

Plotina Summer School CV Workshop

Charlie Cunningham, Senior Careers Consultant, PhD Lead (Out)
Chris Manley, Senior Careers Consultant, PhD Lead (in)

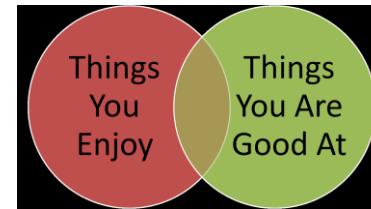
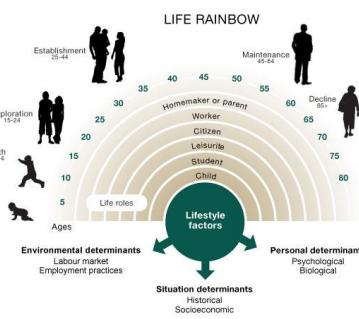


Sequence of Events:

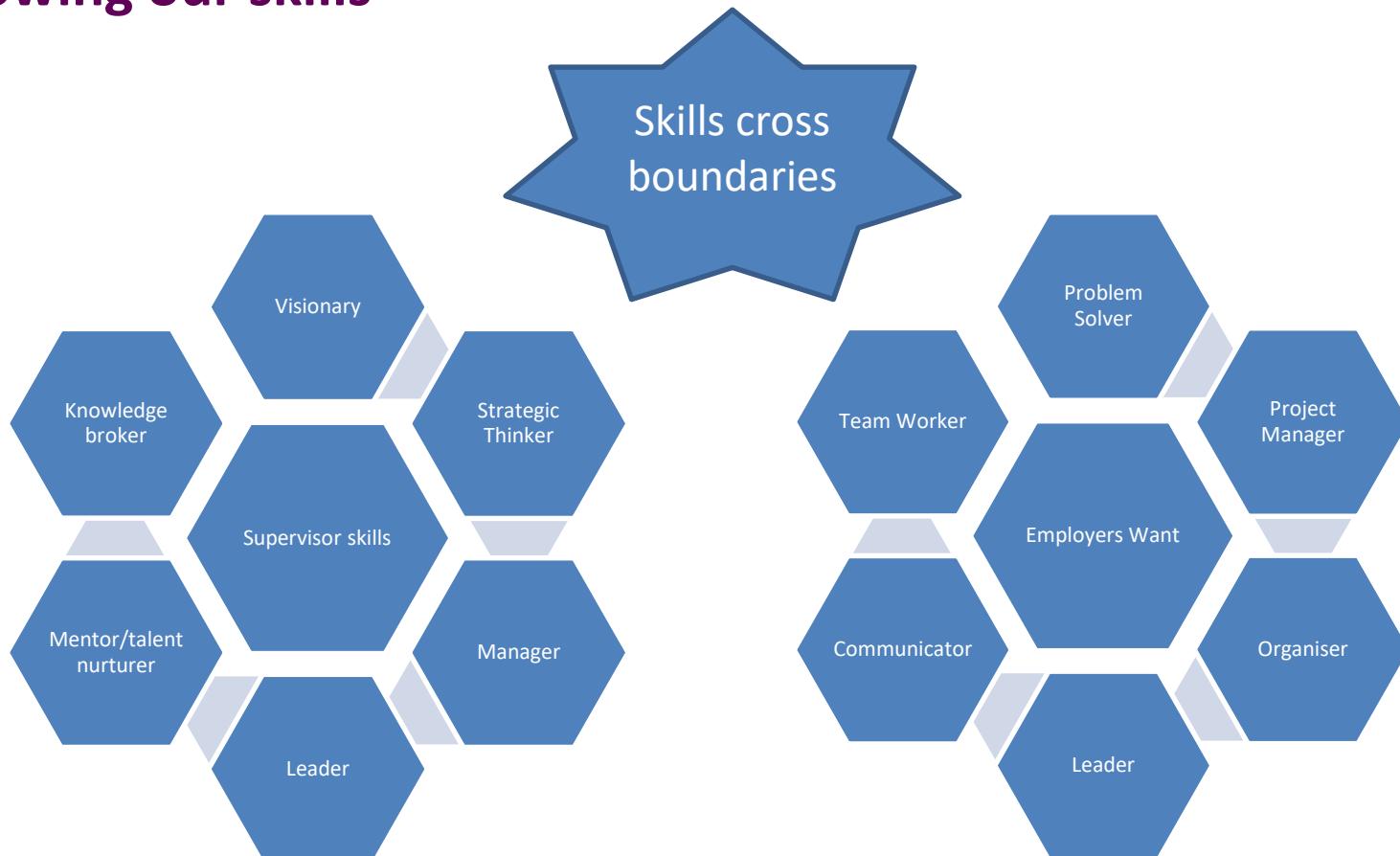


Time	Element/LO
4:00-4.30	Reflect on “Career decisions” and knowing our skills
4.30-4.50	Read the job description and other groundwork
4.50 – 5.10	CV structures and good practice
5.10 - 5.25	Group Work

Element 1 – Reflect on “Career decisions” and knowing our skills



Element 1 – Reflect on “Career decisions” and knowing our skills



Activity 1

- Browse through the skills words list so you are familiar with the range of skills presented (2)
- Tell your partner about a busy day at work – perhaps where things did not go right/or you were “challenged”, i.e. you discovered you had made an explosive material by accident – you found out your research idea had already been researched. (10)
- Partner, as you listen, circle skills you recognise in the description you hear. If you recognise others that are not on the sheet, write them down.
- Feedback to the person you were listening to what skills were most prominent – any that they could make more of? (5)
- NB you will revisit these skills later in the session.

