

Keys for successful job search

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The first questions to ask yourself

What should be my perfect job?

and subsequently

Which are my criteria?

The first questions to ask yourself

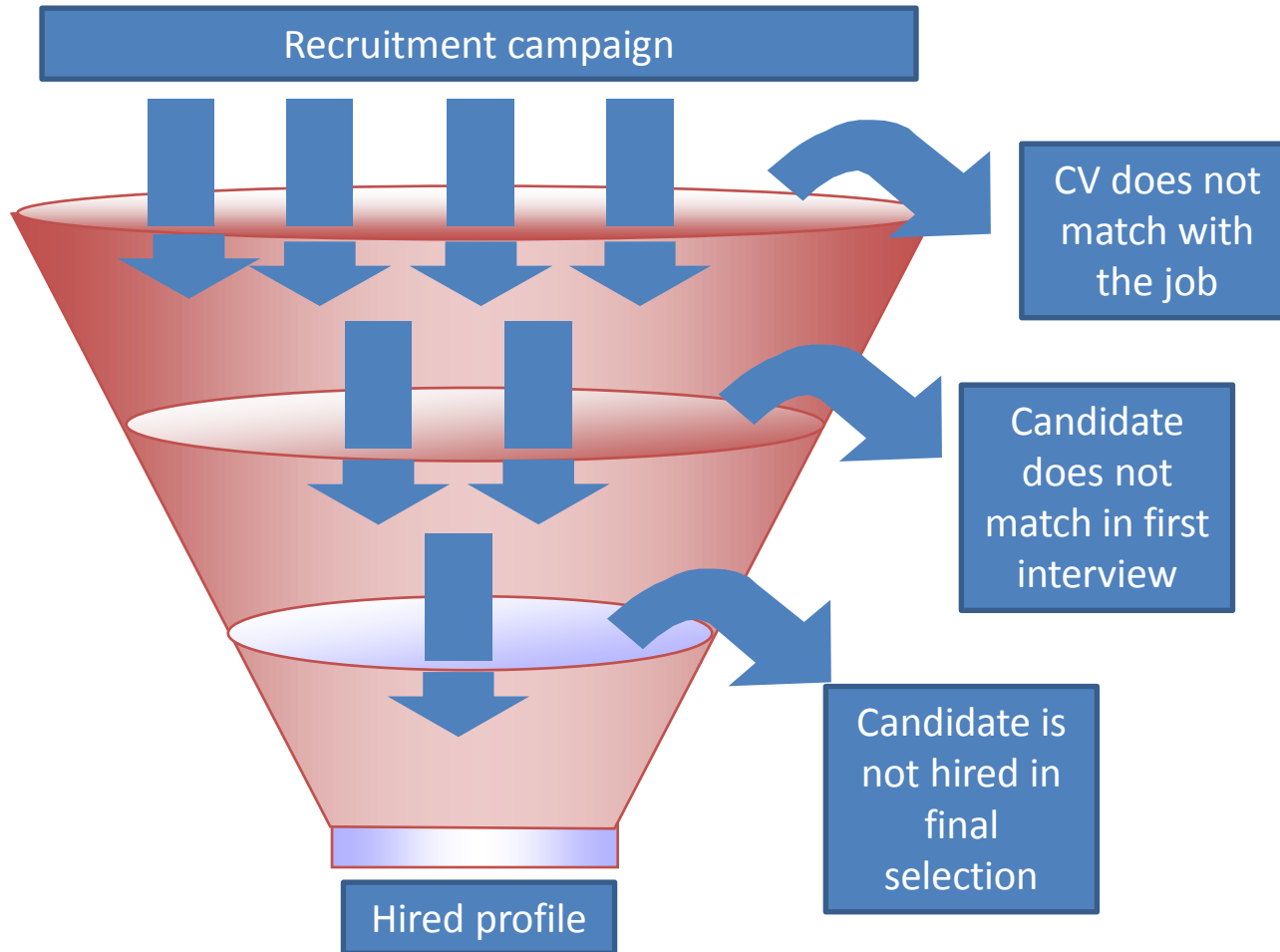
Which kind of criteria are you using?

Which kind of criteria are you using?

- List of possible criteria
 - Geographic area
 - The use of my qualifications and experience
 - Type of function, the title
 - Minimal level of the function
 - Sector of activity
 - Size of companies: spin-off, start-up, SME's, Major's
 - Private vs public/academic sector
 - Opportunities: to learn, to grow, to manage on mid-term
 - Financial criteria
 - Ethical criteria
 - Your personal timeframe
 - other
- List also the no-go criteria
- According to the list of criteria , check if it makes sense to expand your scope or to reduce it



The Employer /Recruiter Funnel



The start of the process

1

You have to be aware about the job opportunity

Or

2

The recruiter, the company, the institution has found to your CV



Your CV has to be selected

What is the aim of a CV ?

