

Recording starting soon



The recording will:

- Capture presenter video and shared screen
- Capture all audio (no need to unmute if you'd rather not)
- Capture chat posts to everyone, **including our names**
- May be made available online on the Techne website which is open access



You control:

- ✓ How your name appears (use 'rename' to edit)
- ✓ What you share in the chat
- ✓ Whether you unmute to talk

Effective Job Hunting Online & Virtual Interviews

Liz Wilkinson,
Technē Careers Consultant

SESSION OUTCOMES

- We will explore
- Where are Techne-friendly part-time and full-time jobs advertised?
- How to write CVs and Application Forms that make the short-list?
- How to impress at online interviews?


FEEL MORE MOTIVATED & EQUIPPED

Effective Job Hunting Online: From Finding the Ad to Aceing the Interview

From 30/09/2021 12:30 to 30/09/2021 13:30

--- PLEASE NOW MARK YOUR ATTENDANCE AT THIS ACTIVITY ---


Mobile App Users

- 1. Open the Inkpath App
- 2. Press this button 
- 3. Scan this QR Code

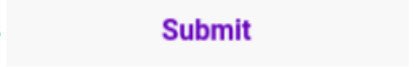



4. Confirm attendance 

Web Users

- 1. Open webapp.inkpath.co.uk
- 2. Press this button 
- 3. Enter this unique code

1632992346

- 4. Press 
- 5. Confirm attendance 

Liz Wilkinson, Technē Careers Consultant

- 30 Years in Careers and Recruitment
- Former Director of Careers and Employability at Royal Holloway
- PGR Careers Lead at Kings College London
- Academic & Postgrad Careers Specialist



Contact via

5 techne.careers@careers.lon.ac.uk

technē

the
CareersGroup
University of London

ACTIVITY: INTRODUCE YOURSELF

- Using the chat box, share your year of PhD study, your institution and summarise your discipline (s) in 2/3 words
- e.g. Year 3, Roehampton, Geography & Visual Art

Spelling etc doesn't matter in the chat box

WE ARE IN THE AUTUMN JOB MARKET BOUNCE

Jobs advertised by

- Individual organisations
- Specialist, aggregator sites
- Specialist press
- General aggregator sites
- Linked In

Change drives job bounce

Professional / Managerial / Support Services

Search All			Library Services & Information Management	240
Administrative	+ 562 on 4/21	1085	PR, Marketing, Sales & Communication	387
Finance		150	Property & Maintenance	189
Fundraising & Alumni		105	Senior Management	222
Hospitality, Retail, Conferences & Events		179	Sports & Leisure	41
Human Resources		129	Student Services	373
International Activities		74	Other	26
IT		247		

ACTIVITY: Where are you spotting jobs?

- Type any good sources you've found useful into the chat box

Where am I spotting jobs?

- Cultural & arts jobs : <http://www.artsjobs.org.uk/arts-jobs-listings/>
- Art residencies: <https://www.artquest.org.uk/opportunities/>
- Craft residencies: <https://www.craftscouncil.org.uk/maker-support/opportunities>
- Heritage sector: <http://www.museumjobs.com/>
- Academic & HE jobs: <https://www.jobs.ac.uk>
- Civil Service jobs: <https://www.civil-service-careers.gov.uk/>
- Cultural, charity & education: <https://jobs.theguardian.com/>

Start with a confidence boost

1. Highly productive with a positive outlook.
2. Ability to think creatively and be innovative
3. Excellent written, verbal and interpersonal skills
4. Highly organised, strong attention to detail and proof reading skills
5. Strong planning and prioritisation skills –must be able to manage own workload, complete tasks to deadlines with minimum supervision
6. Confident and personable, establishes and maintains good working relationships with colleagues, the public and stakeholders
7. Ability to positively take on board, and implement, changes and improvements to working practices as directed by senior staff.
8. Ability to be flexible and work productively in a busy working environment.

