Plotina Summer School CV Workshop

Charlie Cunningham, Senior Careers Consultant, PhD Lead (Out)
Chris Manley, Senior Careers Consultant, PhD Lead (in)
## Sequence of Events:

<table>
<thead>
<tr>
<th>Time</th>
<th>Element/LO</th>
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<tbody>
<tr>
<td>4:00-4.30</td>
<td>Reflect on “Career decisions” and knowing our skills</td>
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<tr>
<td>4.30-4.50</td>
<td>Read the job description and other groundwork</td>
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<tr>
<td>4.50 – 5.10</td>
<td>CV structures and good practice</td>
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<td>5.10 - 5.25</td>
<td>Group Work</td>
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Element 1 – **Reflect on “Career decisions” and knowing our skills**

What have been influences on your career choice so far?

Will this work for you in the future?
Element 1 – Reflect on “Career decisions” and knowing our skills

Skills cross boundaries

- Visionary
- Strategic Thinker
- Manager
- Leader
- Knowledge broker
- Supervisor skills
- Mentor/talent nurturer
- Team Worker
- Communicator
- Problem Solver
- Employers Want
- Project Manager
- Organiser
- Leader

Skills cross boundaries
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
Element 2 – Read the job description and other groundwork

HOW PHD'S FIND JOBS

- Through professional, work or educational contacts and networks
- Through personal contacts
- Already worked for the organisation
- Seen their position advertised in newspapers
- Had seen it on an employers website
- Recruitment agency
- University careers service
- Through other careers services
- Speculative approach
- Headhunted
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!
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 tīpuna 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.

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### 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
Element 2 – Read the job description and other groundwork

Competencies – ultimately being asked to interview based on this.

<table>
<thead>
<tr>
<th>Role competencies (The expected skills, knowledge and behaviours essential to achieve effective performance in the role):</th>
<th>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:</th>
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<tr>
<td></td>
<td>• PhD in Economics, Science or Engineering (or equivalent experience).</td>
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<tr>
<td></td>
<td>• Extensive experience in the design, development and application of VCO tools, supply chain modelling and management.</td>
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<tr>
<td></td>
<td>• Ideally five years’ leadership experience and success in the research field.</td>
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<td></td>
<td>• Demonstrated experience in end-user engagement in the development of tools.</td>
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<td>• An understanding of international trade issues and the international and New Zealand Policy environment.</td>
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<td></td>
<td>• Extensive experience in market foresight, mathematical modelling, equilibrium modelling and econometrics.</td>
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<td>• 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.</td>
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<td>• Proven planning, proposal development and project management experience.</td>
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<td>• Enthusiasm for on-going personal, as well as team development and learning.</td>
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Element 3 – CV structure and good practice.

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

<table>
<thead>
<tr>
<th>Communicated</th>
<th>Persuaded</th>
<th>Negotiated</th>
<th>Advised</th>
<th>Presented</th>
<th>Liaised</th>
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<tbody>
<tr>
<td>Worked in a team</td>
<td>Trained</td>
<td>Recommended</td>
<td>Encouraged</td>
<td>Demonstrated</td>
<td>Influenced</td>
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<tr>
<td>Collaborated</td>
<td>Facilitated</td>
<td>Co-ordinated</td>
<td>Co-operated</td>
<td>Supported</td>
<td>Contributed</td>
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<tr>
<td>Led</td>
<td>Motivated</td>
<td>Enabled</td>
<td>Assisted</td>
<td>Networked</td>
<td>Mediated</td>
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<tr>
<td>Directed</td>
<td>Co-ordinated</td>
<td>Managed</td>
<td>Initiated</td>
<td>Defined</td>
<td>Approved</td>
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<tr>
<td>Had an impact</td>
<td>Supervised</td>
<td>Allocated</td>
<td>Delegated</td>
<td>Proved</td>
<td>Prompted</td>
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<tr>
<td>Achieved</td>
<td>Identified</td>
<td>Ensured</td>
<td>Completed</td>
<td>Represented</td>
<td>Prompted</td>
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<tr>
<td>Resolved</td>
<td>Implemented</td>
<td>Attained</td>
<td>Represented</td>
<td>Prompted</td>
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<tr>
<td>Improved</td>
<td>Identified</td>
<td>Ensured</td>
<td>Completed</td>
<td>Proved</td>
<td>Prompted</td>
</tr>
<tr>
<td>Revised</td>
<td>Increased</td>
<td>Reduced</td>
<td>Expanded</td>
<td>Updated</td>
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<tr>
<td>Restructured</td>
<td>Eliminated</td>
<td>Enhanced</td>
<td>Transformed</td>
<td>Cut</td>
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<tr>
<td>Set up</td>
<td>Developed</td>
<td>Created</td>
<td>Initiated</td>
<td>Introduced</td>
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<tr>
<td>Devised</td>
<td>Launched</td>
<td>Started</td>
<td>Designed</td>
<td>Produced</td>
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<tr>
<td>Established</td>
<td>Research</td>
<td>Tested</td>
<td>Defined</td>
<td>Analysed</td>
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<tr>
<td>Found out</td>
<td>Identified</td>
<td>Focused</td>
<td>Interpreted</td>
<td>Studied</td>
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<tr>
<td>Discovered</td>
<td>Research</td>
<td>Tested</td>
<td>Defined</td>
<td>Analysed</td>
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<tr>
<td>Investigated</td>
<td>Identified</td>
<td>Focused</td>
<td>Interpreted</td>
<td>Studied</td>
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<tr>
<td>Organised</td>
<td>Structured</td>
<td>Timetabled</td>
<td>Scheduled</td>
<td>Budgeted</td>
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<tr>
<td>Planned</td>
<td>Prepared</td>
<td>Reorganised</td>
<td>Conducted</td>
<td>Arranged</td>
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<tr>
<td>Administered</td>
<td>Prepared</td>
<td>Reorganised</td>
<td>Conducted</td>
<td>Arranged</td>
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</table>
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 put 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
- provide a photograph
- cure your disease
- be interviewed
- talk on the radio
- appear on TV
- speak after dinner
- give a testimonial
- help you in your project
- read your manuscript
- deliver a lecture
- attend a conference
- act as chairman
- become an editor
- contribute an article
- write a book
- accept an honorary degree