**« Key in the door » unlocking your chance for
an interview**

What are the guidelines for a good CV?

- **General**
 - It describes you, do not oversell
 - Do not exaggerate your skills (i.e. languages)
 - Avoid abbreviations
 - Take into account the specific rules of the country where you CV will be used: age, photographs etc...
 - Pay attention to the layout and to the details
- **Basics contents**
 - Personal details:
 - How to be contacted
 - Do not use a « funny » email address,
 - Use international version of phone numbers
 - Employment History
 - Reverse chronological order is mostly used
 - Mention year (and month) of start and end
 - Education, qualifications
 - Used same rules as Employment History
 - Skills
 - Consider a skills section if you have little work experience
 - Optional : interests, references

Consider different versions taking into account the particular application you are submitting:

- Short version: typical 1 up to 3 pages

- CV in different languages

- Europass:

 - <http://europass.cedefop.europa.eu/europass/home/vernava/Europass+Documents/Europass+CV.csp>

- An academic CV for PhD-driven environment

 - <http://www.dummies.com/how-to/content/academic-curriculum-vitae-resume-format-jobs-for-0.html>

Academic Curriculum Vitae Format

YOUR NAME

Curriculum Vitae
Address, City, State, Zip Code
Home and Cell Phones
E-mail

Objective (optional): Position as _____ (title of position employer offers) using ____ (#) years of experience in _____ (qualifications essential and specialized to the position).

SUMMARY OF QUALIFICATIONS

- A summary of your education, proficiencies, and career pertinent to target
- Number of years in objective area, explaining similarities to job and its responsibilities
- Related education, training, and accreditation, reflecting employer's goals/priorities
- An achievement directly related to target
- Traits reinforcing your candidacy for this position, specifically those asked for by the employer and those generally in demand in the field
- Other accomplishments, characteristics, knowledge either rare or prized in the field

SUMMARY OF SKILLS

- Topics of specialty or innovation within field
- Areas of particular familiarity
- Software equipment
- Processes
- Terminology relevant to target
- Languages

PROFESSIONAL BACKGROUND

EDUCATION

Degrees:

Ph.D., institution, date of degree (or anticipated date), specialization
M.A./M.S., institution, date of degree, major, minor, emphasis, concentration
B.A./B.S., institution, date of degree, major, minor

Courses: Those taken, honors, seminars, number of units, G.P.A. (if a recent graduate)

Other Accreditations: Licenses, clearances

Academic Achievements: Appointments, nominations, leaderships, scholarships, grants, awards, praise, scores, recognitions, accomplishments

Affiliations: Societies, associations, clubs, fraternities, sororities, leagues, memberships

PH.D. DISSERTATION

Title, advisor, director

Abstract summary (4-5 sentences) discussing content and methodology

HONORS, AWARDS, AND ACHIEVEMENTS

Appointments, nominations, leaderships, awards, praise, scores, recognitions, accomplishments, high scores, grades, G.P.A.s, fellowships, scholarships, grants, (including B.A./B.S.)

TEACHING EXPERIENCE

Job Title, Top Qualifications Used Employer, Location [dates]

A Top Responsibility (Relevant to objective)

- Accomplishments made in this position targeting the employer's priorities/mission
- Several other achievements from this position, pertinent to objective

Another Skill (Appropriate to objective)

- Several achievements from this position, pertinent to objective

* Repeat above pattern for each position.

RESEARCH EXPERIENCE

Positions, locations, dates, descriptions of research in pertinence to target position

TEACHING INTERESTS

Discipline, certification

RESEARCH INTERESTS

Areas of inquiry

PUBLICATIONS

- * List all those you are willing to show the search committee
- * Include work in progress or pending
- * Cite works as follows:

•“**Title of work,**” Name of publication/publisher (*Newsletter, Newspaper, Magazine, Journal, Book*), location of publisher (state & city or major city), date of publication, volume number (v.##), issue number (##), series number (###), page numbers (# - #) (type quotes around the title of your article).

PRESENTATIONS AND PUBLIC APPEARANCES

- * Include conference papers and research reports
- * List as follows:

•“**Title of presentation,**” location of presentation (City, State), [dates]; optional synopsis of content and/or purpose of presentation, audience, results, etc.

