# Three Types of Skills



**Personal  
Skills**



**Technical  
Skills**



**Transferable  
Skills**

# Personal Skills



- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Able to coordinate            | <input type="checkbox"/> Firm                      | <input type="checkbox"/> Polite                      |
| <input type="checkbox"/> Able to lead                  | <input type="checkbox"/> Flexible                  | <input type="checkbox"/> Practical                   |
| <input type="checkbox"/> Accept supervision            | <input type="checkbox"/> Formal                    | <input type="checkbox"/> Precise                     |
| <input type="checkbox"/> Adaptable                     | <input type="checkbox"/> Friendly                  | <input type="checkbox"/> Problem solver              |
| <input type="checkbox"/> Ambitious                     | <input type="checkbox"/> Generous                  | <input type="checkbox"/> Productive                  |
| <input type="checkbox"/> Artistic                      | <input type="checkbox"/> Get things done on time   | <input type="checkbox"/> Punctual                    |
| <input type="checkbox"/> Broad-minded                  | <input type="checkbox"/> Get along (work) w/others | <input type="checkbox"/> Quick                       |
| <input type="checkbox"/> Businesslike                  | <input type="checkbox"/> Good natured              | <input type="checkbox"/> Realistic                   |
| <input type="checkbox"/> Calm                          | <input type="checkbox"/> Hard worker               | <input type="checkbox"/> Reliable                    |
| <input type="checkbox"/> Capable                       | <input type="checkbox"/> Helpful                   | <input type="checkbox"/> Resourceful                 |
| <input type="checkbox"/> Caring                        | <input type="checkbox"/> Honest                    | <input type="checkbox"/> Responsible                 |
| <input type="checkbox"/> Cautious                      | <input type="checkbox"/> Humble                    | <input type="checkbox"/> Risk Taker                  |
| <input type="checkbox"/> Cheerful                      | <input type="checkbox"/> Imaginative               | <input type="checkbox"/> Self-confident              |
| <input type="checkbox"/> Communicator                  | <input type="checkbox"/> Independent               | <input type="checkbox"/> Sensible                    |
| <input type="checkbox"/> Confident                     | <input type="checkbox"/> Intelligent               | <input type="checkbox"/> Sincere                     |
| <input type="checkbox"/> Conscientious                 | <input type="checkbox"/> Intuitive                 | <input type="checkbox"/> Spontaneous                 |
| <input type="checkbox"/> Considerate                   | <input type="checkbox"/> Listener                  | <input type="checkbox"/> Steady                      |
| <input type="checkbox"/> Creative                      | <input type="checkbox"/> Logical                   | <input type="checkbox"/> Sympathetic                 |
| <input type="checkbox"/> Decisive                      | <input type="checkbox"/> Loyal                     | <input type="checkbox"/> Tactful                     |
| <input type="checkbox"/> Dependable                    | <input type="checkbox"/> Mature                    | <input type="checkbox"/> Teachable                   |
| <input type="checkbox"/> Determined                    | <input type="checkbox"/> Motivated                 | <input type="checkbox"/> Thorough                    |
| <input type="checkbox"/> Direct                        | <input type="checkbox"/> Open minded               | <input type="checkbox"/> Thoughtful                  |
| <input type="checkbox"/> Discreet                      | <input type="checkbox"/> Optimistic                | <input type="checkbox"/> Tolerant                    |
| <input type="checkbox"/> Eager                         | <input type="checkbox"/> Organized                 | <input type="checkbox"/> Trustworthy                 |
| <input type="checkbox"/> Eclectic (Jack of all Trades) | <input type="checkbox"/> Original                  | <input type="checkbox"/> Understanding               |
| <input type="checkbox"/> Efficient                     | <input type="checkbox"/> Outgoing                  | <input type="checkbox"/> Verbal                      |
| <input type="checkbox"/> Enterprising                  | <input type="checkbox"/> Patient                   | <input type="checkbox"/> Warm                        |
| <input type="checkbox"/> Enthusiastic                  | <input type="checkbox"/> Persistent                | <input type="checkbox"/> Witty (good sense of humor) |

# Personal Skills - Narrow it down

Able to coordinate

Able to lead

Accept supervision

Adaptable

Ambitious

Artistic

Broad-minded

Businesslike

Calm

Capable

Caring

Cautious

Cheerful

Communicator

Confident

Conscientious

Considerate

Creative **1**

Decisive

Dependable

Determined

Direct

Discreet **2**

Eager

Eclectic (Jack of all Trades)

