

How do you get the job you want?

Employability & Careers Centre
Doctoral College

Dr Hayley Cordingley

In the room...

Intro Basics!

Your name; Where you are from; What studying; favourite snack

What are your backgrounds?

- Continuing from previous studies
- In employment with this PhD as sort of CPD within existing career path
- Using studies as way to change direction
- Other...

What are your current thoughts about careers?

- Who knows what they want as their **ultimate** job title /career destination?
 - How decide that was the destination you wanted?
 - How know on track to progress?
- Who knows what they want as their **next** job title /career destination?
- Who hasn't a clue?

How do you get the job you want?

Overview resource



- What is the job I want? ([link](#))
- How do I find the job I want? ([link](#))
- How do I get invited in / to interview? ([link](#))
- How do I get offered the job? ([link](#))
- [Is this the job I want? ([link](#))]

What is the job I want?

SODT model – Self Awareness 1: Your values & interests

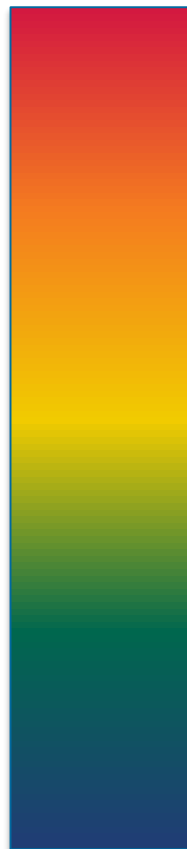
What is your ideal life?

What is important to you?

What role does your work play in this?

- Example Tools:

- [Values Exercise](#)
- [Self Reflection manifesto](#)
- [Wheel of life](#)
- [Business Model You](#) – [Lifeline](#) exercise (p101)
- [Work Values Test](#)
- Work as:
 - Job? Career? Calling? Fulfilment?



What is the job I want?

SODT model – Self Awareness 2: Your skills / abilities

What skills do you have?

What activities can you do?

What are your strengths?

- Example Tools:

- [Vitae Employability lens](#)
- [Business Model You](#) – Skills / abilities exercise (p106)
- [Character strength survey](#)

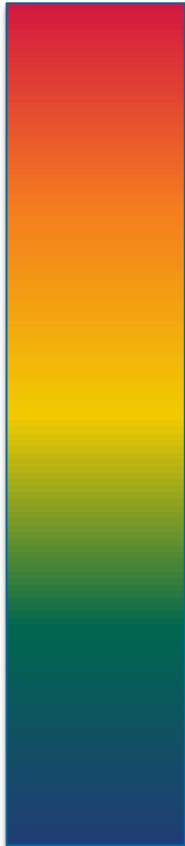


What is the job I want?

SODT model – Self Awareness 3: Your personality / ways you like to work with people

What sort of person are you?

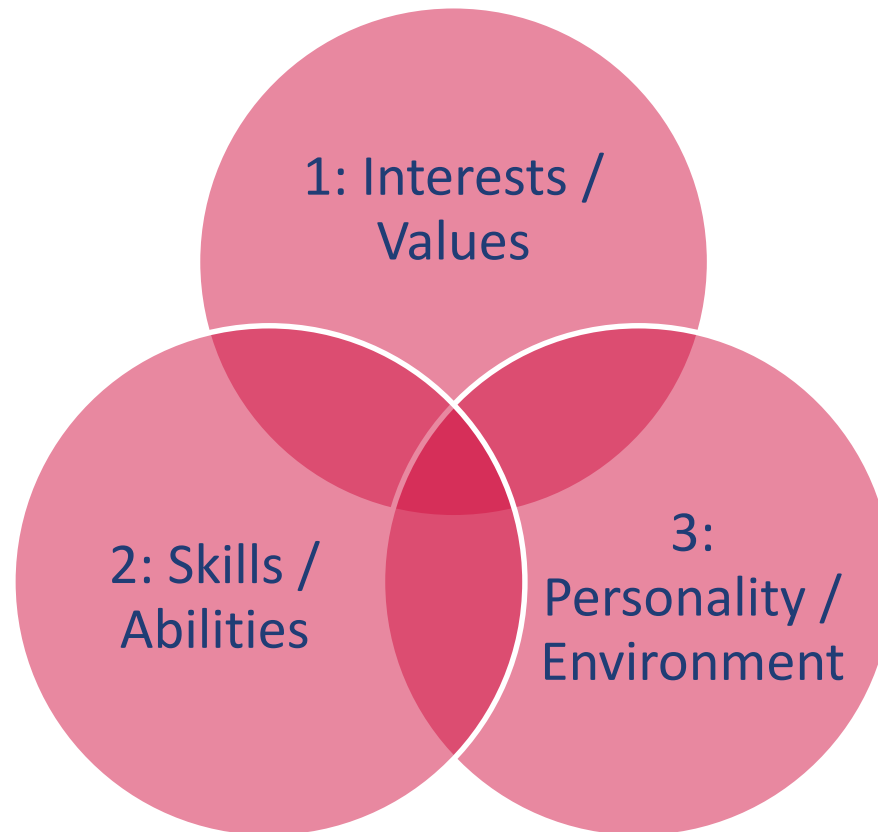
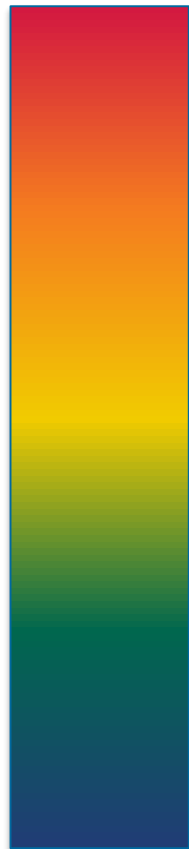
What sort of environment do you want to work in?



