

Graduate Student Professional Development Workshop: Finding & Applying for Jobs

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September 22, 2021

Overview - What can you do now?

- Know your KSAOs
 - Hard skills vs soft skills
 - O*NET
- Find your core values
- Organize your job search
- Application Materials
 - Resume
 - Cover Letter
 - References
 - LORs
- Prepare for Interviews
 - Know what can't be asked



Know Your KSAOs



KSAOs

A competency is a knowledge, skill, ability or other characteristic (e.g., trait, mindset, attitude), commonly referred to as a KSAO, or a group of characteristics, which, when applied in the appropriate roles, help achieve desired results. - SHRM

Competencies Overview

Competency FAQs

The SHRM Competency Model



KSAOs



Hard Skills vs Soft Skills

Hard Skills



Refer to teachable skills or **job-specific abilities** that can be quantified or measured.

Soft Skills



Refer to an individual's **social ability** and how they relate to and interact with other people.

Hard Skills vs Soft Skills

Hard Skills

Teachable abilities or skill sets that are easy to quantify.

你好吗?

Proficiency in a foreign language



A degree or certificate



Typing speed



Machine operation



Computer programming

vs.

Soft Skills

Also known as "people skills" or "interpersonal skills."



Communication



Flexibility



Leadership



Teamwork



Time Management



Skills Resources

[The Hard Facts About Soft Skills](#)

[Hard Skills vs. Soft Skills: Why It's Important to Master Both](#)

[Is Critical Thinking a Soft Skill?](#)

[Hard Skills vs. Soft Skills](#) (how to include on resume and in interviews)

O*NET

Explore careers and their outlooks

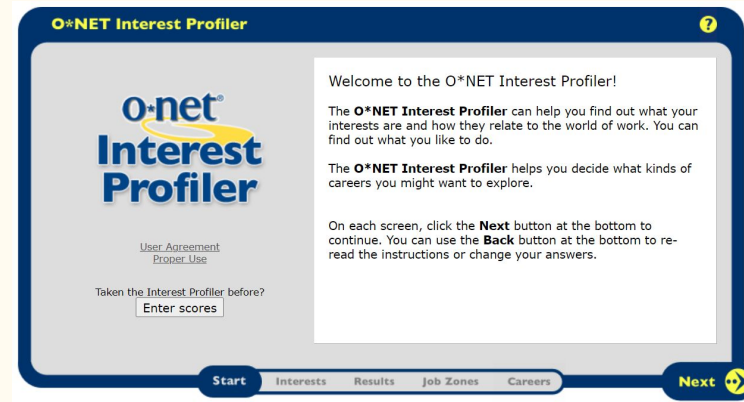
[O*NET Online](#)



Take a survey to see how your interests align with career options

[O*NET Interest Profiler](#)

Realistic	13
Investigative	18
Artistic	6
Social	7
Enterprising	12
Conventional	4



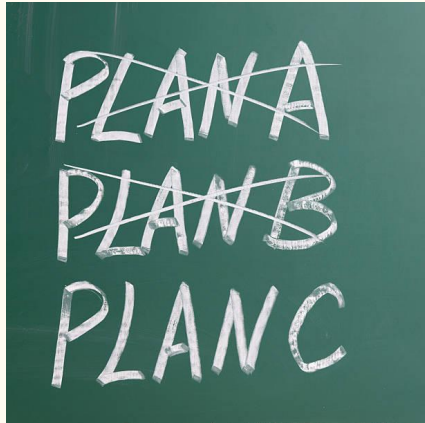
Planning

- Plan A
- Plan B
- Plan C
- Plan D
- Plan

Plan A	Plan B	Plan C
Doctoral Program	Internship/ Research Analyst	Work in the field as....

Plan A	Plan B	Plan C
Dream Job	Entry position (foot in the door)	Volunteer

Plan A	Plan B	Plan C
Open Consulting Firm	Top Consulting Firm	Smaller Consulting Firm



Increase Your Competencies (KSAOs)

- Internships
- Professional Memberships
- Research Experience/Clinicals/Volunteer Work
- Attend and Present at Conferences
- Network
- Professional Development Courses and/or Books



[12 Career Books You Should Add To Your Reading List](#)

[TIP-TOPics for Students: The Versatile Graduate Student: Using Extra-Role Activities to Increase Your Job Marketability](#)

Find Your Core Values



Find Your Core Values

1. Choose your top six to eight values from a wide-ranging list of values.
2. Think of three to six people you most admire or love. Consider why they are so important to you.
3. Consider your experiences
4. See a career counselor.
5. Use an online values inventory.
 - a. [Here is a free one](#)
6. Observe yourself and learn.
7. Categorize values into related groups.
8. Identify the central theme.
9. Choose your top core values.