Efficient

Enterprising

Enthusiastic

Firm

Flexible **3**

Formal

Friendly

Generous

Get things done on time

Get along (work) w/others

Good natured

Hard worker

Helpful

Honest

Humble

Imaginative

Independent

Intelligent

Intuitive

Listener **4**

Logical

Loyal **5**

Mature

Motivated

Open minded

Optimistic

Organized **6**

Original

Outgoing

Patient

Persistent

Polite

Practical

Precise

Problem solver

Productive

Punctual

Quick

Realistic

Reliable

Resourceful

Responsible

Risk Taker

Self-confident

Sensible

Sincere

Spontaneous

Steady

Sympathetic

Tactful

Teachable

Thorough

Thoughtful

Tolerant

Trustworthy

Understanding

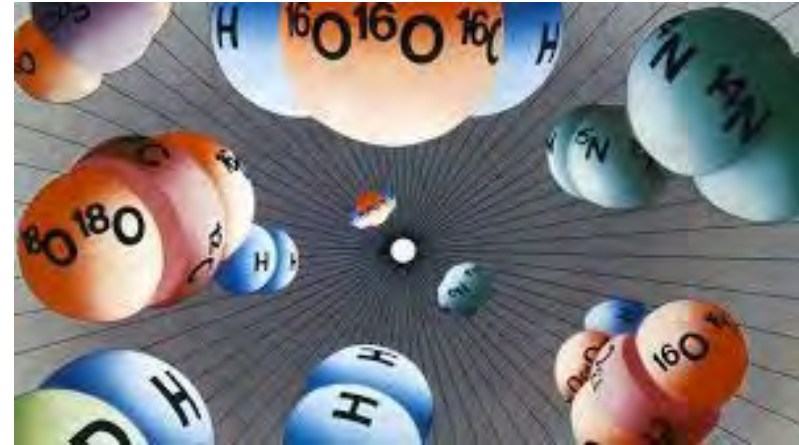
Verbal

Warm

Witty (good sense of humor)

# Technical skills

- ⇒ Based on education & training
- ⇒ Work experience
- ⇒ Indicator for your expertise



# Transferrable Research Skills





# Every job hunter has a handicap

I am just graduating

*I graduated too long ago*

I have never worked in industry

*I have only worked in industry*

I have a gap in my CV

*I was too long in one place*

I have been in a big institute

*I have been in a small institute*

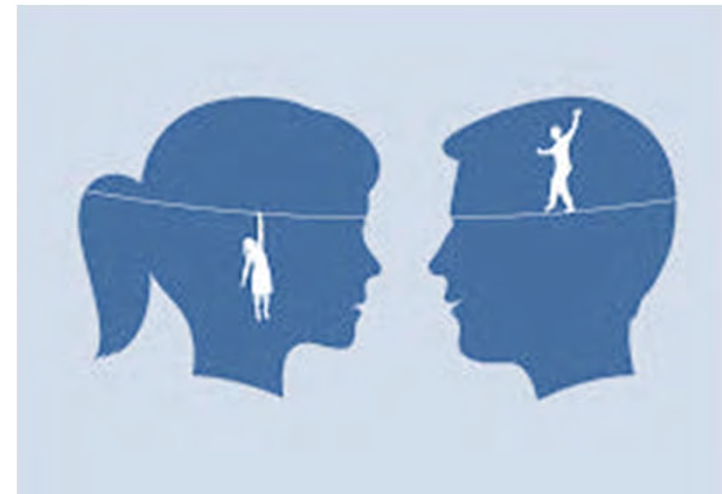
I have not been abroad

*I am a foreigner*



# (Self)-Assessment: Strength and Weakness

- ⇒ Strengths: Find examples out of your (professional) life
- ⇒ Weakness: Identify skills you want to improve or learn  
*Be honest – do not run behind something that is not yours*
- ⇒ Review: Ask colleagues, friends, family





# Take a career / skill test

## Overview about tests:

<https://www.careeraddict.com/the-12-best-career-aptitude-tests>

### Free

⇒ <https://www.whatcareerisrightforme.com/career-aptitude-test.php>

⇒ <https://www.ipersonic.com/career/test.html>

⇒ [https://www.careerfitter.com/free\\_test/careerbuilder](https://www.careerfitter.com/free_test/careerbuilder)