PROFESSIONAL AFFILIATIONS

A society, association, league, or club with which you associate, position held, [dates]

A society, association, league, or club with which you associate, position held, [dates]

A society, association, league, or club with which you associate, position held, [dates]

RECOMMENDATIONS

Names and contact information of 3-4 references willing to write recommendation letters

CREDENTIALS

Or the « cover letter », or « statement of purpose »
for academic purposes

- It has to be specific for every application
- Max 1 page
- Start with name of person who will receive your letter
- Specify what you are applying for and how you did find out about the job opportunity
- List your skills that match those required and prove them
- Add motivators

1

How to be aware of job opportunities?

- General sites: monster, stepstone
- Specialized sites: <http://www.acavi.fr/> ,
<http://www.vividlinks.eu/>, www.pharmatalentpool.com
- by using different keywords in your search
- Create automatic search agents
- Advert in newspapers, scientific litterature (i.e.Nature)
- Professionals networks and groups: LinkedIn, Viadeo, Xing
- Universities and Alumni
- Federations, corporations, associations
- Identify jobs availability on your target company internet site
- Mobilize your own network

2

How to make sure that employers and recruiters have access to your CV?

- Be active on professionals networks: LinkedIn, Viadeo, Xing
 - Fill your CV
 - Ensure you enable recruiters to contact you (settings)
 - Be member of groups
- Target potential recruiters and employers in your sector and send your CV that will be included in their specific database
- Leave your CV on general and specific database

BUT

The importance of Keywords

- Without them, your CV will not get a look-in
- The average CV is only considered for 10 seconds
- Often, it will be simply stored in a database without looked at all
- Recruiters will find your CV by way of a « keyword search »

The importance of Keywords

Use the right keywords:

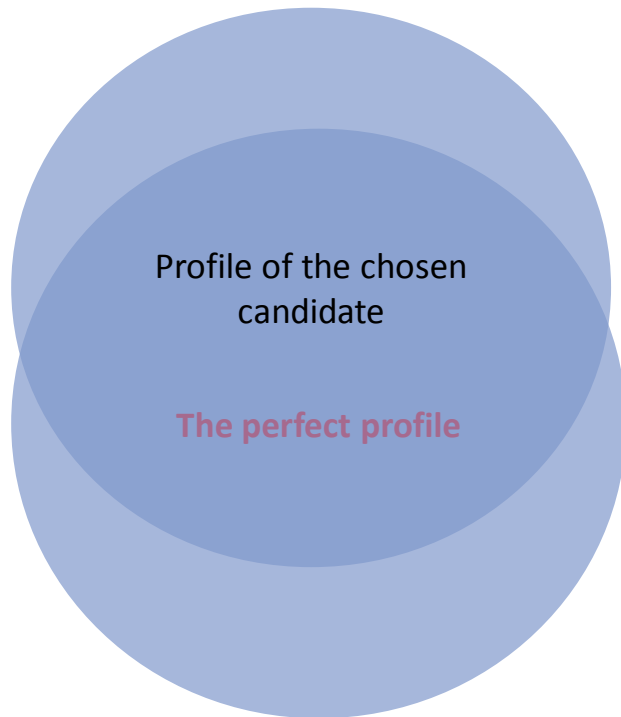
- You need to be aware of all the keywords that are most likely to be used for a particular of job search
- Check advertisements of your target groups and pick-up the keywords that comes up the most often
- Make sure that you use those keywords in your CV (prominently at the beginning of the document)
- Use the keywords in a contexte, not in a list

You are invited for an interview



- What will be the purpose of the interview?
- Which are the criteria the recruiter will use to pursue your application?
- Which criteria will you use to carry on ?

Looking for the perfect match



- There is never a perfect match between the needed profile and the available competencies of the chosen candidate
- Identify the size of the common match
- Show readiness to learn the competences that are lacking
- Try to compensate with other strengths that could be used by the employer
- Or: there is no job fit

What are soft skills?

They do not describe what you are capable of, but how you are performing your job.