Find Your Core Values Resources

[6 Steps to Discover Your Core Values](#)

[6 Ways to Discover and Choose Your Core Values](#)

[Six Steps To Identify And Align Your Personal Core Values](#)

[What Are Your Values? Deciding What's Most Important in Life](#)



Why Does Knowing My Core Values Matter?

[SIOP Vision, Mission, Values, and Goals](#)

[Organizational Values](#)

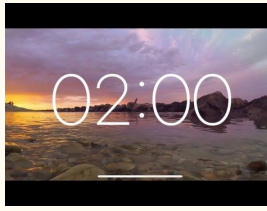
[Evaluating values: Performance appraisals should document what employees have done and how they did it.](#)

[What does it mean to be a values-based organization?](#)

[Understanding and Developing Organizational Culture](#)



Okay Find Them!



- Achievement
- Ambition
- Caring
- Charity
- **Collaboration**
- Creativity
- Curiosity
- Dependability
- Empathy
- Encouragement
- Enthusiasm
- Ethics
- Excellence
- **Fairness**
- Family
- Friendships
- **Flexibility**
- Freedom
- Fun
- Generosity
- Growth
- Happiness
- **Health**
- Honesty
- Humor
- Individuality
- **Innovation**
- Intelligence
- Intuition
- Joy
- Kindness
- Knowledge
- Leadership
- **Learning**
- Loyalty
- **Making a difference**
- Motivation
- Optimism
- Open-mindedness
- Passion
- Perfection
- Performance
- **Personal development**
- Popularity
- Power
- Professionalism
- Punctuality
- Quality
- Recognition
- **Relationships**
- Reliability
- Resilience
- Risk-taking
- Safety
- Security
- Self-control
- Service
- Spirituality
- **Stability**
- Success
- Thankfulness
- Traditionalism
- Understanding
- Wealth
- Well-being
- Wisdom

My Core Values

- Transparency
- Promoting continual learning and growth
- Being proactive
- Valuing a collaborative team
- Commitment to equity, diversity, and inclusion

Please note on the recording, I misspoke and on this slide when discussing equity and said “people with handicaps”. I meant disabilities and hope that I did not offend anyone! Not an excuse but I was dealing with migraine symptoms so my brain wasn’t working properly. I apologize for my lack of awareness of my wording- Leah

Organize Your Job Search



Be Organized in Your Own Way

- Use the tools that work for you
- Create a tracking spreadsheet for research and applying
- Could create a rating form to objectively compare jobs/organizations
 - Interviewers are rating you
- Use folders to organize materials (I like Google Drive)
- Use an organization software like Trello
- Save application portals to your browser's favorites bar



Application Materials



Resume

- TAILOR your resume to EVERY application
- Do NOT include a picture or unprofessional information
- Limit color



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Good	Bad
<u>Good Example 1</u>	<u>Bad Example 1</u>
<u>Good Example 2</u>	<u>7 Signs of a Bad Resume and How We Fixed It</u>
<u>How to Write an Early Career Resume</u>	<u>Bad Resume Examples: The 6 Worst Resumes of 2020</u>
<u>How to Write Powerful and Memorable HR Resumes</u>	<u>3 Incredibly Bad Resumes That Will Make You Facepalm</u>
<u>What Your HR Resume Should Look Like After the Pandemic</u>	<u>What's Wrong with My Resume?</u>

Cover Letter

- TAILOR your cover letter to EVERY application
- No photos & don't be gimmicky



Writing Effective Cover Letters and Thank You Letters

I've Read 1000+ Cover Letters, and THIS is What Will Get You the Interview

References

- Optional, but also consider tailoring your references to the application, or have different sets of references depending on the field you are applying to.
- Professional
- Diversify - each reference should be able to speak about your different strengths
 - You don't want every reference talking about the same thing
 - i.e. ask a professor, a job supervisor, and a research supervisor