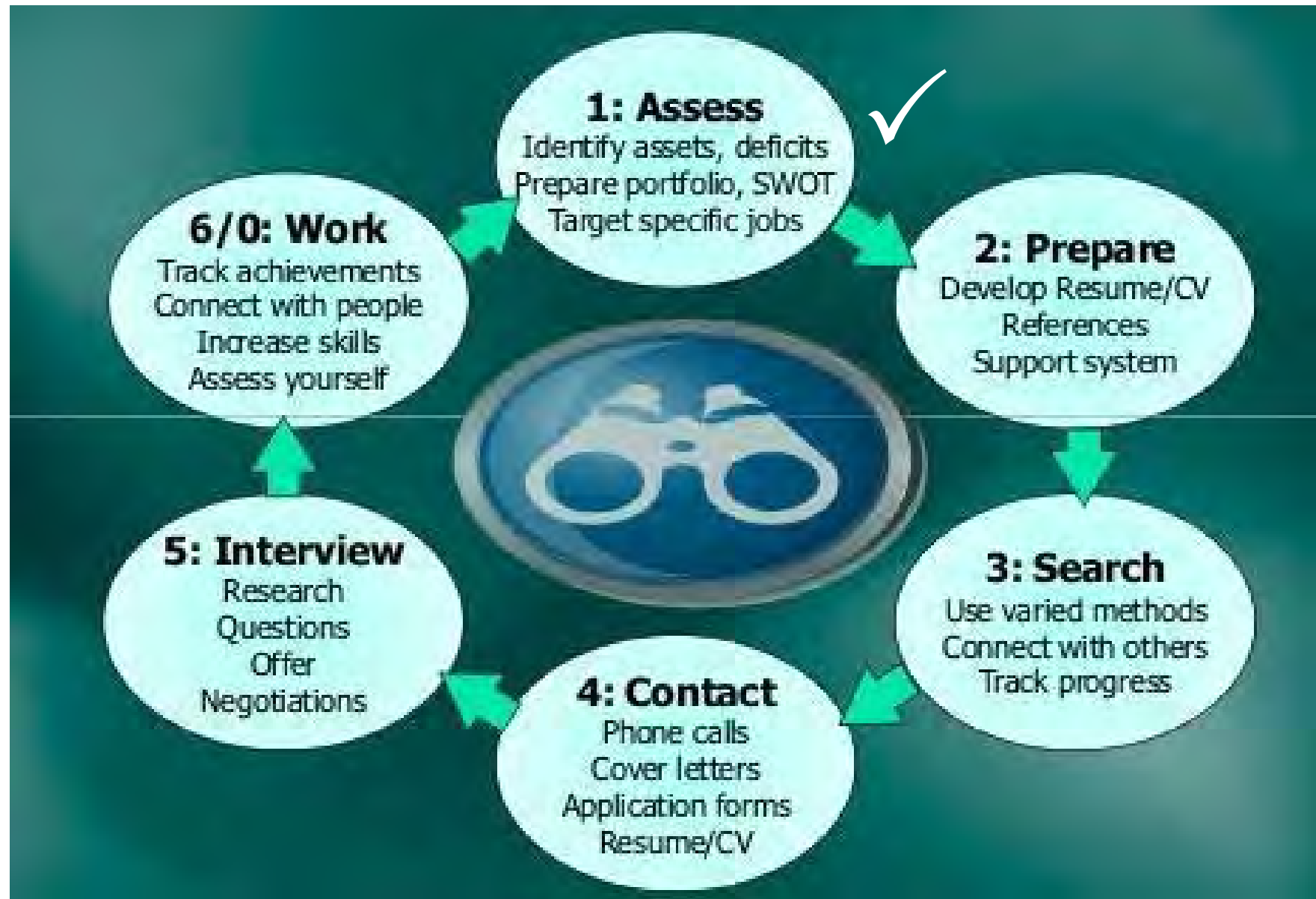
### Charge

⇒ <https://www.psychologytoday.com/tests/career>

⇒ <https://www.careerplanner.com/>



# Job Hunting Cycle: Prepare & Search



# Job Hunting Facts

⇒ The majority of job seekers apply for the advertised positions

The hidden job market:

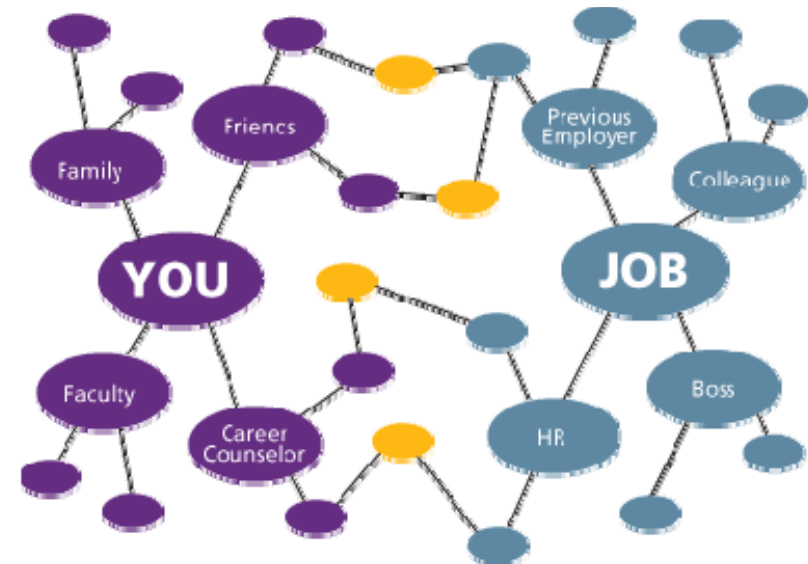
⇒ positions listed internally

⇒ positions that are filled by hiring someone that knows someone.