The soft skills required for a doctor, for example, would be empathy, understanding and active listening

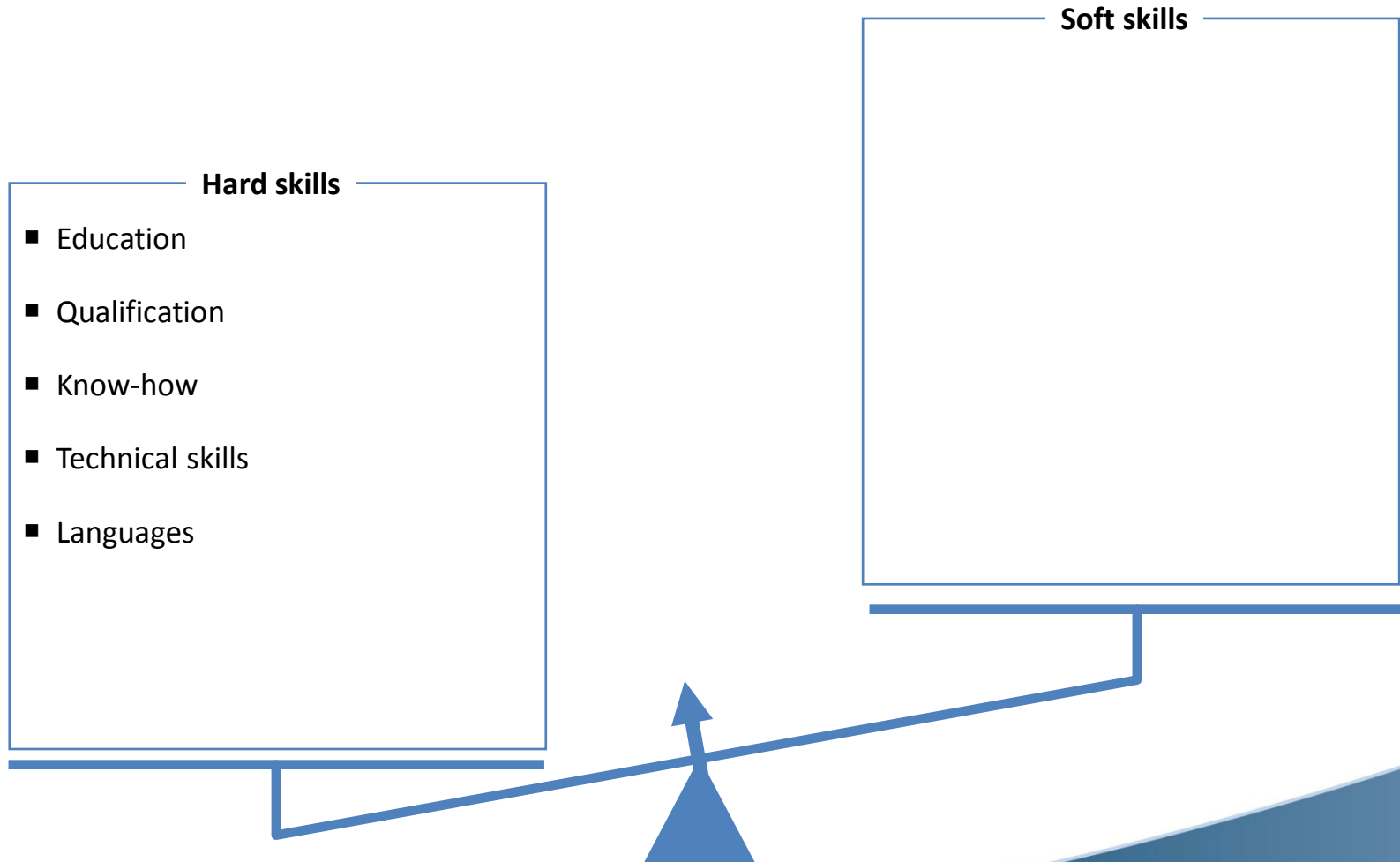
Alternatively, the hard skills necessary for a doctor would include a vast comprehension of illnesses, the ability to interpret test results and symptoms, and a thorough understanding of anatomy and physiology

The role of hard and soft skills

- CV screening is only based on hard skills
- From the first interview on, soft skills will play an increasing role in the decision process
- Some soft skills might be mentioned in the advert
 - Pay attention to them
 - Show the ones you can display during the interview
- The recruiter might use criteria you do not know but that you can anticipate
- If you meet a HR officer or HR manager, this latter will pay more attention to the soft skills

The role of hard and soft skills

At the beginning of the process



The role of hard and soft skills

At the end
of the process

Hard skills

- Education
- Qualification
- Experience
- Know-how
- Technical skills
- Languages

Soft skills

- Autonomy
- Creativity
- Trouble shooter
- Team player
- Results oriented
- Customer oriented

- Identify your scope of search and your strategy
- Your CV is the key in the door
- Adopt a mixed strategy (push and pull) using relevant keywords
- Be aware of the importance of soft skills during the interviews

**You are not recruited,
you are choosing your employer as well**



This presentation will be available for download
from our site

www.pnpmanager.com