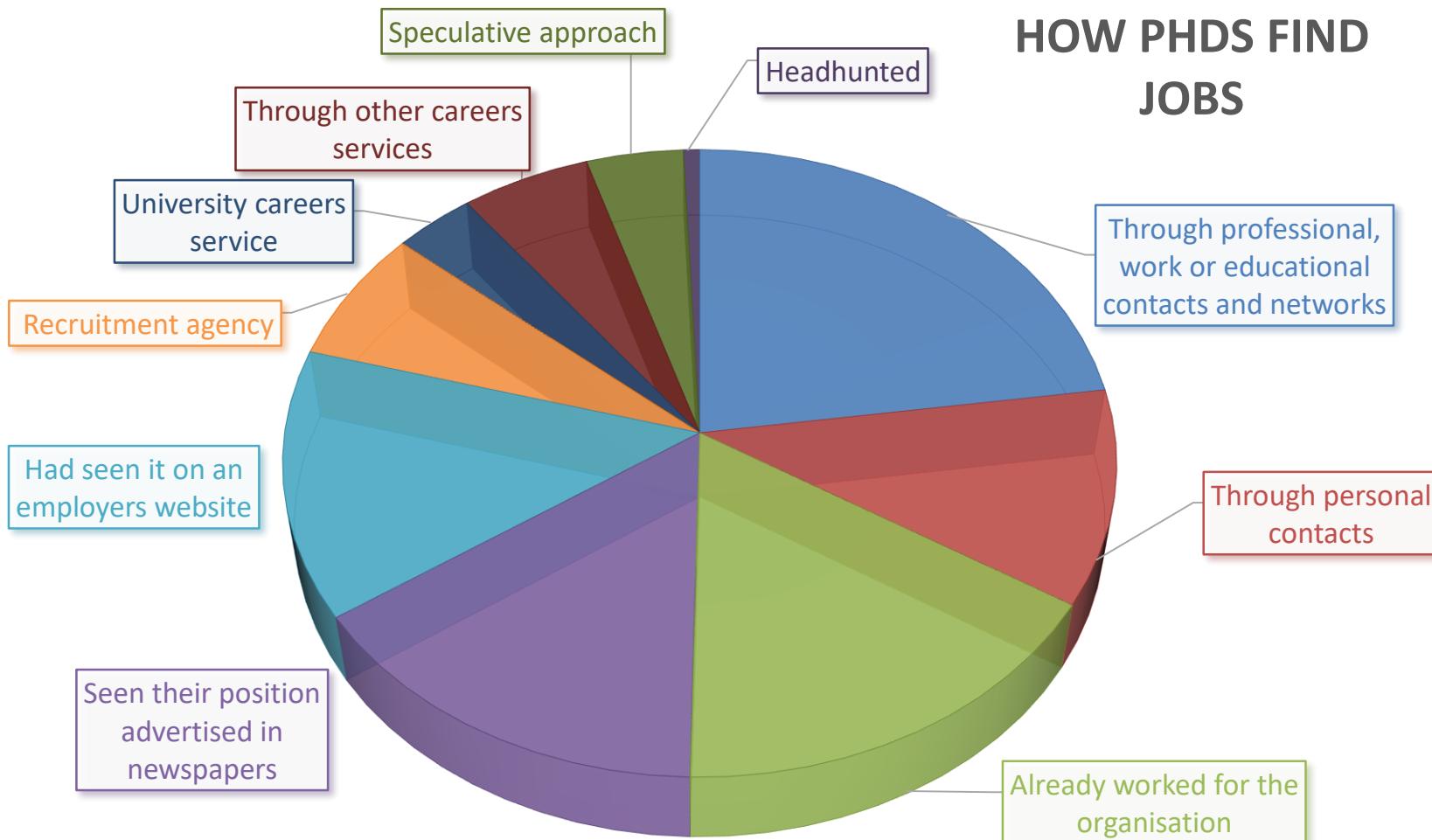


Activity 1

- Context
- Action
- Results
- Evaluation
- A/R is the focus
- Situation
- Task
- Action
- Result
- Reflection
- A/R is the focus

Element 2 – Read the job description and other groundwork

HOW PHDS FIND JOBS



Element 2 – Read the job description and other groundwork

Conversations:

Use your networks – the avenue to your job could be next door and this will strengthen your application!

www2.warwick.ac.uk/alumni/services/warwickgrad/ementoring/casestudy

Lucy Blackman - mentee (BA English Literature 2010-13)



When I first heard about the Alumni Mentoring service I thought it sounded like a great idea, and I certainly wasn't disappointed. Since graduating from university with little idea of what I wanted to do career-wise I'd felt quite lost, and even after identifying careers I was interested in I still felt unsure about what steps to take to secure my first job. In this sense, talking to a fellow Warwick graduate who has achieved success in my chosen profession has been incredibly useful and inspiring.

From our very first email exchanges Cathryn was so friendly and helpful, always providing thorough and detailed answers to my queries despite her busy schedule. By encouraging me to think about the kind of writing I'm interested in, Cathryn has really helped to clarify my sense of what I'm aiming for and her tips on where to look for job posts were fantastic in helping me to find more of the opportunities available to me. I found myself feeling particularly grateful to

Cathryn after following her advice to update my LinkedIn page and then discovering it had been viewed by a company's HR team prior to an important interview with them! I am certain that all of these things, as well as Cathryn's constant reassurance have played a huge role in helping me to secure my first job in the industry. I hope to stay in contact with Cathryn and take her up on her kind offer to undertake work experience at her company in the future.

By Cathryn Newbery - mentor (BA History & Politics 2004-07)

When my time at Warwick was drawing to a close, I found it really difficult to imagine the different routes my degree could take me down. I was lucky enough to have the right opportunities come my way to pursue a career in journalism, but I'm very conscious that this career path wasn't visible to everyone who might want to follow it. That's why I felt, when the Warwick Alumni mentoring service was set up, I had a responsibility to register and offer my services - there are so many alumni out there who have careers in, for example, finance or teaching, but just a few of us who are working in journalism or publishing.

Having Lucy contact me so soon after I'd registered was a big surprise and hugely flattering! And it was fantastic timing, because I'd just started working with a personal coach and was starting to realise what I could offer to a potential mentee, and what I could learn from the experience, too.