# Job hunting: Networking matters

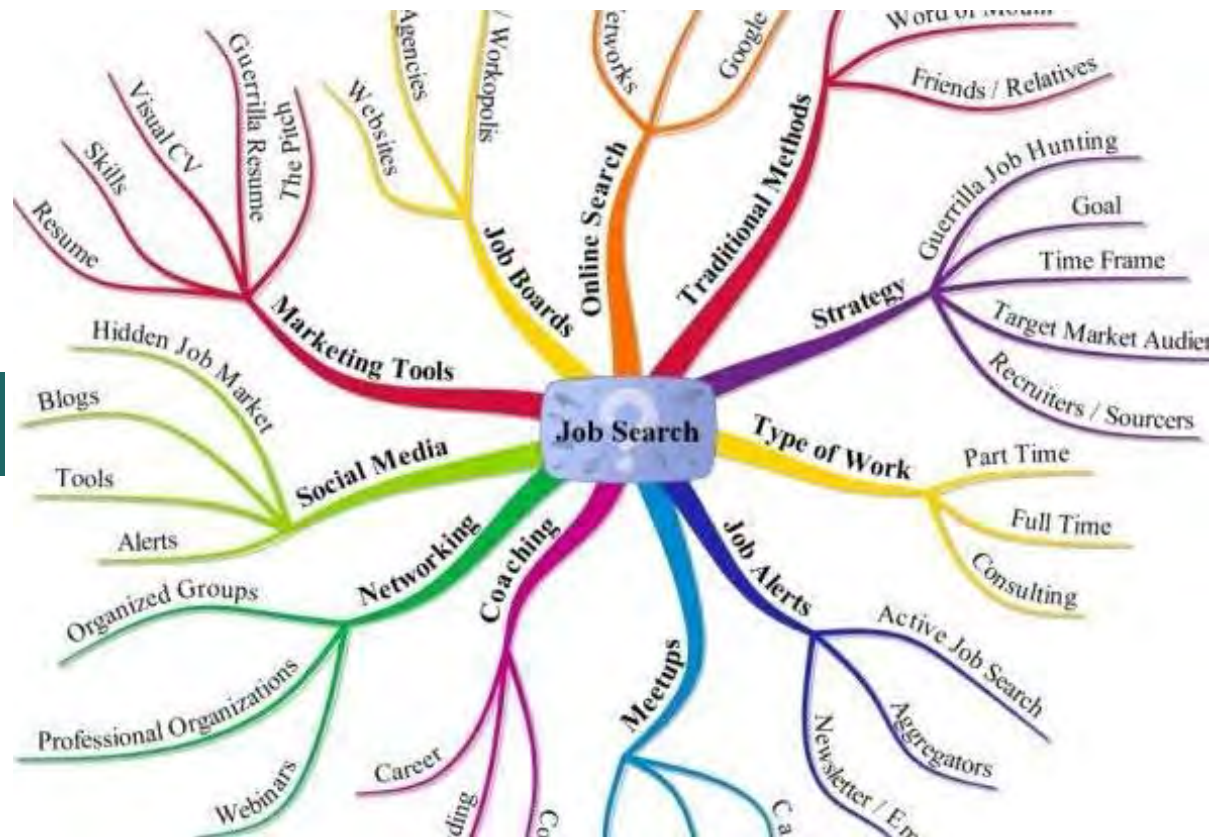
- ⇒ Talk to friends, relatives, work contacts (spread the word)
- ⇒ Find support
- ⇒ Talk to successful job hunters and learn what they did
- ⇒ Attend conferences and career fairs
- ⇒ Contact potential employers directly



# Other strategies

- ⇒ Job openings: internet, newspapers , professional journals
- ⇒ Social media
- ⇒ Job alerts

