

Applying for Research Positions

Finding the right job after graduation or completing a post-doctoral position can be a formidable task, and one that will further shape the researcher's career. Therefore, this pivotal transition step needs to be done carefully and thoughtfully. This one-day workshop aims to give graduate and post-graduate students the necessary skills to find and secure the right research position for their next step in their careers. This workshop has a maximum attendance of 250 participants.

1. Strategic career planning (09:00 – 10:30)

This section begins with first highlighting the importance of identifying a compelling long-term career vision. We then review the importance of staying up to date with the literature to identify trends and interesting research topics/groups. We also emphasize the importance of strategic networking to make connections and obtain recognition in the field. Lastly, we discuss using academic career databases, to identify opportunities and familiarize yourself with regional trends.

Break (10:30 – 10:45)

2. Creating your academic brand (10:45 – 12:00)

In this section, we first discuss obtaining background information on the research group to better understand what they are looking for. We then discuss how to write an impactful CV and cover letter that discusses your expertise and its alignment with the research group's goals. Lastly, we discuss general guidelines for communicating over email with the potential employer.

Lunch (12:00 – 13:00)

3. Preparing for academic job talks (13:00 – 14:15)

If invited for a job interview, applicants will be asked to present their current research for the new research group and/or department. This section will discuss how to logically organize a presentation that clearly guides the audience through your research. Furthermore, we discuss how to emphasize the value of your experience and skills will bring in helping the research group reach its objectives.

Break (14:15 – 14:25)

4. Successfully navigating interviews and chalk talks (14:25 – 15:40)

During the job interview, you will need to discuss your research and interests both individually as well as to a group. We will cover both types of presentation skills and how to communicate confidently. We review both non-verbal and verbal tips to improve clarity and credibility during the presentation. Lastly, we cover handling questions with the interviewer(s) and what questions you should be asking during the interview.

Break (15:40 – 15:50)

5. Securing the offer and next steps (15:50 – 16:50)

After the interview, it will be important to follow up with the employer to stay up to date on your status. We discuss how to do this politely and professionally. We also review the intimidating step for any applicant, negotiating the contract, and how to do this effectively. Lastly, we cover tips and advice for making the move and comfortably settling into your new position.

Final Q&A (16:50 – 17:00)