To anyone who isn't sure if they should

Lucy and I have only communicated through email, but that's worked really well for our busy schedules and means I've had the time and space to think in really thorough

The screenshot shows a LinkedIn messaging interface. At the top, there's a search bar and navigation links for Home, My Network, Jobs, and Messages. The main area is titled "Messaging". A message from Cathryn Newbery (mentor) is highlighted, dated Jan 6, 4:13 PM. She writes: "Dear Emry, I am the Careers Consultant here at the University of Warwick and interested in seeing if you are up for coming back to Warwick sometime to speak to students. Can we connect and I can send you details of what is happening? Best wishes, - Charlie D G Cunningham". Below this, a status message says "Emry Thomas is now a connection." On Jan 10, Cathryn replies: "Dear Emry, Thanks for accepting invitation to connect. Interesting to read about the business you have developed and I know students would value the opportunity to talk about how you moved from financial services to your own business in hospitality/leisure. We have one event very soon which may not work (details below) but will keep you posted re other opportunities." At the bottom, there's a text input field with placeholder "Write a message or attach a file" and a "Press Enter to send" button.

Element 2 – Read the job description and other groundwork

Summary

Science Leader Value Chain Optimisation - Scion

- We are looking for an inspiring Science Leader to champion the Value Optimisation Chain area of Scion
- Develop solutions for New Zealand's forestry industry
- Permanent Science leadership role at Scion's Rotorua campus



Scion specialises in research, science and technology development for the forestry industry, wood products and wood-derived materials. We lead new technology development for renewables, bioproducts and energy and the establishment of a broader based bio-economy. This is a leadership role in an emerging area of science whereby you and your team will impact the forest and wood products industry. Reporting to the Chief Operating Officer, you will:

- Manage the economics, econometrics and operations research across the whole forest/wood based supply chain/stream.
- Identify potential opportunities through gap analysis and surveying to support innovative research across the company.
- Develop networks and foster internal and external relationships; promoting collaboration with all stakeholders and communities at a national and international level.
- Develop and maintain strong and effective relationships with Iwi partners.
- Practice effective leadership to the team including role modelling values, coaching, empowerment, performance and development.
- Have extensive experience in the design, development and application of VCO tools, supply chain modelling and management.
- Have a PhD in Economics, Science or Engineering (or equivalent experience).
- Ideally have at least five years' management and leadership experience plus success in the research field

This role offers an opportunity to progress value chain management in an industry that is the third largest export earner in New Zealand. You will be pivotal in aiding the industry to reach its growth goals by 2022. Scion presents talented and ambitious individuals the unique opportunity to pursue a fulfilling professional career at the heart of New Zealand's forest industry. With its head office at the edge of Rotorua's world-famous Whakarewarewa Forest, Scion offers an enviable working environment.

Skills, experience, requirements

Element 2 – Read the job description and other groundwork

Values –
important –
make
reference!

Day to day
activities –
show
potential to
do these

Position description

Position title:	Value Chain Optimisation Science Leader			
Reports to:	Chief Operating Officer			
Purpose of position:	To provide leadership to a team of economists and analysts in identifying and developing potential and opportunities throughout the forestry supply chain.			
Soton values:	 INGENUITY <i>Clever sparks</i>  COLLABORATION <i>Team up</i>  EXCELLENCE <i>Make it happen</i>  MANAAKITANGA <i>Do us proud</i>			
Key result areas (key accountabilities):	<ul style="list-style-type: none">Support and guide the team with research into market dynamics, resource use optimisation, supply chain management, research trends and government intentions.Manage the economics, econometrics and operations research across the whole forest/wood based supply chain/stream.Identify potential opportunities through gap analysis and surveying to support innovative research across the company.Provide subject matter expertise in research programme external reviews and peer review external papers.Manage high-quality outputs for clients, as well as research publications in high impact scientific journals.Provide accurate reporting to executive team and SSIF (strategic science investment fund) portfolio.Develop networks and foster internal and external relationships; promoting collaboration with all stakeholders and communities at a national and international level.Develop and maintain strong and effective relationships with iwi partners.Lead and support revenue-generating activities including securing funding research opportunities.			