Adapted from

Type a number into the chat box

<https://creativewakefield.net/wp-content/uploads/2021/07/Creative-Sector-Engagement-Officer-JD.pdf>

technē

The task of the recruiter/selector

- Create a manageable and defensible shortlist
- Can they tick off the essential requirements with evidence?
- Do they follow the instructions including word count, document upload?
- Do they demonstrate research into the organisation?
- *If the recruitment field is strong, choose fairly between the good candidates*
- *can I defend my decision (to my boss, HR, public opinion) if challenged?*

Is the evidence relevant?

Example: Senior Writer and Project Manager, Sotheby's (May 2021)

- Extensive editorial experience, including strong writing skills
- Possess excellent communication skills (both written and spoken): fluent English language is essential, other European languages a benefit.
- Ability to work independently, quickly and under pressure
- Excellent organisational and project management skills
- A good collaborative team player
- Working knowledge of InDesign and Microsoft Office Suite
- Interest in the art market and art history

Assessed by...?

- Binary (yes/no) scoring
- Graded scoring e.g.
1 = no clear evidence
2 = evidence given
3 = exceed expectations)
- Informal process

Guesstimate what the reader is looking to see in situations without published criteria.

ACTIVITY: Give a score 1-3 for criteria A and B

Education

2018 – 21 **PhD History, Institute of Historical Research, School of Advanced Studies, University of London**

- Thesis focuses on religious and cultural history
- Awarded the Ima Gin. Ary Award for an interdisciplinary project

2017 – 18 **MA History, University of Glasgow**

- Thesis on iconography and religious authority in the borderlands in the late 1300s.

2002 – 5 **BA (Hons), English and History, University of Warwick, 2.1**

Employment

2012 – 17 **Divisional deputy leader, Customer Retention, Vodafone UK**

- Team of 10: responsible for personnel issues, recruitment and delegation
- Worked on a £3m annual initiative and deputised in committees

A - Ability to work independently, quickly and under pressure

B - Excellent organisational and project management skills

e.g. A2 B2



**Share
in the
chat
box!**

1 = no clear evidence, 2 = evidence given, 3 = exceeds expectations)

ACTIVITY: Remark now!

Education

- 2018 – 21 **PhD History, Institute of Historical Research, School of Advanced Studies, University of London**
- Independently researching in religious and cultural history to deliver my 65,000 word research project
 - Organised access to over 200 pieces of source material at 19 institutions
 - Maintained minimum of 40 hours a week study alongside part time work.
 - Quickly built a resource in 3 weeks to meet conference deadline
 - Delivered presentation on this collaborative project that won Ima. Gin. Ary award for interdisciplinary work
- 2017 – 18 **MA History, University of Glasgow**
- 2002 – 5 **BA (Hons), English and History, University of Warwick, 2.1**

Employment

- 2012 – 17 **Divisional deputy leader, Customer Retention, Vodafone UK**
- Managed project workflow and delivery for my team of 10, improving efficiency of project pipeline to deliver £35,000 of additional value
 - Selected to lead a high-pressure £3m flagship project, meeting high expectations and challenging deadlines.

A - Ability to work independently, quickly and under pressure

B - Excellent organisational and project management skills

e.g. A2 B2



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Presenting relevant evidence

Three key techniques were used...

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1. Keyword in first five words

A - Ability to work independently, quickly and under pressure

B - Excellent organisational and project management skills

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1. **Keyword in first five words**

2. **Active verb (past tense or present participle)**

Avoiding passive or vague verbs e.g. *worked, used, attended...*

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1. **Keyword in first five words**

2. **Active verb (past tense or present participle)**

3. **Didn't just do it – they did it well!
Adding markers of quality, scale, result, complexity...**

Look for flags about attitude and broader skills sets

- V & A jobs page:
- “At the V&A we value collaboration, integrity, innovation and generosity. These qualities are vital to our success.”
- Museum Association report: “a shift towards prioritising development of a range of skills such as business management, financial planning, digital strategy, etc. while still retaining the cultivation of heritage-specific skills such as curatorial skills.”

Top tips for Applications

- Take time to analyse the instructions and flags: close reading required
- Take time to draft & craft your answers
- Angle your answers to the specific job
- Target your CV/personal statements
- Give concrete examples of where you have achieved impact by application of your skills
- Add numbers!

