

## Welcome to the Career and Employment Service seminar -

Postgraduate students and career issues



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### Let's begin...

Why did you take on postgraduate study?

- It is essential or useful for the career that I'm interested in.
- I thought that having a postgraduate qualification would place me ahead of job seekers with a bachelor degree.
- For a better salary and for better career progression.
- I have a passion for the subject.
- To move into a new career area.
- To develop your skills base.
- I didn't know what else to do!

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### The world of work today...

- It is impossible to know all there is to know about the jobs that are out there
- Job roles change constantly
- Competition for jobs is now global.
- It is common to change jobs and employers a number of times
- Career can include periods of voluntary work; short contract employment; part-time work etc.
- The key is to remain employable rather than necessarily employed.
- The onus is on **you** to manage your career.

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### More on the world of work today...

- This includes keeping your work skills current and relevant
- You should also have a clear sense of how you want your career to develop – and a 'Plan B'
- You'll need to show a commitment to life-long learning and continued professional development
- Consider how you can 'add value' to what the employer does.
- Thus, your qualifications are important but so too are many other factors – particularly the skills that you have. These will be 'technical' and 'soft' skills.
- Coupled with this you'll need to show a passion for the role; an interest in working for the employer concerned; a career plan and self-management abilities.

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### Self – appraisal

- Vital in choosing a career and work setting and in applying for work – not least because most of you will not work in academia or spend your entire working life in that sector
- Used to find the 'best fit' between you and a role
- Includes identifying – and analysing – your:
  - Skills – including non-technical competencies
  - Interests
  - Values
  - Personality – and that of those you want around you

For more on this see the 'choosing a career' section at –  
<http://careers.massey.ac.nz> – particularly the link to on-line tools.

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### Your skills portfolio

Your postgraduate studies are enabling you to develop skills that include:

- Conceptual and critical thinking abilities
- Research and information management skills
- Ability to communicate complex information simply
- Project management skills
- Organisational skills
- Public speaking and presentation skills
- Negotiating and influencing skills
- Ability to innovate and propose new ideas and methods
- Advanced computer skills (specific software packages)

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**Research – related skills could include:**


Survey design & methodology	Designing experiments, plans or models
Conduct of interviews/focus groups	Testing of the above
Formulation of research questions	Designing research programmes
Analysis/synthesis of information	Using relevant resources for information
Implementation of solutions	Development of organising principles to effectively sort & evaluate data
Budgeting	Using laboratory equipment
Use of statistical packages	Set up/running of laboratory experiments
Adaptability	Ability to challenge and question
Ability to interpret meaning	Confident presentation – oral and written
Ability to deal with criticism	Summarising


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**Non-technical skills could include:**


Written & oral communication	Innovation
Creativity	Interpersonal
Leadership	Project management
Self-motivation/direction/discipline	Mentoring
Time management	Tutoring
Lateral and creative thinking	Cross-cultural sensitivity
Goal setting	Ability to work unsupervised
Commitment to personal & professional development	Strategic thinking
Seeing work through to completion	Ability to plan, troubleshoot and allocate time/money
Flexibility and ability to change direction	Coping with isolation/resilience
Teamwork	I.T. literacy
Negotiation	Networking


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**What skills do employers seek?**


Commitment and drive	Motivation and enthusiasm
Teamworking	Oral communication
Flexibility and adaptability	Customer focus
Problem solving *	Managing learning and career *
Commercial awareness *	Planning and organisation
Time management	Leadership *
Numeracy	Cultural sensitivity
Report writing	Risk taking/enterprise. *
Computer literacy	Project management *


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**Crucially...**

- Think further than your subject expertise
- Note that most employers are keenest to recruit applicants with **transferable** specialist; generalist; self-reliance and teamwork skills
- Ask yourself – is what I'm doing important; will it make a difference and if so, to whom?
- Remember that your evidence of skills can come from all aspects of your life – your studies; work and interests for example.



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**Crucially too...**

Although postgraduate study may well offer you the chance to develop most of these skills to a high level, in job applications and interviews you'll have to clearly translate and articulate your experience:

- Thesis = report writing abilities
- Research/Project groups = teamwork and creativity
- Scholarship = planning, creativity and analysis
- Conducting experiments and implementing methodologies = project management and problem solving skills.


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**Research...**

It's time to apply your research skills to your career plans...