Element 2 – Read the job description and other groundwork

Competencies
– ultimately
being asked
to interview
based on this.

**Role competencies
(The expected
skills, knowledge
and behaviours
essential to
achieve effective
performance in the
role):**

The person best suited to this will be a team player with a strong belief and practice in effective leadership. An individual who thrives in inspiring and developing others alongside championing excellent science and innovation.

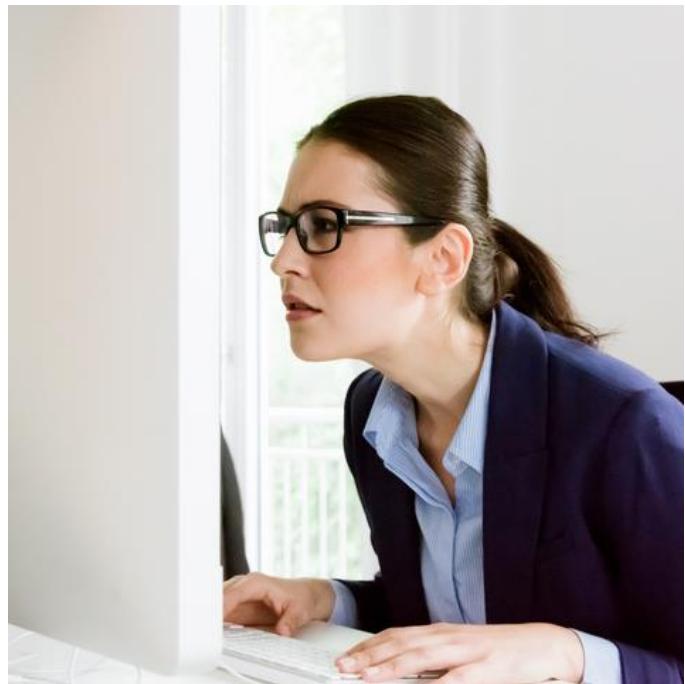
This leader will have an international standing or a strongly emerging profile in Value Chain Optimisation (VCO) Economics, Industrial Engineering or Operational Research. You will relish building effective relationships with research investors and customers and with Maori organisations.

Education, qualifications and learnings preferred:

- PhD in Economics, Science or Engineering (or equivalent experience).
- Extensive experience in the design, development and application of VCO tools, supply chain modelling and management.
- Ideally five years' leadership experience and success in the research field.
- Demonstrated experience in end-user engagement in the development of tools.
- An understanding of international trade issues and the international and New Zealand Policy environment.
- Extensive experience in market foresight, mathematical modelling, equilibrium modelling and econometrics.
- Ability to liaise and develop constructive relationships with key stakeholders and end-users, taking a pro-active stance in facilitating information transfer and promoting funding opportunities.
- Proven planning, proposal development and project management experience.
- Enthusiasm for on-going personal, as well as team development and learning.

Element 3 – CV structure and good practice.

“The meaning
of the message
is how it is
received”



Element 3 – CV structure and good practice.

Researcher says what?

Cognitive control of goal-directed behaviour has been the focus of controversy since the cognitive revolution against the behaviourists in the 1950s. Modern cognitive approaches often attribute control to executive processes that organise, monitor, regulate, and alter the settings of lower-level cognitive processes, in response to errors, conflict, or changes in the task environment.

Behaviourist approaches attribute control to environmental contingencies learned from experience. The behaviourist approach is echoed in cognitive theories of automaticity and associative learning, which attribute control of skilled behaviour to memory retrieval.

Element 3 – CV structure and good practice.

So.....