**Use several methods**



## Overview about job platforms



<https://www.thebalance.com/top-best-job-websites-2064080>

## Ohters

**Job Vacancies:** Euraxess- Researchers ' Mobility  
<https://www.euraxess.de/germany/jobs-funding>



Science - career platform  
<http://sciencecareers.sciencemag.org/>

**Science Careers** From the journal *Science*

Nature – career platform  
<http://www.nature.com/naturejobs/index.html>

**naturejobs**

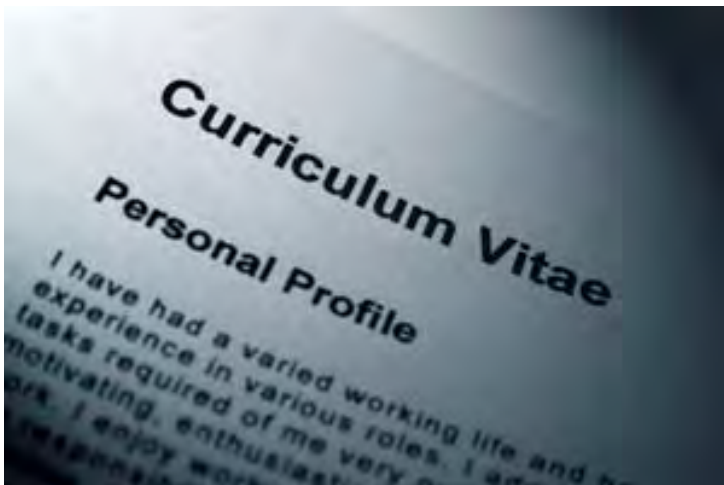
Earthworks-Jobs  
<http://www.earthworks-jobs.com/>



# CV

- ⇒ Your **marketing** document, **subjective** and **personal** to you
- ⇒ Accurate, interesting and up to date
- ⇒ Targeted to the job, only list skills and experience which are **relevant** to the particular post

**Tip: Have one complete CV and shorten it to the specific needs**



# Content





# CV – be aware

- ⇒ 15 seconds to skim a CV and make a decision
- ⇒ Software to scan for key words
- ⇒ Designed to get you an interview



**Stand out from  
the crowd!**

# Job Hunting Cycle: Contact



# Targeting your application

- ⇒ Customise your letter to **each job** you apply for  
Analyze each point listed in the job description: what are they looking for and how do they describe it?
- ⇒ Pull out **key words** – “**power words**” – and use them in your application; resume & cover letter.
- ⇒ Find out as much as possible about the employer

**Tip: Phone to find out the focus or more details**

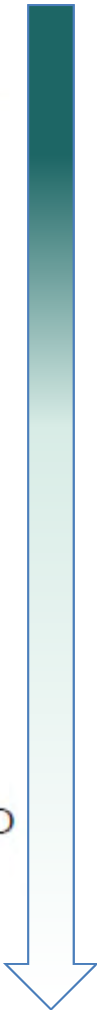


## **Indispensable qualifications for the position include:**

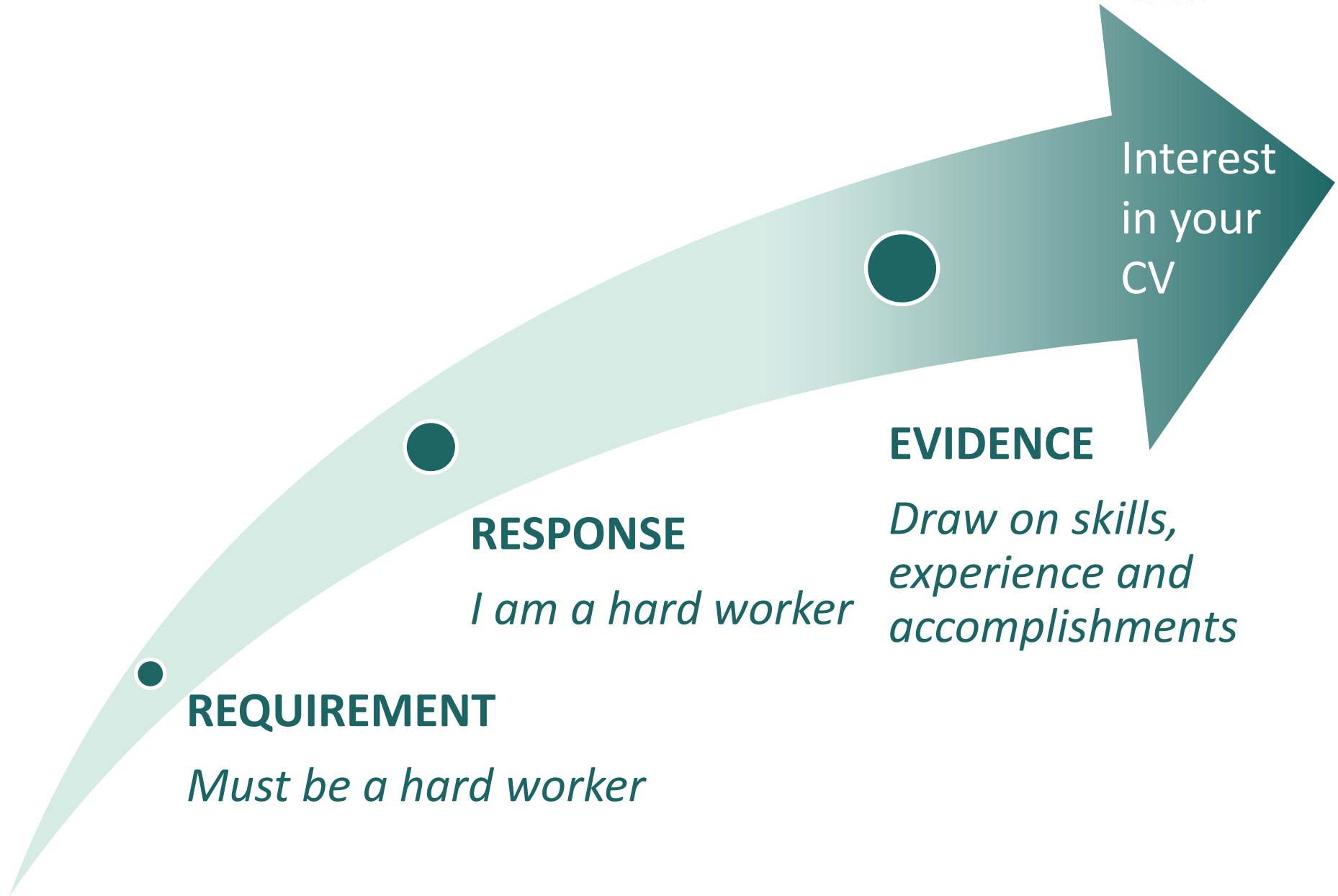
- A university degree in one of the disciplines represented in or related to our IMPRS; ideally, you possess a doctoral degree and/or a scientific background in a relevant area as well
- Knowledge of German university organization; ideally you are familiar with FSU Jena
- Knowledge of (international) graduate training programs and international PhD tracks
- Excellent communication skills in both written and spoken language
- Perfect knowledge of both English and German (native speaker or similar)
- Excellent time and project management as well as proven organizational skills
- Ability to coordinate complex projects with many different partners
- Ability to work independently and as part of a team
- Intercultural competence
- Ability to work under pressure
- A friendly and outgoing disposition