- Example Tools:
 - Type Dynamics Indicator (MBTI derivative)
 - Holland's 6 tendencies
 - DISC personality test
 - Team roles test
 - Business Model You – What sort of person are you exercise

What is the job I want?

SODT model – Self Awareness Career 4 - “Sweet spot”



What is the job I want?

SODT model – Options

What jobs are in that sweet spot?

How can you find out?



- Example Tools & approaches:
 - [Prospects planner](#)
 - Trade magazines / organisations
 - Networking / primary research
 - Online – general / focussed
 - [LinkedIn](#) key word search
 - Work shadowing

What is the job I want?

SODT model – Decision

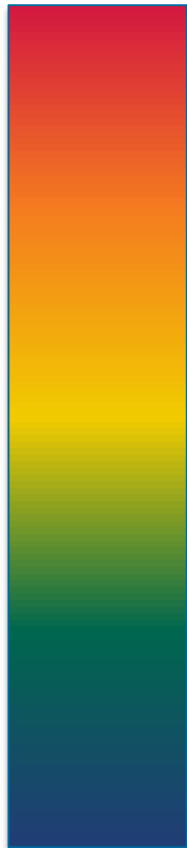
What do I want to go for?



- Example Tools:
 - [6 Thinking Hats](#)
 - Decision matrix (+/- weighting)
 - Business Model You - [Canvas](#)

What is the job I want?

SODT model – Transition



How to I get from here to there?

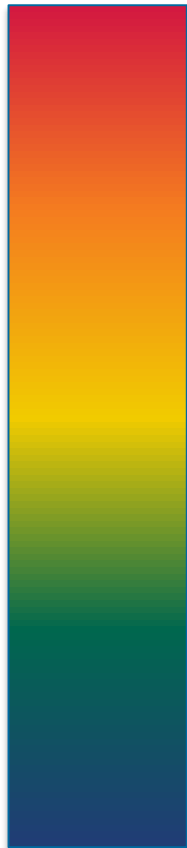
Do I need to “Skill-up”?

How do I do it?

- Example Tools:
 - Action plans:
 - Sticky Step planning
 - Mind mapping
 - Lists

How do I find the job I want?

“Standard” approach



Does a position exist?

How can I find it?

- Example Tools & approaches:
 - Researcher resources
 - Online – general / focussed searches
 - Trade magazines / organisations
 - Interest groups
 - Networking / word of mouth

How do I find the job I want?

“Creative” approach 1

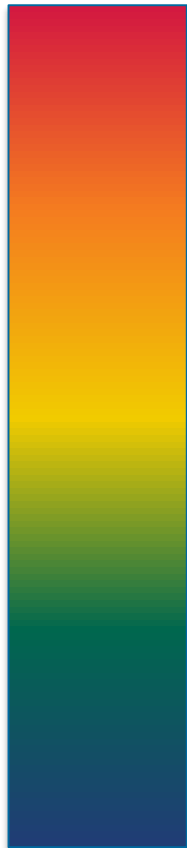


Do I know someone that can create a position?

- Example Tools & approaches:
 - Conferences
 - Collaborations
 - Building your network
 - LinkedIn
 - Work shadowing

How do I find the job I want?

“Creative” approach 2

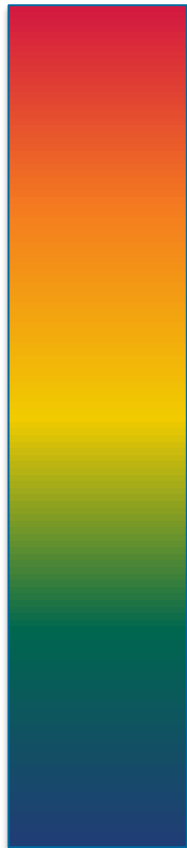


Do I have a way of creating / funding it myself?