For research into possible roles and to access job opportunities try:

Your networks informational interviewing	the careers service professional bodies
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### More research...

Issues to consider in your research include:

- Does the role meet your needs and priorities?
- Do you have the skills, knowledge, experience needed?
- Is the sector expanding or contracting?
- Does it fit with your work and lifestyle preferences?
- What might hinder your chances of finding work in the role?
- Who might employ you? Where might you work?

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### Taking action...

In short, the marketing campaign – with you the product!

- First, know yourself – what **relevant** skills, talents, knowledge and experience do you have?
- Then, know your audience – who will you apply to; what are they looking for; why do they appeal to you; how do they recruit and select staff?
- Finally, plan and begin your job-search campaign.

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### Networking

This can be crucial. Although the sites previously listed are useful for advertised vacancies many are never publicised!

- Need not be daunting – you network every day
- Can be used to seek information; new contacts; referrals and even job offers!
- Can be face-to-face; by 'phone and on-line
- We have information on making and using contacts; networking and informational interviewing on the Career Service web site. You'll find this under 'finding work' then 'other ways of finding work' at <http://careers.massey.ac.nz>

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### More on networking...

- Your network can include family; friends; peers; tutors; your supervisor and departments etc. Also, people you meet by attending career expos; alumni events; conferences and seminars; professional body events – the list is endless.
- Additionally, there are more and more opportunities to network on-line. However, be selective in the on-line resources that you use. Take time to find the most useful and relevant for you. Consider too the on-line profile that you have and that you want to develop.

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### Now – about your CV...

Academic positions – require an academic CV:

- Details of degrees (include abstract of research as an appendix)
- Details of teaching and research experience
- Research techniques
- Publications and presentations
- Fellowships, awards, memberships etc
- Future research plans
- Academic referees

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### Non academic CV's:

Non-academic positions – identify the skills developed from your research and prepare a skills-based general CV. This should be targeted for each role and should include:

- Details of **relevant** skills - with **evidence**
- Work experience - responsibilities and achievements
- Education and qualifications
- Extracurricular interests and activities
- Academic and work related referees

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## Where to from here...?

Contact the Career and Employment Service – see 'contact us' at <http://careers.massey.ac.nz> – as we can help with:

- Career choice – we offer resources and advice to help with the early stages of your career choice.
- Labour Market - Information on graduate destinations, salaries and economic trends.
- Occupational information - advice on a vast range of occupations - covering the nature of the work, means of entry, training, career prospects, professional bodies etc.

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## Where else from here...?

- **Job vacancies** – see Massey CareerHub, our on-line system for advertising jobs on behalf of employers. We also use this to profile events and useful resources. In addition, this and the links we offer to other vacancy sites, publicise graduate jobs but also part-time; vacation and internship opportunities in NZ and abroad
- **Job search skills** - Resources to help with CV writing, applications, interviews, psychometric tests and networking.
- **Employer Information** - Graduate employer directories; recruitment brochures and other materials
- **Information for International Students** - Information on working in NZ and overseas, sources of vacancies, employer information, help with application process and interviews.

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## What about useful links?

- Massey CareerHub – <http://careerhub.massey.ac.nz>
- Graduate Connection – <http://www.gradconnection.co.nz>
- UniJobs – <http://www.unijobs.co.nz>
- Vitae – <http://www.vitae.ac.uk/researchers/1270/Careers.html>
- Association of Commonwealth Universities - <http://www.acu.ac.uk>
- UniJobs Australia - <http://www.unijobs.com.au/>

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## What about other useful links?

- Academic Keys - <http://www.academickeys.com/>
- PhD Jobs - <http://www.phdjobs.com>
- Research is cool - <http://www.researchiscool.com/>
- Postgraduate Toolbox - <http://www.postgraduatetoolbox.net>
- Research Jobs - <http://www.researchjobs.net.au/>
- Jobs.ac.uk – <http://www.jobs.ac.uk>

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## And more...?

- Euraxess - <http://ec.europa.eu/euraxess/>
- PhD Comics - <http://www.phdcomics.com/comics.php>
- Massey Career Service – <http://careers.massey.ac.nz>
- Council of Australian Postgraduate Associations - <http://www.capa.edu.au/>
- NZ Professional Associations - <http://www.indexnz.com/Top/Business-and-Economy/Services/Professional-Associations/>

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