6 Ways to Get the Job References You Need

Reference Check Checkup: Make sure you're asking good questions—and talking to the right people

References: LOR

- Can match or not match your listed references
- Ask if they can write a **STRONG** letter of recommendation for you
- Give them time (at least 2 weeks if possible)
- Set them up for success, email
 - The job posting
 - The resume you are using to apply
 - The cover letter you are using to apply
 - What strengths/successes you would like them to talk about (i.e. remind them of your success)

[How To Ask for a Letter of Recommendation \(With Examples\)](#)

Prepare for Interviews

—

Prep

- Research the organization
 - Is it somewhere you want to work?
 - Do they share your core values?
- Research the position
 - What do people in this position do? How can they be successful?
 - Is the work rewarding for you?
 - Are you happy with the expected salary range?
- Practice giving examples of how your experiences relate to what they list in the job description (Show that your KSAOs match the KSAOs they are looking for)
- Write questions that you want to ask in the interview - tailored to the company and position



Prep Questions

- You're being interviewed, but you are also interviewing to see if they are a good fit for YOU
 - Know your worth
- If multiple rounds of interviews then break your questions into multiple rounds also
 - Don't ask the same questions each time
- Tailor your questions to the company, position, and interviewers - and your core values
- I typically prep 8-10 questions but only ask 2-5
 - Often times you may only have time for 2 or 3 questions

Prep Questions Examples

- **What would you like to see me accomplish in the first 30 days or, if that is too soon, then the first 6 months?**
- What does the time allotment expectations look like for different projects? (I asked this but gave specifics for projects that I knew would be handled by that position)
- Which task or project is most important for this position?
- **Which part of the position has the steepest learning curve? How can I prepare for it?**
- What are the expectations about managing workflow?
- **What opportunities will I have to learn and grow?**

Prep Questions Examples: supervisor/leader interview

- How is the feedback process structured? (Continuous feedback or only annual review?)
- What characteristics do you look for in a follower/direct report?
- What is one thing that you would change about your position or work environment?
- What current project are you most passionate about?
- What is your leadership style? Is it set or changes employee to employee? (Do you identify with a specific leadership style?)

Prep Questions Examples: team interview

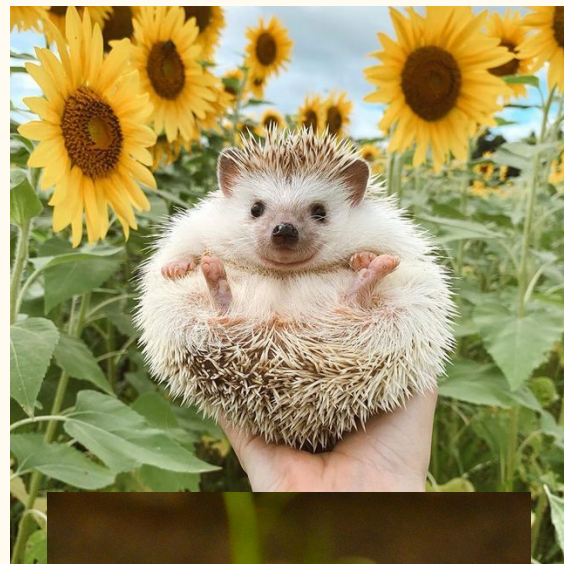
- How could I best support you and the team in this position?
- What is your preferred method of communication for project collaboration efforts? What characteristics do you value most in a colleague?
- What is your favorite thing about *Company Name* and/or a current project you are working on that you are most passionate about?
- What is your least favorite thing about *Company Name* , your position, or your work? (What do you find frustrating?)
- What is your experience with your direct supervisor and the employee evaluation process?
- What opportunities for continued learning and growth does *Company Name* offer that you have used? Do you think opportunities are fitting to your position? Are there enough offerings in terms of quantity and variety?
- **I ask this next question for the sake of clarity in case there have been any miscommunications or if I need to address any hesitancies. Is there anything that I have said that makes you doubt that I would be a great fit for the (*insert specific information*) position?**

Prep Resources

[How to Prepare for a Job Interview \(4 Things You MUST Do\)](#)

[How to Crush Your Next Job Interview: Young professionals and recent graduates need to show that they're ready to solve problems.](#)

[10 Classic Interview Questions and the Best Responses: Critical questions to find the best hires.](#)