- Example Tools & approaches:
 - Research Funder calls
 - Entrepreneurship
 - Freelancing / Consultancy
 - Social Enterprise
 - Charity
 - Company
 - Enterprising Researcher
 - Sponsorship
 - Collaboration

How do I get invited in / to interview?

1) Congruence – generally people want to work with people they like



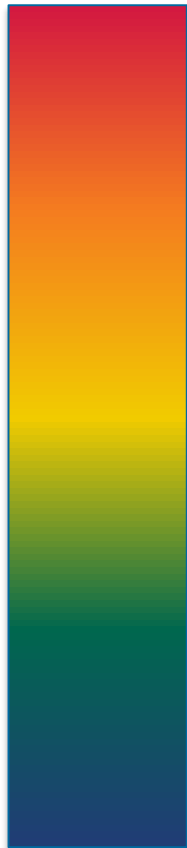
How do I know what are they are REALLY looking for?

How can I be appealing to them?

- Example thoughts, tools & approaches:
 - “Mine” the advert & promotional material
 - [TOPCAT](#)
 - [PIE](#) (10:30:60)
 - Pre-application personal approach
 - [Envisioning](#) / [Fluency](#)

How do I get invited in / to interview?

2) Reputation – people generally like to employ people that have been recommended

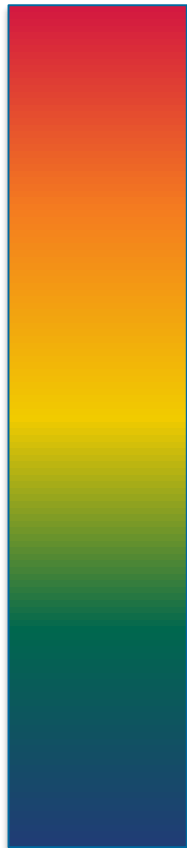


How will they know about me?

- Example thoughts, tools & approaches:
 - Maintain (or beware!) your online presence
 - Grow and make the most of your network
 - Use professional social media for introductions
 - Attend meetings / conferences

How do I get invited in / to interview?

3) Tailor your application!



Why should they pick me?

- Example thoughts, tools & approaches:
 - Time & energy required for each approach
 - Make it pleasing to the eye and easy to read
 - Read (in detail) the job description again and the specifics of questions on the application form
 - Remember – the **whole** application “pack”:
 - CV + cover letter +/- application form
 - + online presence

How do I get offered the job?

Acing the interview



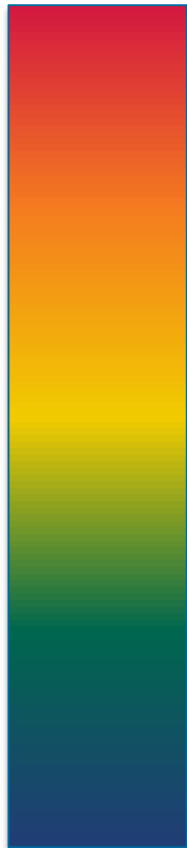
How do I prepare for the interview?

What will they ask me?

- Example thoughts, tools & approaches:
 - Prepare!
 - Questions
 - Consider your audience
 - Make a great impression
 - Confidence in yourself
 - Get help / mock interview

Is this the job I want?

Preparing for transition



How do I know it's the right choice?

What if I don't like it?

- Example thoughts, tools & approaches:
 - Envisioning
 - Prepare for “culture shock”
 - What does success look like – in 1 / 3 / 6 months
 - Change is unsettling – [Kubler-Ross](#) derived cycle
 - Team development – [Tuckmans stages](#)

Employability and Careers Centre

- **Location**

Philip Marchant Building,
University of Surrey
[‘PM’ on the campus map]

- **Opening Hours**

Monday: 10am - 5pm
Tuesday to Friday: 9am - 5pm

- **Contact Details**

Tel: +44 (0)1483 68 9001

Web: www.surrey.ac.uk/careers

Email: careers@surrey.ac.uk



- **Your dedicated PGR and ECR team**

Hayley Cordingley

Fiona Thie

Business Model You – Lifeline exercise

[Book Sample](#) has exercise outlined



Personal Qualities – from Business Model You




What sort of person are you? Go through this comprehensive list and highlight the ones that are most like you. Keep going till you get about 10. Then take time to write down a description of what being, for example, Curious and Supportive means to you.