## **Advantageous:**

- Experience in scientific management and/or coordination, ideally in an IMPRS or a similar PhD program
- Experience with PhD student recruitment from advertisement to selection and admission
- Familiarity with FSU Jena and/or the Max Planck Society, in particular the IMPRS format
- Experience with press and outreach work



# Targeting Your Cover Letter



## REQUIREMENT

*Must be a hard worker*

## RESPONSE

*I am a hard worker*

## EVIDENCE

*Draw on skills,  
experience and  
accomplishments*

Interest  
in your  
CV

# Cover Letter

- ⇒ Put yourself in the reader's situation
- ⇒ Demonstrate how your background meet the needs
- ⇒ Make the reader interested into your CV
- ⇒ Be brief and precise
- ⇒ Check for spelling, grammar, typos



# Layout

Your name, address, telephone, email (only private)

Correct employer's address

Reference

Date

Dear Mr./Mrs. Name

Creative first sentence (Why are you writing)

Clearly structured main part (Highlight your skills)

Closing sentence

Sincerely,

Signature

Typed Name

- ⇒ <https://www.kent.ac.uk/careers/cv/cvexamples.htm>
- ⇒ <https://targetjobs.co.uk/careers-advice/job-hunting-tools-downloads>
- ⇒ <https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/templates/>