What Interviewers Can't Ask You

- Age
- Race
- Ethnicity
- Color
- Gender
- Sex
- Sexual orientation or gender identity
- Country of origin
- Birthplace
- Religion
- Disability
- Marital status
- Family status
- Pregnancy
- Salary history (in some states)

[These Interview Questions Could Get HR in Trouble](#)

How to Handle Illegal Interview Questions

How old are you?	"Are you asking how many years experience I have?"
Do you plan to have children?	"I am focused on my career and you can be sure of my commitment to this job"
How is your health?	"I am fully able to perform all the job functions as described in the job posting"
What is your religion?	"My religious practices have no impact on my job"
How do you feel about working for a woman?	"I have always successfully worked as part of a diverse team"

www.best-job-interview.com

APSU Resources



College of Graduate Studies

[Current Students](#)

[Graduate Student Research Opportunities](#)

[Doctoral Student Research Guidance](#)

[Master's Student Research Guidance](#)

[Graduation Checklist](#)

Office of Student Research & Innovation

[Graduate Student Research Support Grants](#)

75%

Majors offered online

20+

Master's Degree
Programs

15+

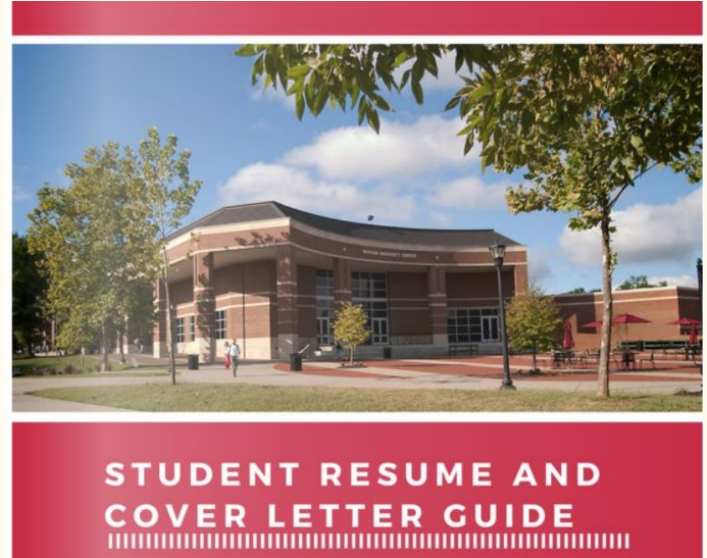
Certificate Programs

Career Services

- Resume & Cover Letter help
- Interview Preparation
- Career Advising
- & More

<https://www.apsu.edu/careers/resources/index.php>

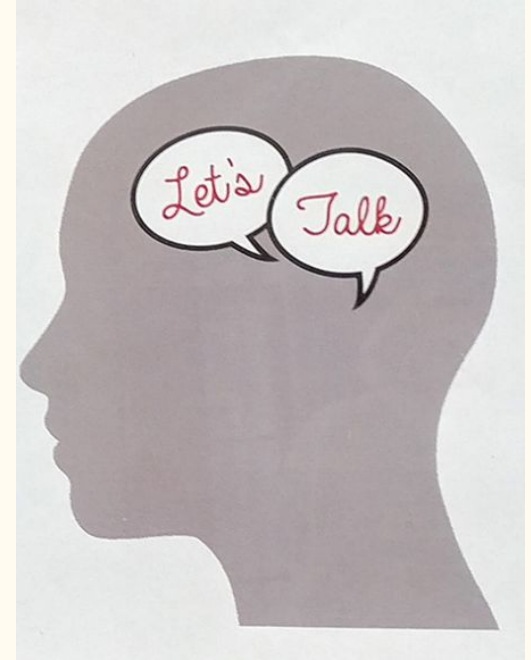
[Student Resume & Cover Letter Guide](#)



Student Counseling Services (& Health Services)

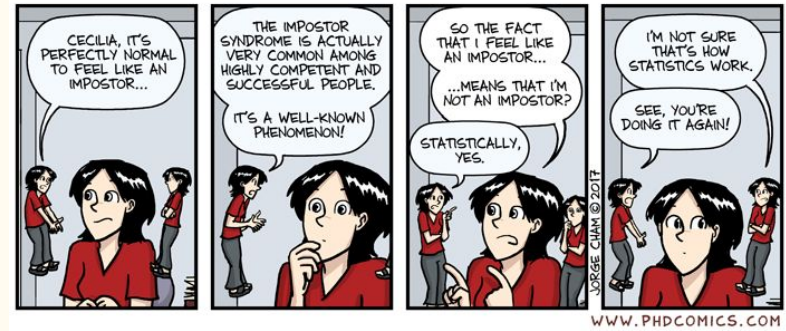
- Drop in counseling
- Appointments for short-term counseling
- Group counseling

<https://www.apsu.edu/health-and-counseling/counseling/>



You ARE Good Enough

Imposter Syndrome is real!