Abstract thinker	Calm	Defiant	Flexible	Insightful	Peeved	Resourceful	Successful	Unusual
Academic	Carefree	Deliberate	Focused	Intellectual	Penetrating	Responsible	Sulky	Vengeful
Accepting	Careful	Dependable	Foolish	Introspective	Perceptive	Responsive	Supportive	Versatile
Accurate	Caring	Dependent	Forgiving	Jealous	Persevering	Risk taking	Surprised	Vicious
Achievement driven	Cautious	Depressed	Forthright	Joyful	Persistent	Sad	Suspicious	Vigorous
Action orientated	Changeable	Detail orientated	Friendly	Judgemental	Persuasive	Satisfied	Sympathetic	Visionary
Adaptable	Charismatic	Determined	Frustrated	Kind	Pioneering	Sceptical	Tactful	Warm
Adventurous	Cheated	Diligent	Fun loving	Knowledgeable	Pleased	Scornful	Take initiative	Wary
Affectionate	Cold	Diplomatic	Generous	Lacks ambition	Positive	Self assured	Talented	Weak
Afraid	Commercially aware	Disappointed	Gentle	Light-headed	Practical	Self controlled	Talkative	Wilful
Aggressive	Committed	Disciplined	Gloomy	Literate	Pragmatic	Self critical	Task orientated	Witty
Aggrieved	Competent	Discreet	Grateful	Lively	Precise	Self motivated	Team builder	Worrier
Aloof	Competitive	Disdainful	Grounded	Logical	Predictable	Self reliant	Team player	
Ambitious	Confident	Dismayed	Guarded	Lost	Private	Self-righteousness	Tenacious	
Amused	Confused	Disorganised	Happy	Loving	Proactive	Sensitive	Tender	
Analytical	Conservative	Dominant	Helpful	Loyal	Protective	Serene	Tense	
Angry	Consistent	Down to earth	Helpless	Matter of fact	Proud	Serious	Tetchy	
Annoyed	Content	Dynamic	Hostile	Mature	Punctual	Shy	Theoretical	
Anxious	Cool	Easy going	Humiliated	Methodical	Questioning	Silly	Thick skinned	
Appreciative	Courageous	Efficient	Humorous	Mild	Quick	Sincere	Thin skinned	
Apprehensive	Cooperative	Effective	Hysterical	Mischievous	Quiet	Slow	Thorough	
Articulate	Crazy	Emotional	Idealistic	Modest	Rational	Sociable	Tidy	
Ashamed	Creative	Empathic	Imaginative	Motivated	Reactive	Sophisticated	Timid	
Assertive	Credible	Energetic	Impatient	Objective	Realistic	Sorrowful	Tolerant	
Astute	Curious	Enterprising	Impulsive	Open	Reflective	Sorry	Traditional	
Authoritative	Customer focused	Enthusiastic	Indecisive	Orderly	Rejected	Spontaneous	Trapped	
Bashful	Daring	Exceptional	Independent	Organised	Reliable	Steady	Triumphant	
Boring	Decisive	Exciting	Indifferent	Out going	Relieved	Stimulating	Trusting	
Broad minded	Defeated	Expedient	Individualistic	Outstanding	Remorseful	Straight forward	Unassuming	
Business like	Deferential	Experienced	Industrious	Over sensitive	Resentful	Strategic thinker	Understanding	
		Expert	Influential	Panicky	Reserved	Strong	Unique	
		Firm	Innovative	Patient	Resilient		Unsettled	

[Return to
Personality](#)

Name: _____

_____'s Personal Business Model Canvas

Who helps you (Key Partners) 	What you do (Key Activities) 	How you help (Value Provided) 	How you interact (Customer Relationships) 	Who you help (Customers) 
	Who you are & what you have (Key Resources) 		How they know you & how you deliver (Channels) 	
What you give (Costs) 		What you get (Revenue and Benefits) 		

“Sticky Step Planning”

In order to have.... “Got the job I want”

I will have had to....

[This video](#) explains using sticky step planning to create a work breakdown structure (WBS) in a traditional project where there are a number of “deliverables”

However, the technique is also useful for other project planning – such as getting yourself the job you want.

Rather than talk about “deliverables”, think about things you will need to have done (both large scale and small scale) to get the job you want.

- Write “In order to have” at the top of the sheet of paper and write “Got the job I want” on a sticky next to it.
- On the line below write “I/We will have had to” and brainstorm away with different thoughts on different sticky notes.

Aim to write things as action items and in the past tense as this will help you have mini-goals along the way.

[Return to
Transition](#)

TOP CAT

Technical Skills

Organisational
fit

Professional
Competency

“Corporate culture”
Attitudes / Personal Attributes
Team



“Fluency” in your next role

“Fluency”

- “Ability to communicate and fit into an environment without conscious thought” [Harvey Coleman – “Empower Yourself”](#)
- Visualise & start acting as if your are there: “mirroring”
- Language; Attitude; Dress

You only get 1 chance to make a 1st impression

- Smile; Firm handshake; Good eye contact

Can re-invent yourself if you stay in the same place

- New clothing & attitude norms?