- Easy to look at
- Easy to read
- Appropriate detail (quantify achievements if possible)
- Relevant areas covered, irrelevant information discarded
- Organise and tailor the CV to the job description



Element 3 – CV structure and good practice

CV Comparison Headings

Academic Jobs – 2 or more pages

- Education
 - Research Interests
 - Mentoring Experience
 - Awards/Certificates/Courses
 - Teaching Experience
 - Publications
 - Conference Presentations
 - Volunteer
 - References
- 

Non-Academic Jobs – 1 or 2 pages

- Education
- Relevant Experience
- Select Publications, Conferences, Awards
- Additional Skills
- References

Element 3 – CV structure and good practice.

CV Comparison Style

Academic Jobs – 2 or more pages

2014 - Present

Seminar Tutor, Warwick Business School

Received teaching awards for academic years 2015-2016 and 2016-2017. First respondent to student questions and requests. Provided successful, engaging instruction to over 500 undergraduate students on management subjects, including:

- Foundations of Organisational Behaviour (IB1230), 170 students, 80 hours
- Management, Organisation & Society (IB1380), 180 students, 75 hours
- Organisational Analysis (IB2380), 120 students, 45 hours
- Changing Organisations (IB2390), 45 students, 10 hours
- Markets, Marketing and Strategy (IB1170), 50 students, 10 hours

Please read attachment for student feedback from the 2016-2017 academic year.

Non-Academic Jobs – 1 or 2 pages

Seminar Tutor, Warwick Business School, 2014-Present

Foundations of Organisational Behaviour (IB1230), NIE Dr. Camilla Maclean
Management, Organisation and Society (IB1380), NIE Dr. Dulini Fernando

Element 3 – CV structure and good practice.



The bullet point

- **Organised** teaching observations

VS

- **Created** a system for timetabling teaching observations for 5 PhDs in the department using virtual learning software. **Trained** observers to evaluate different elements of teaching quality in line with the Universities Educational strategy. This **resulted** in increased NSS scores on student feedback.
- WHAT, HOW, RESULT

Element 3 – CV structure and good practice.

Active verbs have impact

Active Words



Persuaded	Negotiated	Advised	Presented	Liaised
Trained	Recommended	Encouraged	Demonstrated	Influenced
Worked in a team				
Collaborated	Co-ordinated	Co-operated	Supported	Contributed
Facilitated	Enabled	Assisted	Networked	Mediated
Led				
Motivated	Co-ordinated	Managed	Initiated	Defined
Directed	Supervised	Allocated	Delegated	Approved
Had an impact				
Achieved	Implemented	Ensured	Completed	Proved
Resolved	Identified	Attained	Represented	Prompted
Improved				
Revised	Increased	Reduced	Expanded	Updated
Restructured	Eliminated	Enhanced	Transformed	Cut
Set up				
Devised	Developed	Created	Initiated	Introduced
Established	Launched	Started	Designed	Produced
Found out				
Discovered	Identified	Focused	Interpreted	Studied
Investigated	Researched	Tested	Defined	Analysed
Organised				
Planned	Structured	Timetabled	Scheduled	Budgeted
Administered	Prepared	Reorganised	Conducted	Arranged



Let's look at some CVs!

Element 4 – CV structure and good practice.



Activity 2

- Working with a partner, in a group.
- Swap CVs and imagine you are recruiter.
- What advice/feedback would you give?

Element 4 – CV structure and good practice.

Preparing a effective CV

- Purpose – to get you to the interview
- Impact – you may have 30 seconds
- Audience – may be “lay” business person
- Audience – may be software looking for key skills relevant to the job.
- Audience – focused on skills/experience that show you have potential to do the job.



The more you put into personalising your application, the better.....

From:

M.R.C., Laboratory of Molecular Biology, Hills Road, Cambridge.

Dr. F. H. C. Crick thanks you for your letter but regrets that he is unable to accept your kind invitation to:

- | | |
|--------------------------|---------------------------|
| send an autograph | read your manuscript |
| provide a photograph | deliver a lecture |
| cure your disease | attend a conference |
| be interviewed | act as chairman |
| talk on the radio | become an editor |
| appear on TV | contribute an article |
| speak after dinner | write a book |
| give a testimonial | accept an honorary degree |
| help you in your project | |