[4 Ways to Overcome Imposter Syndrome in Grad School](#)

[How to Get Over Impostor Syndrome as a New Graduate Student](#)

[We're all frauds: managing imposter syndrome in grad school](#)

[10 Steps You Can Use to Overcome Imposter Syndrome](#)

[Successful but Feel Like a Fraud? How to Deal with Impostor Phenomenon](#)

[How to Banish Imposter Syndrome and Embrace Everything You Deserve](#)

Don't Miss Out!

CRISIS MANAGEMENT & SELF-CARE: LUNCH & LEARN WORKSHOPS

COMMON HOUR 12:15 PM-
1:15PM ON MONDAYS IN UC 312
MEETING ROOM

MONDAY,
SEPTEMBER 13:
"ADULTING 101"
WITH JANDRO
HERRERA

MONDAY,
SEPTEMBER 27:
"STRESS
MANAGEMENT"
WITH CHELILYN
PADGETT

MONDAY,
OCTOBER 18:
"ALLY-SHIP"
WITH LANECCA
WILLIAMS

MONDAY,
OCTOBER 26:
"HOW TO BE AN
ANTI-RACIST"
WITH LANECCA
WILLIAMS

MONDAY,
NOVEMBER 8:
"NUTRITION AND
HEALTHY
EATING" WITH DR.
TASHA RUFFIN

MONDAY,
NOVEMBER 29:
"MINDFULNESS"
WITH BRITTNEY
MCHUGHES

MONTHLY HOUR-LONG LUNCH AND LEARN WORKSHOPS GEARED TOWARDS CRISIS MANAGEMENT AND SELF-CARE IN THE CLASSROOM. WE HOPE THESE WORKSHOPS WILL PROMOTE CAMPUS SAFETY AND HEALTHY FUNCTIONING ESPECIALLY IN LIGHT OF COVID-19.

BOX LUNCHES WILL BE PROVIDED EACH WORKSHOP. FIRST COME, FIRST SERVE.

EMAIL LYLE@ONGAM@APSU.EDU
OR FRIPPJ@APSU.EDU TO RSVP

AP Austin Peay
State University
Counseling Services

Drop-In Counseling Schedule Fall 2021



MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
11 AM - 1 PM	1 PM - 3 PM	1 PM - 3 PM	10 AM - 2 PM	11 AM - 1 PM

What is "Let's Talk"?

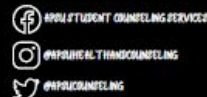
FREE, INFORMAL, BRIEF, DROP-IN CONSULTATIONS WITH THERAPISTS FROM APSU'S STUDENT COUNSELING SERVICES. NO APPOINTMENT NECESSARY. OPEN TO ALL ENROLLED APSU STUDENTS.

More Information

FOR FREQUENTLY ASKED QUESTIONS, LOCATION UPDATES AND OTHER INFORMATION PLEASE VISIT OUR WEBSITE WWW.APSU.EDU/COUNSELING OR CALL US AT (931) 221-6162. ADDITIONALLY, OUR SOCIAL MEDIA IS UPDATED DAILY!



Follow Us



Questions?



Graduate Professional Development Series

Graduate Student Professional Development Series

Date: Wednesday, October 13, 2021

Presenter: Cavelle Gongga

Time: 5-6pm

Topic: Professional etiquette/cultural awareness

Session description: This presentation will discuss the personal skills and manners required to ensure positive first impressions, as well as, how to professionally interact and communicate with others in the work environment. As it pertains to the topic of cultural awareness, we will raise awareness about groups within society who may experience discrimination based on their demographic makeup or beliefs. We will explore the meaning and importance of diversity and equality, as well as consider how to value and accept differences among others.



Feedback Survey