Works for research, works for job hunting

- “Keep a journal of progress or a list of achievements each day no matter how small because sometimes it’s hard to see how you’re making progress day to day in such a big project.”
- Dr Rachel Pistol, PhD History, now Research Associate at KCL

ACTIVITY

- Who might interview you?
- What might they ask?

INTERVIEWS

- What's your pitch? - the overall message you are seeking to get across
- Questions, questions, questions
- Structure, structure, structure
- Virtual performance tips

For the candidate: Making your pitch

- Evidence that you are the candidate that can evidence:
 - You have the skills and qualities to do the job
 - You have proven motivation and resilience to deliver what's required
 - You have the people skills to get on well with stakeholders, customers. colleagues
- If the field is strong, you have highlighted specific skills and experiences that make the **match** and give you the **edge**

Useful answer structures

Motivational (Why?)	Rule of 3 1 point which is really targeted to this particular job	<ul style="list-style-type: none"> • I want to do the tasks of this job • I want to do this job in this organisation • I offer a track record/ skills in XYZ (2-3 pts only)
Competency (Give me an example when...?)	STAR approach	<ul style="list-style-type: none"> • Situation • Task • Action • Result
Hypothetical (How would you?)	Rule of 5	<ul style="list-style-type: none"> • Analyse • Consult • Plan • Act • Evaluate

Make your interview performance virtual friendly

- Test the tech (bandwidth/microphone)
- What does the camera see?
- Structured and succinct answers
- Summaries and soundbites
- Show energy and positivity: Smile
- Listen hard for their cues

BALANCING THE NEGATIVE SELF TALK

- “I’m not the sort of artist who has an Instagram account”
- “My Linked In profile has to be perfect”
- “Online applications are a waste of time”
- “Virtual interviews make me squirm”

What kind advice would you give to a friend who said this

And you can bring this to a careers conversation

In summary

- Make **regular time** to monitor opportunities, trends and build your presence online
- Think like a selector: what is on their check list?
- Invest some time in **researching** the job and the organisation
- Prepare your **evidence** examples, tailoring your answers for the specific job
- Make your **message** easy to understand in a virtual environment
- **Prepare** for likely assessment exercises
- **DO YOUR RESEARCH, CRAFT & PRACTISE YOUR PITCH**

Updated job hunting resources

<http://www.techne.ac.uk/for-students/training-and-support/career-development-programme/online-resources>

Targeted PhD helpsheets

- CVs for PhDs
- Covering Letters
- Application Forms
- Selection Interviews
- LinkedIn & Social Media
- Information Interviewing

Includes sample layout & phrasing

You can send your CV/Application for comment to techne.careers@careers.lon.ac.uk

Excerpt from CVs for PhDs:

3. Map your PhD (and broader) skills

Take the specification you identified in (1). For each criterion, list your examples. Draw from your PhD, and previous experiences.

Check this evidence is clear on your CV: if not, add these points to a relevant section. Make sure you show them how good you are: add results or outcomes if you can.

4. Use headings to suit

How you detail your PhD studies can change to suit the intended reader. For an academic audience, you might have headings such 'Research interests', 'Conferences', 'Research projects', 'Publications' alongside 'Education'. If you're trying to focus more on your transferable skills, you could add a profile summarising your current goals, or detail studentships or research projects as 'Relevant experience', or even use a skills-based CV format.

MORE CAREERS WEBINARS AND CAREER SUPPORT

- **How to boost your PhD CV lines & Career Options Thursday 28 October 12.30-1.30pm**

We will explore:

- What are your careers options after your PhD
 - How can you develop and promote your PhD transferable skills
 - How can you develop your Techne PhD career boosting network
-
- 1:1 Career Coaching Slots available every fortnight for Techne students techne.careers@careers.lon.ac.uk

Check out what's also available from your home uni careers service


Your feedback strengthens the Techne careers service

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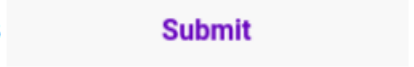



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Thanks and see you soon