# Keep track of your applications

⇒ Create a Job Application Spreadsheet

<https://www.thebalance.com/organize-your-job-search-2060710>

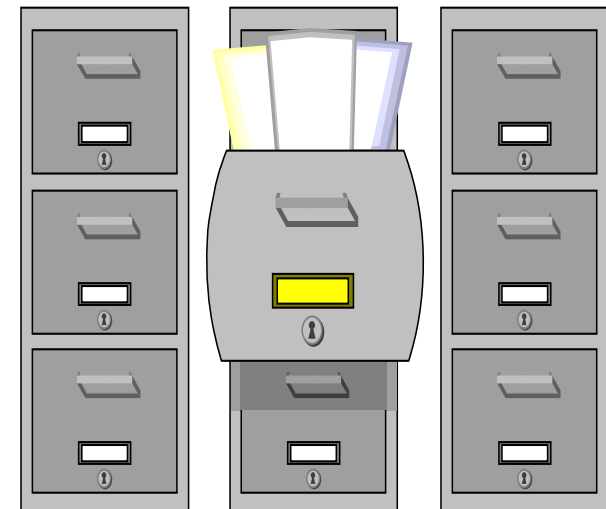
⇒ the job advertisement

⇒ any documents relating to the job organisation

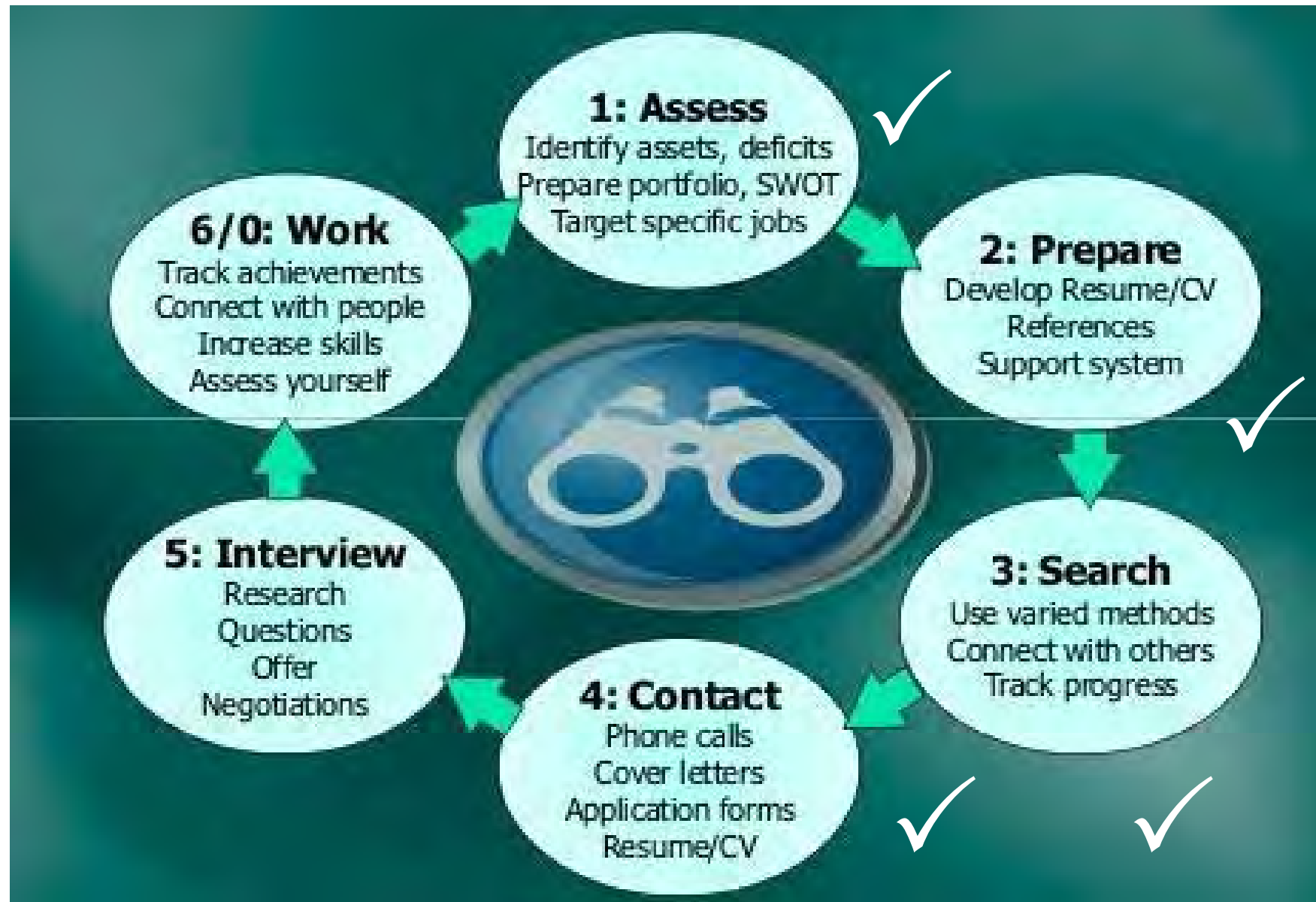
⇒ all sent application documents

⇒ all correspondence

⇒ all relevant notes



# Job Hunting Cycle: Interview



# Job interview – Further Research

- ⇒ Research on organisation/company (objectives, products etc.)
- ⇒ Who are your interview partner:
  - Head of personal – motivation
  - Technical specialist – qualification
  - Manager – flexibility, effectiveness
- ⇒ Do know some one in the company?
- ⇒ What is the dress code?
- ⇒ Travel connection and time



⇒ Rehears to introduce yourself

- 1-2 min
- 3-5 min
- 10 min



⇒ Identify technical demands beyond the job description

- describe technical skills, examples of personal skills
- describe, do not value
- use key words (know your CV)

⇒ Anticipate questions

**Tip: Find some one to conduct a mock interview**

## Interview – typical questions

- ⇒ Why have you applied? Why do you want to work here?
- ⇒ Tell us more about you. Characterize yourself.
- ⇒ Why should we choose you?
- ⇒ How would you handle this job?
- ⇒ Do you have any questions?



⇒ **Context** – Situation and Tasks

what/where/when/with whom?

⇒ **Action**

what did you do?

⇒ **Result**

what outcome?



## Samples

<http://au.hudson.com/job-seekers/career-advice/behavioural-interview-questions>

# INTERVIEW

1



DRESS  
APPROPRIATELY

2



ARRIVE IN  
GOOD TIME

3



BODY  
LANGUAGE

4



EXPECT THE  
UNEXPECTED

5



ASK QUESTIONS

## Ask questions

- ⇒ Is an initial training phase planned? Who is my contact person?
- ⇒ Who is the direct superior and what is his/her position within the institution?
- ⇒ With whom / with which department would I work together?
- ⇒ Do you have a complete job description for this post?
- ⇒ What are the proportions of the various responsibilities?
- ⇒ Is this a new position? If not: How long has the predecessor worked on this position?

**Ask yourself, if you want to work in the offered position**



⇒ 100 hundred questions you should be prepared for

<http://insidetech.monster.com/careers/articles/4149-100-interview-questions-you-should-be-prepared-to-answer>

⇒ Top 50 Interview Questions With Answers

<https://www.thebalance.com/top-job-interview-questions-2061228>

⇒ 51 Interview Questions You Should Be Asking

<https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>

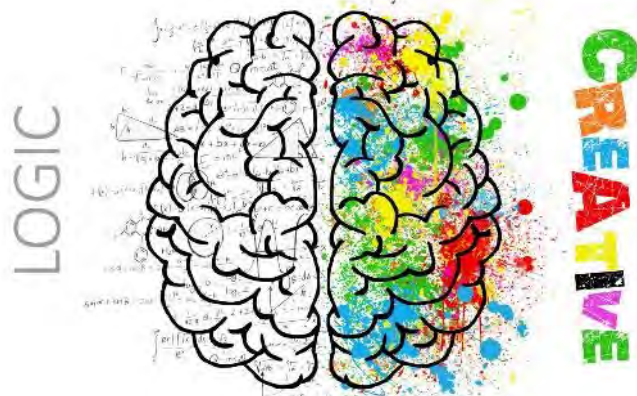
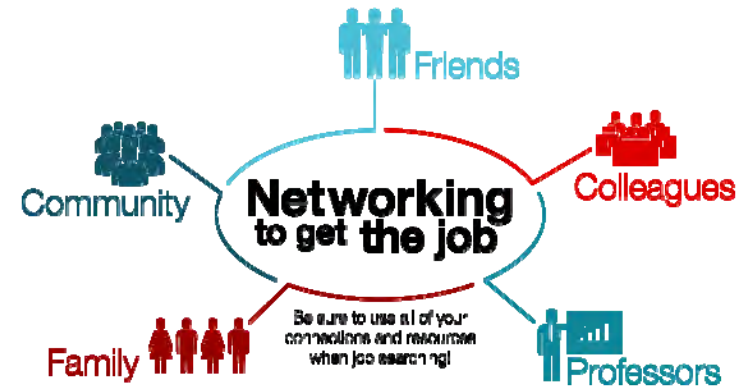
# Finally

- ⇒ Be persistent: follow up the status of your application
- ⇒ Analyse your success rate, revise tactics, try a new strategy
- ⇒ Broaden your horizon, gain additional skills, reconsider your expectations
- ⇒ Be prepared that it takes longer than expected
- ⇒ Keep going until you find a job



# Summary

The **key** to finding what you want, is **knowing** what you want.



# Further information

## Websites:

University of  
**Kent**

<https://www.kent.ac.uk/ces/advice.html>

 **the balance**

<https://www.thebalance.com/job-search-4074003>

## Presentation:

Dieter Schmitt (MPI)

[https://www.google.de/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwju9pGspsjZAhXPKewKHTTh2CfYQFggxMAA&url=https%3A%2F%2Fwww.mps.mpg.de%2F3963039%2Fjobapplication\\_2011.pdf&usg=AOvVaw0VjJvBc4ALouKCh-QY2SEb](https://www.google.de/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwju9pGspsjZAhXPKewKHTTh2CfYQFggxMAA&url=https%3A%2F%2Fwww.mps.mpg.de%2F3963039%2Fjobapplication_2011.pdf&usg=AOvVaw0VjJvBc4ALouKCh-QY2SEb)

## Manual:

Job Hunting Cycle

<https://www.google.de/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwiTk-2KqMjZAhUGr6QKHTK-CyMQFggxMAA&url=http%3A%2F%2Fwww.lmci.state.tx.us%2Fshared%2FPDFs%2FJHG-Express-English.pdf&usg=AOvVaw2YWcAv0o9e0oR4C13Bnly->